

Waimakariri District Council

Audit and Risk Committee

Agenda

Tuesday 13 June 2023

9am

Council Chambers
215 High Street
Rangiora

Members:

Cr Neville Atkinson (Chairperson)

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Joan Ward

Cr Paul Williams

Mayor Dan Gordon (ex officio)

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A MEETING OF THE AUDIT AND RISK COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 13 JUNE 2023 AT 9AM.

Recommendations in reports are not to be construed as Council policy until adopted by the Council

BUSINESS

Page No

1 **APOLOGIES**

2 **CONFLICTS OF INTEREST**

Conflicts of interest (if any) to be reported for minuting.

3 **CONFIRMATION OF MINUTES**

3.1 **Minutes of a meeting of the Audit and Risk Committee held on Tuesday 14 March 2023**

8 - 15

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of a meeting of the Audit and Risk Committee, held on 14 March 2023.

3.2 **Matters Arising**

4 **PRESENTATION/DEPUTATION**

Nil.

5 **REPORTS**

5.1 **Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2023; Approved Enterprise North Canterbury Business Plan and Budget 2023/24; and Promotion of Waimakariri District Plan 23/24 – Simon Hart (General Manager, Strategy, Engagement and Economic Development)**

16 - 41

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** report No 230529078260.
- (b) **Approves** Enterprise North Canterbury's Statement of Intent 2023/24, Enterprise North Canterbury's Approved Business Plan and Budget

2023/24, and Enterprise North Canterbury's Promotion of Waimakariri Plan.

- (c) **Notes** that Enterprise North Canterbury are currently developing a new Strategic Plan that aligns with the 2024-34 Long Term Plan period and considers how the organisation will respond to the changing operational environment, and implementation of key strategies such as the Waimakariri Economic Development Strategy, Waimakariri Visitor Strategy and Greater Christchurch Destination Management Plan.
- (d) **Circulates** the report to the Community Boards for information.
- (e) **Thanks** Enterprise North Canterbury Trustees and staff for their efforts.

5.2 Te Kōhaka ò Tuhaitara Trust - Statement of Intent for the Year ending 30 June 2024 – Jeff Millward (Chief Executive)

42 - 54

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** report N° 230223024574.
- (b) **Receives** the Statement of Intent for Te Kōhaka ò Tuhaitara Trust for the year ending 30 June 2024 (TRIM 230118005907).
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Te Kōhaka ò Tuhaitara Trust to make changes to the Statement of Intent. Te Kōhaka ò Tuhaitara Trust would consider the requested changes and re-present the Statement of Intent prior to the 30 June 2023.
- (d) **Recommends** retaining items 14 and 16 from the 2022/23 Statement of Intent for Te Kōhaka ò Tuhaitara Trust.

5.3 2022/23 Capital Works March Quarterly Report – Don Young (Senior Engineering Advisor), Gerard Cleary (General Manager Utilities and Roading), Chris Brown (General Manager Community and Recreation)

55 - 95

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 230501060759.
- (b) **Notes** the actual and predicted achievement across all tracked capital expenditure.
- (c) **Notes** that of the \$79.24million total capital spend, \$46.80million (59%) has been completed and \$69.97million (88%) is predicted to be completed (subject to weather and other matters outside our control).
- (d) **Notes** that the previous December Quarterly Report predicted completion of 93%.
- (e) **Notes** that progress towards achieving the 2022/23 Capital Works Programme is well advanced across most areas. However, there are a number of projects either delayed or at risk, as reported elsewhere.

5.4 Financial Report for the period ended 31 March 2023 – Paul Christensen (Finance Manager)

96 - 140

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 230501060741.
- (b) **Notes** the surplus for the period ended 31 March 2023 is \$4.3 million. This is \$12.5 million under budget and reflects both lower operating revenue and operating expenditure over budget primarily due to the July flooding event and depreciation.

5.5 Non-Financial Performance Measures for the quarter ended 31 March 2023 – Helene Street (Corporate Planner)

141 - 182

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** report No. EXC-08-03/TRIM No. 230510066736.
- (b) **Notes** 59% of performance measures for the third quarter of the 2022/23 financial year were achieved, and 38% were not achieved.
- (c) **Notes** 3 (3%) measures were not reported for the quarter. These belong to Te Kōhaka o Tūhaitara Trust. Efforts are being made to obtain the results from the Trust.
- (d) **Notes** 14 of the 42 measures that did not meet target were within 5% of being achieved.
- (e) **Notes** all measures have been reviewed and incorporated in the 2021-2031 LTP.
- (f) **Notes** the further enhancements made to the Opal3 report in this quarter.

5.6 Sefton Community Library- Application for a Rates Remission – Maree Harris (Customer Services Manager)

183 - 185

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 230503061932.
- (b) **Approves** a rates remission of \$706.51 to the Sefton Community Library Trustees property at 14 Pembertons Road, Sefton (Rates Assessment 2144019400) under the Policy for Remission of Rates in Miscellaneous Circumstances.

5.7 Approval of Rates Remission in Miscellaneous Circumstances – Maree Harris (Customer Services Manager)

186 - 188

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. TRIM number 230503062702.
- (b) **Approves** rates remissions under the Policy for Rates Remissions in Miscellaneous Circumstances amounting to \$431.69 on the property at 88 Dunns Avenue, The Pines Beach (Rates Assessment 2162117100) and \$551.78 on the property at 90 Dunns Avenue, The Pines Beach (Rates Assessment 2162117000).
- (c) **Notes** that the remissions have already been applied to the rates accounts so that the final rates instalment reflected the correct amount to clear the rates.

5.8 Risk Management Programme and Corporate Risks Update – Sherriane Nation (Quality and Risk Coordinator)

189 - 208

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 230411049672.
- (b) **Notes** the Risk Management Work Programme (220621105888).
- (c) **Notes** the current 'Corporate Risks' Risk Register (230321039241).
- (d) **Notes** this report and associated presentation is circulated to the Council for information.

5.9 Reporting on LGOIMA Requests for the period 1 March 2023 to 31 May 2023 – Thea Kunkel (Governance Team Leader)

209 - 218

RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 230601081414 for information.
- (b) **Notes** that the Council received 61 requests and responded to 52 official requests of information from 1 March 2023 to 31 May 2023, which was 21 more, than the 31 official requests responded to in the same period in 2022.

6 PORTFOLIO UPDATES

6.1 Audit, Risk, Annual / Long Term Plans – Councillor Joan Ward

6.2 Communications and Customer Services – Councillor Joan Ward

7 QUESTIONS

8 URGENT GENERAL BUSINESS

9 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

RECOMMENDATION

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
9.1	Minutes of public excluded portion of Audit and Risk Committee meeting of 14 March 2023.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item N°	Reason for protection of interests	LGOIMA Part 1, Section 7
9.1	Protection of privacy of natural persons; To carry out commercial activities without prejudice; Maintain legal professional privilege;	Section 7 2(a) Section 7 2(b)ii Section 7 (g)

CLOSED MEETING

See Public Excluded Agenda.

OPEN MEETING

NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on Tuesday 8 August 2023 at 9am.

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, CIVIC BUILDINGS, HIGH STREET, RANGIORA ON TUESDAY, 14 MARCH 2023, AT 9AM.

PRESENT

Deputy Mayor N Atkinson (Chairperson), Mayor D Gordon, Councillors T Fulton, J Goldsworthy, J Ward and P Williams.

IN ATTENDANCE

Councillors P Redmond and B Cairns.

J Millward (Acting Chief Executive), S Hart (General Manager Strategy, Engagement and Economic Development), and K Rabe (Governance Adviser).

J Rogers, J Flanagan and M Dalton of Enterprise North Canterbury.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 RECEIPT OF MINUTES

3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 14 February 2023

Moved: Councillor Goldsworthy Seconded: Councillor Fulton

THAT the Audit and Risk Committee:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of a meeting of the Audit and Risk Committee, held on 14 February 2023.

CARRIED

3.2 Matters Arising (From Minutes)

Nil.

PUBLIC EXCLUDED MINUTES

(These Minutes were considered in the public excluded portion of the meeting)

3.3 Minutes of the public excluded portion of the Audit and Risk Committee Meeting Tuesday 14 February 2023

4 **PRESENTATION/DEPUTATION**

Nil.

5 **REPORTS**

5.2 **Enterprise North Canterbury's Six-month progress and financial Report to 31 December 2022, Six-month progress report on the Promotion of the Waimakariri District to 31 December 2022 and Draft Statement of Intent for the financial year beginning 1 July 2023 – S Hart (General Manager Strategy, Engagement and Economic Development)**

S Hart spoke to the report which presented Enterprise North Canterbury's (ENC) sixth monthly progress and financial report for the financial period ending 31 December 2022, the six monthly progress report on the promotion of the Waimakariri District to 31 December 2022 and the draft Statement of Intent for the financial year beginning 1 July 2023.

J Flanagan (Trustee), M Dalton (Business Support Manager) and J Rogers (Visit Waimakariri Production Development) were in attendance to answer questions.

Councillor Fulton requested clarity on the extent of the partnership between ENC and ChristchurchNZ regarding the "Make a Day of it" strategy. J Rogers noted that there was an arrangement between the organisations where ChristchurchNZ promoted the 'Make a Day of it' Campaign during Covid and included ENC on their website. This was a holistic approach to promote North Canterbury for people traveling north. It was envisaged that this partnership would evolve during 2023 to promote all the districts within the wider Canterbury region.

Councillor Cairns clarified that the reported 5,715 hits was for the Visit Waimakariri site. He also enquired if the Waimakariri Economic Strategy, which would be implemented in the next few months, would be included in ENC's Statement of Intent. M Dalton acknowledged that there would be responsibilities arising from the strategy for both the Council and ENC. However, consideration would be given on how the strategy could be implemented, once it came into effect.

Councillor Ward noted that the NZMCA Motorhome Park which opened in Kaiapoi recently would have had an impact on the Information Centre in terms of an increased queries regarding what was available in the area. J Rogers agreed that there had been an increase in queries on a variety of subjects. Councillor Ward questioned how the increased commercial and economic development, such as at Rangiora Airfield, could be capitalised on. M Dalton stated that Rangiora was always interesting, however, there was limited scope for activities at the airfield and other developments, especially while the developments were still in the early stages of development.

Councillor Atkinson mentioned the proposed business awards for Kaikoura and noted that there was no mention of this in ENC's Statement of Intent. He queried what the intention was with Kaikoura being included. J Rogers replied that MainPower, a major sponsor of the awards, had requested that Kaikoura be included in the business awards. ENC agreed, provided that Kaikoura contributed funding towards the awards which they had done.

Councillor Williams noted that Kaikoura businesses seemed more advanced in relation to tourism and queried if this would not adversely affect Waimakariri businesses from competing on a fair playing field. It was noted that Waimakariri businesses had won at least 85% of the awards on offer the previous year, and there was scope to include other areas. Every business was taken on its own merit and even if Kaikoura businesses excelled the tourism area, there were plenty of other categories that Waimakariri businesses shone in.

In response to a question from Councillor Cairns, it was confirmed that the I-site's was open from 9am to 5pm Monday to Friday and 9am to 1pm on Saturday. Councillor Cairns pointed out that the motorhome clientele was more than likely to be active over the weekends and enquired if there were any plans to train library staff to respond to queries when the I-site was closed, or if there had been any consideration of having an I-site kiosk in the library foyer. J Rogers explained that consideration had been given on how to keep campers informed, and relevant information had been left at the NZMCA Motorhome Park. However they would be monitoring the weekend traffic for future consideration. Nothing had been formalised in relation to utilising the library and/or its staff.

Moved: Councillor Atkinson

Seconded: Mayor Gordon

THAT the Audit and Risk Committee:

- (a) **Receives** report No 230220022811.
- (b) **Receives** the following reports for Enterprise North Canterbury, the:
 - i. Enterprise North Canterbury's Six-Month Report to 31 December 2022 (Trim 230220022817).
 - ii. Enterprise North Canterbury's Promotion of Waimakariri District six-month report to 31 December 2022 (Trim 230220022820).
 - iii. Enterprise North Canterbury's Draft Statement of Intent for the financial year beginning 1 July 2023 (Trim 230220022823)
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Enterprise North Canterbury to make changes to the Statement of Intent (SOI). If this were to occur, Enterprise North Canterbury would consider the requested changes and re-present the Statement of Intent prior to 30 June 2023.
- (d) **Acknowledges** the work carried out by Enterprise North Canterbury and thanked the Trustees and staff for their efforts.
- (e) **Circulates** the report to the Community Boards for information.

CARRIED

Councillor Atkinson thanked ENC for the report, however, he was concerned that MainPower could influence the decision to include Kaikoura in the business awards, which had been established and developed for businesses in the Waimakariri District. Regarding the I-site, he believed that it may be time to re-evaluate the operating hours, and whether funding should be sourced to extend operating hours over weekends. He also believed that ENC was heading in the right direction and the successes achieved was proof of that.

Mayor Gordon endorsed the motion and stated that the Council was fortunate to have the calibre of people on the Board and the staff at ENC. The I-site was working well and the 'Make a Day of it' campaign had been successful and eye-catching. Mayor Gordon did not agree that including Kaikoura in the business awards would be detrimental to Waimakariri businesses, and acknowledged that while MainPower had raised the issue, businesses in Kaikoura had been showing interest in being included for some time. He also drew attention to the fact that North Canterbury did extend to the north of Kaikoura and the point of the awards was to celebrate North Canterbury. Mayor Gordon agreed with Councillor Atkinson on the importance of I-site keeping a physical presence in Kaiapoi especially now that the motorhome park had opened.

Councillor Ward thanked ENC for their work within the community and assisting with mentoring of new businesses and for raising funding from other sources and not relying on the Council funding alone.

5.2 **Six Month Financial Statements for the Period Ended 31 December 2022 - Te Kōhaka o Tūhaitara Trust – J Millward (Acting Chief Executive)**

J Millward introduced the Te Kōhaka o Tūhaitara Trust's six monthly financial report for the period ended 31 December 2023. Noting that the Camp operations would be incorporated into the next report.

Councillors had no questions on this item.

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 230220022968.
- (b) **Receives** the Six Month Report for the Te Kōhaka o Tūhaitara Trust for the period ended 31 December 2022.
- (c) **Notes** the operations for the six months to 31 December 2022 were progressing as planned as presented in the Statement of Intent.

CARRIED

5.3 **Te Kōhaka o Tūhaitara Trust - Statement of Intent for the Year ending 30 June 2024 – J Millward (Acting Chief Executive)**

J Millward provided a brief overview of the Te Kōhaka o Tūhaitara Trust's Statement of Intent for the year ending 30 June 2024. Staff were recommending that Items 14 and 16 be retained which were in relation to the development of a new Trust office/education centre and to commence the leasing of the Kairaki Beach fee simple sections.

Councillor had no questions on this item.

Moved: Councillor Fulton

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** report No 230223024574.
- (b) **Receives** the Statement of Intent for Te Kōhaka o Tūhaitara Trust for the year ending 30 June 2024 (Trim 230118005907).
- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Te Kōhaka o Tūhaitara Trust to make changes to the Statement of Intent. Te Kōhaka o Tūhaitara Trust would consider these requested changes and re-present the Statement of Intent prior to the 30 June.
- (d) **Recommends** retaining Items 14 and 16 from the 2022/23 Statement of Intent for Te Kōhaka o Tūhaitara Trust.

CARRIED

5.4 **Audit New Zealand Management Report for the year ended 30 June 2022 – J Millward (Acting Chief Executive)**

J Millward provided an summary of the Audit New Zealand Management Report for the year ended 30 June 2022. The Management Report culminated the interim audits and the audit work carried out on the Council's 2021/22 Annual Report for the year ended 30 June 2022. An interim audit begun on 27 June 2022, with the final audit commenced in November 2022. The final audit was completed in December 2022 and an unmodified

audit opinion was issued for the 2021/22 Annual Report and adopted by the Council on 20 December 2022.

J Millward advised that Chief Executives of various local councils had expressed concerns regarding the lack of resourcing at Audit New Zealand especially as the 2024/34 Long Term Plans would require auditing prior to going out for public consultation. The Chief Executives had therefore requested a meeting with the Auditor General to discuss their concerns further.

Councillor Fulton questioned the annual review of revenue received in advance for development contributions. J Millward noted that the auditors were concerned by the discrepancies between what development contributions the Council received as opposed to what it should have received, therefore, more work needed to be done on the reconciliation process to correctly capture the information.

Moved: Councillor Fulton

Seconded: Councillor Ward

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 230220022248.
- (b) **Receives** Audit New Zealand's Management Report for the year ending 30 June 2022 (Trim 230220022231).
- (c) **Notes** there were no significant matters arising from the Management Letter. Audit New Zealand had made a number of recommendations where systems could be improved and these improvements had been implemented or were programmed to be completed.

CARRIED

5.5 **Reporting on LGOIMA Requests for the period 1 November 2022 to 28 February 2023**
 – T Kunkel (Governance Team Leader)

J Millward took the report as read and noted that the requests for information made under the Local Government Official Information and Meetings Act, 1987 would be included on the Council's website.

Councillor Redmond enquired if Councillors would be able to read the requests for information as well as the full response sent to the recipient. J Millward confirmed that in most cases they would, however, consideration still had to be taken in regards to privacy issues.

Councillor Williams enquire how Councillors could access this information and was advised that they could just request the information from the Governance Team.

Moved: Councillor Goldsworthy

Seconded: Councillor Williams

THAT the Audit and Risk Committee:

- (a) **Receives** report No. 230301027998 for information.
- (b) **Notes** that the Council responded to 36 official requests of information from 1 November 2022 to 28 February 2023, which was six more, than the 30 official requests responded to in the same period in 2021/22.

CARRIED

6 PORTFOLIO UPDATES

6.1 Audit, Risk, Annual / Long Term Plans – Councillor Joan Ward

- **Annual Plan out for consultation 17 March 2023**
 - Three areas of consideration regarding water (keeping chlorine free), drainage (additional \$7.5 million for flood control), and roading (inflation not covered by Waka Kotahi).
- **Long Term Plan established three work groups**
 - Project Control Group include senior staff and elected member representatives.
 - Staff Working Group brought together all the parts.
 - Asset Management Group dealt with the Asset Management Plans and Infrastructure Strategy
- **From the Strategy planning day**
 - The key objectives identified would be incorporated in to the work programs and how those fit into wellbeing, community outcomes and non-financial performance measures.
- **CCOs (Council Controlled Organisations)**
 - Advised that the audits for the year ended 30 June 2022 would commence in the next month or two for Enterprise North Canterbury and Te Kōhaka o Tūhaitara Trust.

6.2 Communications and Customer Services – Councillor Joan Ward

- **Communications and Engagement from 1 October to 31 December 2022**
 - External Communication and Engagement
 - In the fourth quarter of 2022 Communications and Engagement worked on five communication plans, produced 31 news stories and received 111 media inquiries.
 - Significant topics covered during this period included the Local Government Elections, Summer roading issues/resealing, Rating valuation and summer changes to hours. It was a quieter period than usual due to limitations on political topics due to the local body elections.
 - Let's Talk Engagement
 - Published three new consultation projects via "Bang the Table". This was four fewer than the previous quarter which is reflected in percentage decrease in users and time spent on the page.
 - The most popular projects by engagement were Disc Golf in Kaiapoi Domain, Smith Street Speed Limit and the Arts Strategy.
 - Website
 - There were 151.54K website visits (unique sessions) this quarter and compared to the same period last year there had been an decrease of 20,000 visits to the website. The most popular pages viewed were Home, Search Results, Aquatic Facilities, Contact Us and the District Plan.

- **Customer Services**

- There were further recruitment to be done. The offer made last month fell through, and a further two staff had resigned. Interviews would be scheduled over the next couple of weeks.
- Land Information Memoranda (LIMs) numbers had increased. While the number of applications received in February 2023 had been low compared to previous years, the applications had increased towards then end of February 2023.
- A number of staff had been involved in the computer vendor demonstrations held over the last month. It had been interesting to view the offerings of each of the three vendors and hold team discussions on what features would help grow and improve the business.
- The third rates instalment was due at the end of February and penalty notices were sent out last week.

7 **QUESTIONS**

Nil.

8 **URGENT GENERAL BUSINESS**

Nil.

9 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, was as follows:

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
9.1	Minutes of public excluded portion of Audit and Risk Committee meeting of 14 February 2023.	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution was made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public were as follows:

Item N°	Reason for protection of interests	LGOIMA Part 1, Section 7
9.1	Protection of privacy of natural persons; To carry out commercial activities without prejudice; Maintain legal professional privilege;	Section 7 2(a) Section 7 2(b)ii Section 7 (g)

CARRIED**CLOSED MEETING**

The public excluded portion of the meeting commenced at 9.50am and concluded at 10.03am.

OPEN MEETING**Resolution to resume in open meeting**

Moved: Councillor Atkinson

Seconded: Councillor Goldsworthy

THAT open meeting resumes and the business discussed with the public excluded remains public excluded until determinations by the Civil Aviation Authority have been made.

CARRIED**NEXT MEETING**

The next meeting of the Audit and Risk Committee will be held on Tuesday 16 May 2023 at 9am.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 10.04am.

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: EXC-17 / 230529078260

REPORT TO: AUDIT & RISK COMMITTEE

DATE OF MEETING: 13 June 2023

AUTHOR(S): Simon Hart, General Manager, Business and Finance Support

SUBJECT: Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2023; Approved Enterprise North Canterbury Business Plan and Budget 2023/24; and Promotion of Waimakariri District Plan 23/24.

ENDORSED BY:
(for Reports to Council,
Committees or Boards)



Department Manager

Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is for the Audit and Risk Committee to:
- i. Approve the Enterprise North Canterbury (ENC) Statement of Intent. The draft was presented to the Audit and Risk Committee in March 2023. Minor changes were requested by the Committee in March including recognition of the draft Waimakariri Economic Development Strategy (WEDS).
 - ii. Approve the ENC Business Plan and Budget for 2023/24.
 - iii. Approve the ENC Promotion of Waimakariri District Plan, which outlines initiatives for the coming year and provides a framework that maximises the impact of the visitor sector on the local economy and guides WDC's and ENC's efforts and activities.
- 1.2. The Chief Executive from ENC, Heather Warwick, will be attending along with members of the ENC Board to present information to Committee during the meeting.

Attachments:

- i. Enterprise North Canterbury's Approved Statement of Intent 2023/24 (230529078321)
- ii. Enterprise North Canterbury's Approved Business Plan 2023/24 and Budget 2023/243 (230529078319)
- iii. Enterprise North Canterbury's Promotion of Waimakariri Plan (230529078322)

2. RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** report No 230529078260.
- (b) **Approves** Enterprise North Canterbury's Statement of Intent 2023/24, Enterprise North Canterbury's Approved Business Plan and Budget 2023/24, and Enterprise North Canterbury's Promotion of Waimakariri Plan.

- (c) **Notes** that Enterprise North Canterbury are currently developing a new Strategic Plan that aligns with the 2024-34 Long Term Plan period and considers how the organisation will respond to the changing operational environment, and implementation of key strategies such as the WEDS, Waimakariri Visitor Strategy and Greater Christchurch Destination Management Plan.
- (d) **Circulates** the report to the Community Boards for information.
- (e) **Thanks** Enterprise North Canterbury Trustees and staff for their efforts.

3. **BACKGROUND**

- 3.1. Enterprise North Canterbury is a Council Controlled Organisation (CCO), where the Trustees are appointed by the Waimakariri and Hurunui District Councils.
- 3.2. The Trust was registered in August 2002 to provide promotional and economic development services on behalf of the Waimakariri and Hurunui District Councils and promote the region as a visitor destination.
- 3.3. The Trust is a not-for-profit organisation. In addition to the funding provided by the Councils, a significant amount of funding comes from grants and sponsorship to fund the activities of ENC.
- 3.4. As an economic development agency, ENC seeks to improve the region's investment and business-enabling environment so enhancing the region's competitiveness, retaining and increasing jobs, improving incomes and enhancing economic wellbeing, thus improving the quality of life of residents.
- 3.5. Each year, Council is provided with an opportunity to review, provide comment on, and then approve the ENC Statement of Intent (SOI) and Annual Business Planning documents of ENC.

4. **ISSUES AND OPTIONS**

4.1. **Statement of Intent**

Under the Act, Enterprise North Canterbury are required to present their draft Statement of Intent for comment. Only very minor feedback was provided by the Committee this year, which included some additional commentary on the draft Waimakariri Economic Development Strategy which will likely be adopted by the Council in around July this year, and will likely have implementation implications for ENC. The Committee also asked for the SOI to reflect the work ENC is currently undertaking on a new Strategic Plan. This Plan will be drafted in time for consideration by both Council's through their Long-Term Plan processes.

This feedback has been taken back to the Trustees and accepted with the appropriate changes now included within the Statement of Intent. Therefore, the Statement of Intent, under the Act, is presented back to Council for approval.

4.2. **Business Plan and Budget 2023/24**

The ENC Business Plan outlines initiatives and activities for the coming year which will be presented by the Trust. The Committee could accept the business plan in its entirety, or it could request the Trust to make changes. It is the recommendation of staff that the 2023/24 ENC Business Plan be approved in its current form, noting that any significant changes to the ENC programme of work will be captured in the new ENC Strategic Plan which will be presented during the Councils upcoming Long Ter Plan considerations.

4.3. **Promotion of Waimakariri Plan 2023/24**

The Promotions Plan outlines ENC visitor and business attraction initiatives for the coming year, and also aligns with the new Waimakariri Visitor Marketing Strategy developed for the 2020-25 period in partnership with the Waimakariri District Council. This strategy aims to provide a framework that maximises the impact of the visitor sector on the local economy, as well as guide WDC and ENC's efforts and activities.

The Management Team has reviewed these reports and supports the recommendations.

Implications for Community Wellbeing

There are no direct implications on community wellbeing by the issues and options that are the subject matter of this report. However, the implementation of activities articulated in the attached documents by ENC have significant economic and social benefit to the communities within North Canterbury.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Ongoing dialogue that ENC has with the local business sector and visitor industry assisted with the preparation of the Statement of Intent, the Business Plan and the Promotion of Waimakariri District Plan has been reported on.

5.3. **Wider Community**

The wider community would have an interest in the three areas identified for approval. A strong economy that supports business and employment growth is important to community wellbeing.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. Under section 65 of the Local Government Act, the Council must regularly undertake performance monitoring of council organisation's to evaluate their contributions to the:

- council's objectives for the organisation;
- desired results set out in the organisation's statement of intent; and
- overall aims and outcomes of the local authority.

Delegation S-DM 1022 provides that the Audit & Risk Committee has the jurisdiction to "Monitor performance of the Council-Controlled organisation's on a six-monthly basis".

Council provides annual funding grants to ENC for both Economic Development and District Promotion. These grants for the 2023/24 financial year are \$224,580, and \$419,170 respectively.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts.

6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. The ENC Board meets regularly to oversee implementation of agreed plans and programmes in accordance with the accountability requirements of ENC being a CCO.

ENC formally reports to the Council at six-monthly intervals and meets regularly with WDC staff to monitor progress and address any issues that may arise.

Health and Safety

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report. ENC operates at arm's length from the WDC and manages its own health and safety programme.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. **Authorising Legislation**

Local Government Act S.10 Purpose of Local Government and Part 5 Council- controlled organisations and council organisations.

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

Businesses in the District are diverse, adaptable and growing

- There are growing numbers of businesses and employment opportunities in our district.
- There are sufficient and appropriate places where businesses are able to set up in our district.

The distinctive character of our takiwā - towns, villages and rural areas is maintained

- The centres of our towns are safe, convenient and attractive places to visit and do business.
- Our rural areas retain their amenity and character.

7.4. **Authorising Delegations**

Delegation S-DM 1022 provides for delegated authority to the Audit and Risk Committee to monitor the performance of Council Controlled organisations and to review and provide comments on draft Statements of Intent.

ENC Statement of Intent

Financial Year Beginning 1 July 2023

Introduction

North Canterbury Economic Development Trust trading as Enterprise North Canterbury (ENC) is a Council Controlled Organisation (CCO) established by the Waimakariri District & Hurunui District Councils. This Statement of Intent sets out the overall intentions and objectives for the period of 1 July 2023 to 30 June 2026. This year's Statement of Intent (SOI) takes into considering three new key factors for the coming year:

- The anticipated downturn in the economy and what additional support ENC may be required to support businesses negatively impacted
- The development of a new 10 year ENC strategic plan 2023-2033 to be signed off by the Board and the two Councils
- Define and agree on what role ENC plays in WDC's implementation of their new 10 year 2023-2033 Waimakariri Economic Development Strategy (WEDS)

Nature & Scope of Activities

ENC is an Economic Development Agency with a vision:

'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

The Objectives of the Trust

The objects of the Trust as set out in clause 3.1 of the Deed of Trust are to:

- Cultivate economic initiatives and foster growth for the benefit of the North Canterbury Community
- Promote the economic, environmental, cultural and social well-being of the North Canterbury Community
- Foster, develop and assist in the management of best practices and effective use of the resources of North Canterbury
- Promote and nurture community-based, sustainable economic growth through projects to benefit the people of North Canterbury Community.

In pursuing these objects ENC will:

- Operate with the utmost integrity
- Be innovative, proactive and professional
- Work collaboratively in all activities it facilitates
- Respect the democratic processes of the sponsoring Councils.

ENC's *modus operandi* is to "stimulate/facilitate/liberate" new projects, as initiatives will only lead the regional economy to a higher level if a project is self-sustaining in the hands of the private sector. ENC does not see itself as "owning" projects in the long term. Accordingly when assessing new initiatives ENC will:

- Promote the sustainability of business
- Have an awareness of the needs of the community within which business operates

- Be a leader and facilitator but not an investor in development projects

The Performance Measures

In pursuit of its vision ENC has adopted three strategic objectives against which its performance will be monitored

ENC Strategic Objectives Performance Measures 2023/24

ENC Vision: 'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

STRATEGIC OBJECTIVE ONE: SUPPORTING EXISTING BUSINESSES TO GROW & PROSPER

	Performance Measure	Target
Objective 1.1 Support businesses	<p>Deliver the Regional Business Partner Programme for NZTE</p> <p>Attract Talent to the Region</p> <p>Support new, expanding and declining businesses</p>	<p>Undertake 48 Capability Assessments and issue a minimum of \$80,000 NZTE Vouchers A minimum of 24 businesses referred to Business Mentors NZ</p> <p>Four businesses pay to be profiled on the website Twenty businesses pay to be part of the campaign 'Move on Up' Measure the number of local employers and recruiters who use website and toolkit to attract employees to the region to work and live.</p> <p>Provide business support 50 new startup businesses and 50 existing businesses to grow/expand Track number of declining business and what additional support was provided</p>
Objective 1.2 Celebrate and Recognise Business Leaders in the region	Organise and Host the 2023 Business Awards Gala Dinner and Ceremony	<p>Achieve at least 3 entries for all categories Business Awards Gala event hosted Sell 90% of available tickets to Gala Dinner and Ceremony</p>
Objective 1.3 To assist Hurunui Council establish economic projects in the district, improving the	Programme of initiatives agreed and implemented	ENC assists and supports all initiatives as agreed

wellbeing and viability of Hurunui communities		
Objective 1.4 To develop a new 10 year strategy commencing 2023	New Strategic Plan developed by September 2023	Adopt Strategic Plan by July 2024 taking into account submissions made to Council's LTP process
Objective 1.5 Support the Implementation of the Waimakariri Economic Development Strategy	Agree implementation plan in conjunction with ENC's 2024-34 Strategic Plan	Draft implementation plan adopted by the Board by the end of December 2023

STRATEGIC OBJECTIVE TWO: ATTRACT & INSPIRE BUSINESSES, MANA WHENUA (Te Ngāi Tūāhuriri Rūnanga and Ngāti Kuri) & GOVERNANCE TO INVEST IN OUR REGION

	Performance Measure	Target
2.1 Develop a North Canterbury Cycle Trail	Complete planning of cycle trail improvements from Kaiapoi to Waikuku and work commenced.	Planning completed Funder satisfied with final report
2.2 Deliver the MADE NORTH CANTERBURY Food and Beverage project to achieve greater collaboration	Local food and beverage producers and manufacturers are provided opportunities to collaborate and connect	Provide two networking functions for members each year Undertake market research in 4 supermarkets with at least 100 people surveyed on brand awareness Run The North Course annually and increase participation by 10%
2.3 Collaborate with Te Ngāi Tūāhuriri Rūnanga and Ngāti Kuri	Activate relationships with the business entities through various projects involving ENC and both Councils	Meet annually with the commercial arm of both Runangas in conjunction with the two Councils.

STRATEGIC OBJECTIVE THREE: PROMOTE THE WAIMAKARIRI DISTRICT

	Performance Measure	Target
Produce an annual business promotion plan for board and Council approval	Deliver on Business Promotion objectives, as contracted to Council	Contract delivered Performance reported six monthly to Waimakariri District Council

The Board's Approach to Governance

The Board of Trustees is responsible for the overall corporate governance of ENC. The Trust Deed sets out the governance responsibilities of the Trustees. The Board guides and monitors management of the business and affairs of the Trust on behalf of the Councils to whom they are accountable. The Mayors of each of the Councils are Trustees, and the two CEO's are Advisory Trustees. The Board meets two monthly.

The Accounting Policies

The Trust is a not-for-profit organisation. The Trust has adopted accounting policies that are consistent with the Financial Reporting Act 1993 and Financial Reporting Standards issued by the Institute of Chartered Accountants of New Zealand. The Trust has elected to apply the PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that the Trust does not have public accountability and has total annual expenses of less than \$2m.

The Ration of Consolidated Shareholders Funds to Total Assets

As at 30th June 2022 the Trust's Equity comprised 41% of total assets and 100% of net assets. Equity is defined as the sum of the amount of retained earnings and accumulated losses. Total assets are defined as the sum of the net book values of current assets and non-current assets as disclosed in the Trust's annual report.

Distribution to Shareholders

The Trust's Equity is not distributed, but is held in reserve to fund the Trust's future economic development activities and Waimakariri District promotion activities as appropriate.

Information to be Provided to Shareholders

Annually the Trust reports to the Councils, with the following matters being covered:

- Trust Directory
- Review of the Year's Activities
- Report against the Year's Performance Measures
- Statement of Financial Position
- Statement of Cashflows
- Statement of Financial Performance
- Statement of Movements in Equity
- Notes to the Accounts
- Auditor's Opinion

Half yearly reports are provided to Councils including a statement of income and expenditure for the period, and a report of achievements against the Trust's objectives.

The two Mayors and CEO attend Board meetings and receive bi-monthly management and financial reports. The Trust's Strategic Plan and the Annual Business Plan and Budget are made available to the two Councils following its approval by the ENC Board

Procedures for Members to Acquire Shares

There is no means for Trustees to acquire shares.

Compensation from Local Authorities

The Trust receives seed capital from the two District Councils to enable it to initiate its economic development activities. In addition ENC has a service contact with Waimakariri District for the provision of District Promotion services. The following table sets out the current level of funding and that projected for the next three years (excl. GST).

Local Authority	2023/24	2024/25	2025/26	Activity
Waimakariri District Council (confirmed)	\$225,020 \$5000	\$TBA	\$TBA	Economic Development Toward Audit Fee
Waimakariri District Council (confirmed)	\$473,210	\$TBA	\$TBA	District Promotion
Hurunui District Council	\$51,250 \$5,000	\$51,250	\$51,250	Economic Development Toward Audit Fee

As advised by Council funding through their Annual Plan processes.

If any other contracts are entered into between the Trust and any territorial or regional authority, payment of the contract price will be required from such contracting authority.

Commercial Value of the Shareholders Investment

The commercial value of the shareholders' investment is the Trust's equity is \$530,343 at 30 June 2022 as stated in the annual report.

The Trust Deed requires that *"the capital and income of the Trust fund shall be applied only within New Zealand to meet the Objects of the Trust"*. On winding up all surplus assets are to be applied by the Councils to similar purposes as the Objects of the Trust. No reassessment of the Trust's commercial value is therefore proposed.

Other Matters

The Trust has a contract with Waimakariri District Council for the provision of promotion services until 30 June 2024. The contract has a right for the trust to call for renewal of the contract for a further three years. The contract has a minimum annual level of funding specified (\$200,000) but provides for the Council to confirm a final level of funding each year as it approves the annual Promotion Business Plan, prior to the commencement of each year.



2023/24 Business Plan

'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

1.0 Introduction

The ENC Strategic Plan vision is:

'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

This Annual Business Plan generally takes the Objectives from the Statement of Intent, then prescribes the initiatives ENC will take, and the means and resources required, to progress the Strategic Objectives in 2023/24.

The economic climate is softening and is expected to continue over the next 12-24 months. These trends typically result in greater business and economic support from ENC as in the past. This may require additional staff focus to ensure businesses are provided with the right advice and support.

This Business Plan has been prepared on the basis of the current agreed goals within the 2023/24 Statement of Intent (SOI). However, the ENC Board are in the process of developing a new 2024-2034 Strategic Plan. It is anticipated that ENC's new strategic plan will supersede future iterations of this business plan and include projects from the Waimakariri Economic Development Strategy (WEDS) and other key strategies that ENC has been identified to lead and/or partner with Council.

Our projected operating loss of \$59,915 for 2023/24 is down from the projected operating surplus of \$96,005 surplus for the 2022/23 year. The board discussed that any profits from the YE June 2023 (\$58,457 gross, tax yet to be applied) go to the MADE project to keep the focus and momentum as well as the \$25,000 already approved by the Board for the Move on Up Campaign.

Both MADE NORTH CANTERBURY and Talent Attraction projects form part of the new Waimakariri Economic Development Strategy (WEDS) and we will be seeking to apply to both Councils for long term sustainable funding for these projects through their LTP process from 2024-2034.

2.0 Financial Resources

Annually the Waimakariri (WDC) and Hurunui District Councils (HDC) provide seed funding for ENC. This year we will receive \$225k (\$219k last year) from WDC and \$51k from HDC as capacity funding for economic development activities and a further \$5k each to assist with the increase in audit fees.

This base level of funding is used to undertake specific projects and is also used as a catalyst with Government departments and agencies, and the business sector, to leverage additional funds. The contracts ENC has with Government agencies this year is \$464,000 which includes \$55k from NZTE for the Regional Partner Programme; \$118k from MBIE for Major Event funding and \$290k from DIA for cycle trail development.

We are very fortunate to secure a further \$485,000 from other sources including our corporate sponsor MainPower who continues to provide \$30k as capacity funding (same as last year). Other private sector funding for specific projects is Business Centre Sponsors (\$35k), room hire (\$11k) training and events (\$30k), MADE members (\$10k), NC Business Awards sponsors and businesses entering (\$150k), Talent Attraction (user pay \$55k) Business Service Partners and Interest (\$35k), Visit Waimakariri projects (\$28k), VIC sales of \$100k

ENC has a service contract with WDC through to June 2024 for the delivery of promotion activities specific to that District, with confirmed funding of \$473k (\$461k last year) which includes Event Funding of \$30,000 and staff costs. It also consists of \$77k to be taken to Income in Advance and be applied to the 2023/24 District Promotion business plan. WDC and the ENC Board jointly approve the annual Promotion Business Plan setting out the services to be provided and appropriate performance measures.

ENC operates a project-based accounting system. To the greatest extent possible, staff and related overhead costs are charged to individual projects, so such costs are funded by the project sponsors, and the budget is

prepared with this objective in mind. Where individual projects span more than one financial year any pre-payments received are recorded as “Grants Subject to Conditions”

To the greatest extent possible we secure funding before incurring Project expenses (thus minimising financial risk) and anticipate earning \$30k in interest as a result.

The 2023/24 budget is attached as an Appendix. It sets out the funding to be attached to each of the programmes. It shows a deficit of \$59,919 which provides for retaining all of ENC’s current staff, a small team of committed individuals delivering ENC’s objectives. If the board approves this budget the deficit will be taken from ENC’s retained earnings (which will include the \$58k profit this financial year).

3.0 Strategic Objectives

It is the District’s capacity that drives economies – the twenty-first century infrastructure; the business culture; the regional leadership; the connected, active networks of innovation and the spirit of collaboration. Waimakariri and Hurunui District Council’s investment through ENC allows them to undertake initiatives to stimulate economic activity through the provision of support and catalyst programmes or projects. ENC is the facilitator realising opportunities which need particular intervention or assistance, even if that is just to identify that the opportunity. These projects and interventions are outlined in this business plan.

The draft Statement of Intent (SOI) that was submitted to Councils in February 2023. The Board held a strategy session in April 2023 and the SOI was subsequently updated to include two objectives 1) completing a 10 year strategy for ENC (the organisation) 2) Define and agree the role that ENC plays in WDC’s implementation of WEDS. The 2023/24 Statement of Intent sets out THREE Objectives for the year and relevant Performance Measures but is necessarily high-level.

To more fully describe the wide range of activities to be undertaken by ENC some additional detail on objectives and performance measures and targets are included ensuring the business environment supports successful and sustainable enterprises.

OBJECTIVE ONE: SUPPORTING EXISTING BUSINESSES TO GROW AND PROSPER

North Canterbury has around 9,633 businesses (up from 9,156 last year) of which 7,053 are located in Waimakariri (up from 6,639 last year) and 2,580 in Hurunui (up from 2,517), most of which could be defined as small businesses, that collectively contribute significantly to the region’s economy. ENC’s role is to assist these businesses and to ensure their ongoing access to key business support services and business mentoring. In addition, micro-economic programmes that support employment, innovation and growth opportunities will help productivity and economic recovery. ENC will also be required to leverage Government Programmes and resources to benefit local economies.

Objective 1.1 Support existing businesses

Performance Measures – ENC will:

- Deliver the Regional Business Partner (RBP) Programme for MBIE and issue vouchers where appropriate
- Attract Talent to the region
- Support new, expanding and declining businesses
- Provide upskilling opportunities for local businesses
- Provide networking opportunities for local businesses

Targets:

- *Regional Business Partner contracted targets include:*
 - *Undertake at least 48 Capability Assessments for MBIE and issue \$80,000 NZTE Vouchers*
 - *Refer a minimum of 24 businesses to Business Mentors NZ*

- *Four new local case studies written for the northcanterbury.co.nz website to profile the jobs and lifestyle in NC*
- *A major digital targeted campaign to Auckland seeking to attract talent to North Canterbury will run with financial support from at least 20 businesses*
- *50 new start up and 50 existing businesses are supported and declining businesses are given greater support*
- *Run 2 Supervising and Managing training courses held with 16 attendees*
- *Host two networking functions (fully sponsored) per year*

Funded by NZTE \$55,799; Talent Attraction \$55,000(Split ENC, WDC and businesses); ENC training courses \$25,200, Businesses on networking \$5,000, Council Capacity Grants \$713

Objective 1.2 Celebrate and recognise business leaders in the region

The recognition and celebration of business achievements within the region is an important stimulus for entrepreneurs and will be leveraged to increase the involvement and overall reputation of North Canterbury businesses.

Performance Measure – ENC will:

- *Host and Organise the 2023 Business Awards Gala Dinner and Ceremony*

Targets:

- *Achieve at least 3 entries for all categories*
- *Business Awards Gala Event hosted*
- *Sell 90% of available tickets to Gala Dinner*
- *Survey sponsors and participants and get at least 80% satisfaction*

Funded by Sponsors \$62,500 and businesses \$87,555

Objective 1.3 To Assist Hurunui Council to establish economic projects in the district improving the wellbeing and viability of Hurunui communities

ENC can provide support services to further economic development initiatives in Hurunui. Waimakariri District's requirements are accommodated in the Promotion Contract.

Performance Measures – ENC will:

- *Programme of initiatives agreed and implemented*

Targets:

- *ENC assists and supports all initiatives as agreed*

Funded by Hurunui Council Capacity Grant of \$6,641

Objective 1.4 Develop a 10 year Strategy for ENC

Performance Measures – ENC will:

- *New Strategic Plan developed by September 2023*

Targets

- *Strategic Plan adopted by July 2024 taking into account submissions made to Council's LTP process*

Objective 1.5 Support the Implementation of the Waimakariri Economic Development Strategy (WEDS)

Performance Measures – ENC will

- *Agree implementation plan in conjunction with ENC's 2024-34 Strategic Plan*

Targets:

- *Draft implementation plan adopted by the Board by the end of December 2023*

Objective 1.6 Manage the ENC Business Centre

The Business Centre is an excellent way of partnering with the private sector to offer a space for meetings, learning and networking. It also allows businesses to access the many services that ENC offers North Canterbury based businesses, in one professional location.

Performance Measures – ENC will:

- Maintain engagement with Corporate Sponsor MainPower, Silver and bronze sponsors
- Generate bookings for room hire by securing repeat business and new business as a result of marketing the Business Centre through various channels

Targets

- *Achieve sponsorship to the value of \$65,500 and \$11,000 for Business Centre hire*

OBJECTIVE TWO: ATTRACT AND INSPIRE BUSINESSES, MANA WHENUA (TE RŪNANGA O NGĀI TAHU AND NGĀTI KURI) AND GOVERNMENT TO INVEST IN OUR REGION

ENC has and can continue to play a role in attracting businesses and government investment in North Canterbury.

Objective 2.1 Develop a North Canterbury Cycle Trail

ENC remains committed to developing a multi-day cycle trail that commences in Christchurch City and finishes in Waipara spanning three districts. This will be facilitated by ENC and will be completed stages over the next two-three years.

Performance Measures – ENC will:

- Complete planning of cycle trail improvements from Kaiapoi to Waikuku and work commenced.

Targets:

- *Planning completed*
- *Funder satisfied with final report*

Funded by DIA Grant, \$290,240

Objective 2.2 Deliver the MADE NORTH CANTERBURY food and beverage project to achieve greater collaboration

ENC will activate and stimulate the food and beverage sector of North Canterbury

Performance Measures – ENC will:

- Local food and beverage producers and manufacturers are provided opportunities to collaborate and connect

Targets:

- *Provide two networking functions for members each year*
- *Undertake market research in 4 supermarkets with at least 100 people surveyed on brand awareness*
- *Run the North Course annually and increase participation by 10%*

- *Opportunities identified to attend and profile MADE NORTH CANTERBURY members at event and trade shows*

Funded by REF (\$15k) and Sponsors/members (\$10k) and Council Grant/Retained Earnings \$61,032

Objective 2.3 Collaborate with Te Ngāi Tūāhuriri Rūnanga and Ngāti Kuri

Performance Measures – ENC will::

- Activate relationships with the business entities of both Runanga's through various projects involving ENC and both Councils

Targets:

- *Meet annually with the commercial arm of both Runungas in conjunction with the two Councils*

Funded by Council Capacity Grants

OBJECTIVE THREE: PROMOTE THE WAIMAKARIRI DISTRICT

ENC will promote Waimakariri District in accordance with the Promotion Business Plan. There are two key goals in the plan: one is focussed on the business sector, and the other focused on the visitor industry sector. The specifics targets and budget are set out in the separate 2023/24 Promotion Business Plan approved annually by WDC/ENC.

GOAL ONE: Business Promotion (Business Sector)

The role of ENC is to understand and **promote** the desirable features of setting up in the Waimakariri District, encouraging more businesses to establish that will create more jobs and provide greater benefits to the local economy. ENC works closely with multiple parties including private (local and prospective) business interests, developers, government departments, non-government organisations, social enterprises and WDC staff. There are six key objectives to achieve this goal:

Performance Measures - ENC will:

- Assist business start-ups – big and small
- Assist or drive catalyst projects that meet the needs of the Waimakariri community and will enhance the business eco-system
- Identify commercial projects that will enhance each major town in the Waimakariri
- Assist investors and developers interested in potential Waimakariri projects
- Promote the district as a diverse and dynamic business community
- Attract businesses to attract staff to the Region

Targets are included in the Promotions Annual Business Plan

GOAL TWO: Visitor Marketing Programme (Visitor Industry)

This visitor marketing programme outlines the initiatives for the coming year that maximises, through destination marketing, the positive outcomes of a growing visitor market on the districts economy and aligns ENC's efforts and activities to achieve the goals of the Waimakariri District Council's Visitor Marketing Strategy.

Performance Measure – ENC will:

- Maintain and grow cost-effective collaborations and communication channels within the district
- Formalise arrangements with neighbouring agencies to promote and develop Waimakariri's visitor offerings
- Generate and grow District Promotion
- Support event activity that will fill venues
- Administer Waimakariri Event Fund Contestable Fund and the Regional Event Fund

- Improve local awareness and encourage locals to act as ambassadors
- Refocus activities of Kaiapoi i-SITE to promote to locals and visitors
- Create and deliver an annual marketing plan
- Work with others to promote the district

Targets are included in the Promotions Annual Business Plan

Funded by Waimakariri District Council \$473k (\$461k last year) plus \$78k (\$113k last year) income in advance from WDC and \$23k (\$6k last year) from operators plus VIC sales of \$100k (\$60k last year)

4.0 Economic Success Measures for the Region

ENC's work supports the measure of success of the region. There is only a limited linkage between ENC's strategic objectives and the available data provided below, and furthermore, ENC does not operate in isolation in the pursuit of economic development with North Canterbury. The following statistics are monitored to assess absolute and relative changes in economic activity in the region:

- Changes in the region's real value-added (GDP) growth relative to that of Canterbury and New Zealand (Source: BERL or Infometrics)
 - From December 2021 – December 2022 Waimakariri GDP grew by 4% (compared with +9.5 in 2020/21) and Hurunui grew by 1.1%; compared with +3.4% in 2022/21). This is compared to a growth of 2.8% for New Zealand.
 - In the year to December 2022 the Waimakariri GDP was \$2,697m (\$2,608m last year) – Source Infometrics
 - In the year to March 2019 (most recent data available) the Hurunui GDP was \$662m. – Source Regional Economic Activity Web Tool
- Changes in the number of businesses in the region by size category and the number of their employees (Source: Statistics NZ & NZ Business Frame)
 - In Hurunui (as of 2022) there are 2,580 businesses with 4,750 employees. This is a slight increase in business numbers (+2%) and employee numbers are unchanged (0%).
 - In Waimakariri (as of 2022) there are 7,053 businesses with 17,600 employees. This is a large increase in business numbers (+6%) and a large increase in employee numbers (+5%)
 - For Canterbury an increase in business numbers of 3% and an increase in employees of 5%
 - For New Zealand an increase in business numbers of 0.43% and an increase in employees of 5%
- Changes in North Canterbury population growth rate (Source: Statistics NZ)
 - Hurunui population increased an estimated 150 from 13,550 to 13,700 – an increase of 1.1% in the year ended 2022
 - Waimakariri population increased an estimated 1,500 from 66,600 to 67,900 – an increase of 1.9% for the year ended 2022
- Between 2018 and 2019 (latest data) changes in residents' mean income levels relative to that of Canterbury and New Zealand. No updated numbers available.
 - Waimakariri mean household income level has INCREASED 3.7% to \$108,100
 - Hurunui mean household income level has INCREASED 3.7% to \$92,600
 - Canterbury mean household income level has INCREASED 3.8% to \$104,700
 - New Zealand mean household income level has increased 2.1% to \$106,600

1 July 2023 to 30 June 2024		NEW	BUDGET
Enterprise North Canterbury		Budget	approved
		2023/24	2022/23
Income			
Retain & Sup	Business Training & Events	\$ 30,200	\$98,160
	Food and Beverage Project	\$ 25,000	\$52,500
	Regional Partner Program	\$ 55,799	\$55,799
	Business Awards	\$ 150,055	\$0
	REF Funding	\$ 103,089	\$85,726
	Talent Attraction	\$ 55,000	\$30,000
	Business Startup	\$ -	\$0
	Cycle Trail Development	\$ 290,240	\$296,240
Waimakariri	WDC Funds	\$ 551,113	\$575,563
	Other funds	\$ 28,500	\$11,000
	VIC Sales/Services	\$ 100,000	\$60,000
Kaipoi Busin	Mainpower	\$ 30,000	\$30,000
	Other Sponsors	\$ 35,500	\$39,000
	Room Hire and Catering	\$ 11,000	\$12,500
Management	WDC Econ Devel Grant	\$ 225,020	\$219,530
	HDC Econ Devel Grant	\$ 51,250	\$51,250
	Interest/Rent/Other	\$ 35,000	\$40,500
Total Income	\$ -	\$1,776,766	\$1,657,768
Expenditure			
Retain & Sup	Business Training - staff	\$ 11,416	\$ 23,077
	Business Training - consult	\$ 12,000	\$ 31,800
	Business Training - other	\$ 7,497	\$ 19,191
	Sub-Total	\$ -	\$ 74,068
	Food and Beverage Project	\$ 56,614	\$ 59,074
	Food and Beverage Project	\$ 15,000	\$ -
	Food and Beverage Project	\$ 14,418	\$ (4,000)
	Sub-Total	\$ -	\$ 86,032
	Regional Partner Prog - sta	\$ 73,716	\$ 72,174
	Regional Partner Prog - col	\$ -	\$ -
	Regional Partner Prog - oth	\$ 6,669	\$ 24,506
	Sub-Total	\$ -	\$ 80,385
	Business Awards - Staff	\$ 11,383	\$ 7,738
	Business Awards - Consult	\$ 2,000	\$ 2,500
	Business Awards - Other	\$ 126,292	\$ 2,561
	Sub-Total	\$ -	\$ 139,675
	Hurunui Town Support - sta	\$ 5,694	\$ 8,166
	Hurunui Town Support - co	\$ -	\$ -
	Hurunui Town Support - oth	\$ 847	\$ 2,398
	Sub-Total	\$ -	\$ 6,541
	Cycle Trail Development -	\$ -	\$ 7,826
	Cycle trail - Consultants	\$ -	\$ 15,000
	Cycle trail - track build	\$ 290,240	\$ 273,414
	Sub-Total	\$ 290,240	\$ 296,240
	Talent Attraction - Staff	\$ 61,636	\$ 6,317
	Talent Attraction - Consulta	\$ 20,000	\$ 10,683
	Talent Attraction - Other	\$ 64,165	\$ 13,000
	Sub-Total	\$ 145,801	\$ 30,000
	REF Funding - staff	\$ -	\$ 7,826
	REF Funding - Consultants	\$ -	\$ -
	REF Funding - Grants and	\$ 103,089	\$ 77,900
	Sub-Total	\$ -	\$ 103,089
Waimakariri	WDC Proms - staff	\$ 349,377	\$ 326,776
	WDC Proms - consultants	\$ -	\$ -
	WDC Proms - other	\$ 242,518	\$ 267,656
	WDC - VIC Purchases	\$ 87,500	\$ 52,500
	Sub-Total	\$ -	\$ 679,395
Infrastructure	Broadband - staff	\$ -	\$ -
	Broadband - consultants	\$ -	\$ -
	Broadband - other	\$ -	\$ -
	Sub-Total	\$ -	\$ -
ENC Busines	Business Centre - staff	\$ 26,554	\$ 26,525
	Business Centre - consulta	\$ -	\$ -
	Business Centre - other	\$ 49,351	\$ 45,241
	Sub-Total	\$ -	\$ 75,905
Management	Admin - staff	\$ 125,244	\$ 123,424
	Admin - consultants	\$ 3,000	\$ 10,000
	Admin - other	\$ 70,462	\$ 48,490
	Sub-Total	\$ -	\$ 198,706
Total Expenditure	#REF!	\$ 1,836,681	\$ 1,561,763
Operating Surplus/Defic	#REF!	\$ (59,915)	\$ 96,005
Less Income in Advance			
Surplus		\$ (59,915)	\$ 96,005

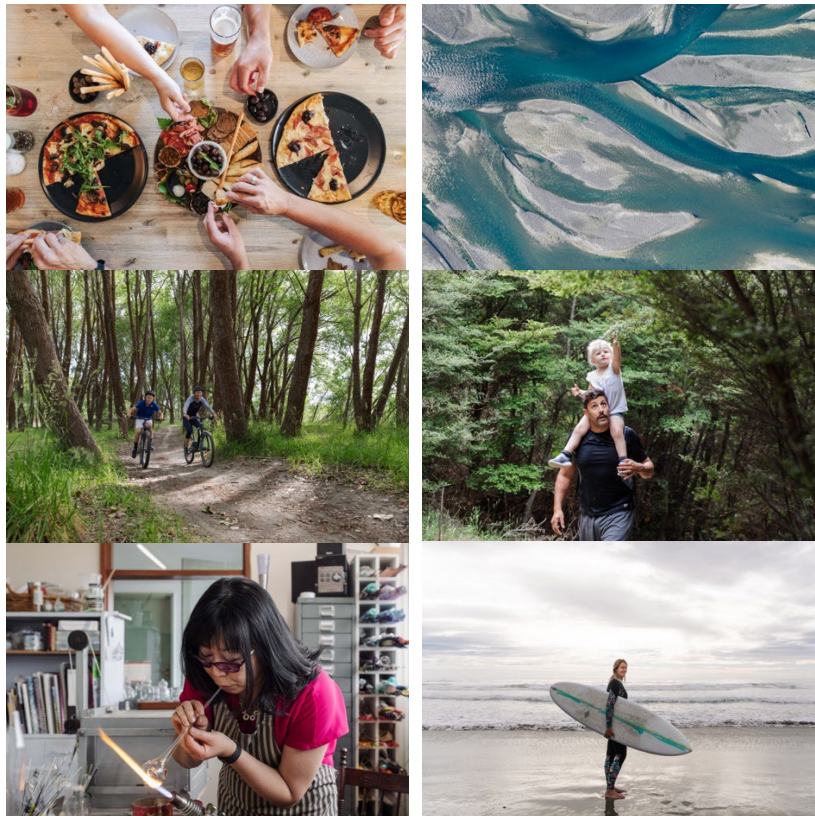


Promotion of Waimakariri District

2023/24 Business Plan

Incorporating

Business Promotion
Waimakariri Visitor Marketing
Event funding and promotion
Kaiapoi i-SITE



Enterprise North Canterbury (ENC) has been contracted since 2005 by Waimakariri District Council to promote the Waimakariri District as an innovative and progressive place to visit and play and since 2012 ENC has been working closely with local developers and Council to promote the Waimakariri District as a destination for business relocation, expansion and start-ups.

This business plan outlines initiatives for the coming year, aligns to the **Waimakariri Visitor Marketing Strategy developed for 2020-2025** in partnership with WDC and ENC and provides a framework that maximises the impact of the visitor sector on the local economy as well as guide WDC and ENC's efforts and activities.

TourismNZ have progressed the rebranding of the i-SITE network with a soft launch in 2023. Kaiapoi i-SITE will part of the network at a Tier 2 level. Being part of the new network means that Kaiapoi i-SITE will need new signage (internal and external), new uniforms and the requirement of a door counter,

ChristchurchNZ (CNZ) has developed a **new Destination Management Plan (DMP)** on behalf of Christchurch City, Selwyn, Waimakariri and Ashburton District. We will work with CNZ and surrounding areas on identified future projects where they align.

This Business Plan has been prepared on the basis of the current agreed goals within the existing Statement of Intent (SOI). However, the ENC Board are in the process of developing a new 2024-2034 Strategic Plan. It is anticipated that ENC's new strategic plan will supersede future iterations of this business plan and include projects from the Waimakariri Economic Development Strategy (WEDS) and other key strategies that ENC has been identified to lead and/or partner with Council.

We are grateful to Council for the resourcing of four full time people to implement this annual business plan within the budget provided. Miles (business promotion), Janine (district marketing), Zoe (digital marketing) and Anna (i-SITE) along with oversight and management from Heather (CE of ENC).

WAIMAKARIRI DISTRICT PROMOTION OBJECTIVES

GOALS

To achieve the Promotion Objectives, the 2023/24 Promotion Plan has two key objectives, one of which is focussed on the business sector, and the other focused on the visitor sector and local residents (community):

1. Business promotion - receives 27% Council Grant
2. Visitor Activation Programme - receives 73% of Council Grant (made up of 17% Kaiapoi i-SITE; 19% Event grant and promotion and 37% district promotion)

GOAL ONE: BUSINESS PROMOTION

The role of ENC is to understand and promote the desirable features of setting up in the Waimakariri District, encouraging more businesses to establish that will create more jobs and provide greater benefits to the local economy. ENC works closely with multiple parties including private (local and prospective) business interests, developers, government departments, non-government organisations, social enterprises and WDC staff. There are six key objectives to achieve this goal.

1.1 Assisting business startups – big and small

ENC's will:

- Provide valuable statistics and resources to assist prospective businesses in their decision to establish or relocate their business in Waimakariri
- Give business planning and modelling support to new and expanding businesses
- Make introductions and connections with local community, businesses and developers
- Assist in identifying appropriate locations suitable to the new business
- Provide an online business start up resource on ENC's website

1.2 Assisting or driving catalyst projects that meet the needs of the Waimakariri community and will enhance the business eco-system

It is ENC's role, in partnership with WDC to provide pipeline certainty and identify transformational projects that will aim to have intergenerational wellbeing, be globally competitive, business and investor ready, economic equality, development of the Māori economy, focus on innovation, productive industry cluster activation, low-carbon economy.

ENC will:

- Identify potential catalyst projects that will stimulate the local economy and work alongside other parties to drive these projects forward
- Provide data and data analysis to prospective investors
- Support development of new major attractions and facilities in the district where these will have a positive impact on our community.
- Assist with establishing a major tourism attraction in Waimakariri – specifically but not limited to:
 - Pegasus Bay Cycle Trail
 - WHOW – Waterpark for Kaiapoi
 - Oxford Observatory

1.3 Identifying commercial projects that will enhance each major town in the Waimakariri (Rangiora, Kaiapoi, Oxford, Woodend/Pegasus) and assisting their establishment

This objective involves understanding the differing needs of the communities of each town and using economic tools to enhance each town accordingly. This will be aimed primarily at making each town better for the people who live there and growing the existing business eco-system.

ENC will seek out and support projects that:

- provide services or facilities not currently available
- enhance the strengths of a town or of the district
- grow the unique aspects of a town
- support the local business eco-system

1.4 Assisting investors and developers interested in potential Waimakariri projects

This objective involves supporting potential investors and developers in identifying opportunities, assisting with assessing feasibility, and finding funding or investors to assist when needed. This means that a project may take years from the first contact until the project becomes public knowledge if it turns out to be viable.

Investors and developers are often canny and knowledgeable business people who understand exactly what they need to proceed. ENC can help them to make good decisions by:

- Providing relevant statistics and information about the district
- Introductions to relevant parties
- Providing an overview about what other opportunities exist that are relevant to their proposal
- Co-ordinating with other nearby EDAs or government to help investors and developers get information and connections for the region or for New Zealand
- Identifying suitable land or facilities when needed
- Acting as an honest broker in all interactions

1.5 Promoting the district as a diverse and dynamic business community

To raise the awareness of the District as a business destination by profiling the benefits and opportunities of the region, ENC will:

- Host a significant section on ENC's website on the business ecosystem in Waimakariri District
- Provide case studies of local businesses as part of the marketing profile
- Improve social media business promotion channels

1.6 Attracting Talent to the Region

Raise awareness of Waimakariri as a progressive and innovative place to live and find employment. ENC will:

- New website built that will provide employers with an online Toolkit, videos, images, stories and key information about the district that they will use to attract staff to their roles
- An online promotional campaign showcasing the district and jobs will be run in September

Targets:

- *At least 40 new businesses are supported with investigating setting up or expanding their business in the district*
- *At least 20 new businesses to the District will be profiled on ENC's Facebook*
- *Track and grow registrations to the online business startup course*
- *At least five new businesses set up as a result of ENC's level of influence and assistance*
- *At least 1 new major tourism project investigated and supported by ENC*
Administer, update and improve the invest section of the ENC website and track and grow online visitations
- *Measure the number of downloads of the talent attraction toolkit*
- *Large businesses help fund a Move On Up Online Campaign to attract staff to the region and their jobs*

GOAL TWO

VISITOR MARKETING PROGRAMME

This visitor marketing programme section of this business plan outlines the initiatives for the coming year that maximises, through destination marketing, the positive outcomes of a growing visitor market on the districts economy and aligns ENC's efforts and activities to achieve the goals of the **Waimakariri District Council's Visitor Marketing Strategy (2020-25)** and the **Otautahi Christchurch and Surrounding Areas Destination Management Plan 2023**. Waimakariri District is benefitting from significant investment in major roads and cycle trails, river marina areas and the new MainPower Stadium which will generate appeal for the district as a visitor destination.

2.1 OBJECTIVE ONE - COLLABORATION

Create new collaborations locally and beyond the district to support greater promotion of the district. This will be achieved by:

2.1.1 Maintain and grow collaborations and communication channels within the district

- Coordinate networking functions for visitor facing businesses
- Meet with Town Centre Promotions Association for regular updates and encourage them to use their communication channels to promote to visitor sector businesses
- Provide monthly events/activities calendar and quarterly visitor industry newsletters to local media to pick up stories

Targets

- *Two functions held for visitor facing businesses*
- *Four meetings with Town Centre Promotions Association held updating them on ENC and Visit Waimakariri activities*
- *10 events/activity calendars and quarterly newsletters sent to media*

2.1.2 Formalise arrangements with neighbouring agencies able to promote and develop Waimakariri's visitor offering

- Partner with ChristchurchNZ for collaboration opportunities that align with the Ōtautahi and Surrounding Areas Destination Marketing Plan
- Collaborate with Hurunui and Selwyn and other Canterbury districts
- Collaborate with TKoT, ECan and WDC to advocate for better track surfaces, signage and wayfinding for cycle trails

Targets

- *Uptake of partnership opportunities with ChristchurchNZ aligning with DMP*
- *Better track surfaces, new signs and wayfinding for cycle trails continuously advocated*

2.2 OBJECTIVE TWO - NEW DESTINATION APPEAL

Generate new destination appeal by building on what we have and leveraging new investment. This will be achieved by:

2.2.1 Generate and grow District Promotional Material

- Distribute Official Visitor Guide (9500 to distribute)
- Create new Official Visitor Guide/Walking and Cycling Guide
- Acquire seasonal imagery for promotional purposes and for public use
- Continue to update and create day trip itineraries

Targets

- *9,500 copies of Visitor Guide distributed*
- *New 2023-25 Official Visitor Guide produced fully funded by advertisers*
- *Photo library produced and shared*
- *Relevant and updated itineraries and available on line and from Kaiapoi i-SITE.*

2.2.2 Support development of, and leverage, new major attractions and facilities that open in the district

- Promote the development of a connected network of cycleways (on-road) and cycle trails (off-road).
- Promote the new visitor attractions and venues.

Targets

- *Connected cycleways promoted via social media and maps*
- *New Visitor attractions and venues promoted*

2.2.3 Support event activity that will fill venues off peak, help define the district and that can be anchored permanently

- Continue to build on a Business Venues Strategy to attract business events in to our district
- Produce and grow the electronic distribution of a monthly Waimakariri Event/Activities Guide
- Promote regular events and markets via the Visit Waimakariri social media channels
- Run competitions with giveaways in partnership with event organisers to increase traffic to online channels and website

Targets

- *A monthly events/activities guide is produced and distributed*
- *5% increase of uptake of monthly electronic calendar*
- *Two event posts per week (when events are on) inclusive of what's on in weekend*
- *Five events giveaways for events created for the year*
- *Relationships established and ongoing with ChristchurchNZ Business Events Team*

- *Venues promoted via our website*
- *Attend Meetings Tradeshow 2024*

2.2.4 Administer Waimakariri Event Fund Contestable Fund

- Provide and distribute a contestable events fund for the promotion of events and/or to fund event coordination
- Maintain and adhere to the funding conditions (e.g allocations, criteria and application forms) of the event fund with the Events Funding Panel, and implement any enhancements to ensure criteria are relevant, realistic and achievable.
- Meet with The Events Funding Panel¹ twice a year to review applications for visitor and community events applying to the Waimakariri Event Fund Contestable Fund.

Targets

- *A contestable event fund is fully subscribed*
- *ENC will monitor for the Council*
 - *The proportion of innovation i.e new events vs existing*
 - *The reject rate (is the fund big enough)*
- *Measured the reach and impact of each event funded*

2.2.5 Administer the Regional Events Fund (100% Govt funded)

The Regional Events Fund (REF) was set up by MBIE in February 2021 and is designed to stimulate inter and intra-regional visitation through funding events that will encourage expenditure missed by international visitor markets. \$50m was made available across NZ with \$7m allocated to Canterbury and \$163,316 allocated to Waimakariri District.

ENC will focus on the three key areas of the Regional Investment Plan:

- Fund major events that will showcase the region
- Identify potential signature events that will add value to the district
- Provide capability building to local event organisers and organisations to help grow their events

Targets

- *REF two funding rounds promoted and administered*
- *Work with event organisers to stimulate a signature event for the district*
- *At least two existing events are supported by expert event organisations*

2.3 OBJECTIVE THREE - LOCAL AWARENESS AND AMBASSADORS

Improve local awareness and encourage locals to act as ambassadors/champions. This will be achieved by:

2.3.1 Encourage locals to try new things and improve their awareness of things to do in the district

- Provide activity/event information to locals
- Identity and supply promotional collateral to businesses to display

Targets:

- *Monthly event/activities newsletter in Chatter, Woodpecker and Social Media Community pages*
- *Businesses, organisations identified and provided with district promotional collateral*

2.3.2 Refocus activities of Kaiapoi i-SITE to promote to locals and visitors

¹ This Event Funding Panel comprises: James Flanagan, Christine Watton and Claire Giffard

The Kaiapoi i-SITE is the official Visitor Centre for Waimakariri District and has national i-SITE accreditation. The i-SITE New Zealand brand is owned and managed by Tourism New Zealand (TNZ). The Kaiapoi i-SITE will continue to:

- Provide coordinated, consistent, and professional District-wide information to residents and visitors, as set out in i-SITE standards and requirements
- Raise the awareness of its services to local residents and tourism operators to achieve increased sales, bookings and commissions

Kaiapoi i-SITE is a strong promoter of local businesses, road and cycle trips and maps to residents and their visitors. It also creates significant social benefits to local communities, an important community facility that:

- Displays and distributes the District's marketing material including the Official Waimakariri Visitor Guide/Walking and Cycle brochure, Rangiora and Kaiapoi street maps, Waimakariri Events Calendar and the new residents' pamphlet.
- Encourages visitors to stay longer and experience more activities in the region
- Enhances visitor expenditure in the local area and region
- Act as a ticketing agent for NC Music Society, Rangiora Players, Community events

Targets

- *Meet i-SITE NZ membership accreditation and achieve income from business partners and commissions*
- *ENC will work with Tourism NZ and key regional stakeholders to roll out the new brand in Kaiapoi as a Tier 2 i-SITE.*



2.4 OBJECTIVE FOUR - VISITOR AWARENESS AND AFFINITY

Grow visitor awareness and affinity for the experiences in our district. This will be achieved by:

2.4.1 Creating and delivering an annual marketing plan

- Produce an annual marketing and digital plan
- Establish summer and autumn marketing campaigns, building on 'Why Not Make a Day of It' campaign
- Grow Website and Social Media
 - Website to be kept on brand and current
 - Website is continually optimised
 - Facebook and Instagram is growing

2.4.3 Work with others to promote the District

- Promote the district through TourismNZ and ChristchurchNZ websites

Targets:

- *Annual marketing and digital plan developed and implemented*
- *Summer and autumn campaigns delivered and measured*
- *Website updated with appropriate campaigns*
- *Website optimised*
- *10% growth in website views*
- *10% growth in social media platforms*
- *ChristchurchNZ and TNZ websites updated seasonal with Waimakariri information*

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-01-15, FIN-01 / 230223024574

REPORT TO: Audit & Risk Committee

DATE OF MEETING: 14 March 2023

AUTHOR(S): Jeff Millward, General Manager Finance & Business Support

SUBJECT: Te Kòhaka ò Tuhaitara Trust - Statement of Intent for the Year ending 30 June 2024

SIGNED BY:
(for Reports to
Council, Committees
or Boards)



Department Manager

Chief Executive

1. **SUMMARY**

- 1.1. The purpose of this report is to present the Statement of Intent (SOI) for Te Kòhaka ò Tuhaitara Trust (TKTT) for the year ending 30 June 2024 for consideration by the Audit and Risk Committee.
- 1.2. Under its delegation the Audit and Risk Committee considers the SOI and provides any comments that it wishes the Trustees to consider in the SOI and any other information in relation to the CCOs.
- 1.3. TKTT is required to consider the comments from Shareholders (Council & Ngai Tahu) within two months of the 1 March and deliver the completed SOI to the Shareholders on or before 30 June each year. The SOI was received from TKTT on the 1 February 2023.
- 1.4. Catherine McMillan (Chairperson) will attend the meeting to provide a presentation and speak to the report.

Attachments:

- i. Extracts from Schedule 8 Local Government Act 2002
- ii. Draft Statement of Intent for Te Kòhaka ò Tuhaitara Trust for the year ending 30 June 2024 (TRIM 230118005907)

2. **RECOMMENDATION**

THAT the Audit & Risk Committee:

- (a) **Receives** report N° 230223024574.
- (b) **Receives** the Statement of Intent for Te Kòhaka ò Tuhaitara Trust for the year ending 30 June 2024 (TRIM 230118005907)

- (c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Te Kōhaka ò Tuhaitara Trust to make changes to the Statement of Intent. Te Kōhaka ò Tuhaitara Trust would consider these changes requested and re-present the Statement of Intent prior to the 30 June.
- (d) **Recommends** retaining item 14 and 16 from the 2022/23 Statement of Intent for Te Kōhaka ò Tuhaitara Trust

3. **BACKGROUND**

- 3.1. TKTT is a Council Controlled Organisations (CCOs) as determined under the Local Government Act (LGA), as the Council appoints 50% or more of the Trustees.
- 3.2. Under section 64 of the LGA, the CCO must have a Statement of Intent that complies with clauses 9 and 10 of Schedule 8, provided in section 7.2 of this report.
- 3.3. One of the principal objectives of a control-controlled organisation is to achieve the objectives of its shareholder Council, as specified in the Statement of Intent.

4. **ISSUES AND OPTIONS**

- 4.1. The Trust provided the draft SOI for comment and a business case to support the Strategic direction of TKTT that encompasses Kairaki, Pines Beach and the Eastern and Western Conservation Management areas.
- 4.2. The purpose of a SOI is to:
- state publicly the activities and intentions of a council-controlled organisation for the year and the objectives to which those activities will contribute; and*
 - provide an opportunity for Council, being a shareholder, to influence the direction of the organisation; and*
 - provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.
- 4.3. The following changes are recommended to the draft SOI from the 2022/23 SOI which are:

Remove Item 14	<i>Finalise plans for the development of a new Trust office/education facility,</i> as this should be confirmed by 30 June 2023
Remove Item 16	<i>Commence the leasing of the Kairaki Beach fee simple sections</i> as this should have been completed by 30 June 2023.
Add Item 14	Move into a fit for purpose Trust office and education facility.
Add Item 16	Finalise the design and commence the installation of 'our stories' interpretive signage and art features at key cultural and environmental sites.

Staff recommend keeping items 14 and 16 as it is likely these items will still be progressing.

- 4.4. The Audit and Risk committee have the option to:
- 4.4.1. Accept the SOI as presented;
 - 4.4.2. Request TKTT to consider amending the SOI, in which case TKKT would consider these changes and is required to under the Act to represent the SOI to Council prior to 30 June;
- 4.5. The Management Team has reviewed this report and supports the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Not specifically sought, however the Statement of Intent is provided by the Trust to Te Runanga o Ngāi Tahu who is the other settlor.

5.2. **Groups and Organisations**

There are groups and organisations likely to have an interest in the subject matter of this report and the Trust engage directly with these entities in relation to the services provided and work programme.

5.3. **Wider Community**

The objectives and measures are reported within annual plans and the draft LTP/Annual Plans to be adopted in June and are reported to within the Annual Report.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

The Council has budget provision in the 2023/24 Annual Plan totalling \$273,390 which is a 5.1% increase on 2022/23 consisting of:

Activity	2022/23 Budget	2023/24 Budget
Operating Grant, including audit fees (140.100.2410)	219,120	224,160
Directors insurance (135.332.2312)	5,860	6,170
Meeting fees (135.332.2465)	2,960	3,030
Lease – Camp (163.738.2391)	11,010	18,450
Lease – Forestry (167.532.2332)	21,090	21,580
Total	260,040	273,390

The Council also provides for the accounting, payroll and administrative services for the Trust. Included in the above is audit fees, rates and software costs that are paid directly on behalf of the Trust.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. The work that TKTT undertake directly impacts positively.

6.3. Risk Management

The Key Assumptions and Risks determined within the LTP have been used as the underlying basis in preparation of the AP.

7. CONTEXT

7.1. Consistency with Policy

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. Authorising Legislation

Local Government Act specifies the requirements of a Council Controlled Organisation (CCO) accountability and reporting to the Council. Key extracts are provided in Attachment 2 from Schedule 8 of the Local Government Act 2002:

7.3. Consistency with Community Outcomes

The work of Te Kohaka o Tuhaitara Trust contributes to the outcomes and are provided within the Council's annual plan that:

- Public spaces and facilities are plentiful, accessible and high quality;
- There are wide ranging activities for enjoying the outdoors;
- Public Organisations give effect to the spirit of the Treaty of Waitangi;
- The community's cultures, arts and heritage are conserved and celebrated;
- People have a wide ranging opportunities for learning and being informed;
- People are friendly and caring, creating a strong sense of community in our district;
- There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District.

7.4. Delegations

The Audit and Risk Committee has the jurisdiction to "review annually draft performance agreements, including Statement of Corporate Intent of the Council-controlled organisations and recommend adoption to Council" (Delegation S-DM 1022).

Jeff Millward
General Manager Finance & Business Support

1 Purpose of statement of intent

The purpose of a statement of intent is to—

- (a) state publicly the activities and intentions of a council controlled organisation for the year and the objectives to which those activities will contribute; and*
- (b) provide an opportunity for shareholders to influence the direction of the organisation; and*
- (c) provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.*

2 Statements of intent for council-controlled organisations

The board of a council-controlled organisation must deliver to its shareholders a draft statement of intent on or before 1 March each year.

3 Completion of statements of intent

The board must—

- (a) consider any comments on the draft statement of intent that are made to it within 2 months of 1 March by the shareholders or by any of them; and*
- (b) deliver the completed statement of intent to the shareholders on or before 30 June each year.*

4 Modifications of statements of intent by board

The board may, by written notice, modify a statement of intent at any time if the board has first—

- (a) given written notice to the shareholders of the proposed modification; and*
- (b) considered any comments made on the proposed modification by the shareholders or by any of them within—*
 - (i) 1 month after the date on which the notice under paragraph (a) was given; or*
 - (ii) any shorter period that the shareholders may agree.*

5 Modifications of statements of intent by resolution of shareholders

(1) Despite any other provision of the Act or of the constitution of any council-controlled organisation, the shareholders of a council-controlled organisation may, by resolution, require the board to modify the statement of intent by including or omitting any provision or provisions of the kind referred to in clause 9(1)(a) to (i), and any board to whom notice of the resolution is given must comply with the resolution.

(2) Before giving notice of the resolution to the board, the shareholders must consult the board concerned as to the matters to be referred to in the notice.

6 Statement of intent required if exemption granted under section 7 revoked. If an exemption granted under section 7 is revoked, the council-controlled organisation must,—

- (a) if there is more than 6 months remaining in the financial year, prepare a statement of intent for that financial year; or*
- (b) if there is not more than 6 months remaining in the financial year, prepare a statement of intent for the following financial year.*

7 Obligation to make statements of intent available

A completed statement of intent and each modification that is adopted to a statement of intent must be made available to the public by the board within 1 month after the date on which it is delivered to the shareholders or adopted, as the case may be.

8 Savings of certain transactions

A failure by a council-controlled organisation to comply with any provision of this schedule or with any provision in a statement of intent does not affect the validity or enforceability of any deed, agreement, right, or obligation entered into, obtained, or incurred by that organisation.

9 Contents of statements of intent

A statement of intent must, to the extent that is appropriate given the organisational form of the council-controlled organisation, specify for the group comprising the council-controlled organisation and its subsidiaries (if any), and in respect of the financial year immediately following the financial year in which it is required by clause 3(b) to be delivered and each of the immediately following 2 financial years, the following information:

- (a) the objectives of the group; and*
 - (b) a statement of the board's approach to governance of the group; and*
 - (c) the nature and scope of the activities to be undertaken by the group; and*
 - (d) the ratio of consolidated shareholders' funds to total assets, and the definitions of those terms; and*
 - (e) the accounting policies of the group; and*
 - (f) the performance targets and other measures by which the performance of the group may be judged in relation to its objectives; and*
 - (g) an estimate of the amount or proportion of accumulated profits and capital reserves that is intended to be distributed to the shareholders; and*
 - (h) the kind of information to be provided to the shareholders by the group during the course of those financial years, including the information to be included in each half-yearly report (and, in particular, what prospective financial information is required and how it is to be presented); and*
 - (i) the procedures to be followed before any member or the group subscribes for, purchases, or otherwise acquires shares in any company or other organisation; and from any local authority (whether or not the local authority has agreed to provide the compensation); and*
 - (k) the board's estimate of the commercial value of the shareholders' investment in the group and the manner in which, and the times at which, that value is to be reassessed; and*
 - (l) any other matters that are agreed by the shareholders and the board.*
- (2) If a council-controlled organisation has undertaken to obtain or has obtained compensation from its shareholders in respect of any activity, this undertaking or the amount of compensation obtained must be recorded in—*
- (a) the annual report of the council-controlled organisation; and*
 - (b) the annual report of the local authority.*
- (3) Any financial information, including (but not limited to) forecast financial information, must be prepared in accordance with generally accepted accounting practice.*



Te Kōhaka o Tūhaitara Trust

FILE:	TKT-01-02 / Trim: 230118005907
REPORT TO:	Te Kōhaka o Tūhaitara Trust
DATE OF MEETING:	1st February 2022
SUBJECT:	Draft Statement of Intent 2023/24

1. **PURPOSE**

The purpose of this report is to seek the adoption of the **Draft 2023/24 Statement of Intent**.

2. **RECOMMENDATION**

THAT Te Kōhaka o Tūhaitara Trust:

- (a) **Receives** the Draft 2023/2024 Statement of Intent (Trim Ref: 230118005907).
- (b) **Adopts** the 2023/24 Draft Statement of Intent.

3. **BACKGROUND**

As part of its statutory responsibilities as a Council Controlled Organisation (CCO), Te Kōhaka o Tūhaitara Trust is required to provide an annual Statement of Intent to the Waimakariri District Council (WDC) by 1st March for the upcoming financial year beginning July 1st.

The purpose of the Statement of Intent is to specify the purpose, direction and objectives of the Trust. It provides an accountability mechanism and is used by the WDC as part of the performance monitoring they are required to carry out under section 65 of the Local Government Act 2002.

There are two proposed changes recommended to the draft Statement of Intent from the 2023/2024 SOI which are the removal of:

Item 14, ***Finalise plans for the development of a new Trust office/education facility***, as this should be confirmed by 30 June 2023 and

Item 16, ***Commence the leasing of the Kairaki Beach fee simple sections*** as this too should have been completed by 30 June 2023.

And add

Item 14, Move into a fit for purpose Trust office and education facility.

Item 16, Finalise the design and commence the installation of 'our stories' interpretive signage and art features at key cultural and environmental sites.

OBJECTIVES & PERFORMANCE TARGETS 2022-2023 HURIA RESERVE

1. Complete the installation of the pathway network.
2. Order plants for 2023 Spring and 2024 Autumn plantings.
3. Plant **1000**m² forest wetland species.
4. Commence installation of interpretive signage and materials.

A copy of the Statement of Intent will also be forwarded to the other Settlor, Te Runanga o Ngāi Tahu through Te Ngāi Tūahuriri Runanga.

4. ATTACHMENTS

Draft Statement of Intent 2023/24.

**DRAFT STATEMENT OF INTENT
FOR THE YEAR ENDING 30 JUNE 2024**

INTRODUCTION

Te Kōhaka o Tūhaitara Trust is a creation of Statute under the Ngāi Tahu (Tūtaepatu Lagoon Vesting) Act 1998, that gave effect to certain provisions of the Deed of 'On Account Settlement', signed on 14 June 1996 by the Crown and Te Runanga o Ngāi Tahu as representative of Ngāi Tahu, -

- (a) By vesting Tūtaepatu Reserve in Te Runanga o Ngāi Tahu; and
- (b) By providing for the establishment of a recreation reserve at Woodend.

Tūtaepatu Lagoon is defined in Schedule 1 of the Act; and the recreational lands are defined in schedule 2 of the Act.

The Act required the Waimakariri District Council and Te Runanga o Ngāi Tahu (The Settlers) to establish a Trust to manage and administer the reserves. By a Deed, dated 31 August 1998, the Settlers established a charitable Trust known as Te Kōhaka o Tūhaitara Trust, whereby the trustees shall be 3 appointed by the Waimakariri District Council and 3 from Te Runanga o Ngāi Tahu. The Ngāi Tahu (Tūtaepatu Lagoon Vesting) Act 1998 provides the legal mechanism for this to be achieved.

Te Kōhaka o Tūhaitara Trust is a Council Controlled Organisation (CCO) under the Local Government Act 2002, because the Council appoints half of the trustees.

Accordingly, the Trust must prepare an annual Statement of Intent and meet certain reporting requirements under the Local Government Act.

The purpose of the Statement of Intent is to specify the purpose, direction and objectives of the Trust and thereby providing an accountability mechanism for the operation of the Trust.

THE OBJECTS OF THE TRUST

The object of the Trust is to manage and administer the Reserve under the management plan prepared in accordance with the Trust Deed for so long as the Reserve is classified as a Recreation Reserve pursuant to the Reserves Act.

NATURE AND SCOPE OF ACTIVITIES

Tūhaitara Coastal Park covers approximately 575ha of land along the coastline from the Waimakariri River mouth to Waikuku Township. Stretching along the coast for 10.5 kilometres it comprises many natural features of local, regional and national importance to the people of New Zealand. As a coastal park it will provide a range of opportunities to preserve Ngāi Tahu values, retain and enhance biodiversity, and provide recreational and educational opportunities for all people.

The Minister of Conservation has appointed the Trust as a local authority for the purpose of the Reserves Act 1977.

The Trust has commenced implementation of the adopted Management Plan.

The Reserves Act does not apply to the Tūtaepatu Lagoon, although the Tūhaitara Coastal Park and Waikuku Beach Reserves Management Plan does. Part B Waikuku Beach Reserve, which is administered by the Waimakariri District Council, is a separate Reserve but is also subject to the Reserve Management Plan as the land is contiguous.

GOVERNANCE ARRANGEMENTS

The Trust's policies and objectives are detailed in the Tūhaitara Coastal Reserve Management Plan. The Statement of Intent is the Trust's annual work programme aimed at meeting the vision *To create a coastal reserve which is founded on and expresses strong ecological, conservation and cultural values and provides opportunity for compatible recreation and education activities for all people of New Zealand and to uphold the mana of Ngai Tahu Whanui by protecting and enhancing the mahinga kai values of Tūtaepatu lagoon.*

The Trust is required to meet at least twice per year to provide governance over the Trust's activities, and copies of minutes are distributed to the Settlers. The Trust meets monthly to ensure that the expectations required by the management plan are realised.

All staff, volunteer and contractors working in the Tūhaitara Coastal Park are required to comply with the Te Kōhaka o Tūhaitara Trust Coastal Park Health and Safety Plan.

OBJECTIVES & PERFORMANCE TARGETS 2023 -2024

All of the listed performance targets will be prioritised and evaluated with consideration to the success in obtaining external funding and the needs of our adjoining communities.

The Trust will:

1. Manage and administer the Reserve in accordance with the approved Reserve Management Plan.
2. Ensure all reporting mechanisms to the Settlers are timely and within their statutory timeframes.
3. Ensure that the health and safety and employment conditions of Trust staff, contractors, and visitors meet relevant legislation.
4. Ensure concessions for events and other activities on Trust land will have Health and Safety Plans and Public Liability Insurance. (Note: Concessions are not just for events, but can be for ice cream vehicles, coffee vehicles, and research activities; they are a mechanism to control all activities.)
5. Ensure that lease agreements are compatible with the Reserve Management Plan and finalised where necessary to maximise the revenue potential for the Trust.
6. Promote the cultural significance and history of the land. and ensure this is reflected in new programmes.
7. Maximise the opportunities for additional partnerships and sustainable funding to continue with the rehabilitation of Tūhaitara Coastal Park.
8. Develop two performing biota nodes to progress the long-term goal of indigenous coastal forest along the length of the Tūhaitara Park.
9. Continue the rehabilitation of Tūhaitara Coastal Park.
10. Ensure that access and maintenance programmes are in line with strategic plans and priorities and that they are appropriately resourced.
11. Ensure all work programmes and maintenance activities are consistent with the Park's cultural, biodiversity, ecological, and recreation values.
12. Provide and maintain a minimum 20 kilometres of walking, cycling, and bridle trails within the park for recreational purposes.
13. Move into a fit for purpose Trust office and education facility.
14. Develop two additional foredune restoration sites
15. Finalise the design and commence the installation of 'our stories' interpretive signage and art features at key cultural and environmental sites.

OBJECTIVES & PERFORMANCE TARGETS 2022 -2023 HURIA RESERVE

1. Complete the installation of the pathway network
2. Order plants for 2023 Spring and 2024 Autumn plantings
3. Plant **1000m²** forest wetland species
4. Commence installation of interpretive signage and materials,

INFORMATION TO BE PROVIDED TO THE SETTLORS

The Trust shall present:

- A six monthly report on the Trust's activities shall be provided, in accordance with the Local Government Act 2002, on the financial performance and position and its progress towards the Performance Targets and other Measures contained in the Statement of Intent.
- An Annual Report shall be prepared in accordance with the Local Government Act 2002, and the reporting requirements prescribed from time to time by the Settlers.
- Copies of the minutes of meetings.
- The MOU between the Trust and the WDC sets out the partnership and requirements
- Ngāi Tahu have informed the Trust that it should report directly to Ngāi Tūahuriri Runanga which will be done quarterly

OTHER REQUIREMENTS

Ratio of Trustee Funds to Total Assets

The ratio of Trust Funds to Total Assets shall be maintained at a minimum of least 90%.

Trust Funds means the Trust equity of the trust as at balance date.

Total Assets means all current and non-current assets of the Trust as at balance date.

Profits and Financial Reserves to be Distributed

The Trust will not distribute any profits or financial reserves during the financial year.

Interests in Other Organisations

The Trust will not purchase or accept an ownership interest in any other organisation, without the prior approval of the Settlers.

Commercial Value of the Trust

The Trustees' estimate of the value of the Trust is the level of Trust equity shown in the latest audited financial statements. The Trustees will consider the Trust's value annually as part of the preparation of the Annual Report.

Activities the Trust is Seeking Compensation from the Council

The Council provides administrative support and financial management for the Trust and compensates the three Council appointed trustees with meeting allowances.

From time to time the Trust may request the Council to assist the Trust by contributing to various projects on the Trust land. Other than in these circumstances, there are no activities that the Trust is seeking compensation from the Council, other than for any land leased to the Council, which will be on normal commercial terms and conditions.

Accounting Policies

Refer to Appendix 1

Appendix 1

STATEMENT OF ACCOUNTING POLICIES

REPORTING ENTITY AND STATUTORY BASE

Te Kōhaka o Tūhaitara Trust is a Trust established to manage and administer the Recreation Reserve contained in the deed of interest of Ngāi Tahu Whanau and other New Zealanders in terms of the Reserves Act 1977.

The financial statements will be prepared in accordance with New Zealand Generally Accepted Accounting Practice.

MEASUREMENT SYSTEM

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by the Trust.

ACCOUNTING POLICIES

The following specific accounting policies that materially affect the measurement of financial performance and financial position are applied:

(a) Fixed Assets

Fixed assets are recorded at valuation deemed appropriate at the time of transfer, by Quotable Value New Zealand. Valuation was based on a fair market value. Depreciation is recognised in the Statement of Financial Performance on a straight line basis over the estimated life of each part of an item of property, plant and equipment. The estimated useful life for the current and comparative periods are as follows:

Property, plant and equipment 3-40 years.

(b) Goods and Services Tax (GST)

The Trust is registered for GST. The financial statements are prepared exclusive of GST, with the exception of receivables and payables, whose invoices include GST.

(c) Receivables

Receivables are stated at expected realisable value, after a provision (if any) for doubtful balances.

(d) Reduced Disclosure Regime

The Trust qualifies for Reduced Disclosure Reporting. Full advantage will be taken of all Reduced Disclosure reporting exemptions.

CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** FIN-06-02/230501060759**REPORT TO:** AUDIT AND RISK COMMITTEE**DATE OF MEETING:** 16th May 2023**AUTHOR(S):**
Don Young, Senior Engineering Advisor
Gerard Cleary, General Manager Utilities and Roading
Chris Brown, General Manager Community and Recreation**SUBJECT:** 2022/23 Capital Works March Quarterly Report**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
General Manager_____
Chief Executive**1. SUMMARY**

- 1.1. This report is to advise the Committee about progress of the delivery of the 22/23 Capital Works programme.
- 1.2. The programme is well advanced with most of the projects agreed, allocated to a resource and actively progressing. This is in marked contrast to the same time last year and gives some confidence that a good proportion of projects will be delivered.
- 1.3. There are a number of exceptions, which are shown in the detailed sections below and the attached spreadsheets. Project Managers and Asset Managers have been encouraged to be more realistic in their predictions this year, which means that the at-risk percentage is higher than in other years.

	<i>Full Year Revised Budget (mill)</i>	<i>Actual spend as at 31 March 2023 (mill)</i>	<i>Current % completed</i>	<i>Predicted spend as at end FY (mill)</i>	<i>Predicted % completed</i>
Roading	16.78	8.25	49%	14.19	85%
Drainage	7.62	5.29	69%	6.92	90%
Water	8.16	5.01	61%	7.63	94%
Wastewater	3.59	2.08	58%	3.30	86%
Solid Waste	0.96	0.11	11%	0.17	16%
Recreation	15.09	6.11	40%	12.40	82%
Regen	5.45	1.07	20%	3.56	65%

SUBTOTAL BAU	57.65	27.92	48%	48.47	84%
Shovel Ready	21.59	18.88	87%	21.50	100%
TOTAL	79.24	46.80	59%	69.97	88%

Note this table does not include all capital works carried out by the Council, but only the capital projects on the above units.

- 1.4. In total, the Council has 358 projects in the tracking spreadsheets worth a total budget of \$79.24mill. Of these 81 are complete, 163 are on track, 39 are at risk, 75 are delayed.

Attachments:

- i. Attachment 1 Roding project summary March quarter 22/23 - 230504063718
- ii. Attachment 2 Roding project overview March quarter 22/23 - 230504063719
- iii. Attachment 3 Drainage project summary March quarter 22/23 - 230504063722
- iv. Attachment 4 Drainage project overview March quarter 22/23 - 230504063723
- v. Attachment 5 Water project summary March quarter 22/23 - 230504063726
- vi. Attachment 6 Water project overview March quarter 22/23 - 230504063728
- vii. Attachment 7 Wastewater project March quarter 22/23 - 230504063730
- viii. Attachment 8 Wastewater project overview March quarter 22/23 - 230504063733
- ix. Attachment 9 Solid Waste project summary March quarter 22/23 - 230504063735
- x. Attachment 10 Solid Waste project overview March quarter 22/23 - 230504063738
- xi. Attachment 11 Recreation project summary March quarter 22/23 - 230504063741
- xii. Attachment 12 Recreation project overview March quarter 22/23 - 230504063742
- xiii. Attachment 13 EQ Recovery project summary March quarter 22/23 - 230504063744
- xiv. Attachment 14 EQ Recovery project overview March quarter 22/23 - 230504063745
- xv. Attachment 15 Shovel ready project summary March quarter 22/23 - 230504063746
- xvi. Attachment 16 Shovel ready project overview March quarter 22/23 - 230504063748

2. **RECOMMENDATION**

THAT the Committee:

- (a) **Receives** Report No. 230501060759.
- (b) **Notes** the actual and predicted achievement across all tracked capital expenditure.
- (c) **Notes** that of the \$79.24mill total capital spend, \$46.80mill (59%) has been completed and \$69.97mill (88%) is predicted to be completed (subject to weather and other matters outside our control).
- (d) **Notes** that the previous December Quarterly Report predicted completion of 93%.
- (e) **Notes** that progress towards achieving the 22/23 capital works programme is well advanced across most areas. However, there are a number of projects either delayed or at risk, as reported elsewhere.

3. **ROADS AND FOOTPATHS**

3.1. Budget

- 3.1.1. The total budget for this year is \$16.78 million. For the year \$8.25 mill has been spent (49%). The final forecast expenditure is \$14.19mill (85%).

3.2. Carry-overs

3.2.1. The planned carryover of both budget and expenditure was \$1.03mill. The predicted carryover of budget is now \$0.84mill budget (with a further \$0.03mill at risk) and expenditure is \$0.28mill.

3.3. Projects

3.3.1. There are 87 projects being tracked.

3.3.2. Of these, 7% by value are complete and 81% on track, 5% at risk and 7% delayed.

3.3.3. The at-risk projects include Main North/Wrights, Southbrook Rd futures (resourcing), Town area (supply issues), Gravel pit (weather), Kippenberger/McPhail (developer), school safety Kaiapoi High, Charlies/Jollies (external).

3.3.4. The delayed projects are West Rangiora Route Improvements, Townsend culvert, Old Waimak Bridge (CCC Timing), Land Purchase (timing), Cenotaph (additional consultation), Priors / Mertons (uncertainty in timing of development decisions), West Rangiora ODP (external involvement), Integrated transport (external), Lehmans/Johns (resourcing), and School Safety Kaiapoi North.

3.4. Summary

3.4.1. The Roads and Footpaths budget is largely on track to be spent. However there are a number of projects either at risk or signalled delayed and staff will be working to progress these.

4. **STORMWATER DRAINAGE**

4.1. Budget

4.1.1. The total budget for this year is \$7.62 mill. For the year \$5.29mill has been spent (69%). The final forecast expenditure is \$6.92mill (90%).

4.2. Carry-overs

4.2.1. The planned carryover of both budget and expenditure was \$1.41mill as Work in Progress. The predicted carryover of budget is now \$3.06mill budget (with an additional \$1.04mill at risk) and \$1.89mill expenditure (with an additional \$1.28mill at risk).

4.3. Projects

4.3.1. There are 50 projects being tracked.

4.3.2. Of these 12% are complete, 29% by value are on track, 14% are at risk, and 45% are delayed.

4.3.3. The at risk projects are Minor Improvements in Rangiora, Kaiapoi, and Oxford, Under Channel piping in Kaiapoi, Northbrook Janelle to White, Oxford Rd Drainage, York St Diversion, and ZIPA. These are largely due to internal delays.

4.3.4. The projects that are now delayed are Land Purchase Pond 5 (developer delays), Wiltshire Green, School Rd (likely further resolution required), Swindells Rd (complexity), high St, Mandeville resurgence (difficult issue), Cones Rd, Wolffs Rd, and Mill Rd SMA (ECan consenting issues).

4.3.5. In addition, there are a number of added projects as a result of additional issues during the year, especially the flooding. These have not had the same planned timeframes and predicted timeframes developed as they are reported on separately as part of the Flood team reports.

4.3.6. Wiltshire Green project will require additional funding in 2023/24 to complete the works. The additional costs are due to extra complexity and unexpected clashes.

4.4. Summary

4.4.1. The Drainage budget will have several projects delayed. There are several At Risk projects, but the staff will be working to ensure that these projects are also achieved.

5. **WATER SUPPLY**

5.1. Budget

5.1.1. The total budget for this year is \$8.16 mill. For the year \$5.01mill has been spent (61%). The final forecast expenditure is \$7.63mill (94%).

5.2. Carry-overs

5.2.1. There was \$1.23mill of planned budget and expenditure carryover, and this is now \$1.73mill predicted budget with a further 0.29mill at risk, and \$1.40mill expenditure carryover with a further 0.19mill at risk. This is due to the delayed and at-risk projects noted below.

5.3. Projects

5.3.1. There are 60 projects being tracked in the spreadsheet.

5.3.2. Of these 35% by value are already complete, 25% on track, 29% at risk and 11% delayed.

5.3.3. The at-risk projects are Monitoring equipment in Rangiora, Woodend, Waikuku Beach, Kaiapoi, Oxford and Cust, Main North Rd Upgrade, (largely due to uncertainty in lead times of key components), Gammans, Mandeville Storage (due to delays during construction) and Garrymere. This latter project has a big influence on the percentage complete, and staff will be focussed on achieving completion.

5.3.4. The delayed projects are Ayre St headworks (due to having to re-tender) the Mertons/Priors upgrade (due to uncertainty in development), Darnley Square, and Ashley Gorge Trunk main.

5.4. Summary

5.4.1. The Water budget is largely predicted to be completed, although to a lesser extent than previously signalled. The exceptions are the monitoring equipment and Mandeville storage, as well as three projects that are now signalled delayed.

6. **WASTEWATER**

6.1. Budget

6.1.1. The total budget for this year is \$3.59mill. For the year \$2.08mill has been spent (58%). The final forecast expenditure is \$3.30mill (92%).

6.2. Carry-overs

6.2.1. The planned budget carryover was \$0.28mill. However, the predicted budget carryover is now \$1.50mill (with an additional 0.20mill at risk), with the predicted expenditure carryover now being \$0.79mill, with a further \$0.20mill at risk.

6.3. Projects

- 6.3.1. There are 35 projects included in the spreadsheet.
- 6.3.2. Of these 35% are complete, 20% are on track, 6% at risk with the remaining 39% delayed.
- 6.3.3. The at-risk projects are Rangiora WWTP screens, and sensors at Kaiapoi, Woodend, Pegasus, and outfall.
- 6.3.4. The delayed projects are the Septage facility, Church St, Mertons/Priors project and Townsend Fields Extra Over (both development uncertainty), and planting at Woodend and Kaiapoi WWTP.
- 6.3.5. It is worth noting that Rangiora Pipeline Replacements is predicted to be significantly overspent, due to unexpected service clashes. This will be funded by additional loans against this cost centre. It is still predicted to be completed this financial year.
- 6.3.6. In addition, there are a number of added projects as a result of additional issues during the year, especially the flooding. These have not had the same planned timeframes and predicted timeframes developed as they are reported on separately as part of the Flood team reports.

6.4. Summary

- 6.4.1. The Wastewater budget is signalled to be largely delivered in terms of the amount of expenditure, but significantly under-delivered in terms of percentage completed. The main reason for this is the Septage facility.

7. **REFUSE AND RECYCLING**

7.1. Budget

- 7.1.1. The total budget for this year is \$0.96. For the year, \$0.11 has been spent (11%). The final forecast expenditure is \$0.16 (15%).

7.2. Carry-overs

- 7.2.1. The planned carryover of both budget and expenditure is \$0.77 mill. The predicted carryover of budget is now \$0.77mill (with a further \$0.02mill at risk) and expenditure is now \$0.12mill.

7.3. Projects

- 7.3.1. There are 16 projects included in the spreadsheet being tracked.
- 7.3.2. Of these 13% are complete, 5% are on track, 8% are at risk, and 74% are delayed.
- 7.3.3. The delayed projects have all been put on hold while the optioneering, and concept design at Southbrook RRC are progressing.

7.4. Summary

- 7.4.1. The Solid Waste budget is relatively small but is largely signalled as delayed. Most of the budget is linked to upgrades at Southbrook RRP, and while investigation and design process is progressing, the works are on hold.

8. RECREATION

8.1. Budget

8.1.1. The total budget for this year is \$15.09mill. For the year \$6.11mill has been spent (40%). The final forecast expenditure is \$12.40mill (82%).

8.2. Carry-overs

8.2.1. There was \$1.21mill of both budget and expenditure planned for carry over. It is now predicted to carry over budget of \$2.78mill (with another \$3.50mill at risk) and expenditure of \$0.72mill (another \$3.50 at risk).

8.3. Projects

8.3.1. There are 80 projects being tracked.

8.3.2. Of these 15% (by value) are complete and 36% are on track, 23% at risk and 26% delayed.

8.3.3. The projects identified as being at risk for this report are Milton Memorial Park, security cameras, purchase of 107 Revells Rd, general landscape for three community boards, and Owen stalker. These are a mixture of resourcing, complexity, repricing, and delays due to the elections. Staff will be concentrating on advancing these.

8.3.4. The delayed projects include toilets, roads and carparks, Play equipment, Pearson Park, Future sports grounds, Arohatia Te Awa, Kaiapoi hub, support for MUBA, Pegasus viewing platform, Askeaton reserve, Pegasus lifesaving tower, Kaiapoi stopbanks accessibility, Kaiapoi aquatic renewals, Oxford landscaping, Loburn Domain, Town entrance, Raymond Herber, and Waikuku and Kairaki camp works. These delays are a result of a number of factors; a number of projects are affected by higher prices causing a rethink, high level decisions yet to be made, consenting issues, and third-party decisions.

8.4. Summary

8.4.1. The Recreation area is looking to be about 84% delivered, which is lower than earlier predicted. There are quite a number of complex projects which are taking longer to resolve than earlier predicted. A number of projects are affected by price increases, resourcing, political decisions, or third-party processes.

9. EARTHQUAKE RECOVERY AND REGENERATION

9.1. Budget

9.1.1. The total budget for this year is \$5.45mill. For the year \$1.07mill has been spent (20%). The final forecast expenditure is \$3.56mill (65%).

9.2. Carry-overs

9.2.1. The planned carryover of both budget and expenditure was \$0.25mill. The predicted carryover of budget is now \$2.29mill budget and expenditure is \$0.56mill.

9.3. Projects

9.3.1. There are 27 projects being tracked.

9.3.2. Of these 29% (by expenditure) are on track, 31% at risk and 40% delayed.

9.3.3. The at-risk projects are the, Kaiapoi wharf pontoon, dredging dewatering areas, Food Forest, and Rangiora car park building.

9.3.4. The delayed projects are Williams St bridge, Kaiapoi town centre amenities, and Street light review, Kaiapoi River Banks, Murphy Park, Courtenay River Accessway, Croquet, Courtenay Esplanade, and Pines Beach entrance.

9.4. Summary

9.4.1. The Earthquake Recovery and Regeneration is predicted to be significantly under-delivered. These delays are a result of a number of factors; external influence on the project, internal resourcing for delivery of these projects. A large number of the projects are very complex and a taking additional time to resolve. Resourcing remains a key issue.

10. **STIMULUS**

10.1. Summary

10.1.1. The Stimulus budget is now delivered and will not be reported on any further.

11. **SHOVEL READY**

11.1. Budget

11.1.1. The total budget for this year is \$21.59mill. For the year \$18.88mill has been spent (87%). The final forecast expenditure is \$21.50mill (100%).

11.2. Carry-overs

11.2.1. There were \$4.76mill of planned carryovers. There is now a predicted budget carryover of \$4.76million and expenditure carryover of \$5.76mill.

11.3. Projects

11.3.1. There are 10 projects included in the spreadsheet.

11.3.2. Of these 61% are completed, and 39% are on track to reach their agreed milestone. Note previously reported delayed projects Feldwick Drain and McIntosh Drain have been subsequently re-allocated, as reflected in this quarterly update.

11.4. Summary

11.4.1. The Shovel Ready budget is on track to be completed.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Most of the delayed works are intended to directly benefit the community.

11.5. The Management Team has reviewed this report and support the recommendations.

12. **COMMUNITY VIEWS**

12.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. They have a wide ranging interest in much of the Council's work. Any delays that specifically affect them will need to be discussed at the appropriate forum.

12.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

Each of the delayed projects is likely to influence a particular community or group, and so any changes in timeframe will require good consultation and careful management.

12.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

Each of the delayed projects is likely to influence a particular community or group, and so any changes in timeframe will require good consultation and careful management.

13. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

13.1. **Financial Implications**

There are financial implications of the decisions signaled in by this report.

However where there are financial impacts that differ from the Annual Plan, these will be presented and discussed in the Annual Plan documentation.

13.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. The projects being reported on have a range of effects on both sustainability and climate change, and any delays will impact on the Council's ability to achieve its intended outcomes in the agreed timeframes.

13.3. **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report.

Risk is associated with the delay of projects with the main consequences being:

- Necessary work not being completed could result in not achieving levels of service.
- Price fluctuations due to the current economic environment.
- Earthquake recovery – availability and amount of government funding and insurance recoveries for some assets.
- Further costs which may be incurred in future earthquakes e.g. Council self-insures bridges in conjunction with NZTA funding.
- Risk of delays of work that is intended to mitigate the effects of an event, where the event occurs in the meantime.
- Risk of delays of work to deal with growth that undue effects are created if the growth still occurs.

- Risk of a negative effect on reputation and perception.

13.4. **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

Contracts and work undertaken have been subject to the Councils Procurement and Contract Management Policy and contain minimum requirements, expectations and controls to ensure the Health and Safety Act is being met.

14. **CONTEXT**

14.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

14.2. **Authorising Legislation**

The Local Government Act applies.

14.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

In particular that

Transport is accessible, convenient, reliable and sustainable

Core Utilities are provided in a timely and sustainable manner

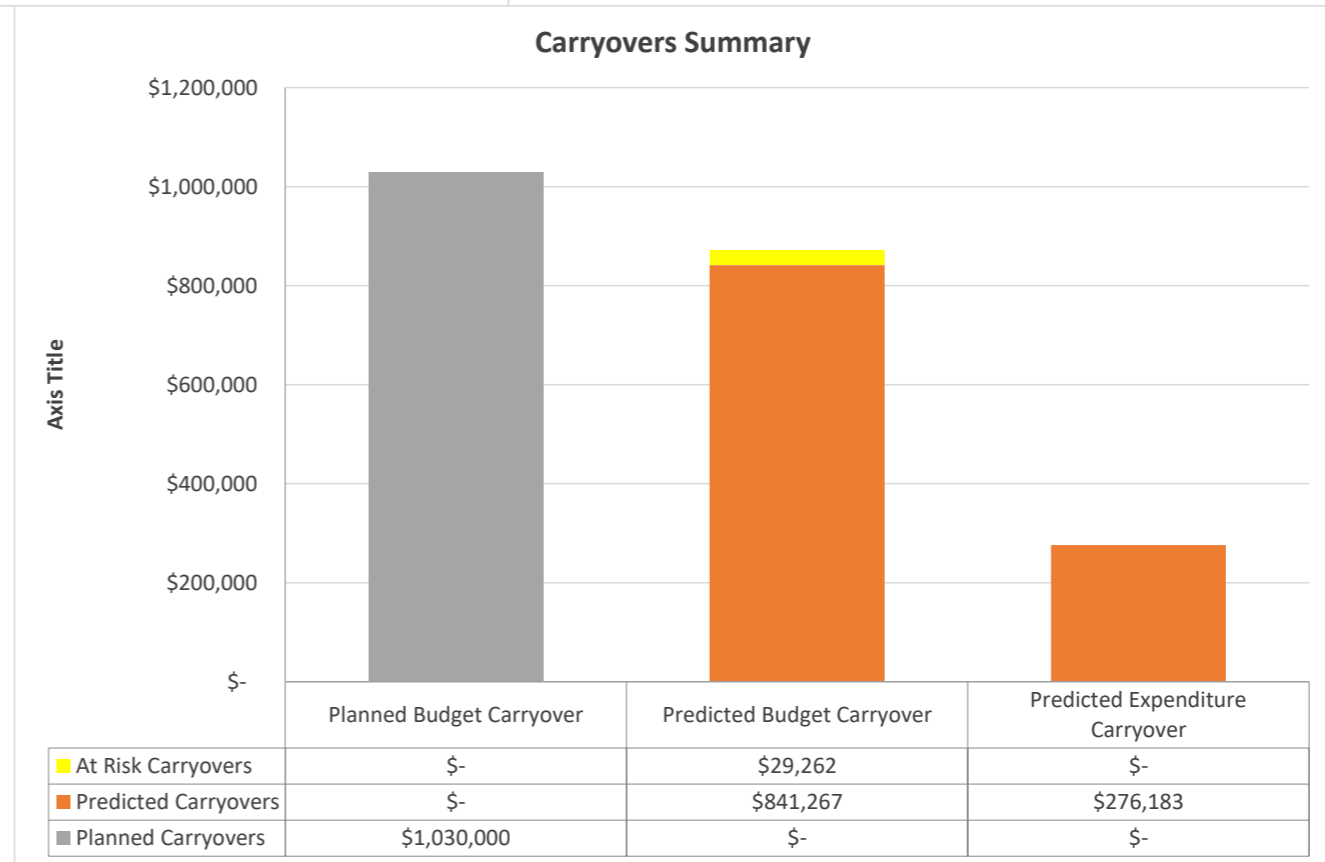
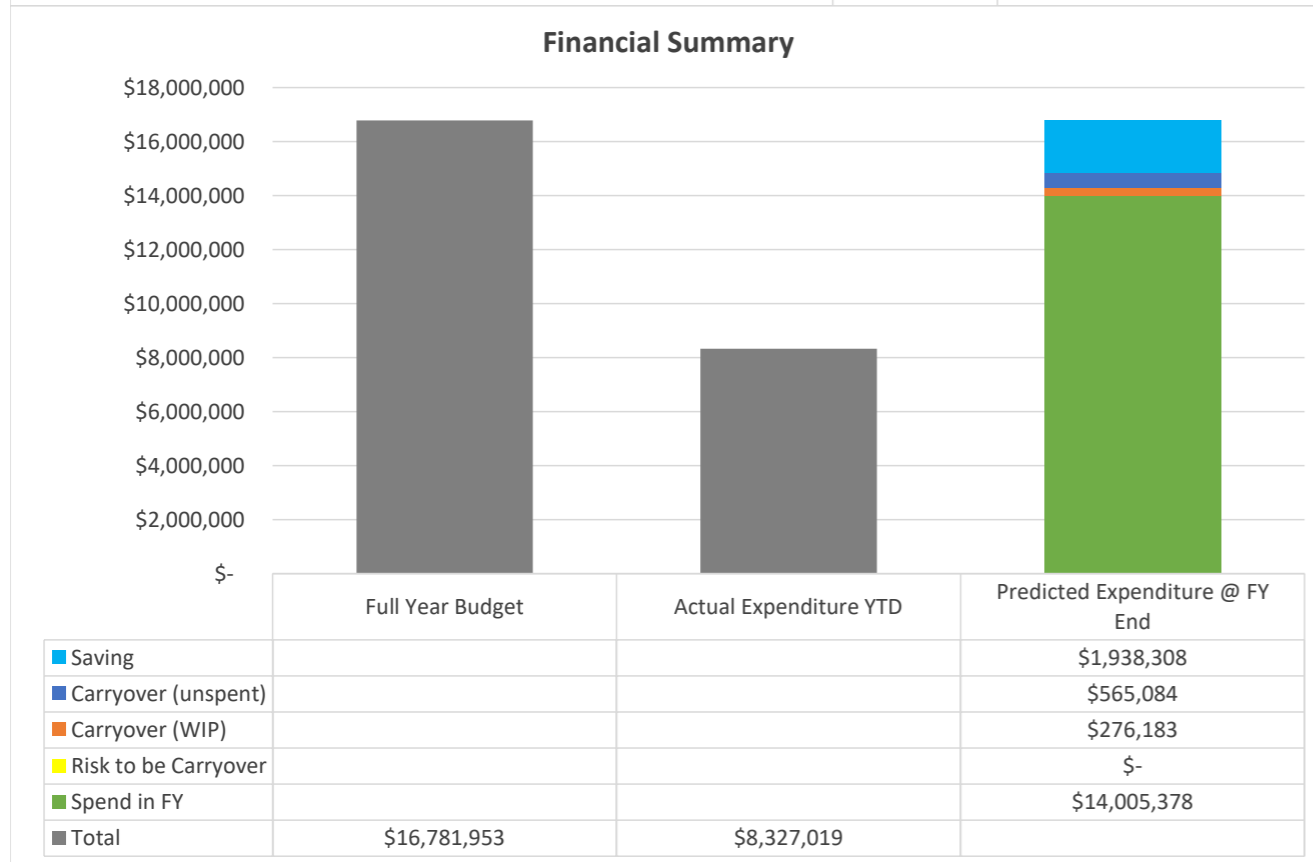
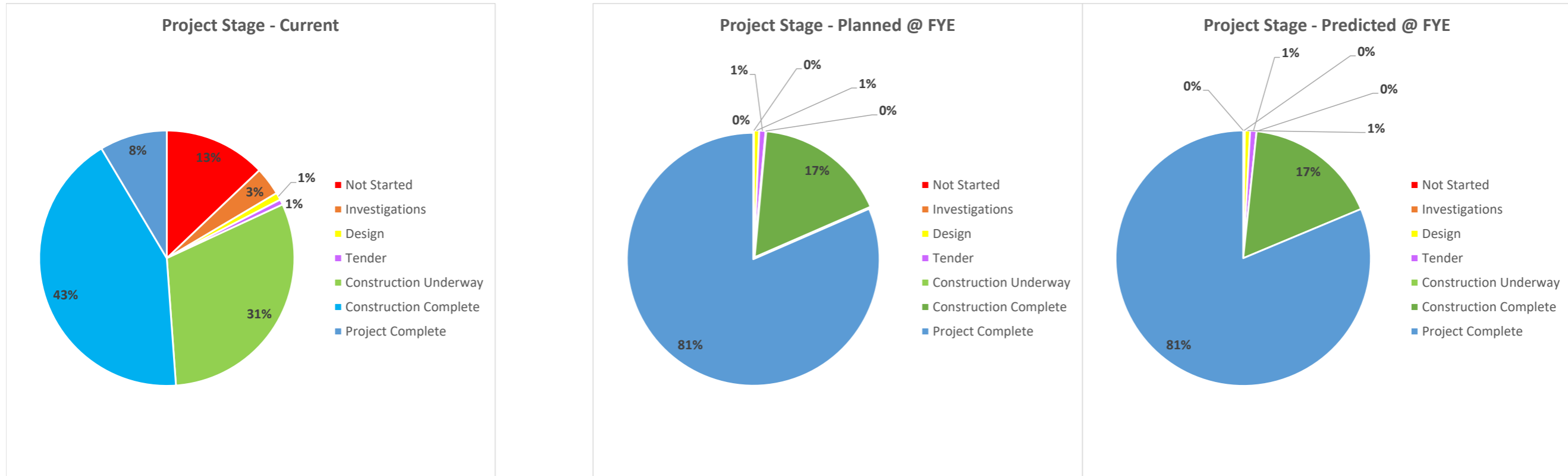
Public spaces and facilities are plentiful, accessible and high quality,

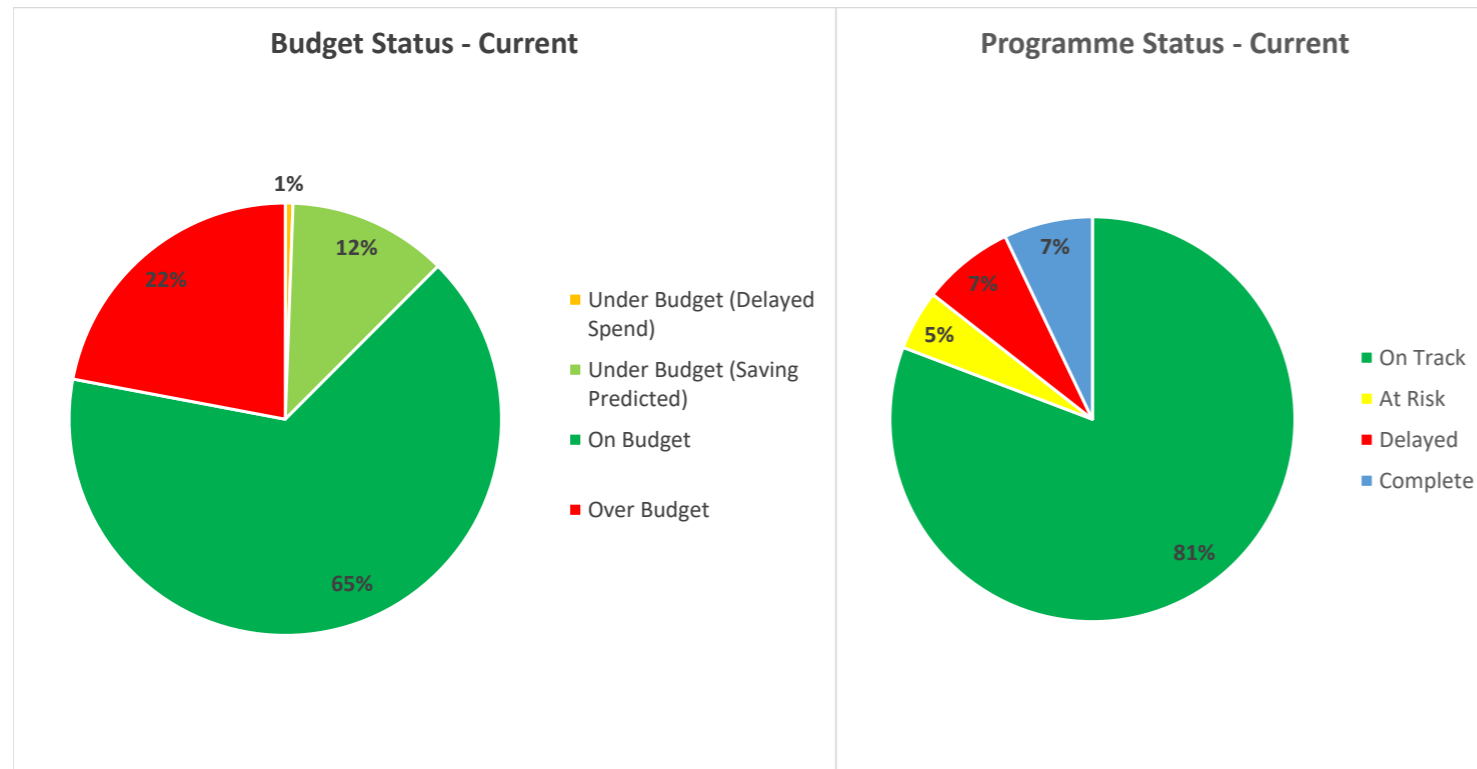
14.4. **Authorising Delegations**

The Audit and Risk Committee have delegation to monitor the performance of the Council in delivering its programme, and take steps as it sees appropriate.

Roading Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

SUMMARY





DEFINITIONS

Full Year Revised Budget	Budget approved in LTP/AP plus any additional budgets approved by Council throughout the FY.
Unspent Budget	Budget that will not be spent this financial year. This can be both a budget saving (e.g. due to projects being delivered for less than budgeted) or delayed budget spend (i.e.: budget that will be spent next financial year).
Programme - On Track	Refers to projects where the project work this FY is expected to be delivered by FYE.
Programme - At Risk	Refers to projects where the project work this FY is currently at risk of not being delivered by FYE. These are the projects that need to be resourced and monitored carefully to ensure they are delivered to programme.
Programme - Delayed	Refers to projects where the project work this FY will not be delivered by FYE. These projects are signalled as predicted carryover (if single or multi-year current), if not already shown as a planned carryover (if multi-year future).
On Budget	Refers to projects where the project work this FY is expected to be delivered within budget.
Over Budget	Refers to projects where the project work this FY will not be delivered on budget.
Under Budget (Delayed Spend)	Refers to projects where it is not expected to spend the budget this FY. These projects are to be signalled as either a planned (if multi-year future) or predicted carryover (if single or multi-year current).
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Approved Carryover	Refers to the projects where the carryovers for multi-year projects that were approved as part of the AP/LTP.
Additional Carryover	Refers to the projects where the carryovers are due to projects being delayed. These carryovers are in addition to those carryovers approved as part of the AP/LTP.
At Risk Carryover	Refers to projects where the programme is at risk, therefore may potentially become a carryover of the risk identified are realised.

Project Parent	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Final Forecast Expenditure at FYE	Predicted Budget Status at FYE - Current	Comments
Walking and Cycling Strategy Implementation	On Track	\$ 40,000	\$ 82,187	\$ 53,809	Over Budget	Report to be prepared seeking to bring budget forward. NZTA pre implementation funding has been secured. Journals arranged to transfer expenditure into new PJ codes
Southbrook Rd/Torlesse St/Coronation St Intersection Imps	On Track	\$ 1,691,390	\$ 821,847	\$ 1,757,000	On Budget	Works underway, planned completion mid May with signals operating for start of new school term at end of April.
Lees Valley Willow Walls	Complete	\$ 30,000	\$ -	\$ 0	Under Budget (Saving Predicted)	No carry over of unspent budget.
Main North Rd/Wrights Rd Intersection - safety concerns	At Risk	\$ 32,000	\$ 17,283	\$ 30,000	On Budget	Works associated with post construction RSA - budget to be carried over from 21/22 to fund this. All completed - guard rail extension added to Deficiency Database. Final works schedule with Corde for pricing
Tuahiwi Gritted Footpath	On Track	\$ 450,000	\$ 27,788	\$ 375,049	On Budget	Awarded to On-Grade. Construction underway
New Passenger Transport Infrast	On Track	\$ 125,000	\$ 13,708	\$ 124,670	On Budget	Order placed for two Real Time Displays (one in Rangiora, one in Kaiapoi). NZ Shelters planning install of 3 shelters in May. Second Ashley St site deferred
Travel Demand MGMT/Modelling	On Track	\$ 223,350	\$ 73,130	\$ 100,000	Under Budget (Saving Predicted)	Managed by the Greater ChCh partners, out of our control.
West Rangiora Route Improvement	Delayed	\$ 85,000	\$ -	\$ 0	Under Budget (Delayed Spend)	line marking to follow after the planned reseal next year. Approx \$20,000 of line marking needed in 2023 / 2024. Unspent budget to be used to replace culvert at Lehmans Rd (what spend is estimated on) which is now delayed
Ohoka / Island Rd Implementation	On Track	\$ 67,300	\$ 30,885	\$ 57,239	On Budget	Design progressing. No budget for physical works (pushed out to 24 / 25 year) . Will aim to maximise design drawings and documentation as no carry-over planned for unspent budget
Mulcocks and Fernside Rd closure	On Track	\$ 50,000	\$ 3,290	\$ 20,000	Under Budget (Saving Predicted)	Investigations underway, including discussion with NZTA however these will be complex and likely lead to delays. No closures expected this financial year. Will not carry over any unspent budget
Skew Bridge Active Warning / Safety Improvements	Complete	\$ 190,000	\$ 138,771	\$ 138,771	Under Budget (Saving Predicted)	All works now complete, as built complete. Small amount of line marking costs remaining to be claimed.
Southbrook Rd Future Improvements	At Risk	\$ 50,000	\$ 9,746	\$ 35,000	Under Budget (Saving Predicted)	December meeting was cancelled. Proceeding with Truck origin & destination survey
Mulcocks Rd Right Turn Bay	On Track	\$ 464,000	\$ 258,470	\$ 497,880	Over Budget	Awarded to EDR Contracting Ltd, work underway and due for completion early April. Additional costs associated with street lighting installation difficulties
Townsend Rd Culvert	Delayed	\$ 50,000	\$ 5,129	\$ 20,000	Under Budget (Delayed Spend)	Communications with Ecan and MainPower underway. Meeting to be held to potentially outsource the design of this to get on track
Remetalling	On Track	\$ 510,001	\$ 435,149	\$ 510,000	On Budget	Completed by Corde under the district maintenance contract
Pavement Rehabilitation	On Track	\$ 1,367,140	\$ 946,891	\$ 1,102,000	On Budget	Completed by Corde under the district maintenance contract. Underspend to balance other over spends in pavement marking. Revells Rd only cost remaining
Drainage Renewals - K & C	On Track	\$ 45,926	\$ 38,963	\$ 60,000	Over Budget	Roading professional fees
Routine Resealing and Resurfacing	On Track	\$ 1,997,307	\$ 1,416,284	\$ 1,706,284	On Budget	Underspend to balance overspend on asphalt resurfacing
Resurfacing - Thin Asphaltic	On Track	\$ 267,407	\$ 279,358	\$ 459,358	Over Budget	Overspend to be balanced by underspend on chip seal resurfacing
Signs Renewal	On Track	\$ 374,192	\$ 271,476	\$ 332,476	On Budget	Completed by Corde under the district maintenance contract.
Lighting replacement	On Track	\$ 325,083	\$ 159,351	\$ 326,883	On Budget	Remaining Pegasus ground stubs to be completed in May. Two further Car vs Poles have occurred that has bumped up predicted spend.
LED replacement	On Track	\$ 40,349	\$ 32,885	\$ 40,349	On Budget	Works underway
Drainage Renewals - Culverts	Complete	\$ 174,266	\$ 160,886	\$ 205,000	Over Budget	Completed by Corde under the district maintenance contract. Refer trim 221005171731 for programme. Carry over budget to come taking budget to \$231,000.
Professional fees	On Track	\$ 87,070	\$ 49,452	\$ 63,558	Under Budget (Saving Predicted)	Professional fees associated with PDU management of renewals contract
Footpath Reconstruction	On Track	\$ 445,566	\$ 157,426	\$ 298,888	Under Budget (Saving Predicted)	Completed by Corde under the district maintenance contract. This underspend will balance with overspend associated with footpath reconstruction in conjunction with K&C renewals. Overall budget looking at being underspent. Corde may be able to complete additional sites.
Bridge Component Replacement	On Track	\$ 140,000	\$ 112,354	\$ 140,000	On Budget	Design of repairs at Harpers Rd, Egans Rd, Harmans Gorge Rd, Doubledays Rd, Christmas Rd, and Manderville walkway.
Bridges & Structures Renewals	On Track	\$ 750,000	\$ 493,994	\$ 670,083	On Budget	Repair of Armco culverts is now complete at all sites (Dixons, Beatties, Toppings and Loburn Tce) except Railway Road which is still underway. Unspent budget to carry over
Old Waimakariri Bridge Handrail Replacement	Delayed	\$ 122,500	\$ -	\$ 30,000	Under Budget (Delayed Spend)	Work unlikely to be undertaken this financial year. Currently signalling carry over however this may not be required. To be confirmed with CCC.
K&C Renewal - Keir St (East Belt to end)	On Track	\$ 35,000	\$ -	\$ 48,806	Over Budget	Construction underway

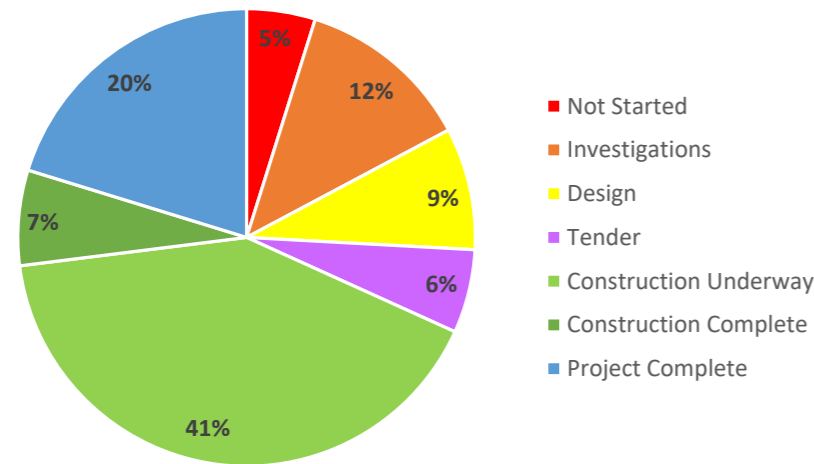
Project Parent	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Final Forecast Expenditure at FYE	Predicted Budget Status at FYE - Current	Comments
K&C Renewal - Geddis St (Elizabeth St to No. 28)	On Track	\$ 125,000	\$ 15,653	\$ 113,907	On Budget	Construction underway
K&C Renewal - Southbrook Rd (Torlesset St to No. 44)	On Track	\$ 37,000	\$ 28,732	\$ 37,000	On Budget	Included with Torlesse St signals contract, works underway
K&C Renewal - Good St (Tyler St to Lovers Ln)	On Track	\$ 170,000	\$ 101,155	\$ 121,500	Under Budget (Saving Predicted)	Awarded to On-Grade, works underway
K&C Renewal - Ohoka Rd (No. 74 to shops)	On Track	\$ 22,000	\$ 63,184	\$ 63,184	Over Budget	Works complete
K&C Renewal - Chapman Place (Wesley S to end) Shovel Ready	Complete	\$ 20,000	\$ 22,368	\$ 22,368	Over Budget	Complete
Footpath Recon - Keir St (East Belt to end)	On Track	\$ 24,000	\$ -	\$ 38,900	Over Budget	Construction underway
Footpath Recon - Southbrook Rd (Torlesse St to No. 44)	On Track	\$ 24,000	\$ 11,857	\$ 30,000	Over Budget	Included with Torlesse St signals contract, works underway
Footpath Recon - Good St (Tyler St to Lovers Ln)	On Track	\$ 180,000	\$ 97,791	\$ 100,900	Under Budget (Saving Predicted)	Awarded to On-Grade, works underway
Footpath Recon - Geddis St (Elizabeth St to No. 28)	On Track	\$ 60,000	\$ 5,527	\$ 77,000	Over Budget	Construction underway
Footpath Recon - Ohoka Rd (No. 74 to shops)	On Track	\$ 18,000	\$ 90,422	\$ 90,422	Over Budget	Works Complete.
K&C Renewal - Otaki St (with Shovel Ready)	Complete	\$ 151,000	\$ 141,339	\$ 141,000	On Budget	Complete
Footpath Recon - Otaki St (No. 94 - Adderley Tce)	Complete	\$ 69,000	\$ 61,638	\$ 61,638	On Budget	Complete
K&C Renewal - Williams St (Courtenay to Vickery)	Complete	\$ 98,000	\$ 149,659	\$ 149,659	Over Budget	Complete
Footpath Recon - Williams St with K&C	Complete	\$ 50,000	\$ 77,460	\$ 77,460	Over Budget	Complete
Footpath Recon - Chapman Pl with Shovel Ready	Complete	\$ 31,000	\$ 48,796	\$ 48,796	Over Budget	Complete
Bridge Component - Beach Rd	Complete	\$ 50,000	\$ 41,584	\$ 41,584	On Budget	Complete
Bridge Component - Southbrook Rd	On Track	\$ 20,000	\$ -	\$ 20,000	On Budget	Design of Southbrook Rd culvert repair, construction 23/24. No carry over of unspent budget. WSP Report costs to come. Journal requested
Town area developments	At Risk	\$ 14,782	\$ 1,935	\$ 11,360	Under Budget (Saving Predicted)	EV Chargers in Woodend & Oxford. AC Chargers now operational. DC chargers currently in production, due for delivery late April, installation in May.
New footpaths - major towns	On Track	\$ 200,000	\$ 127,790	\$ 210,000	On Budget	21/22 carryover sites now complete, and Coronation St and Ballarat Rd awarded to Pidgeon Contracting, starting 1st May
Land Purchases - Improved LoS	Delayed	\$ 54,500	\$ 4,785	\$ 4,785	Under Budget (Delayed Spend)	Associated costs of Barwells Rd Legalisation. BARWELLS RD ONLY. Carry over budget unspent budget.
Support for MUBA	Complete	\$ 31,250	\$ -	\$ 0	Under Budget (Saving Predicted)	Feasibility costs assigned to Kaiapoi Town Centre PJ 100243.000.5014. No budget to be carried over
Cenotaph Corner	Delayed	\$ 37,500	\$ 8,806	\$ 25,000	Under Budget (Delayed Spend)	PCG now established for this project. Will likely require external consultant to complete design options. Timeline extends to October 2023 for design. Carry over remaining budget.
Smarts Road Drainage Upgrade	On Track	\$ 80,000	\$ 10,689	\$ 80,393	On Budget	Works complete, awaiting claim
Gravel Pit Development	At Risk	\$ 12,340	\$ 2,338	\$ 5,000	Under Budget (Saving Predicted)	Works to stabilise bank and repair fencing at Gartreys Pit. Excludes investigation for new sites. Work in Gartreys is awaiting dry pit, unlikely to occur for some time
Council Performed Work	On Track	\$ 360,469	\$ 533	\$ 155,000	Under Budget (Saving Predicted)	Timing generally dependant on developers. Confirmed sites include Pentecost Rd, Main North Rd, Charles Upham Dr, Topito Road, Huntington Dr, Smith St / Tunas St, Townsend Rd, Youngs Rd, Stringers Rd and Kippenberger Ave (Bellgrove). UPDATED BASED ON DEVELOPMENT SPREADSHEET. MEETING PLANNED 27 MARCH TO CONFIRM
Direct Payments to Developers	On Track	\$ 418,608	\$ 74,294	\$ 418,608	On Budget	Timing generally dependant on developers. Confirmed sites include Pentecost Rd, Main North Rd, Charles Upham Dr, Topito Road, Huntington Dr, Smith St / Tunas St, Townsend Rd, Youngs Rd, Stringers Rd and Kippenberger Ave (Bellgrove) SHOWING \$0 SPEND DUE TO PREDICTED SPEND ACROSS BOTH CODES BEING UNDER BUDGET OF COUNCIL PERFORMED WORKS
Rangiora Airfield/Priors Rd Upgrade	Delayed	\$ 200,000	\$ -	\$ 0	Under Budget (Delayed Spend)	Timing dependant on developer. Has been deferred as part of the Annual Plan process.
West Rangiora ODP	Delayed	\$ 409,388	\$ 521	\$ 2,000	Under Budget (Delayed Spend)	Investigation of new road / Transpower requirements. Possible widening of Lehman's Rd (Oxford - Johns). Works moved out as part of annual plan process.
Support for MUBA	Complete	\$ 93,750	\$ -	\$ 0	Under Budget (Saving Predicted)	Feasibility costs assigned to Kaiapoi Town Centre PJ 100243.000.5014. No budget to be carried over
Kippenberger/MacPhail Roundabout	At Risk	\$ 208,125	\$ -	\$ 208,125	On Budget	Timing dependant on developer. No update available, however works on Kippenberger Ave is well underway
River Rd - Ashley to Enverton	On Track	\$ 40,000	\$ 31,510	\$ 40,000	On Budget	Design underway

Project Parent	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Final Forecast Expenditure at FYE	Predicted Budget Status at FYE - Current	Comments
Kippenberger/MacPhail Roundabout	At Risk	\$ 416,250	\$ -	\$ 416,250	On Budget	Timing dependant on developer, but scheduled to get underway very soon
Feb 2022 Flood Event	On Track	\$ 435,000	\$ 334,645	\$ 575,043	Over Budget	Butchers Rd, budget was split over two years. Updated budget should be \$510,000. Works nearing completion
Land purchase 19 Cones Road	On Track	\$ 147,000	\$ 58,334	\$ 149,539	On Budget	Roading share of the land purchase, and physical works to make good (fencing etc)
Land Purchases - Growth	On Track	\$ 186,700	\$ 121,516	\$ 135,000	Under Budget (Saving Predicted)	In conjunction with development. Includes No. 15 Townsend Road property purchase (complete). Additional planning works on growth sites underway.
Minor Improvements	On Track	\$ 188,745	\$ 24,509	\$ 79,509	Under Budget (Saving Predicted)	Completed by various contractors. Excludes fees. Some projects split out further with child PJ codes. Predicted underspend will contribute towards the overspend on some child codes
Silverstream Collector Rd (Adderley-Island)	On Track	\$ 603,200	\$ 88,274	\$ 150,000	Under Budget (Saving Predicted)	Developer lead. Budget to be carried over from 21 / 22
Kaiapoi Park & Ride	Complete	\$ 17,500	\$ 19,080	\$ 19,080	Over Budget	3 waters assets carried as WIP 21/22 / Complete, but possible CCTV costs to come. Details unknown. Staff to follow up with Visual Networks
Integrated Transport Strategy	Delayed	\$ 43,850	\$ -	\$ 0	Under Budget (Delayed Spend)	No commitments against this budget. Delayed to trigger carryover. May require journal to split expenditure into this growth code.
Integrated Transport Strategy	Delayed	\$ 150,000	\$ 48,220	\$ 123,080	On Budget	Awarded to Abley, works underway. Delayed to trigger carry over
Skewbridge Rd bridge replacement (Design)	Complete	\$ 18,950	\$ -	\$ 0	Under Budget (Saving Predicted)	No carry over. No planned expenditure
Minor Lighting Upgrades	On Track	\$ 50,000	\$ 41,234	\$ 57,494	Over Budget	Cost for Tram Rd & Oxford deficiencies only. Easterbrook is delayed
Mounseys Rd/Woodside Rd/Mountain Rd Seal Back	Complete	\$ 60,000	\$ 35,565	\$ 36,798	Under Budget (Saving Predicted)	Complete, awaiting journal to show expenditure
Lehmans Rd/Johs Rd Intersection	Delayed	\$ 50,000	\$ -	\$ 0	Under Budget (Delayed Spend)	Culvert to be renewed rather than extended. Additional cost to come from West Rangiora Route Improvement. Delayed
Depot Rd/South Eyre Rd	On Track	\$ 50,000	\$ -	\$ 5,000	Under Budget (Saving Predicted)	Corde have been given approval to proceed with signage upgrades
School Safety - North Kaiapoi School	Delayed	\$ 30,000	\$ -	\$ 0	Under Budget (Delayed Spend)	Delayed. KTCB to approval required for design option, design unconfirmed. Initial investigations indicate that the project is more complex than initially thought
School Safety - Kaiapoi High School	At Risk	\$ 30,000	\$ -	\$ 30,000	On Budget	Design underway. Need to confirm scope as estimate exceeds budget.
School Safety - Sefton School Variable Speed Signs	Complete	\$ 45,000	\$ 25,155	\$ 30,000	Under Budget (Saving Predicted)	signage installed. Small costs remaining to remove existing signage later in the year.
Speed Treatments	On Track	\$ 85,000	\$ 30,262	\$ 135,262	Over Budget	Includes cust safety and speed signage from 21/22 and Waikuku Beach, Sh1 detour delineation. Budget is incorrect. Overspend to balance with 100185
Perhams Ford Improvements	On Track	\$ 120,000	\$ 5,700	\$ 171,000	Over Budget	Construction complete, awaiting final claim and tidy of site
Charles St/Jollie St Power Kiosk Removal	At Risk	\$ 40,000	\$ 12,478	\$ 38,500	On Budget	Mainpower given approval to relocate kiosk, however will be tight to complete by end of financial year due to MP resourcing. Deposit paid
Rangiora Woodend Path Safety Audit Actions	On Track	\$ 50,000	\$ 24,165	\$ 42,650	On Budget	Stage 1 of works (at Boys Rd) has been completed. Stage 2 has been approved. Journal requested to add costs from stage 1
Main St Oxford Pedestrian Crossing	Complete	\$ 33,000	\$ 9,778	\$ 80,000	Over Budget	Physically complete, awaiting final claim
Tunas St Footpaht	On Track	\$ 35,000	\$ -	\$ 41,300	Over Budget	Awarded to Pidgeon contracting within minor works contract. Scheduled for May
132 Percival St Carpark	Complete	\$ 20,400	\$ 15,719	\$ 15,719	Under Budget (Saving Predicted)	Car park complete.
132 Percival St Carpark	Complete	\$ 6,800	\$ -	\$ 6,800	On Budget	
Gated Speed Signs	On Track	\$ 330,000	\$ 30,189	\$ 198,956	Under Budget (Saving Predicted)	Awarded to on-grade. Works underway
Youngs Rd Seal Extension	Complete	\$ -	\$ 53,887	\$ 53,887	Over Budget	Complete
		\$ 16,781,953	\$ 8,235,779	\$ 14,189,560		

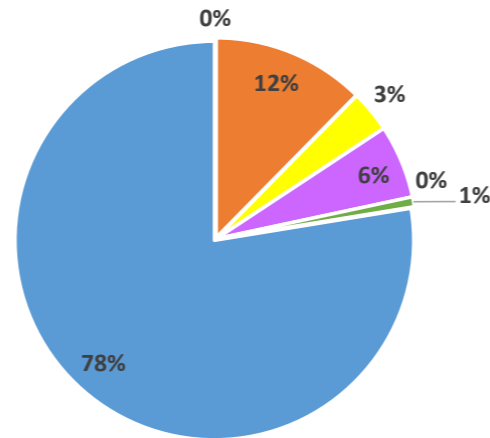
Drainage Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

SUMMARY

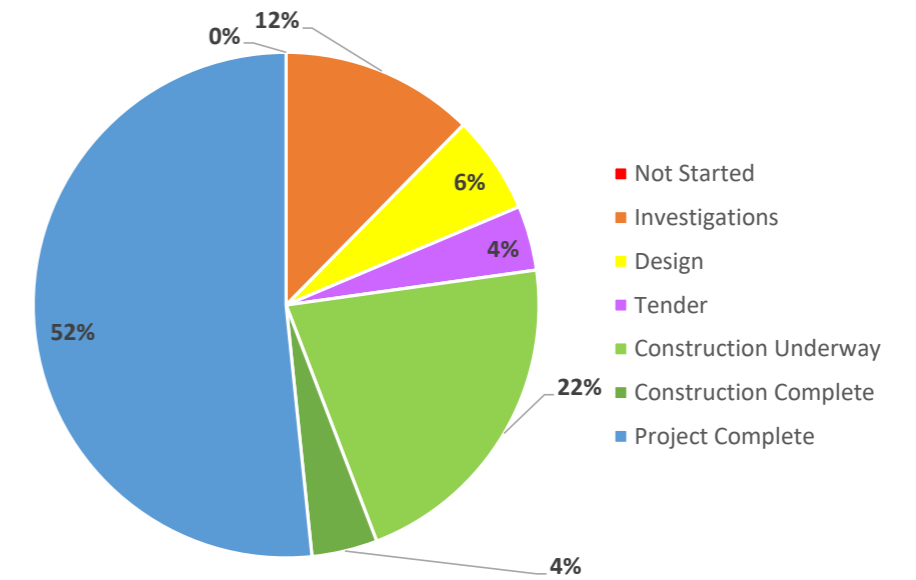
Project Stage - Current



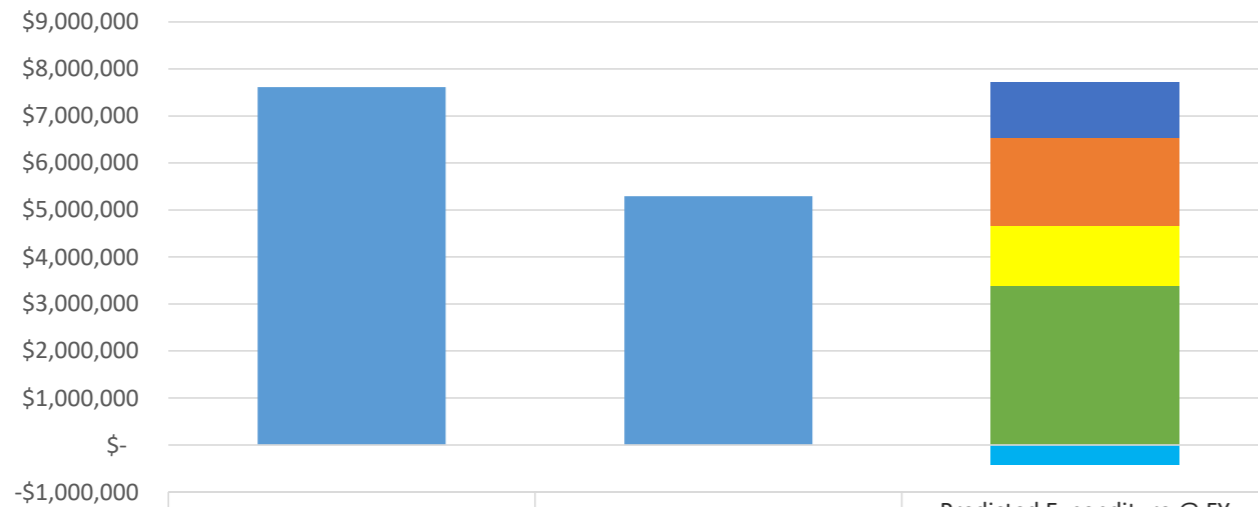
Project Stage - Planned @ FYE



Project Stage - Predicted @ FYE

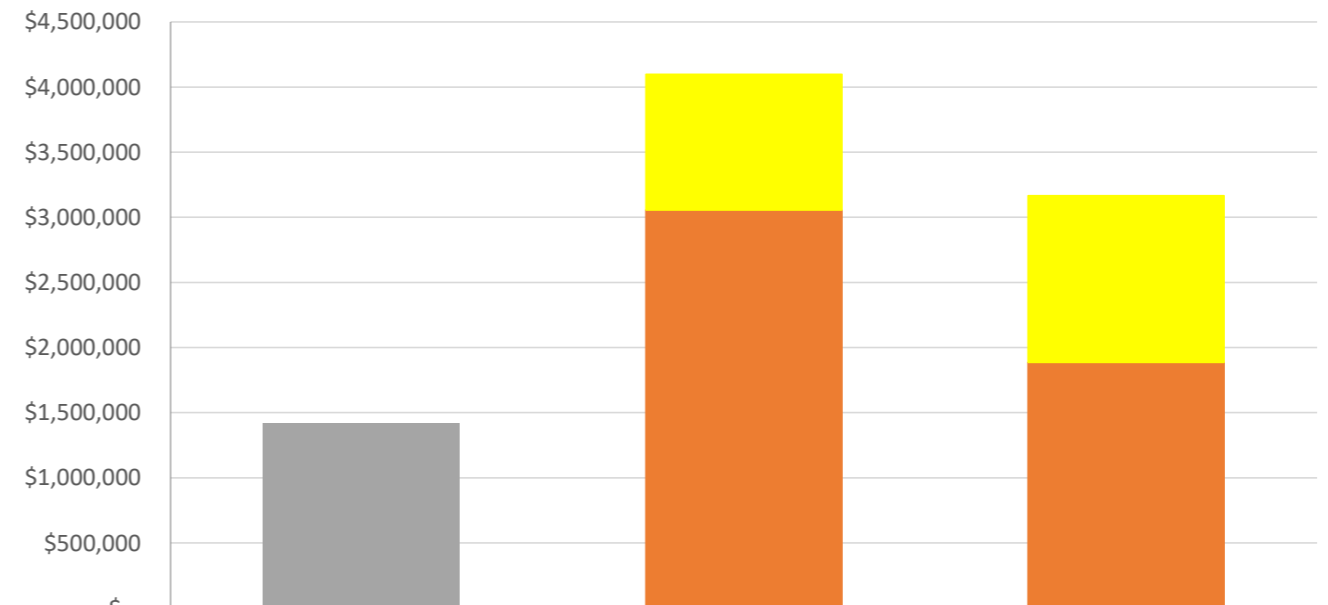


Financial Summary



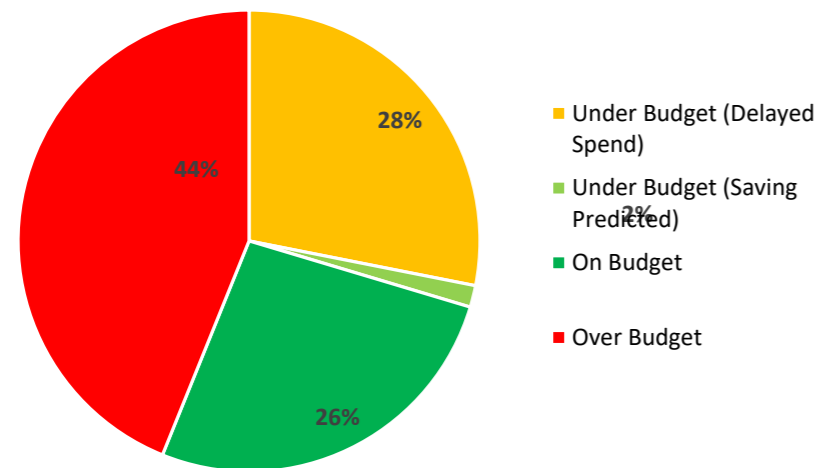
	Full Year Budget	Actual Expenditure YTD	Predicted Expenditure @ FY End
■ Saving			-\$415,368
■ Carryover (unspent)			\$1,169,875
■ Carryover (WIP)			\$1,886,695
■ Risk to be Carryover			\$1,280,265
■ Spend in FY			\$3,379,453
■ Total	\$7,615,920	\$5,293,428	

Carryovers Summary

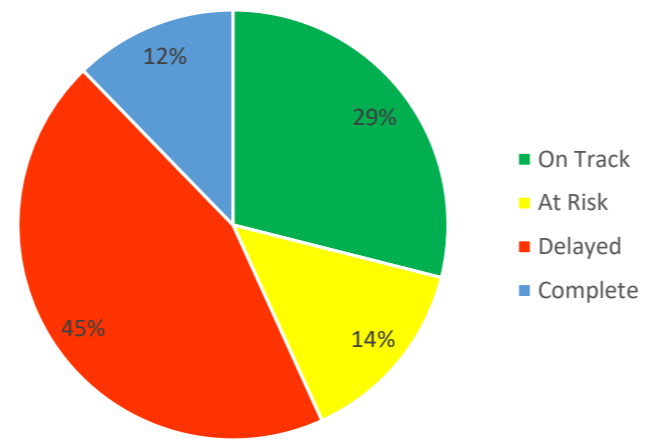


	Planned Budget Carryover	Predicted Budget Carryover	Predicted Expenditure Carryover
■ At Risk Carryovers	\$-	\$1,041,450	\$1,280,265
■ Predicted Carryovers	\$-	\$3,056,570	\$1,886,695
■ Planned Carryovers	\$1,415,220	\$-	\$-

Budget Status - Current



Programme Status - Current



DEFINITIONS

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Drainage Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

Scheme	Project Name	Who Controls the timing	Project Stage - Current	Project Stage - Planned at FYE	Project Stage - Predicted at FYE	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Calc % Spent (Actual Expenditure / Full Year Revised Budget)2	Final Forecast Expenditure at FYE	Planned Carryover of Budget to Next FY	Predicted Carryover of Budget to Next FY	Planned Carryover of Expenditure (WIP) to Next FY	Predicted Carryover of Expenditure (WIP) to Next FY	Programme Status	Comments
Rangiora	Under Channel Piping	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 109,000	\$ 114,476	105%	\$ 141,962	\$ -	\$ -	\$ -	\$ -	Over Budget	Pipe at 69 River Road no longer proceeding at landowners request. Budget to be used for Good Street piping works and Carmana Gardens sump improvements. To be done as part of Roading K&C works. Drainage works have been completed at Good St and they are beginning on Geddis St this week, these should be completed in the next 1-2 weeks. Carmana Gardens will commence mid April, with all works completed by the end of May.
	Land Purchase Pond 5, Culverts, Swales	Others	Not Started	Project Complete	Project Complete	Delayed	\$ 290,000	\$ 107,366	37%	\$ 107,366	\$ -	\$ 290,000	\$ -	\$ 107,366	Under Budget (Delayed Spend)	Developer led. Extra over for pipework in Goldie Drive and Road A to be constructed in 22/23 by the developer - Council share as per the PDA. It is now unlikely that the work planned for Stage 4 of the development will be completed due to the delay in obtaining consents from ECan.
	Minor improvements	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 60,000	\$ 18,818	31%	\$ 63,602	\$ -	\$ -	\$ -	\$ -	Over Budget	Install culvert in Goodwin SMA for maintenance access. Site work due to commence on 27 March with completion scheduled for 11 April. Subsurface 200m perforated pipe has been struck during construction. Final cost will be slightly higher than expected. Completion date mid-May.
	Wiltshire Green Pipework Upgrade	Council	Construction Underway	Project Complete	Construction Underway	Delayed	\$ 1,820,000	\$ 1,232,453	68%	\$ 1,400,000	\$ -	\$ 515,000	\$ -	\$ 95,000	Under Budget (Delayed Spend)	Physical works on the Janelle Place / Harrod Place to Parkhouse Drive section (Phase 1) is practically complete (except some reinstatement works). Pre-construction engagement on the Wiltshire Court to Parkhouse Drive section (Phase 2) is underway. However this work will now be delayed until Spring as a conflict issue with a Mainpower cable has taken longer to resolve than expected. Over budget due to additional sumps and pipework, additional landscape reinstatement and unexpected service clashes. Total expected costs at completion is now \$2,300k. An additional \$480k will be requested as part of a staff submission to enable the completion of Phase 2 in 23/24.
	Ashley St Pipe Upgrades	Council	Tender	Tender	Tender	On Track	\$ 40,000	\$ 81,941	205%	\$ 90,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 90,000	Over Budget	Additional \$40k in budget is required to completed detail design this year and the cost of potholing. Reduced construction scope approved by council at U&R for only sump upgrades.
	Eastbelt Rain Gardens & Soakpits	Council	Design	Design	Tender	On Track	\$ 90,000	\$ 76,553	85%	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	On Budget	Detailed design, safety in Design, detailed design report planned for May.
	Lineside Rd Drainage Upgrade Stage 2	Council	Design	Design	Design	On Track	\$ 40,000	\$ 51,908	130%	\$ 56,141	\$ 40,000	\$ 40,000	\$ 40,000	\$ 56,141	Over Budget	Pipe alignments is being revised after potholing discovered utility clashes. Landowner agreement still needs to be obtained at 233 March Road. Expected to exceed budget by 18k for 22/23 Financial Year due additional costs of GPR and potholing. SID meeting held. Tim to update options memo with revised design options for existing utility clash work around.
	North Brook/Geddis Street - Three Brook	Council	Design	Tender	Design	On Track	\$ 50,000	\$ 16,500	33%	\$ 31,500	\$ 50,000	\$ 50,000	\$ 50,000	\$ 31,500	Under Budget (Saving Predicted)	Design is progressing. Design memo expected at the end of May.
	North Brook - Janelle to White	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 437,500	\$ 172,840	40%	\$ 484,901	\$ -	\$ -	\$ -	\$ -	Over Budget	Construction underway on White Street. Construction complete date expected 24 May 2023.
	Oxford Rd Drainage Modifications	Council	Tender	Project Complete	Project Complete	At Risk	\$ 50,000	\$ 22,093	44%	\$ 108,105	\$ -	\$ -	\$ -	\$ -	Over Budget	Design has been approved by Kalley. Award tender in May. Construction complete by mid June.
	Southbrook Pond C Access Bridge	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 80,000	\$ 112,146	140%	\$ 112,146	\$ -	\$ -	\$ -	\$ -	Over Budget	Project completed in 21/22. As-builts submitted.
	Three Brooks Enhancement Work - Kowhai	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 640,000	\$ 725,408	113%	\$ 717,300	\$ -	\$ -	\$ -	\$ -	Over Budget	As-builts submitted.
	Pearson Lane 225mm pipe July 22 Flood	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 50,000	\$ 33,536	67%	\$ 38,797	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Construction complete on 13/1/23. As-builts to be sent to AIM in May.
Rangiora Total						\$ 3,756,500	\$ 2,766,040	74%	\$ 3,441,820	\$ 220,000	\$ 1,025,000	\$ 220,000	\$ 470,007			
Coastal Urban	East Woodend Detention Pond 2.5Ha	Council	Design	Design	Design	On Track	\$ 20,000	\$ 18,228	91%	\$ 24,300	\$ 20,000	\$ 20,000	\$ 20,000	\$ 24,300	Over Budget	Design options report received. More investigation required before option can be recommended. Need to determine if pond soakage is not working due to constant base flow from McIntosh drain.
	Stormwater Minor Improvements	Council	Project Complete	Project Complete	Project Complete	On Track	\$ 45,000	\$ 53,782	120%	\$ 53,782	\$ -	\$ -	\$ -	\$ -	Over Budget	Physical works complete. Wastop has been installed by Ongrade. As-built to be submitted. Also as-built for previous work at 107 Parsonage Road and Woodend Vets to be submitted.
	School Road Drainage Upgrade	Council	Design	Tender	Design	Delayed	\$ 65,000	\$ 54,212	83%	\$ 85,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 85,000	Over Budget	Pipe design has been approved. Mark to do more work on driveway modifications. Once driveway design as been approved will still need to talk to landowner.
	Norton Place Drainage Upgrade	Council	Design	Tender	Tender	On Track	\$ 65,000	\$ 47,907	74%	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	On Budget	Minimal design option moving forward. Letters out to residents. Design being complete this FYE.
	Box Drain Improvements	Council	Investigations	Investigations	Investigations	On Track	\$ 785,220	\$ 809,548	103%	\$ 809,548	\$ 785,220	\$ 785,220	\$ 785,220	\$ 809,548	On Budget	Scope of project will now change following the purchase of 65 Rangiora Woodend Road. Better off funding report to Council for additional budget approval. System top to be co-designed with Te Ngai Tuahuriri Runanga. Consenting may potentially be challenging due to the interreception of groundwater. Funding used to purchase property. Procurement plan for co-design framework (storm environmental) approved. Report sent to MTO (1/5/23) for approval of direct engagement with Storm Environmental.
	Swindells Road Drainage Upgrade	Council	Design	Construction Complete	Design	Delayed	\$ 50,000	\$ 19,486	39%	\$ 50,982	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,982	On Budget	Planned for May: Run flood model for proposed design and detailed design. Spoke with Time regarding expenditures: 24,234 was charged to GL code from previous year expenditure. \$24,943 (minus \$5454.88 also charged to GL) leaves the 19K of expenditures YTD. Need to see if these codes need to be moved over.
	Broadway Ave Drainage Upgrade	Council	Construction Underway	Project Complete	Construction Complete	On Track	\$ 120,000	\$ 116,787	97%	\$ 145,196	\$ -	\$ -	\$ -	\$ -	Over Budget	Just waiting for sub contractor to come and seal driveway then can award practical completion.
Coastal Urban Total						\$ 1,150,220	\$ 1,119,951	97%	\$ 1,233,809	\$ 985,220	\$ 985,220	\$ 985,220	\$ 1,034,830			
Pegasus	Stormwater Minor Improvements	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 20,000	\$ 29,026	145%	\$ 29,700	\$ -	\$ -	\$ -	\$ -	Over Budget	Construction is complete. As-builts to AIM in May.
Pegasus Total						\$ 20,000	\$ 29,026	145%	\$ 29,700	\$ -	\$ -	\$ -	\$ -			
Kaiapoi	Underchannel piping	Council	Tender	Project Complete	Project Complete	At Risk	\$ 20,000	\$ 20,000	100%	\$ 20,000	\$ -	\$ -	\$ -	\$ -	On Budget	Improvements to the drain at the rear of 46 & 48 Fuller Street to reduce the likelihood of backflow from the drain. Note budget has been used by Otaki Street K&C project. May need to find other funding source for Fuller Street works.
	Stormwater Minor Improvements	Council	Tender	Project Complete	Construction Complete	At Risk	\$ 63,950	\$ 28,395	44%	\$ 88,614	\$ -	\$ -	\$ -	\$ -	Over Budget	Work on manhole SW013900 in Kaiapoi Domain currently being designed. Project passed over to Jas. Jas submitted Jas plans to Jason and Kalley for approval. Out to tender 19/04 to the invited, close date 3rd May.
	Beswick SW Pump Station Modification	Council	Design	Design	Design	On Track	\$ 20,000	\$ 16,979	85%	\$ 23,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 23,000	Over Budget	Beswick Pump Station Investigation and Recommendations Report has been issued for comment. Addressing comments on report. Obtaining a price for removal of existing building and using the existing wet well with above ground cabinetry. Mark is preparing updated report with design and cost estimate for removal of existing building and then using the existing wet well with above ground cabinetry for the pump station.
	Pump Station Renewals	Council	Project Complete	Project Complete	Project Complete	On Track	\$ -	\$ 48,657	#DIV/0!	\$ 48,657	\$ -	\$ -	\$ -	\$ -	Over Budget	Project completed in 21/22. Need to confirm as-built was submitted and expenditure capitalised.

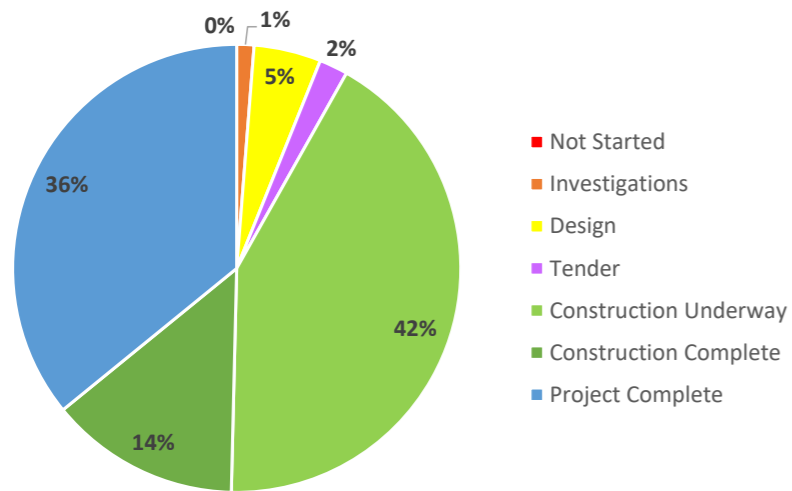
Drainage Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

Scheme	Project Name	Who Controls the timing	Project Stage - Current	Project Stage - Planned at FYE	Project Stage - Predicted at FYE	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Calc % Spent (Actual Expenditure / Full Year Revised Budget)2	Final Forecast Expenditure at FYE	Planned Carryover of Budget to Next FY	Predicted Carryover of Budget to Next FY	Planned Carryover of Expenditure (WIP) to Next FY	Predicted Carryover of Expenditure (WIP) to Next FY	Programme Status	Comments
Rangiora	Under Channel Piping	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 109,000	\$ 114,476	105%	\$ 141,962	\$ -	\$ -	\$ -	\$ -	Over Budget	Pipe at 69 River Road no longer proceeding at landowners request. Budget to be used for Good Street piping works and Carmana Gardens sump improvements. To be done as part of Roading K&C works. Drainage works have been completed at Good St and they are beginning on Geddis St this week, these should be completed in the next 1-2 weeks. Carmana Gardens will commence mid April, with all works completed by the end of May.
Kaiapoi	Parnhams Drain PS Upgrade & Access	Council	Project Complete	Project Complete	Project Complete	On Track	\$ 70,000	\$ 70,300	100%	\$ 70,300	\$ -	\$ -	\$ -	\$ -	On Budget	Project completed in 20/21. Need to confirm as-built was submitted and expenditure capitalised.
	Kiln Place Upgrade	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 150,000	\$ 112,950	75%	\$ 150,000	\$ -	\$ -	\$ -	\$ -	On Budget	As-builts submitted.
	Kiln Pl/Fairweather Cr/McDougal Pl July	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 80,000	\$ 28,134	35%	\$ 29,000	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Completed. As-builts to be submitted.
Kaiapoi Total							\$ 403,950	\$ 325,415	81%	\$ 429,571	\$ 20,000	\$ 20,000	\$ 20,000	\$ 23,000		
Oxford	Stormwater Minor Improvements	Council	Tender	Project Complete	Project Complete	At Risk	\$ 60,000	\$ 24,181	40%	\$ 54,174	\$ -	\$ -	\$ -	\$ -	On Budget	Construct rapid soakage pit at 6 Weka Street. Install bubble up system at Park Terrace / Weka Street. Budget from 21/22 to be carried over. Additional flood response budget of \$40k added to enable works to be implemented. Out for Tender, closing next week, construction to be completed early June.
	York Street Diversion	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 350,000	\$ 61,149	17%	\$ 423,487	\$ -	\$ -	\$ -	\$ -	Over Budget	Detailed design has been finalised. Consent has been finalised and issued with Environment Canterbury. Easement agreement with landowner is finalised. Works have been tendered and awarded to Ongrade. Construction underway, complete in 3-4 weeks.
	High St Drainage Upgrade	Council	Design	Project Complete	Design	Delayed	\$ 200,000	\$ 19,388	10%	\$ 23,400	\$ -	\$ 200,000	\$ -	\$ 23,400	Under Budget (Delayed Spend)	Planned in May: Survey Setout of boundary along east side of Church Street ReseGeotechnical investigation around slope stability on east side of Church St Reserve and 23 Church Street May / June. Modelling of Pearson Drain capacity scheduled for April / May including looking at how bunding the basin effects the modelled flows.
Oxford Total							\$ 610,000	\$ 104,717	17%	\$ 501,061	\$ -	\$ 200,000	\$ -	\$ 23,400		
District Drain	Mandeville Resurgence Channel Diversio	Council	Design	Tender	Design	Delayed	\$ 170,000	\$ 89,267	53%	\$ 116,458	\$ 170,000	\$ 170,000	\$ 170,000	\$ 116,458	Under Budget (Delayed Spend)	Planned for May: Revised design taking into account value engineering suggestions Updated cost estimates Report back to U&R for May/June
	Wetherfield Lane Improvement Works	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 120,000	\$ 150,247	125%	\$ 150,712	\$ -	\$ -	\$ -	\$ -	Over Budget	Awaiting as-builts for 181 McHughs.
	Cones Road Land Purchase	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 153,000	\$ 137,771	90%	\$ 153,000	\$ -	\$ -	\$ -	\$ -	On Budget	Memorandums of Agreement have been forwarded to respective property owners for signing.
	Cones Road Drain Upgrade	Council	Tender	Design	Tender	Delayed	\$ 20,000	\$ 20,429	102%	\$ 26,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 26,000	Over Budget	Design work has commenced. Still to determine if construction works can be progressed this financial year. Awaiting resource consent (WDC). Construction anticipated to begin in September 2023.
	Main North Road, Waikuku July 22 Flood	Council	Not Started	Project Complete	Project Complete	On Track	\$ 100,000	\$ -	0%	\$ 82,000	\$ -	\$ -	\$ -	\$ -	On Budget	Awarded to Pigeon Contracting. On track to be constructed in May. Estimated cost is \$82,000
	Vicenza Dr/Bradleys Rd July 22 Flood	Council	Construction Underway	Project Complete	Complete	On Track	\$ 50,000	\$ -	0%	\$ 41,000	\$ -	\$ -	\$ -	\$ -	On Budget	To be completed in May
	Ecan Works contributions July 22 Flood	Council	Not Started	Project Complete	Project Complete	Complete	\$ 25,000	\$ 25,000	100%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	On Budget	ECAN works have been carried out.
	Old North Rd July 22 Flood	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 40,000	\$ 19,303	48%	\$ 40,000	\$ -	\$ -	\$ -	\$ -	On Budget	On-grade completed construction per Dan Lewis. Invoice for work received 1/12/22 (\$22,198.37). Construction complete. Waiting on as-builts.
	Wolffs Rd July 22 Flood	Council	Not Started	Project Complete	Project Complete	Delayed	\$ 80,000	\$ -	0%	\$ 20,000	\$ -	\$ 80,000	\$ -	\$ 20,000	Under Budget (Delayed Spend)	Design currently being finalised. Design to be completed in mid-may. Then needs to be agreed with all landowners. Construction likely starting late June.
District Drainage Total							\$ 758,000	\$ 442,018	58%	\$ 654,170	\$ 190,000	\$ 270,000	\$ 190,000	\$ 162,458		
Stockwater R	Culvert Replacement	Council	Not Started	Project Complete	Project Complete	On Track	\$ 45,900	\$ 40,017	87%	\$ 45,900	\$ -	\$ -	\$ -	\$ -	On Budget	Budget to be partially used for culverts in Whetherfield Lane and McHughs Road as part of the Wetherfield Lane Improvement Works. Remaining budget to be potentially used for - R3Q siphon replacement (550 Oxford Road), R3-13 road culvert (Dalziels Road), R9 extend siphon (96 Reed Road) and R10A-1 renew damaged open race (1035 Oxford Road), repair leaking open race (1673 Pestors Road) - depending on remaining budget. \$5k available for a road crossing upgrade. Dan Lewis has identified a stockwater culvert repair at 1661 Northeyre Road - Race R31. Construction is in progress expected to be complete by end of the month.
Stockwater Race Total							\$ 45,900	\$ 40,017	87%	\$ 45,900	\$ -	\$ -	\$ -	\$ -		
Ohoka	Mill Road SMAs	Council	Project Complete	Project Complete	Project Complete	Delayed	\$ 556,350	\$ 157,113	28%	\$ 173,000	\$ -	\$ 556,350	\$ -	\$ 173,000	Under Budget (Delayed Spend)	Design complete. Tender documents complete. Project currently on hold due to major consenting issue relating to incidental interception of groundwater. Environment Canterbury are recommending the resource consent be declined. Report to Council on options and alternative way forward to be prepared.
Ohoka Total							\$ 556,350	\$ 157,113	28%	\$ 173,000	\$ -	\$ 556,350	\$ -	\$ 173,000		
Water Zone	ZIPA Minor Capital Works	Council	Not Started	Project Complete	Project Complete	At Risk	\$ -	\$ -	#DIV/0!	\$ 37,382	\$ -	\$ -	\$ -	\$ -	On Budget	McIntosh Drain improvements to inanga (whitebait) spawning areas project is unable to be completed in the 2022/2023 financial year due to McIntosh pumping station works being undertaken in the project location. Jeffs Drain low flow channel project is unable to be completed in the 2022/2023 financial year due to downstream works at the Butchers Road Culvert and the drain needing weed maintenance prior to project assessment. McIntosh Drain improvements to inanga (whitebait) spawning areas project is unable to be completed in the 2022/2023 financial year due to McIntosh pumping station works being undertaken in the project location. This is tracked as capital to report progress to Council but budget is from maintenance.
Water Zone Total							\$ -	\$ -	#DIV/0!	\$ 37,382	\$ -	\$ -	\$ -	\$ -		
(blank)	Drainage Recovery PCG	(blank)	INPUT DATE	INPUT DATE	INPUT DATE	INPUT DATE	\$ -	\$ 356	#DIV/0!	\$ 356	\$ -	\$ -	\$ -	\$ -	INPUT DATE	Tracked as capital but budget is from maintenance
	Kaiapoi Temporary Pumps July 22 Flood	(blank)	INPUT DATE	INPUT DATE	INPUT DATE	INPUT DATE	\$ 185,000	\$ 170,649	92%	\$ 185,000	\$ -	\$ -	\$ -	\$ -	INPUT DATE	Tracked as capital but budget is from maintenance
	Kaiapoi Additional Contractor July 22 Flood	(blank)	INPUT DATE	INPUT DATE	INPUT DATE	INPUT DATE	\$ 50,000	\$ 58,685	117%	\$ 58,685	\$ -	\$ -	\$ -	\$ -	INPUT DATE	Tracked as capital but budget is from maintenance
	Hinemoa Park Drainage Improvement	(blank)	INPUT DATE	INPUT DATE	INPUT DATE	INPUT DATE	\$ 40,000	\$ 29,497	74%	\$ 40,000	\$ -	\$ -	\$ -	\$ -	INPUT DATE	Tracked as capital but budget is from maintenance
	Fuller St Drain Upgrade	(blank)	INPUT DATE	INPUT DATE	INPUT DATE	INPUT DATE	\$ 40,000	\$ 3,961	10%	\$ 41,900	\$ -	\$ -	\$ -	\$ -	INPUT DATE	Tender awarded to Curle Contracting. Construction to start 10 May.
	Emergency works 24 Strachan Pl	(blank)	INPUT DATE	INPUT DATE	INPUT DATE	INPUT DATE	\$ -	\$ 42,851	#DIV/0!	\$ 42,851	\$ -	\$ -	\$ -	\$ -	INPUT DATE	Tracked as capital but budget is from maintenance
	Kaiapoi Urupa July 22 Flood	(blank)	INPUT DATE	INPUT DATE	INPUT DATE	INPUT DATE	\$ -	\$ 3,133	#DIV/0!	\$ 3,133	\$ -	\$ -	\$ -	\$ -	INPUT DATE	Tracked as capital but budget is from maintenance
(blank) Total							\$ 315,000	\$ 309,132	98%	\$ 371,925	\$ -	\$ -	\$ -	\$ -		
Grand Total							\$ 7,615,920	\$ 5,293,428	70%	\$ 6,918,338	\$ 1,415,220	\$ 3,056,570	\$ 1,415,220	\$ 1,886,695		

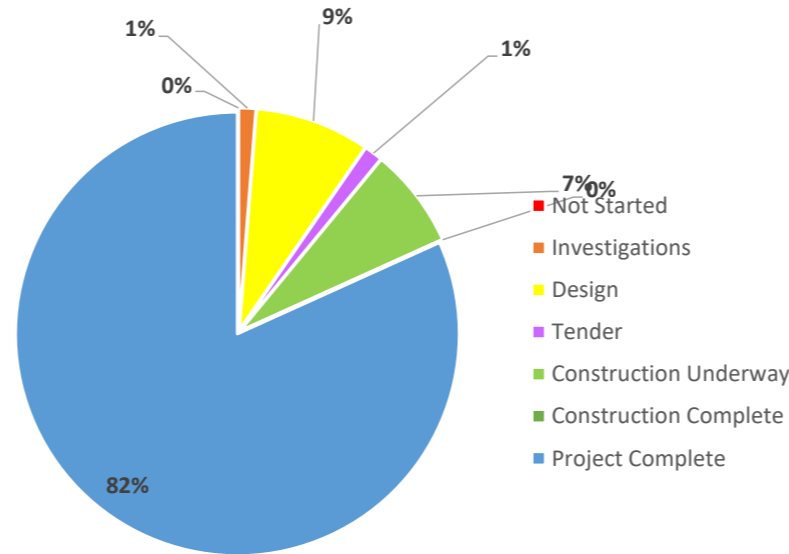
Water Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

SUMMARY

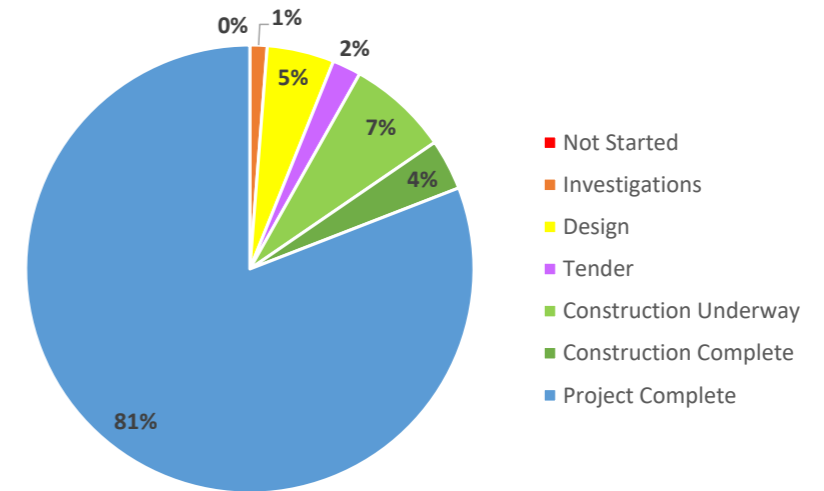
Project Stage - Current



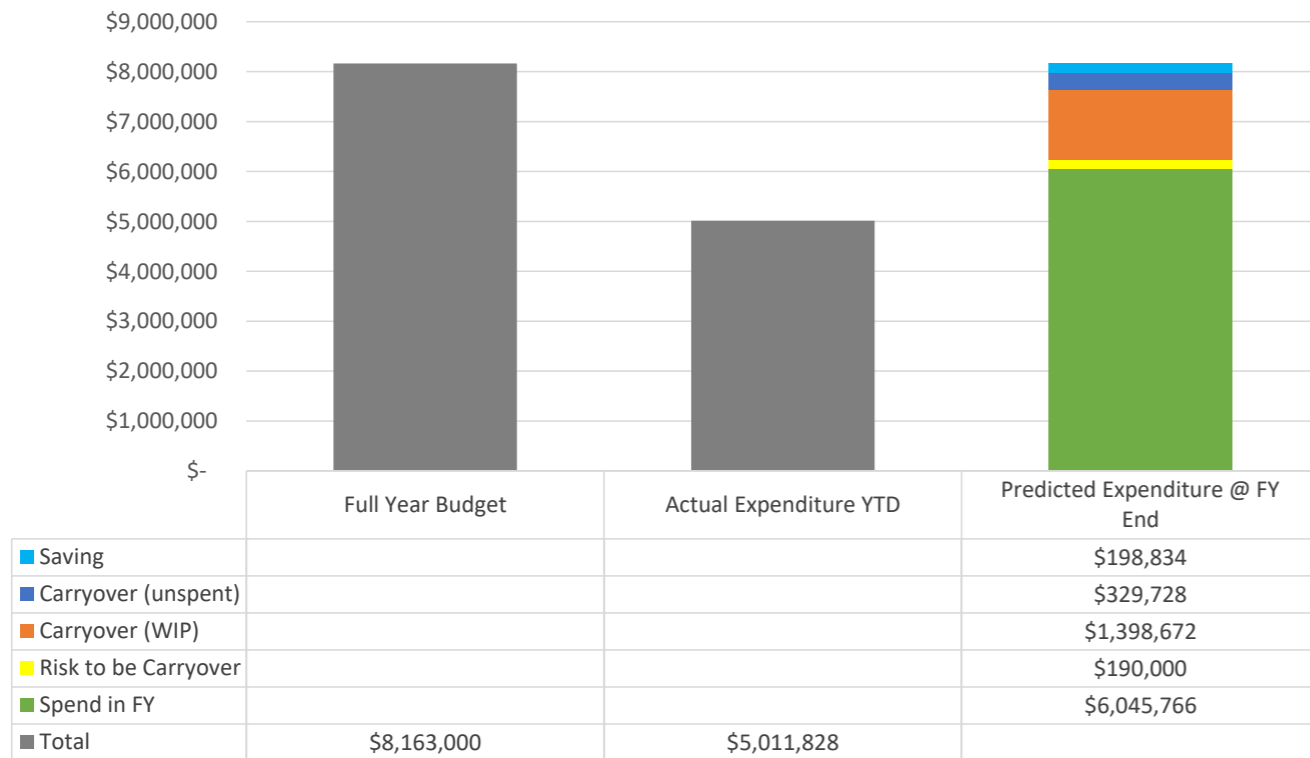
Project Stage - Planned @ FYE



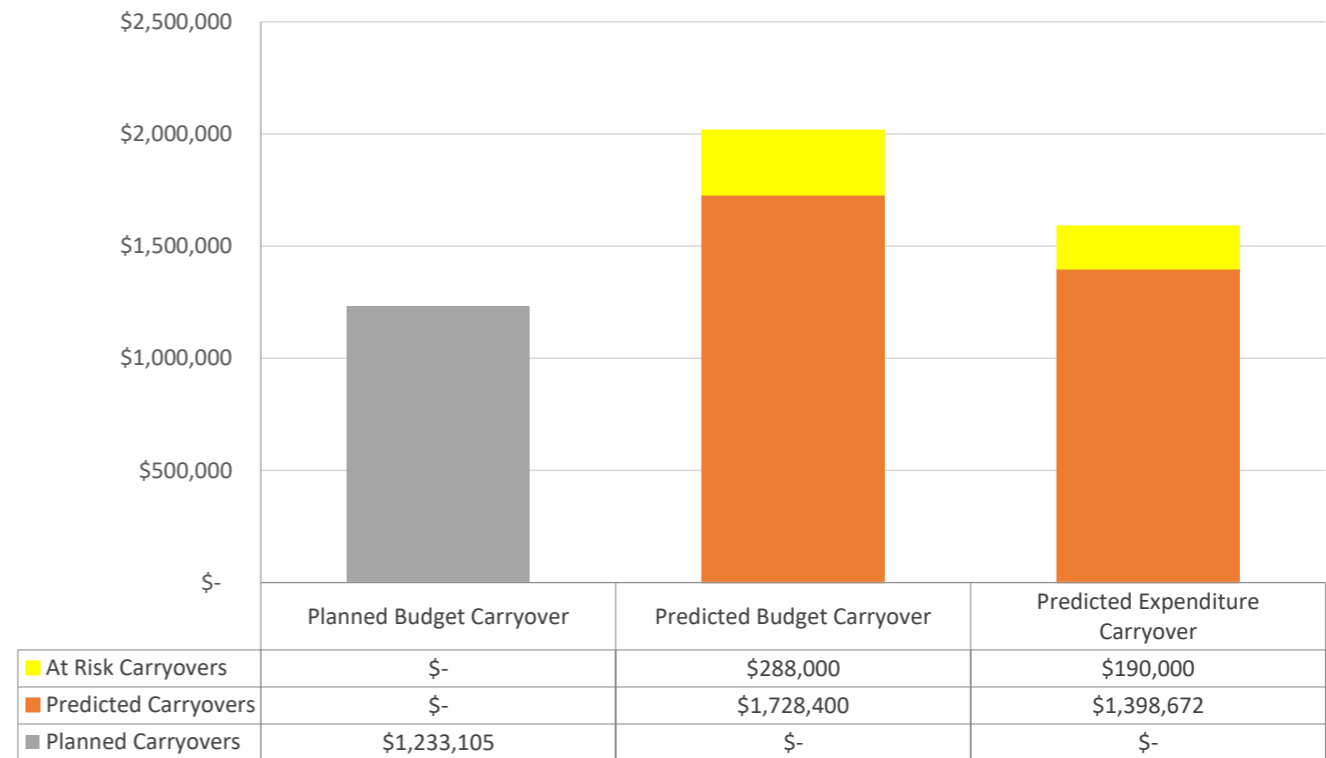
Project Stage - Predicted @ FYE



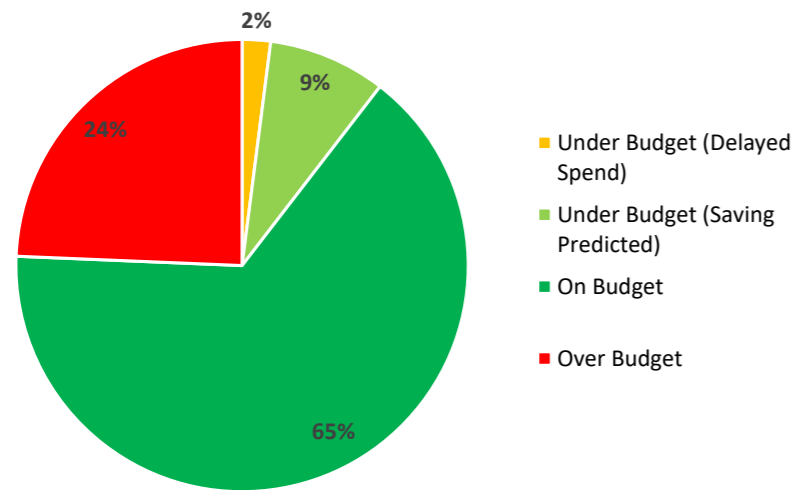
Financial Summary



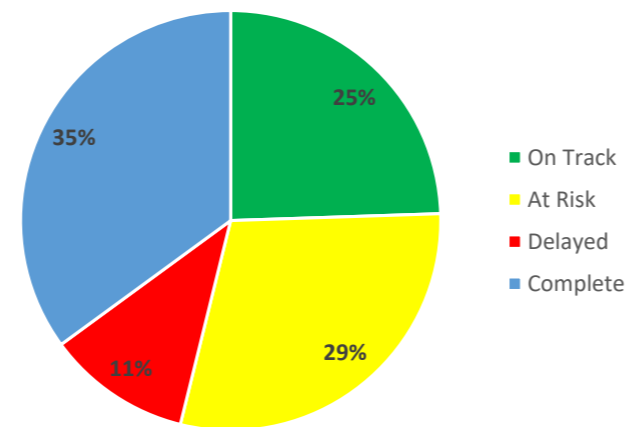
Carryovers Summary



Budget Status - Current



Programme Status - Current



DEFINITIONS

Full Year Revised Budget	Budget approved in LTP/AP plus any additional budgets approved by Council throughout the FY.
Unspent Budget	Budget that will not be spent this financial year. This can be both a budget saving (e.g: due to projects being delivered for less than budgeted) or delayed budget spend (i.e.: budget that will be spent next financial year).
Programme - On Track	Refers to projects where the project work this FY is expected to be delivered by FYE.
Programme - At Risk	Refers to projects where the project work this FY is currently at risk of not being delivered by FYE. These are the projects that need to be resourced and monitored carefully to ensure they are delivered to programme.
Programme - Delayed	Refers to projects where the project work this FY will not be delivered by FYE. These projects are signalled as predicted carryover (if single or multi-year current), if not already shown as a planned carryover (if multi-year future).
On Budget	Refers to projects where the project work this FY is expected to be delivered within budget.
Over Budget	Refers to projects where the project work this FY will not be delivered on budget.
Under Budget (Delayed Spend)	Refers to projects where it is not expected to spend the budget this FY. These projects are to be signalled as either a planned (if multi-year future) or predicted carryover (if single or multi-year current).
Under Budget (Saving Predicted)	Refers to projects where the project work this FY is expected to be delivered under budget. This includes projects that will be completed this financial year and delivered under budget or (if multi-year future) the unspent budget will not be carried forward to the next FY.
Approved Carryover	Refers to the projects where the carryovers for multi-year projects that were approved as part of the AP/LTP.
Additional Carryover	Refers to the projects where the carryovers are due to projects being delayed. These carryovers are in addition to those carryovers approved as part of the AP/LTP.
At Risk Carryover	Refers to projects where the programme is at risk, therefore may potentially become a carryover of the risk identified are realised.

Pivot Table	Pivot Table	Pivot Table	Pivot Table	Pivot Table	Pivot Table	Pivot Table	Pivot Table	Pivot Table	Pivot Table	Pivot Table	Pivot Table	Pivot Table	Pivot Table	Pivot Table	Formula	Formula
Water Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter																
Scheme	Project Name	Who Controls the timing	Project Stage - Current	Project Stage - Planned at FYE	Project Stage - Predicted at FYE	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Final Forecast Expenditure at FYE	Planned Carryover of Budget to Next FY	Predicted Carryover of Budget to Next FY	Planned Carryover of Expenditure (WIP) to Next FY	Predicted Carryover of Expenditure (WIP) to Next FY	Programme Status	Comments	
Rangiora	Pipeline replacements	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 368,900	\$ 367,102	\$ 390,000	\$ -	\$ -	\$ -	\$ -	Over Budget	Renewal of water mains on Church St, Blake St and Murray Street. Tender awarded late 2022 with contract period ending late April 2023. Some extra expenditure approved as part of traffic lights on Southbrook Road which combined with some contract variations has led to a budget overrun. All physical works completed in late April 2023, with final as-built submission etc to take place in May 2023.	
	Rangiora Backflow Preventor Installations	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 254,300	\$ 293,684	\$ 293,684	\$ -	\$ -	\$ -	\$ -	Over Budget	All works complete and as-built after construction. Project manager working with AIM team on processing of as-built information. There was a budget overrun due to sites requiring backflow preventers being identified part way through the financial year that were not identified when the budget was set.	
	Rangiora Reticulation Water Quality Monitoring	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 200,000	\$ 53,658	\$ 200,000	\$ -	\$ -	\$ -	\$ -	On Budget	Contract awarded late 2022, with completion date forecast for early June 2023. Marked at-risk due to the tight timeframe, however the contractor has indicated they remain on-track with their programme. There is also a risk with the supply of some equipment, which is expected within May, but there is a chance it may be delayed.	
	Ayers St Headworks Generator Installation	Council	Tender	Project Complete	Tender	Delayed	\$ 312,000	\$ 58,028	\$ 65,000	\$ -	\$ 312,000	\$ -	\$ 65,000	Under Budget (Delayed Spend)	Tenders closed in Dec 2022, however no tenders submitted. This has caused the project to be delayed as an invited tender process is now underway.	
	Rangiora Source Upgrade 1	Council	Investigations	Investigations	Investigations	On Track	\$ 20,000	\$ 24,296	\$ 35,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 35,000	Over Budget	Hydrogeological advice obtained and sites recommended for Kaiapoi, Oxford and Rangiora. The Rangiora site requires land procurement, however tender documentation can be prepared for Kaiapoi and Oxford to allow tendering for drilling in the current financial year. After this, tendering of well heads will follow, provided well drilling is successful.	
	Merton Road and Priors Road Water Services	Council	Tender	Tender	Tender	Delayed	\$ 240,000	\$ 6,269	\$ 80,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 80,000	Under Budget (Delayed Spend)	Project underway but split into two stages. First stage is to extend services to the existing campground within 23/24, with second stage to extend services to the airfield within 24/25. Concept design of stage 1 completed April 2023.	
	Ayers Street Reservoir Sealing	Council	Construction Underway	Construction Underway	Construction Underway	On Track	\$ 142,400	\$ 56,417	\$ 170,000	\$ 142,400	\$ 142,400	\$ 142,400	\$ 170,000	Over Budget	Tender awarded with construction planned throughout the 2023 calendar year.	
	Headworks Renewal	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 50,550	\$ 76,018	\$ 76,018	\$ -	\$ -	\$ -	\$ -	Over Budget	Part of this project was carried over from 2021/22, and the other part was the unplanned failure of a well pump. Construction for both completed late 2022. As-built submission to be early 2023.	
	Rangiora Total						\$ 1,588,150	\$ 935,472	\$ 1,309,702	\$ 402,400	\$ 714,400	\$ 402,400	\$ 350,000			
Woodend	Main North Rd Main Upgrade	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 228,000	\$ 19,635	\$ 180,000	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Contract awarded and construction planned from early May to mid June. Marked at-risk due to tight timeframe.	
	Woodend-Pegasus Water Reticulation Quality Monitoring	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 135,000	\$ 20,982	\$ 135,000	\$ -	\$ -	\$ -	\$ -	On Budget	Contract awarded late 2022, with completion date forecast for early June 2023. Marked at-risk due to the tight timeframe, however the contractor has indicated they remain on-track with their programme. There is also a risk with the supply of some equipment, which is expected within May, but there is a chance it may be delayed.	
	Woodend Headworks Renewals	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 21,600	\$ 12,832	\$ 12,832	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Flowmeter replaced, As-Built submitted	
	Pegasus Reservoir Sealing	Council	Construction Underway	Construction Underway	Construction Underway	On Track	\$ 150,000	\$ 7,302	\$ 180,000	\$ 180,000	\$ 150,000	\$ 150,000	\$ 180,000	Over Budget	Tender awarded with construction planned throughout the 2023 calendar year.	
Woodend Total						\$ 534,600	\$ 60,750	\$ 507,832	\$ 180,000	\$ 150,000	\$ 150,000	\$ 180,000				
Waikuku Beach	Pipeline Renewals	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 315,000	\$ 256,865	\$ 256,865	\$ -	\$ -	\$ -	\$ -	On Budget	Construction completed at end of 2022. Project complete.	
	Waikuku Beach Water Quality Monitoring Equipment	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 65,000	\$ 8,738	\$ 65,000	\$ -	\$ -	\$ -	\$ -	On Budget	Contract awarded late 2022, with completion date forecast for early June 2023. Marked at-risk due to the tight timeframe, however the contractor has indicated they remain on-track with their programme. There is also a risk with the supply of some equipment, which is expected within May, but there is a chance it may be delayed.	
	Replacement Generator	Council	Project Complete	Project Complete	Project Complete	Complete	\$ -	\$ 28,999	\$ 28,999	\$ -	\$ -	\$ -	\$ -	Over Budget	Generator replaced, as-builts have been submitted	
Waikuku Beach Total						\$ 380,000	\$ 294,602	\$ 350,864	\$ -	\$ -	\$ -	\$ -				
Kaiapoi	Pipe Replacement	Council	Project Complete	Design	Project Complete	Complete	\$ 266,900	\$ 278,646	\$ 278,646	\$ 45,705	\$ -	\$ 45,705	\$ -	On Budget	Expenditure is for a project from 2021/22 that was completed in July 2022 (therefore an unplanned carryover from the previous financial year). This is now complete. There had been a separate exercise to design further renewals for construction in 2023/24, however this is no longer going ahead following a reprioritisation process for the 23/24 Annual Plan.	
	Kaiapoi Headworks Renewals	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 40,000	\$ 63,545	\$ 63,545	\$ -	\$ -	\$ -	\$ -	Over Budget	Complete	

Water Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

Scheme	Project Name	Who Controls the timing	Project Stage - Current	Project Stage - Planned at FYE	Project Stage - Predicted at FYE	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Final Forecast Expenditure at FYE	Planned Carryover of Budget to Next FY	Predicted Carryover of Budget to Next FY	Planned Carryover of Expenditure (WIP) to Next FY	Predicted Carryover of Expenditure (WIP) to Next FY	Programme Status	Comments
Kaiapoi	Kaiapoi Water Reticulation Quality Monitoring	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 200,000	\$ 72,682	\$ 200,000	\$ -	\$ -	\$ -	\$ -	On Budget	Contract awarded late 2022, with completion date forecast for early June 2023. Marked at-risk due to the tight timeframe, however the contractor has indicated they remain on-track with their programme. There is also a risk with the supply of some equipment, which is expected within May, but there is a chance it may be delayed.
	Kaiapoi Reservoir Sealing	Council	Construction Underway	Construction Underway	Construction Underway	On Track	\$ 40,000	\$ 57,465	\$ 100,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 100,000	Over Budget	Tender awarded with construction planned throughout the 2023 calendar year.
	Darnley Square Supply Main Upgrade	Council	Design	Tender	Design	Delayed	\$ 30,000	\$ 3,465	\$ 10,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 10,000	Under Budget (Delayed Spend)	Tender not likely to be completed within 2022/23 as originally intended, however the construction is still well on track to be completed within 2023/24.
	Darnley Square - Source	Council	Investigations	Investigations	Investigations	On Track	\$ 30,000	\$ 7,099	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	On Budget	Hydrogeological advice obtained and sites recommended for Kaiapoi, Oxford and Rangiora. The Rangiora site requires land procurement, however tender documentation can be prepared for Kaiapoi and Oxford to allow tendering for drilling in the current financial year. After this, tendering of well heads will follow, provided well drilling is successful.
	Kaiapoi Backflow Preventor Installations	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 102,050	\$ 86,428	\$ 86,428	\$ -	\$ -	\$ -	\$ -	On Budget	All works complete and as-built after construction. Project manager working with AIM team on processing of as-built information. There was a budget overrun due to sites requiring backflow preventers being identified part way through the financial year that were not identified when the budget was set.
Kaiapoi Total							\$ 708,950	\$ 569,329	\$ 768,619	\$ 145,705	\$ 100,000	\$ 145,705	\$ 140,000		
Oxford Urban	Pipeline replacements	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 452,000	\$ 384,724	\$ 400,000	\$ -	\$ -	\$ -	\$ -	On Budget	All work complete for 2022/23 scope. Some design work to be completed for 2023/24 project in remaining months of financial year.
	Gammans Back-up Source	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 240,000	\$ 45,451	\$ 190,000	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Contract awarded to Chinnery Construction and on-track for completion by end of financial year.
	Oxford Urban Water Reticulation Water Quality Monitoring	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 90,000	\$ 8,738	\$ 90,000	\$ -	\$ -	\$ -	\$ -	On Budget	Contract awarded late 2022, with completion date forecast for early June 2023. Marked at-risk due to the tight timeframe, however the contractor has indicated they remain on-track with their programme. There is also a risk with the supply of some equipment, which is expected within May, but there is a chance it may be delayed.
	Domain Road New Well	Council	Investigations	Investigations	Investigations	On Track	\$ 21,000	\$ 11,710	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	On Budget	Hydrogeological advice obtained and sites recommended for Kaiapoi, Oxford and Rangiora. The Rangiora site requires land procurement, however tender documentation can be prepared for Kaiapoi and Oxford to allow tendering for drilling in the current financial year. After this, tendering of well heads will follow, provided well drilling is successful.
	Oxford Urban Headworks Renewal	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 8,100	\$ 19,256	\$ 19,256	\$ -	\$ -	\$ -	\$ -	Over Budget	New fencing installed to address deficiency, as-builts to be submitted
	Oxford Urban Backflow Preventer Installations	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 29,800	\$ 31,775	\$ 31,775	\$ -	\$ -	\$ -	\$ -	Over Budget	Construction completed in 2021/22 but as-builts not processed until current financial year
	Oxford Reservoir Sealing	Council	Construction Underway	Construction Underway	Construction Underway	On Track	\$ 100,000	\$ 106,037	\$ 106,037	\$ 100,000	\$ 40,000	\$ 40,000	\$ 46,037	Over Budget	Tender awarded with construction planned throughout the 2023 calendar year.
	Oxford Urban Restrictor Upgrades	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 7,500	\$ 1,224	\$ 1,224	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Construction completed in 2021/22 but as-builts not processed until current financial year
Oxford Urban Total							\$ 948,400	\$ 608,914	\$ 859,292	\$ 121,000	\$ 61,000	\$ 61,000	\$ 67,037		
Cust	Pipeline Renewals	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 67,850	\$ 10,180	\$ 67,850	\$ -	\$ -	\$ -	\$ -	On Budget	Construction planned for completion in early May 2023.
	Cust Reticulation Water Quality Monitoring	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 110,000	\$ 11,483	\$ 110,000	\$ -	\$ -	\$ -	\$ -	On Budget	Contract awarded late 2022, with completion date forecast for early June 2023. Marked at-risk due to the tight timeframe, however the contractor has indicated they remain on-track with their programme. There is also a risk with the supply of some equipment, which is expected within May, but there is a chance it may be delayed.
	Cust UV Treatment Implementation	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 325,250	\$ 302,927	\$ 325,250	\$ -	\$ -	\$ -	\$ -	On Budget	UV units installed and new treatment system commissioned. As-builts to be finalised in May 2023.
	Cust Backflow Preventers	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 8,550	\$ 10,158	\$ 10,158	\$ -	\$ -	\$ -	\$ -	Over Budget	Construction completed in 2021/22 but as-builts not processed until current financial year
Cust Total							\$ 511,650	\$ 334,748	\$ 513,258	\$ -	\$ -	\$ -	\$ -		
Ohoka	Ohoka Headworks Renewals	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 20,000	\$ 10,688	\$ 10,688	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	New well pump ordered and delivered to headworks. As-builts to be submitted in Feb.
Ohoka Total							\$ 20,000	\$ 10,688	\$ 10,688	\$ -	\$ -	\$ -	\$ -		
Mandeville	Mandeville water Pipeline Renewals	Council	Project Complete	Tender	Project Complete	Complete	\$ 5,000	\$ 287	\$ 287	\$ 5,000	\$ -	\$ 5,000	\$ -	Under Budget (Saving Predicted)	Project for design of renewal for 2023/24 not going ahead following re-prioritisation exercise as part of 23/24 Annual Plan. Project cancelled.
	Mandeville Headworks Renewals	Council	Project Complete	Tender	Project Complete	Complete	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Project for design of renewal for 2023/24 not going ahead following re-prioritisation exercise as part of 23/24 Annual Plan. Project cancelled.
	Tram Road Pumpstation electrical upgrades	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	On Budget	Contractor engaged, for completion in May 2023

Water Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

Scheme	Project Name	Who Controls the timing	Project Stage - Current	Project Stage - Planned at FYE	Project Stage - Predicted at FYE	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Final Forecast Expenditure at FYE	Planned Carryover of Budget to Next FY	Predicted Carryover of Budget to Next FY	Planned Carryover of Expenditure (WIP) to Next FY	Predicted Carryover of Expenditure (WIP) to Next FY	Programme Status	Comments
Mandeville	Mandeville Storage Upgrade	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 1,010,000	\$ 767,485	\$ 1,010,000	\$ -	\$ -	\$ -	\$ -	On Budget	Construction underway. Completion signalled for late May 2023.
	Mandeville Restrictor Upgrades	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 60,000	\$ 39,485	\$ 39,485	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Construction completed in 2021/22 but as-builts not processed until current financial year
Mandeville Total							\$ 1,100,000	\$ 807,257	\$ 1,069,772	\$ 5,000	\$ -	\$ 5,000	\$ -		
Oxford Rural No.2	Ashley Gorge Trunk Main	Council	Construction Underway	Project Complete	Construction Complete	Delayed	\$ 324,000	\$ 14,145	\$ 280,000	\$ -	\$ 324,000	\$ -	\$ 280,000	On Budget	Price submitted by the Water Unit, forecast to be awarded in May 2023 for construction in June. Marked delayed due to high probability it will not be 100% completed within June.
	Sales Rd/Powells Rd Main Upgrade	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 280,000	\$ 328,838	\$ 328,838	\$ -	\$ -	\$ -	\$ -	Over Budget	Project completed by Water Unit and new main commissioned.
	Oxford Urban and Oxford No 2 Source Upgr	Council	Investigations	Investigations	Investigations	On Track	\$ 9,000	\$ 2,432	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	On Budget	Hydrogeological advice obtained and sites recommended for Kaiapoi, Oxford and Rangiora. The Rangiora site requires land procurement, however tender documentation can be prepared for Kaiapoi and Oxford to allow tendering for drilling in the current financial year. After this, tendering of well heads will follow, provided well drilling is successful.
	Pipeline replacements	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 143,750	\$ 90,987	\$ 91,000	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Project completed by Water Unit and new main commissioned.
	Oxford Rural No. 2 Restrictor Upgrades	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 40,000	\$ 21,574	\$ 21,574	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Construction completed in 2021/22 but as-builts not processed until current financial year
	Mountain Rd Mounseys Rd Extension	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 104,200	\$ 78,464	\$ 78,464	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Project completed.
	Oxford Rural No.2 Total							\$ 900,950	\$ 536,439	\$ 808,876	\$ 9,000	\$ 333,000	\$ 9,000	\$ 289,000	
Summerhill	Davis/Terrace Road Trunk Main	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 333,600	\$ -	\$ 333,600	\$ -	\$ -	\$ -	\$ -	On Budget	Contract awarded to the Water Unit and construction nearing completion with final walkover and tidy up underway in early May. Journal needed as all costs put against Catherwoods Road job currently, and none against this job.
	Catherwoods Road Ring Main	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 469,200	\$ 674,071	\$ 469,200	\$ -	\$ -	\$ -	\$ -	On Budget	Contract awarded to Water Unit and Practical Completion achieved. Journal needed as all costs put against Catherwoods Road job currently, and none against Davis / Terrace Rd job.
	Mairaki Downs Eastern Pipeline Renewal	Council	Tender	Tender	Tender	On Track	\$ 10,000	\$ 12,635	\$ 12,635	\$ 10,000	\$ 10,000	\$ 10,000	\$ 12,635	Over Budget	Design completed by PDU and awaiting approval by 3 Waters team. Tendering by Water Unit to be completed by end of June.
	Summerhill Restrictor Upgrades	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 10,000	\$ 12,254	\$ 12,254	\$ -	\$ -	\$ -	\$ -	Over Budget	Construction completed in 2021/22 but as-builts not processed until current financial year
Summerhill Total							\$ 822,800	\$ 698,959	\$ 827,688	\$ 10,000	\$ 10,000	\$ 10,000	\$ 12,635		
West Eyreton	Pipeline replacement	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 80,000	\$ 66,276	\$ 66,276	\$ -	\$ -	\$ -	\$ -	On Budget	Construction completed in November 2022.
	West Eyreton Restrictor Upgrades	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 2,000	\$ 200	\$ 200	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Construction completed in 2021/22 but as-builts not processed until current financial year
West Eyreton Total							\$ 82,000	\$ 66,476	\$ 66,476	\$ -	\$ -	\$ -	\$ -		
Garrymere	Garrymere Water Capacity Upgrade	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 120,000	\$ 8,792	\$ 120,000	\$ -	\$ -	\$ -	\$ -	On Budget	Pump replacement and electrical upgrades are awarded and construction underway, small amount of pipework being priced by Water Unit hence project is marked at risk due to the tight timeframe.
	Garrymere Restrictor Upgrades	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 11,000	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Construction completed in 2021/22 but as-builts not processed until current financial year
Garrymere Total							\$ 131,000	\$ 10,292	\$ 121,500	\$ -	\$ -	\$ -	\$ -		
Oxford Rural No.1	Oxford Rural No. 1 Restrictor Upgrades	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 30,000	\$ 15,371	\$ 15,371	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Construction completed in 2021/22 but as-builts not processed until current financial year
	Mountain Rd Mounseys Rd Extension	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 44,500	\$ 43,590	\$ 44,500	\$ -	\$ -	\$ -	\$ -	On Budget	Project completed.
Oxford Rural No.1 Total							\$ 74,500	\$ 58,961	\$ 59,871	\$ -	\$ -	\$ -	\$ -		
District Water	Waikuku Beach Campground UV Installation	Council	Project Complete	Project Complete	Project Complete	Complete	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	On Budget	Time to be journalled, completion of O&M manual from an upgrade completed in 2021/22.
	Rangiora UV Treatment Installation	Council	Design	Design	Design	On Track	\$ 105,608	\$ 5,811	\$ 105,608	\$ 105,608	\$ 105,608	\$ -	\$ 105,608	On Budget	Professional Services Contract awarded to Beca who are undertaking design. Procurement of UV units expected to be awarded early May.
	Kaipoi UV Treatment Implementation	Council	Design	Design	Design	On Track	\$ 145,367	\$ 7,197	\$ 145,367	\$ 145,367	\$ 145,367	\$ -	\$ 145,367	On Budget	Professional Services Contract awarded to Beca who are undertaking design. Procurement of UV units expected to be awarded early May.
	Domain Rd UV Treatment Implementation	Council	Design	Design	Design	On Track	\$ 56,531	\$ 4,102	\$ 56,531	\$ 56,531	\$ 56,531	\$ -	\$ 56,531	On Budget	Professional Services Contract awarded to Beca who are undertaking design. Procurement of UV units expected to be awarded early May.
	Pegasus WTP Upgrades	Council	Design	Design	Design	On Track	\$ 52,494	\$ 1,829	\$ 52,494	\$ 52,494	\$ 52,494	\$ -	\$ 52,494	On Budget	Professional Services Contract awarded to Beca who are undertaking design. Procurement of UV units expected to be awarded early May.
District Water Total							\$ 360,000	\$ 18,940	\$ 360,000	\$ 360,000	\$ 360,000	\$ -	\$ 360,000		

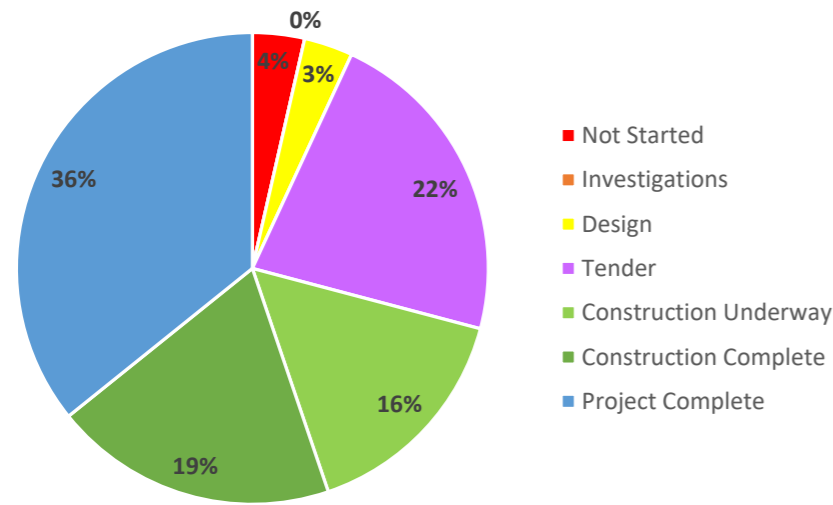
Water Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

Scheme	Project Name	Who Controls the timing	Project Stage - Current	Project Stage - Planned at FYE	Project Stage - Predicted at FYE	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Final Forecast Expenditure at FYE	Planned Carryover of Budget to Next FY	Predicted Carryover of Budget to Next FY	Planned Carryover of Expenditure (WIP) to Next FY	Predicted Carryover of Expenditure (WIP) to Next FY	Programme Status	Comments
Grand Total							\$ 8,163,000	\$ 5,011,828	\$ 7,634,438	\$ 1,233,105	\$ 1,728,400	\$ 783,105	\$ 1,398,672		

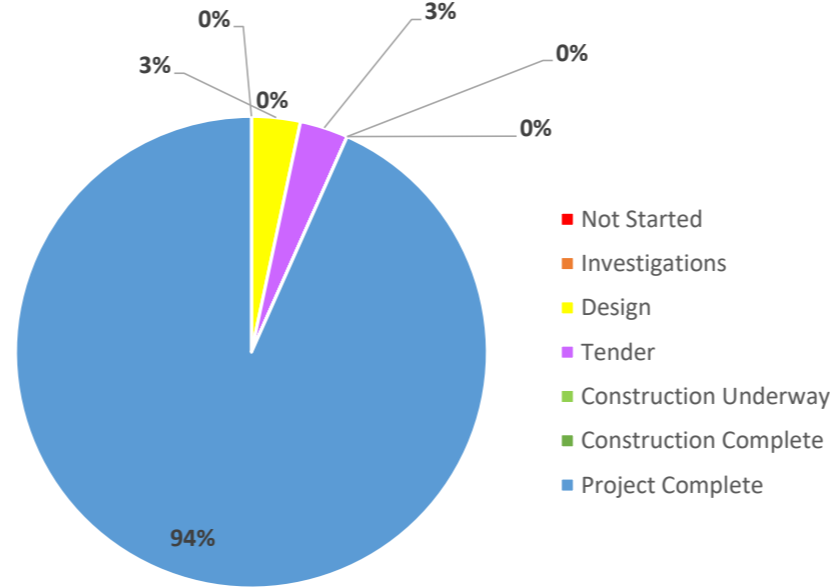
Wastewater Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

SUMMARY

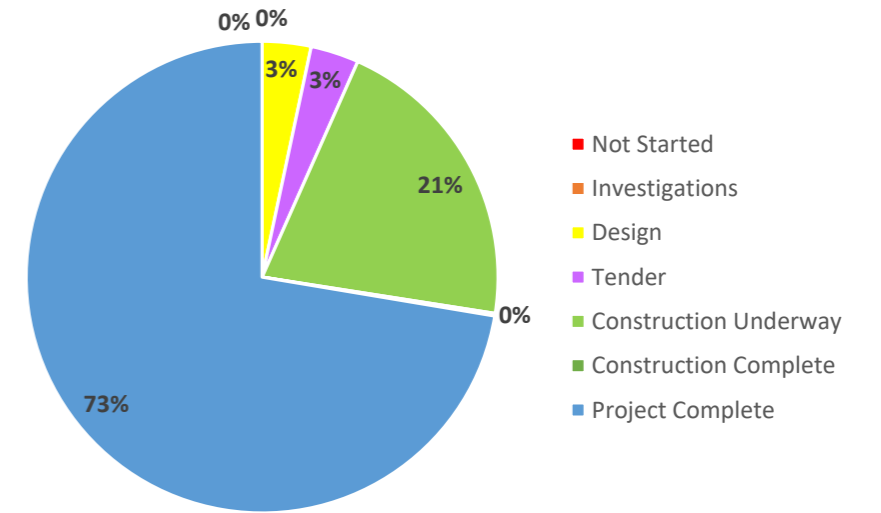
Project Stage - Current



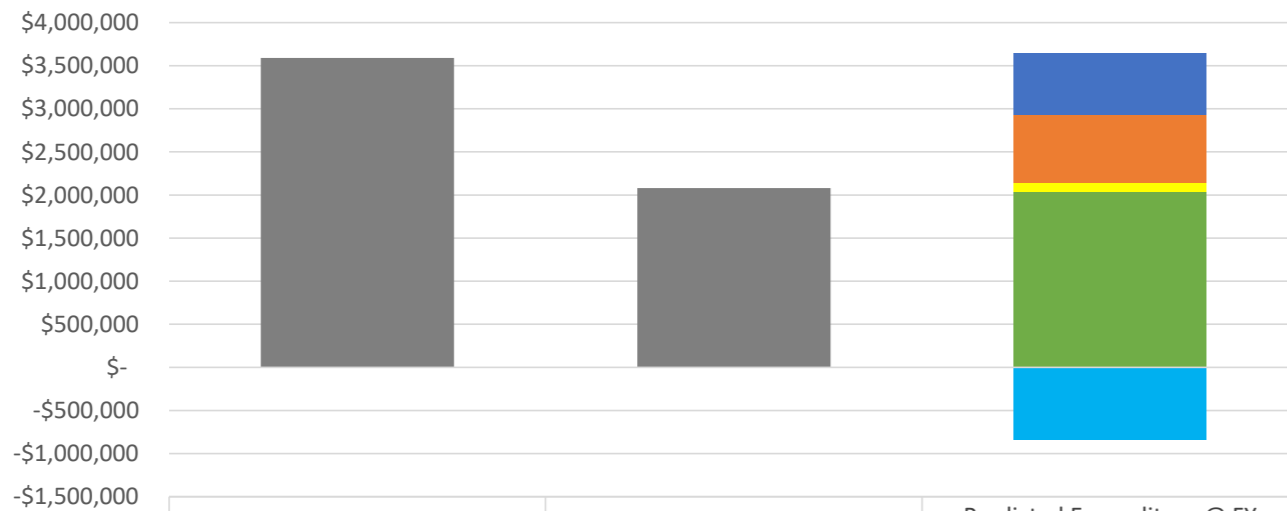
Project Stage - Planned @ FYE



Project Stage - Predicted @ FYE

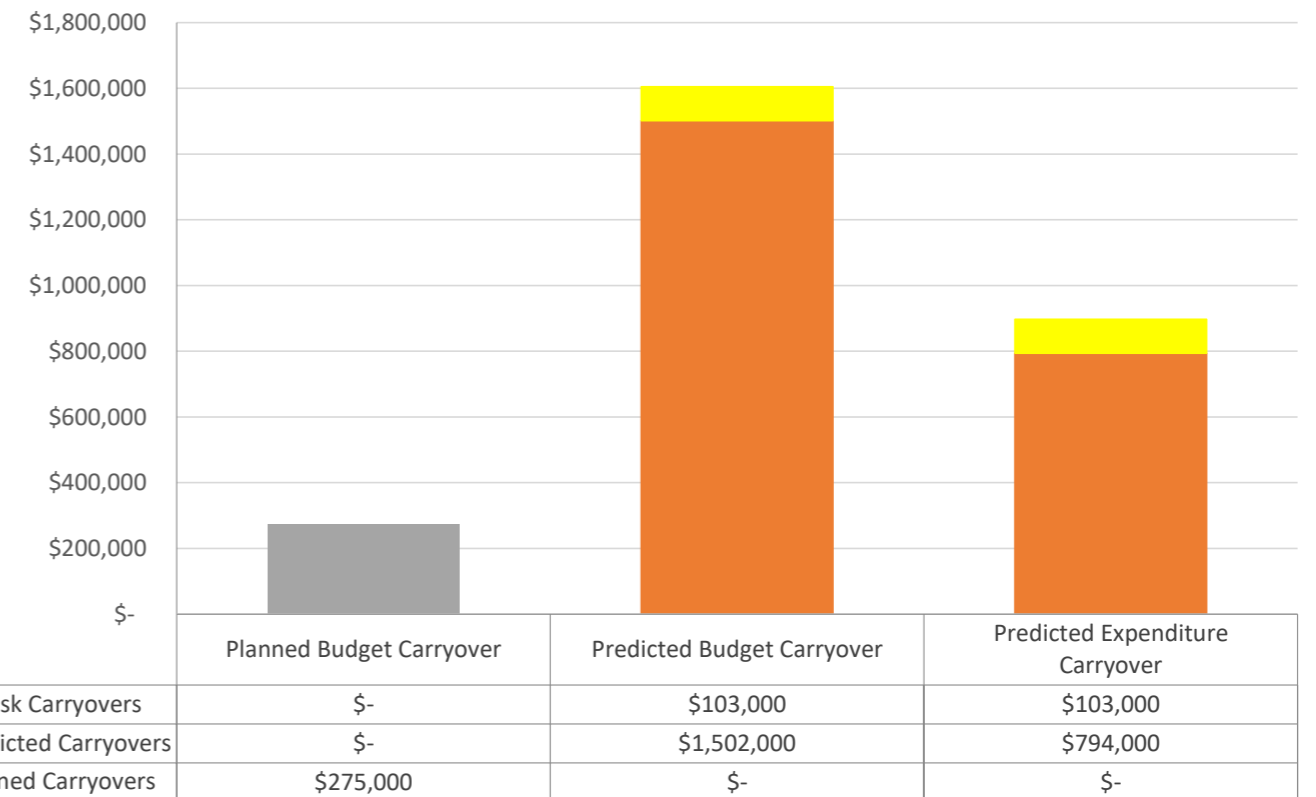


Financial Summary

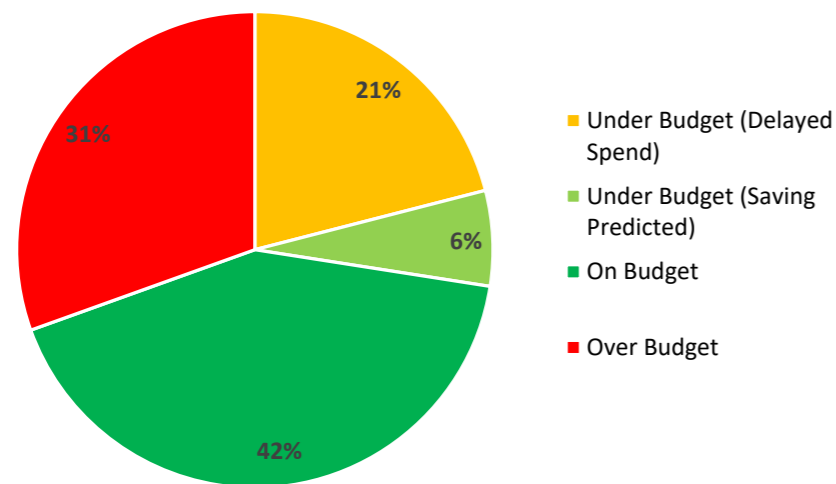


	Full Year Budget	Actual Expenditure YTD	Predicted Expenditure @ FY End
■ Saving			-\$847,798
■ Carryover (unspent)			\$708,000
■ Carryover (WIP)			\$794,000
■ Risk to be Carryover			\$103,000
■ Spend in FY			\$2,041,798
■ Total	\$3,590,000	\$2,079,261	\$2,041,798

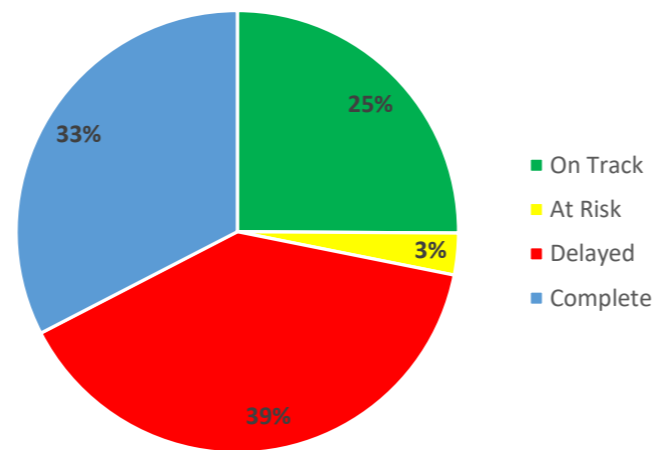
Carryovers Summary



Budget Status - Current



Programme Status - Current



DEFINITIONS

Full Year Revised Budget	Budget approved in LTP/AP plus any additional budgets approved by Council throughout the FY.
Unspent Budget	Budget that will not be spent this financial year. This can be both a budget saving (e.g: due to projects being delivered for less than budgeted) or delayed budget spend (i.e.: budget that will be spent next financial year).
Programme - On Track	Refers to projects where the project work this FY is expected to be delivered by FYE.
Programme - At Risk	Refers to projects where the project work this FY is currently at risk of not being delivered by FYE. These are the projects that need to be resourced and monitored carefully to ensure they are delivered to programme.
Programme - Delayed	Refers to projects where the project work this FY will not be delivered by FYE. These projects are signalled as predicted carryover (if single or multi-year current), if not already shown as a planned carryover (if multi-year future).
On Budget	Refers to projects where the project work this FY is expected to be delivered within budget.
Over Budget	Refers to projects where the project work this FY will not be delivered on budget.
Under Budget (Delayed Spend)	Refers to projects where it is not expected to spend the budget this FY. These projects are to be signalled as either a planned (if multi-year future) or predicted carryover (if single or multi-year current).
Under Budget (Saving Predicted)	Refers to projects where the project work this FY is expected to be delivered under budget. This includes projects that will be completed this financial year and delivered under budget or (if multi-year future) the unspent budget will not be carried forward to the next FY.
Approved Carryover	Refers to the projects where the carryovers for multi-year projects that were approved as part of the AP/LTP.
Additional Carryover	Refers to the projects where the carryovers are due to projects being delayed. These carryovers are in addition to those carryovers approved as part of the AP/LTP.
At Risk Carryover	Refers to projects where the programme is at risk, therefore may potentially become a carryover of the risk identified are realised.

Wastewater Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

Scheme	Project Name	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Sum of Calc % Spent (Actual Expenditure / Full Year Revised Budget)	Final Forecast Expenditure at FYE	Planned Carryover of Budget to Next FY	Predicted Carryover of Budget to Next FY	Planned Carryover of Expenditure (WIP) to Next FY	Predicted Carryover of Expenditure (WIP) to Next FY	Programme Status	Comments
Rangiora	Septage Facility - Design	Delayed	\$ 1,020,000	\$ 221,748	22%	\$ 543,000	\$ -	\$ 1,020,000	\$ -	\$ 543,000	Under Budget (Delayed Spend)	Unit has been ordered. Design of civil works has commenced, to be tendered in May/June 2023. Construction will now overrun into 23/24.
	Central Rangiora Capacity Upgrade Stage 8	On Track	\$ 95,000	\$ 53,852	57%	\$ 66,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 66,000	Under Budget (Saving Predicted)	Detailed design and consultation. Safety in design workshop complete. Procurement plan for construction required.
	Church Street Sewer Extension	Delayed	\$ 65,000	\$ 420	1%	\$ 5,000	\$ -	\$ 65,000	\$ -	\$ 5,000	Under Budget (Delayed Spend)	Scope includes the extension of new sewer laterals into 76 Church Street and 333 High Street, to resolve sewer main issues on private property. Procurement plan required (Kalley and Rob to start). Will require a lot of coordinate work with the two property owners. Don Young to get involved in the initial landowner consultation and coordination work. Currently waiting on sale of 33 High Street to engage with new property owners.
	Central Rangiora Capacity Upgrade Stage 6	On Track	\$ 50,000	\$ 18,872	38%	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	On Budget	Design only. Safety in design workshop complete. Initial investigation work has commenced.
	Merton Road and Priors Road Wastewater Servicing	Delayed	\$ 100,000	\$ 6,069	6%	\$ 45,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 45,000	Under Budget (Delayed Spend)	Design only. Uncertainty remains regarding development in the vicinity of the airfield, which may delay the overall programme. Works to service the Rangiora Eco Holiday Park may still need to proceed as per the original programme.
	Townsend's Fields E/O	Delayed	\$ 42,000	\$ -	0%	\$ 0	\$ -	\$ 42,000	\$ -	\$ 0	Under Budget (Delayed Spend)	Developer led. Extra over for larger pipework to service development to the west, as per 201207166178. Infrastructure works have been delayed until next financial year by the developer.
	Improvements to Rangiora WWTP Inlet Screens	At Risk	\$ 24,000	\$ -	0%	\$ 24,000	\$ -	\$ -	\$ -	\$ -	On Budget	Scope includes improving screen capacity by addition of VSD and gear boxes to increase speed. Procurement plan for overall package of work has been prepared. No PDU involvement. Gears supplied by Apex Water and VSD to match gears (awaiting on delivery of gear box). Nairn Electrical have been engaged to undertake the work.
	Pipeline Replacement	On Track	\$ 375,000	\$ 310,197	83%	\$ 498,500	\$ -	\$ -	\$ -	\$ -	Over Budget	Carryover from 21/22. A competitive price was obtained from the tender process. Construction is underway. Service conflict with the power cable and fibre optic that required additional pipework and staging of the construction.
	Central Rangiora Capacity Upgrade - Stage 5	Complete	\$ 180,000	\$ 100,752	56%	\$ 101,000	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Reinstatement work in Dudley Park has been completed.
	Rangiora - Electrical Renewals	Complete	\$ 15,000	\$ 12,861	86%	\$ 13,000	\$ -	\$ -	\$ -	\$ -	On Budget	New flow meter at Willowby Lane PS. Meter has been installed. As-builts submitted to AIM.
Rangiora Total			\$ 1,966,000	\$ 724,770	37%	\$ 1,345,500	\$ 245,000	\$ 1,372,000	\$ 245,000	\$ 709,000		
Woodend	Gladstone Rd Rising Main	On Track	\$ 36,000	\$ 81,536	226%	\$ 97,500	\$ -	\$ -	\$ -	\$ -	Over Budget	McBerns lids at Woodend Road PS have been installed. Final invoice being proposed. As-builts to be submitted.
	Woodend WWTP Landscape Planting	Delayed	\$ 50,000	\$ 5,081	10%	\$ 45,000	\$ -	\$ 50,000	\$ -	\$ 45,000	On Budget	Bunding and planting at Woodend WWTP. Trees have been removed and fencing installed. Beinding work is underway. Planting will now not occur until autumn 2023. Additional budget for planting will be required.
	Clearance of Pine Trees	Complete	\$ 20,000	\$ -	0%	\$ 20,000	\$ -	\$ -	\$ -	\$ -	On Budget	Tree removal at Woodend WWTP. Works have been undertaken and waiting on invoice.
	Woodend Electrical Flow Meters	On Track	\$ 25,000	\$ 1,877	8%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	On Budget	The 450mm flow meter for Woodend WWTP has been installed. Awaiting on as-built and final invoice.
	Woodend Electrical Level Sensors & SCADA	On Track	\$ 50,000	\$ -	0%	\$ 50,000	\$ -	\$ -	\$ -	\$ -	On Budget	Scope includes new radar and scada at both Main North Road PS and Woodend Road PS, as recommended by Nairn Electrical. Procurement plan for overall package of work required. No PDU involvement. Nairn Electrical have been engaged to undertake the work.
Woodend Total			\$ 181,000	\$ 88,493	49%	\$ 237,500	\$ -	\$ 50,000	\$ -	\$ 45,000		
Pegasus	Pegasus Electrical Flow Meters	Complete	\$ 26,000	\$ 18,659	72%	\$ 19,000	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	New flow meter at Infinity Drive PS and Kaiwari Drive PS. Meters have been installed. As-built to be submitted to AIM.
	Pegasus Electrical Level Sensors & SCADA	At Risk	\$ 29,000	\$ -	0%	\$ 29,000	\$ -	\$ -	\$ -	\$ -	On Budget	Scope includes new radar and scada at both Kawari PS and Te Kohanga PS, as recommended by Nairn Electrical. Procurement plan for overall package of work required. No PDU involvement. Nairn Electrical have been engaged to undertake the work.
Pegasus Total			\$ 55,000	\$ 18,659	34%	\$ 48,000	\$ -	\$ -	\$ -	\$ -		
Kaiapoi	Kaiapoi WWTP Planting	Delayed	\$ 50,000	\$ 6,150	12%	\$ 10,000	\$ -	\$ 50,000	\$ -	\$ 10,000	Under Budget (Delayed Spend)	Project has commenced and procurement plan prepared. To be delivered by Rob Rankin and Kyle Grinlinton. Report to be prepared to go to the Community Board. Tree removal needs to be repriced by contractor. Planting now wont proceed until Autumn next year. Additional budget may be required.
	Rising Main Pipeline Replacement	Complete	\$ 850,000	\$ 783,650	92%	\$ 785,000	\$ -	\$ -	\$ -	\$ -	On Budget	Rising main renewal being undertaken as part of the Shovel Ready work. Practical completion for Contract 21/28 and Contract 21/27 has been issued. As-builts have been submitted.
	Kaiapoi Electrical Flow Meters	On Track	\$ 35,000	\$ 28,524	81%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	On Budget	The new flow meter for Raven Quay PS and the 750mm flow meter for Kaiapoi WWTP has been installed. Awaiting on as-built and final invoice.
	Kaiapoi Electrical Level Sensors	On Track	\$ 52,000	\$ -	0%	\$ 52,000	\$ -	\$ -	\$ -	\$ -	On Budget	Scope includes new radar and scada at Chapman PS and new Pump 2 drive at Beach Road PS, as recommended by Nairn Electrical. Procurement plan for overall package of work required. No PDU involvement. Nairn Electrical have been engaged to undertake the work.
Kaiapoi Total			\$ 987,000	\$ 818,323	83%	\$ 882,000	\$ -	\$ 50,000	\$ -	\$ 10,000		
Ocean outfall	Ocean Outfall Sewer Headworks Renewal	At Risk	\$ 50,000	\$ -	0%	\$ 50,000	\$ -	\$ -	\$ -	\$ -	On Budget	Scope includes the replacement of level monitors at Kaiapoi and Woodend WWTPs. Budget was reduced from \$120,000 to \$50,000 as PLC replacements now not required following detailed inspection and testing. Procurement plan for overall package of work has been prepared. No PDU involvement. Nairn Electrical have been engaged to undertake the work.
Ocean outfall Total			\$ 50,000	\$ -	0%	\$ 50,000	\$ -	\$ -	\$ -	\$ -		

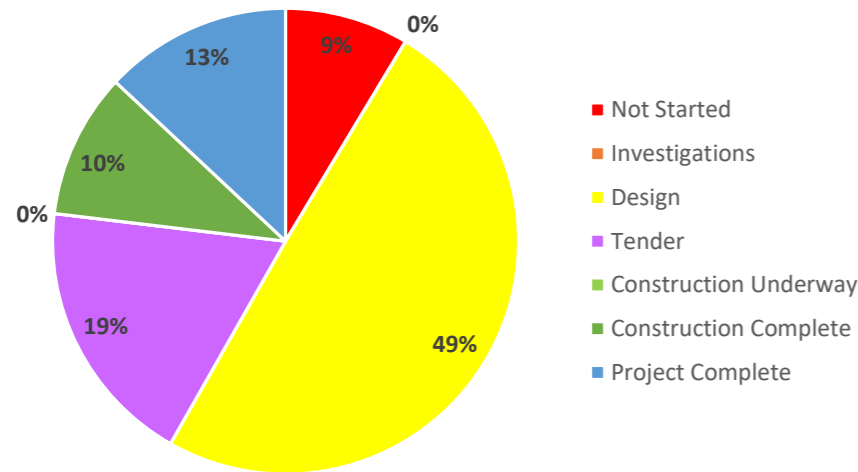
Wastewater Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

Scheme	Project Name	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Sum of Calc % Spent (Actual Expenditure / Full Year Revised Budget)	Final Forecast Expenditure at FYE	Planned Carryover of Budget to Next FY	Predicted Carryover of Budget to Next FY	Planned Carryover of Expenditure (WIP) to Next FY	Predicted Carryover of Expenditure (WIP) to Next FY	Programme Status	Comments
Rangiora	Septage Facility - Design	Delayed	\$ 1,020,000	\$ 221,748	22%	\$ 543,000	\$ -	\$ 1,020,000	\$ -	\$ 543,000	Under Budget (Delayed Spend)	Unit has been ordered. Design of civil works has commenced, to be tendered in May/June 2023. Construction will now overrun into 23/24.
Oxford	Oxford Wastewater Headworks Renewals	On Track	\$ 30,000	\$ 6,341	21%	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	On Budget	Scope includes new inlet screen (need to confirm upgrade of main swithboard at WWTP not part of scope). Procurement plan to be updated. External resource currently being procured for unit selection and design. Construction to be delayed to line up with the Oxford WWTP Upgrade (Stage 1) in 25/26.
Oxford Total			\$ 30,000	\$ 83,923	280%	\$ 107,582	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000		
Waikuku Beach Total			\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -		
Pines Kairaki	Headworks - Pines Kairaki	Complete	\$ 10,000	\$ 12,216	122%	\$ 12,216	\$ -	\$ -	\$ -	\$ -	Over Budget	New flow meter at Featherstone Ave PS. Meter has been installed. As-builts submitted to AIM.
	Kairaki Sewer July 22 Flood	On Track	\$ 100,000	\$ 100,479	100%	\$ 190,000	\$ -	\$ -	\$ -	\$ -	Over Budget	Urgent unbudgeted work. Pipework is complete (Asbuilts to be submitted to AIM). Manholes and laterals to be completed.
Pines Kairaki Total			\$ 110,000	\$ 112,695	102%	\$ 202,216	\$ -	\$ -	\$ -	\$ -		
	Pump station replacements	a number of clash	\$ -	\$ 18,125	#DIV/0!	\$ 18,125	\$ -	\$ -	\$ -	\$ -	INPUT DATE	Unbudgeted spend on pump replacement.
	Existing Pipeline Replacement Program	a number of clash	\$ -	\$ 14,033	#DIV/0!	\$ 14,033	\$ -	\$ -	\$ -	\$ -	INPUT DATE	Unbudgeted spend on sewer main repair that led to partial replacement.
	Kaiapoi Capacity Upgrade - LoS	a number of clash	\$ -	\$ 13,176	#DIV/0!	\$ 13,176	\$ -	\$ -	\$ -	\$ -	INPUT DATE	0
	81 Church St Sewer Renewal	a number of clash	\$ -	\$ 23,325	#DIV/0!	\$ 23,325	\$ -	\$ -	\$ -	\$ -	INPUT DATE	0
	Rangiora WWTP Future Upgrade - Scoping Document	a number of clash	\$ 35,000	\$ 20,091	57%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	INPUT DATE	0
	Pegasus - Electrical Renewals	a number of clash	\$ -	\$ 5,751	#DIV/0!	\$ 5,751	\$ -	\$ -	\$ -	\$ -	INPUT DATE	0
	Kaiapoi Capacity Project - I&I Studies (Beach Road and Hilt	a number of clash	\$ 110,000	\$ -	0%	\$ 110,000	\$ -	\$ -	\$ -	\$ -	INPUT DATE	0
	Central Rangiora Capacity Upgrade - Stage 4	a number of clash	\$ -	\$ 5,279	#DIV/0!	\$ 5,279	\$ -	\$ -	\$ -	\$ -	INPUT DATE	0
	Woodend - Electrical Renewals	a number of clash	\$ -	\$ 11,582	#DIV/0!	\$ 11,582	\$ -	\$ -	\$ -	\$ -	INPUT DATE	0
	Sewer pump purchase Kawari Drive Pegasus	a number of clash	\$ -	\$ 9,429	#DIV/0!	\$ 9,429	\$ -	\$ -	\$ -	\$ -	INPUT DATE	0
		a number of clash	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	INPUT DATE	0
(blank) Total			\$ 211,000	\$ 232,397	110%	\$ 423,307	\$ -	\$ -	\$ -	\$ -		
Grand Total			\$ 3,590,000	\$ 2,079,261	58%	\$ 3,296,105	\$ 275,000	\$ 1,502,000	\$ 275,000	\$ 794,000		

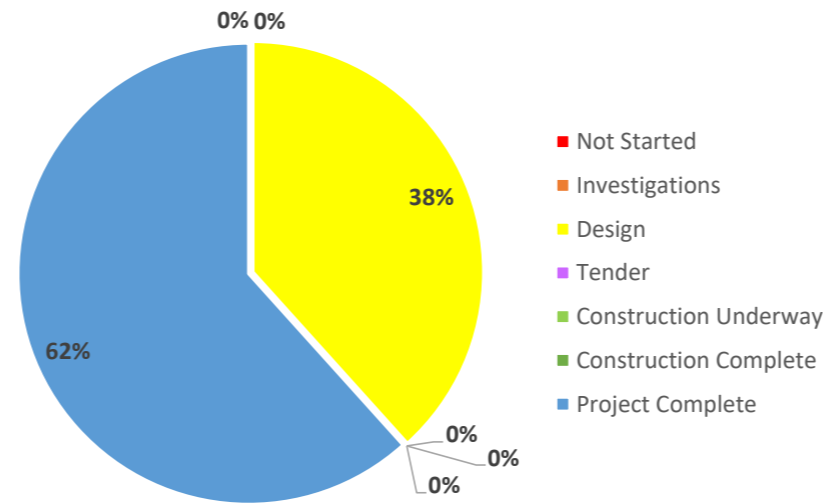
Solid Waste Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

SUMMARY

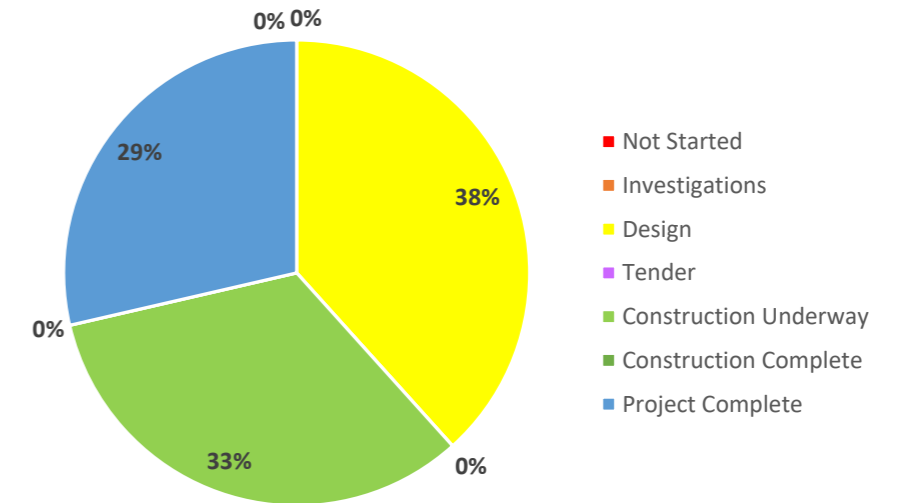
Project Stage - Current



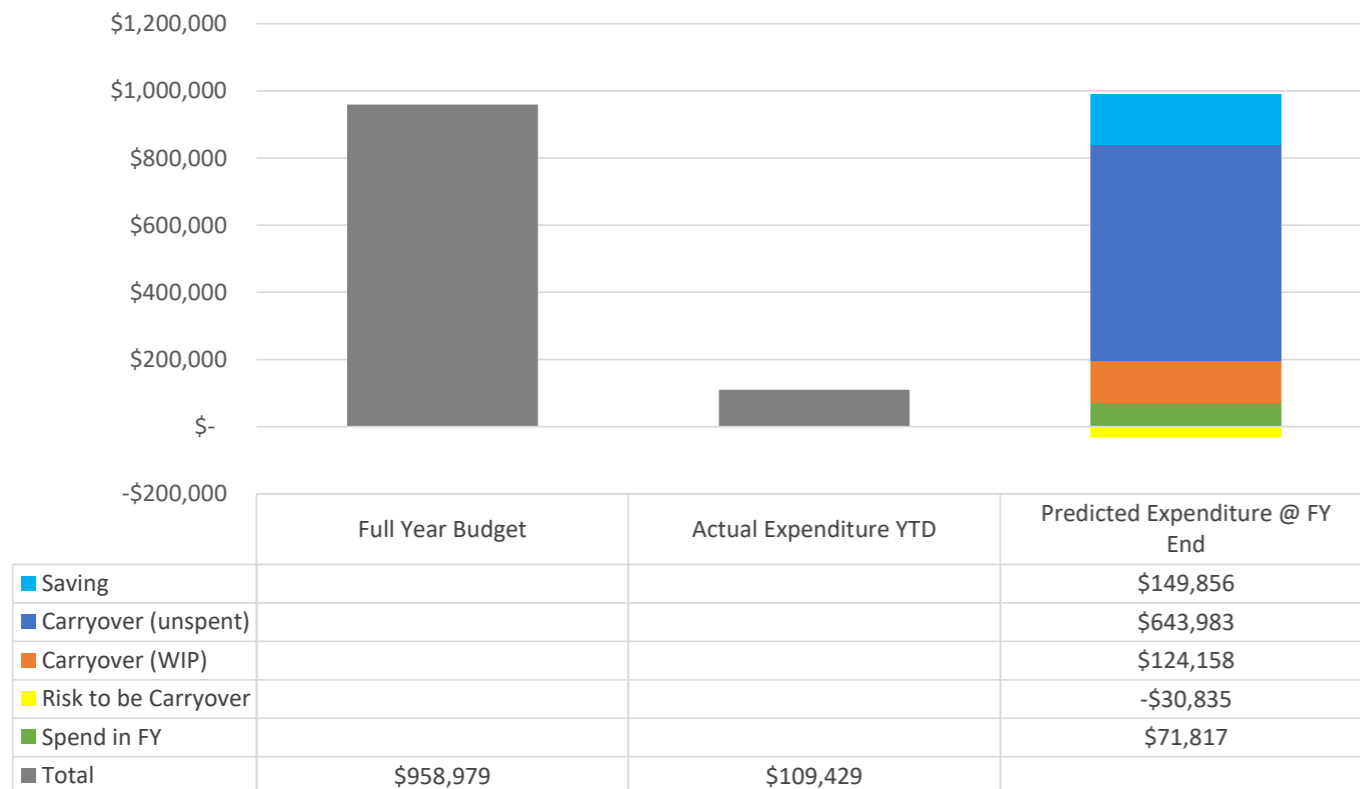
Project Stage - Planned @ FYE



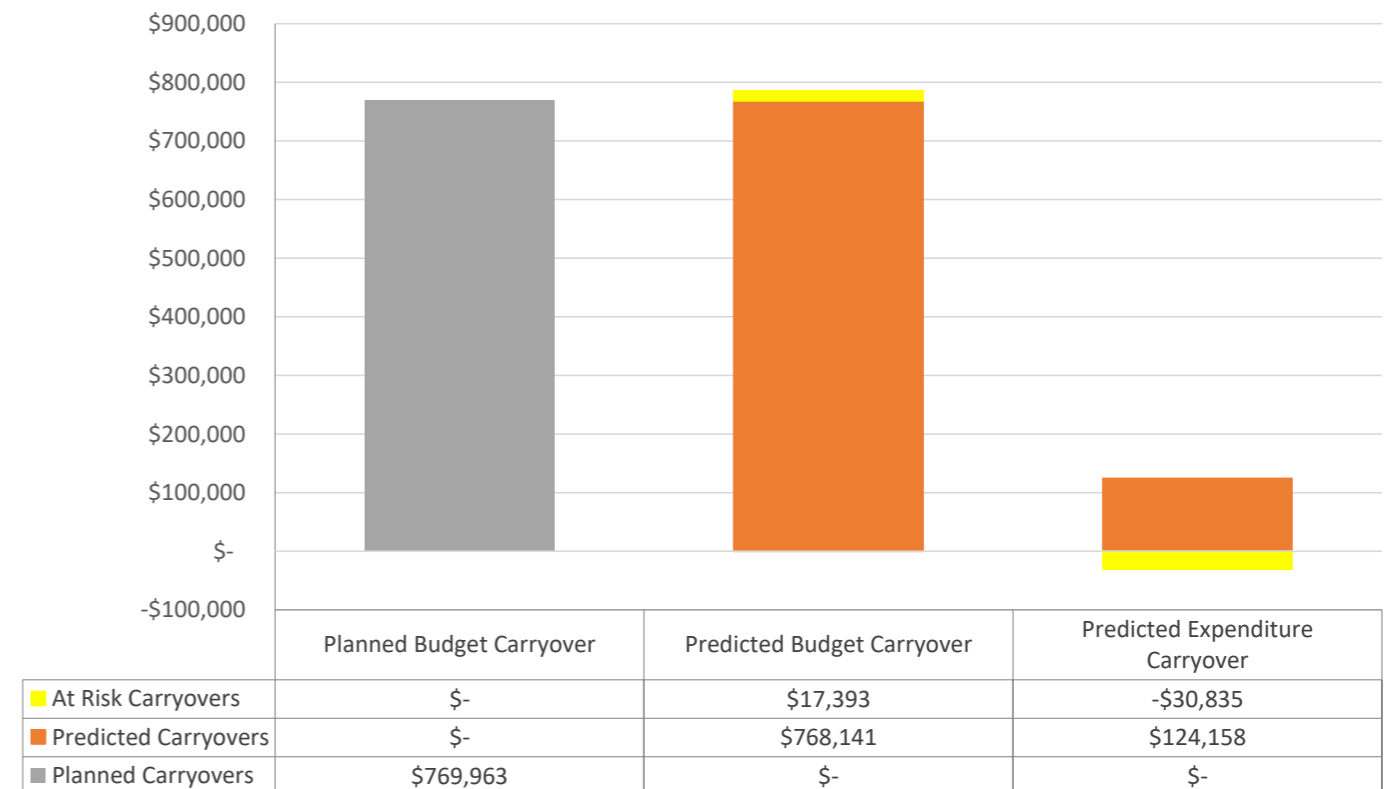
Project Stage - Predicted @ FYE



Financial Summary

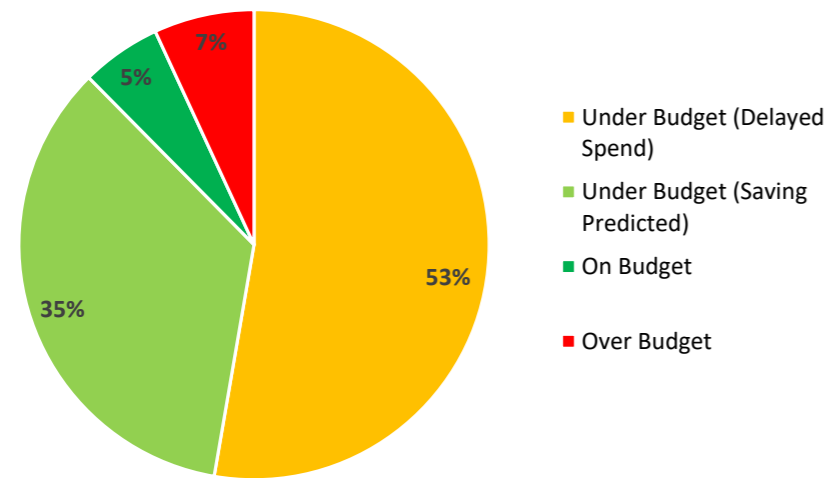


Carryovers Summary

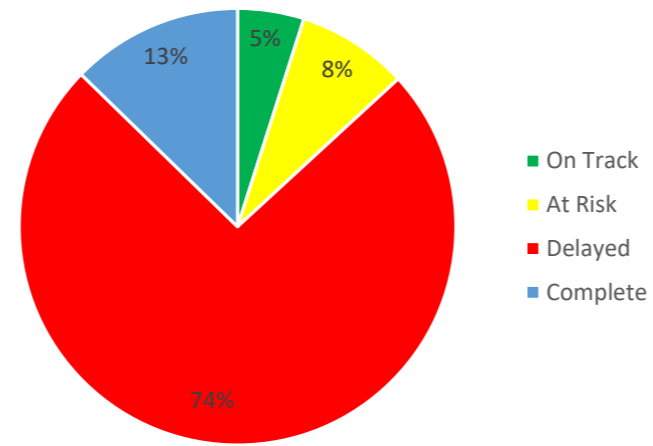


Programme Status (at end of FY) - Current

Budget Status - Current



Programme Status - Current



DEFINITIONS

Full Year Revised Budget	Budget approved in LTP/AP plus any additional budgets approved by Council throughout the FY.
Unspent Budget	Budget that will not be spent this financial year. This can be both a budget saving (e.g. due to projects being delivered for less than budgeted) or delayed budget spend (i.e.: budget that will be spent next financial year).
Programme - On Track	Refers to projects where the project work this FY is expected to be delivered by FYE.
Programme - At Risk	Refers to projects where the project work this FY is currently at risk of not being delivered by FYE. These are the projects that need to be resourced and monitored carefully to ensure they are delivered to programme.
Programme - Delayed	Refers to projects where the project work this FY will not be delivered by FYE. These projects are signalled as predicted carryover (if single or multi-year current), if not already shown as a planned carryover (if multi-year future).
On Budget	Refers to projects where the project work this FY is expected to be delivered within budget.
Over Budget	Refers to projects where the project work this FY will not be delivered on budget.
Under Budget (Delayed Spend)	Refers to projects where it is not expected to spend the budget this FY. These projects are to be signalled as either a planned (if multi-year future) or predicted carryover (if single or multi-year current).
Under Budget (Saving Predicted)	Refers to projects where the project work this FY is expected to be delivered under budget. This includes projects that will be completed this financial year and delivered under budget or (if multi-year future) the unspent budget will not be carried forward to the next FY.
Approved Carryover	Refers to the projects where the carryovers for multi-year projects that were approved as part of the AP/LTP.
Additional Carryover	Refers to the projects where the carryovers are due to projects being delayed. These carryovers are in addition to those carryovers approved as part of the AP/LTP.
At Risk Carryover	Refers to projects where the programme is at risk, therefore may potentially become a carryover of the risk identified are realised.

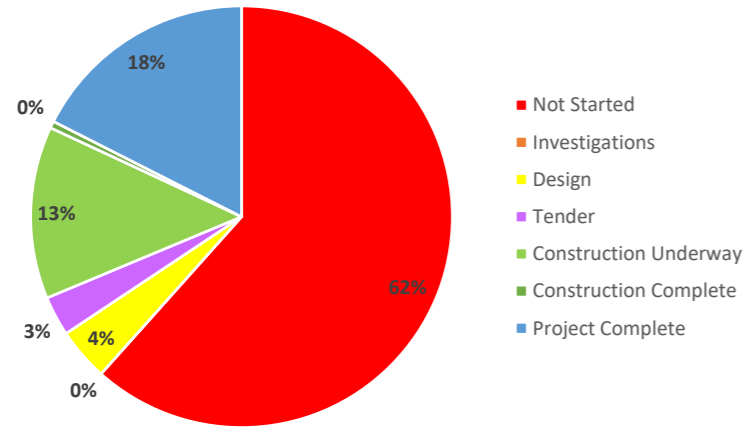
Solid Waste Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

Scheme	Account Number	Project Name	Who Controls the timing	Project Stage - Current	Project Stage - Planned at FYE	Project Stage - Predicted at FYE	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Calc % Spent (Actual Expenditure / Full Year Revised Budget)2	Final Forecast Expenditure at FYE	Planned Carryover of Budget to Next FY	Predicted Carryover of Budget to Next FY	Planned Carryover of Expenditure (WIP) to Next FY	Predicted Carryover of Expenditure (WIP) to Next FY	Programme Status	Comments	
(blank) Total								\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Disposal	100668	Oxford Minor Improvements	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 2,060	\$ 11,395	553%	\$ 11,395	\$ -	\$ -	\$ -	\$ 11,395	Over Budget	A new pricing sign has been installed beside the internal access road, the large entrance sign at front gate (included sign board and content) has been replaced as it was in poor condition and not fit for purpose. Over-spent budget, work complete.	
	100843	Southbrook Disposal Pit Upgrade & road realignment	Council	Design	Design	Design	Delayed	\$ 199,700	\$ 40,418	20%	\$ 40,418	\$ 199,700	\$ 199,700	\$ 199,700	\$ 40,418	Under Budget (Delayed Spend)	\$40,418 Expenses carried over from 21/22. Initial options design costs charged to 101568. Workshop held with U&R March 2023 to seek feedback from elected members on preferred layout. Not able to finalise layout at workshop, plan for report to go to Council in June re. layout. Will delay start of remaining design & consenting until 2023/24. Carry over all budget and expenditure.	
	101310	Southbrook Sundries (HHW bench, fire hoses)	Council	Tender	Project Complete	Construction Underway	At Risk	\$ 79,063	\$ 13,106	17%	\$ 30,835	\$ 79,063	\$ 48,228	\$ 79,063	\$ 30,835	Under Budget (Saving Predicted)	Renewals: Replaced water heater, Fluoro lights, pit signage to date (capitalise). Pit floor been re-surfaced in maintenance budget, but some PDU time charges to be expensed. Staff identified additional works (renewal of some sealed areas, replacement of steel walls in pit, other works larger than minor maintenance items), some of which are scheduled to be completed (and capitalised) before June 2023. CARRY OVER remaining budgets for further renewal works in 23/24; costs to be capitalised/expensed.	
	101565	Southbrook Weighbridge and Software	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 112,167	\$ 9,346	8%	\$ 9,346	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Used to cover costs to renew loadcells on outwards weighbridge. Majority of budget will not be used, NB should have been deferred to coincide with site upgrade works. NO CARRY OVER. Need to insert additional budget into 25/26 year in LTP for weighbridge renewals (if needed)	
	101566	Oxford - Fencing	Council	Not Started	Project Complete	Project Complete	On Track	\$ 9,101	\$ -	0%	\$ 9,101	\$ -	\$ -	\$ -	\$ -	On Budget	Renewal - allowance to widen gateway, realign fence. Price being sought in April - intend to complete works and capitalise costs by end June. NO Carry over	
	101567	Southbrook - Site Storage Building	Council	Design	Design	Design	Delayed	\$ 6,000	\$ -	0%	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	Under Budget (Delayed Spend)	WSP to be tasked to provide design advice on storage shed as this is not dependent on final layout. Propose to design and construct shed for site storage purposes ahead of other upgrade work as this is not dependent on final layout. Draft design likely delayed to 23/24 - carry over budget	
	101752	Southbrook - Weighbridge Rec Compactor Efficiencies	Council	Design	Design	Design	Delayed	\$ 9,000	\$ -	0%	\$ -	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	Under Budget (Delayed Spend)	Part wider site upgrade, independent of layout - design and physical works will be delayed. Carry over budget	
	100666	Southbrook Minor Improvements	Council	Design	Project Complete	Construction Underway	Delayed	\$ 88,000	\$ 7,936	9%	\$ 23,760	\$ 88,000	\$ 88,000	\$ -	\$ 23,760	Under Budget (Delayed Spend)	Minor H&S capital works circa \$4,000, as identified throughout year, plus \$84,000 stormwater improvements to meet consent conditions. PDU costs to date \$7.9k to investigate site S/W deficiencies; planned \$15.8k work in May/June. Propose to carry over budget and expenditure (investigation and CCTV costs).	
	100994	Land Purchase for future upgrades	Others	Not Started	Design	Design	Delayed	\$ 20,000	\$ 5,125	26%	\$ 5,125	\$ -	\$ 14,875	\$ -	\$ -	Under Budget (Delayed Spend)	Allow for costs for valuation, survey for purchase 10m strip along south boundary. Received valuations March 23. Will not undertake survey work this FY. Report to go to Council re. land	
	101750	Cleanfill Sites - Fences	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 2,500	\$ 760	30%	\$ 760	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Allowance to undertake renewal works as identified during year: replaced strainer and gate at Sutherlands Pit in July 2022. NO Carry over	
	101753	Oxford - Pit Wall Alterations	Council	Design	Project Complete	Design	Delayed	\$ 1,300	\$ -	0%	\$ -	\$ 1,300	\$ 1,300	\$ 1,300	\$ -	Under Budget (Delayed Spend)	Delay in this project as undertaking review of OTS LOS. Solid Waste staff require PDU help for this work - carry over budget to 2023/24	
	101815	Marsh Rd Storage	Council	Tender	Project Complete	Project Complete	On Track	\$ 14,138	\$ -	0%	\$ -	\$ -	\$ 14,138	\$ -	\$ -	Under Budget (Saving Predicted)	Renewal - disposed of old container to Water unit still to purchase new container, unlikely to be completed this year. CARRY OVER budgets	
	Waste Minimisation	101568	Southbrook - Design of New Shop and Education Centre	Council	Design	Design	Design	Delayed	\$ 361,900	\$ 14,750	4%	\$ 17,750	\$ 361,900	\$ 361,900	\$ 361,900	\$ 17,750	Under Budget (Delayed Spend)	\$27.1k expenses from 21/22 were expensed in 22/23. Workshop held with U&R March 2023 to seek feedback from elected members on preferred layout. Not able to finalise layout at workshop, plan for report to go to Council in June re. layout. Approx \$3k costs to be invoiced prior to 30 June 23. Delay start of detailed design & consenting until 2023/24. Carry over all budget (which is less expensed amount) and expenditure.
101818		Cleanfill Pit Infrastructure for report to MFE	Council	Investigations	Tender	Investigations	Delayed	\$ 15,000	\$ -	0%	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	Under Budget (Delayed Spend)	Assessment of options to be undertaken as part of WA/WMMP, procurement for WA/WMMP approved by GM:U&R Mid-Sept 2022; design to be procured at later date. Significant delay - it is likely this will be carried over.	
101819		Rural Recycling Infrastructure	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 23,900	\$ 6,594	28%	\$ 16,650	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Sealing at Cust RRF completed (Miscode to be corrected); security cameras to oversee recycling area installed, to identify users not using site correctly (to capitalise) plus trimming trees for camera install (expensed). An additional allowance has been made for future RC and physical works at other site if required and feasible - the full budget will not be utilised. No carry-over.	
101884		Outwards Weighbridge loadcell replacement	Council	Project Complete	Construction Complete	Project Complete	Complete	\$ 5,150	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	This weighbridge was installed under 402 Account, so is an asset under the Waste Min (402) account. Allowance to replace faulty loadcells as needed, was replaced in late 21/22 so this budget not likely to be spent. NO CARRY OVER	
Grand Total								\$ 958,979	\$ 109,429	11%	\$ 165,140	\$ 769,963	\$ 768,141	\$ 681,963	\$ 124,158			

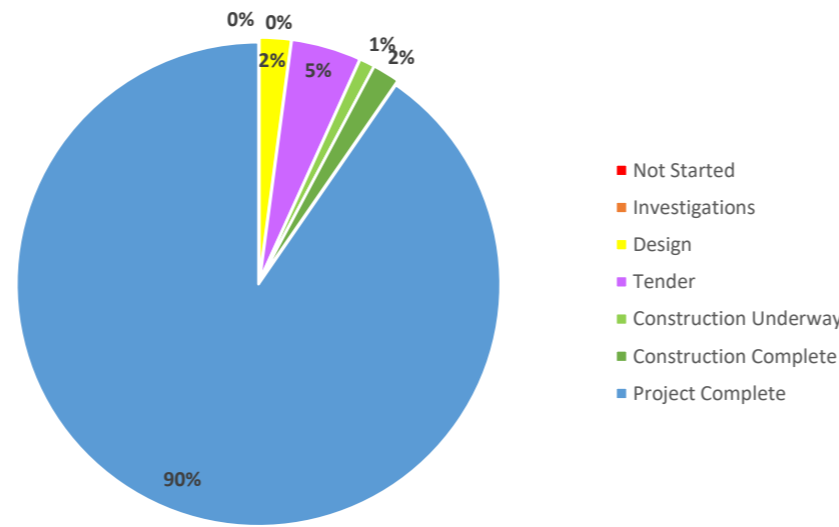
Parks and Reserves Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

SUMMARY

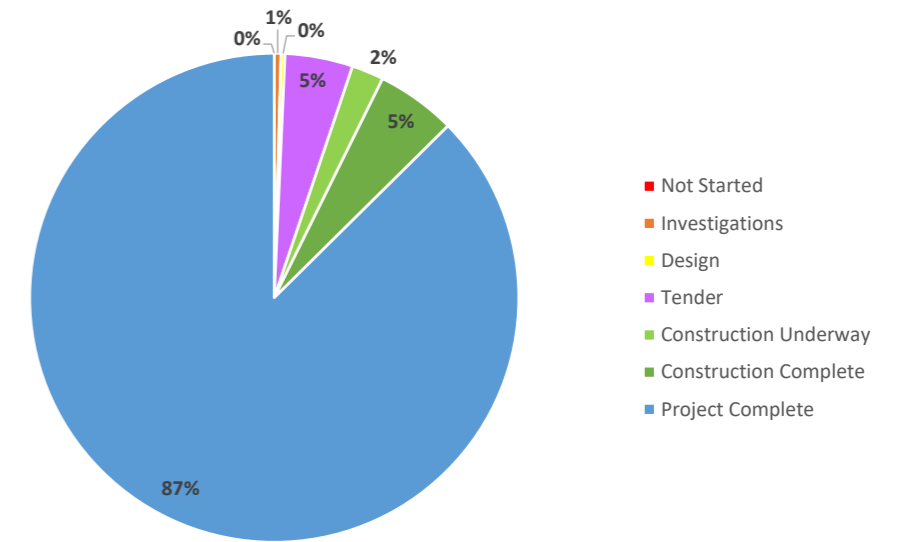
Project Stage - Current



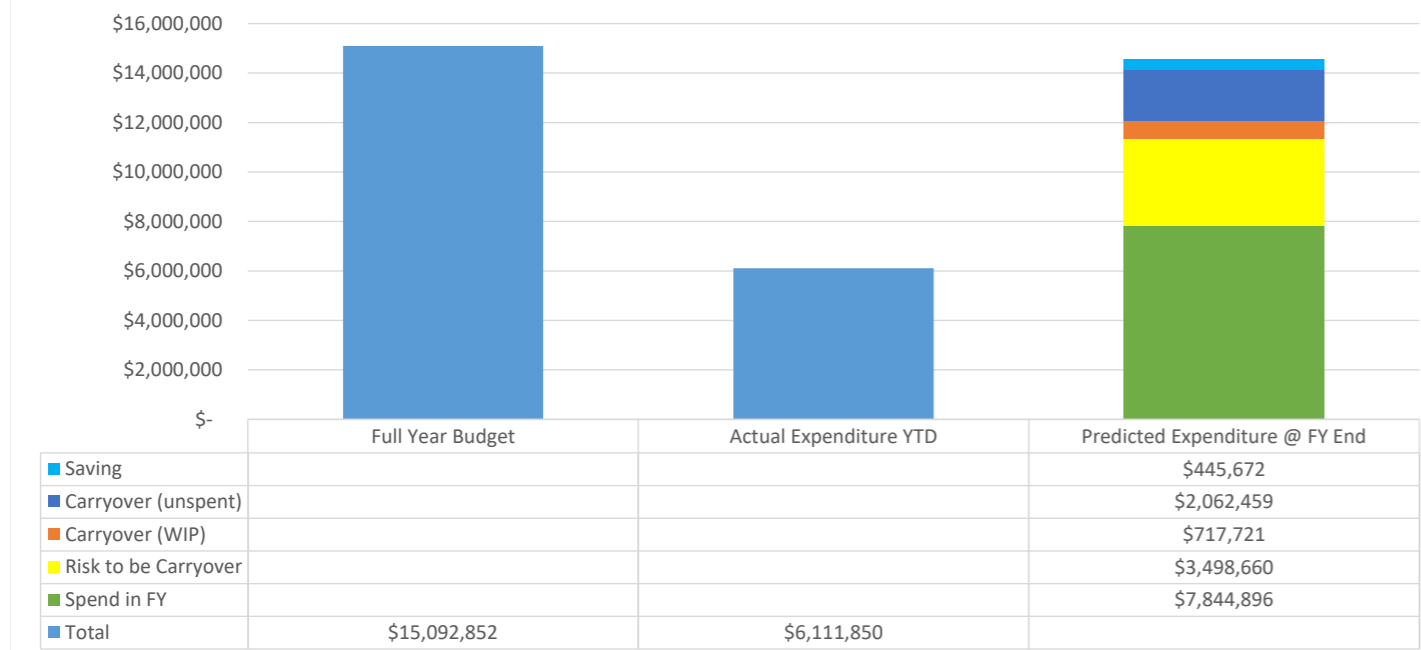
Project Stage - Planned @ FYE



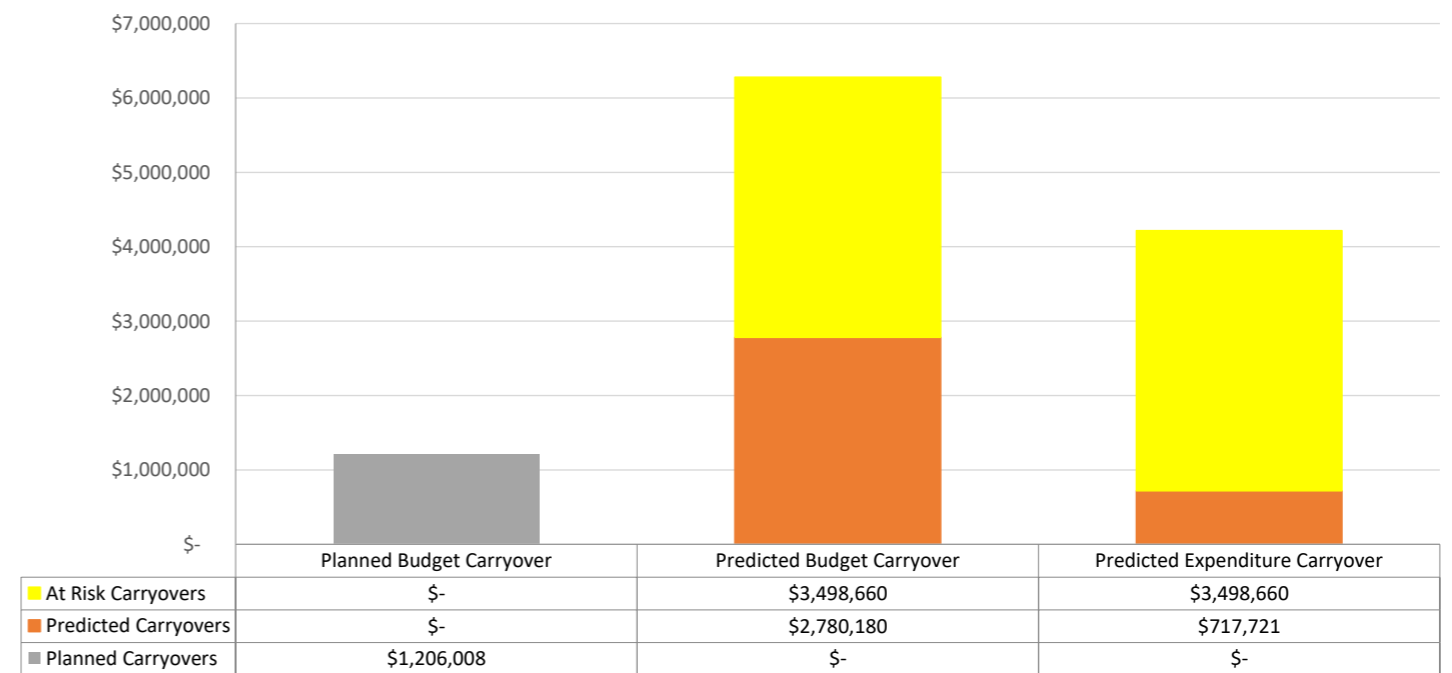
Project Stage - Predicted @ FYE



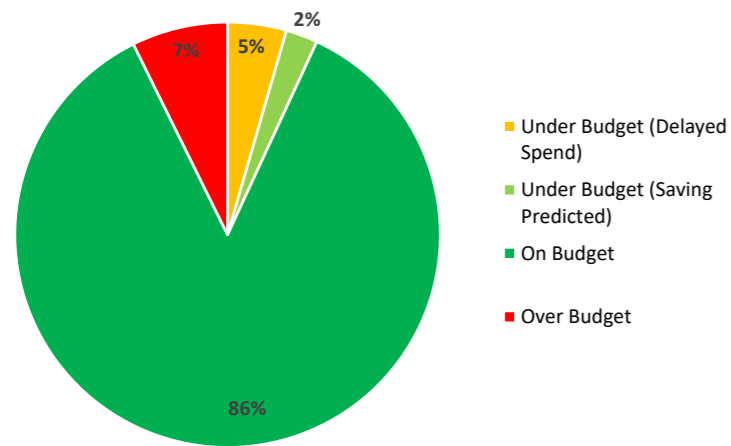
Financial Summary



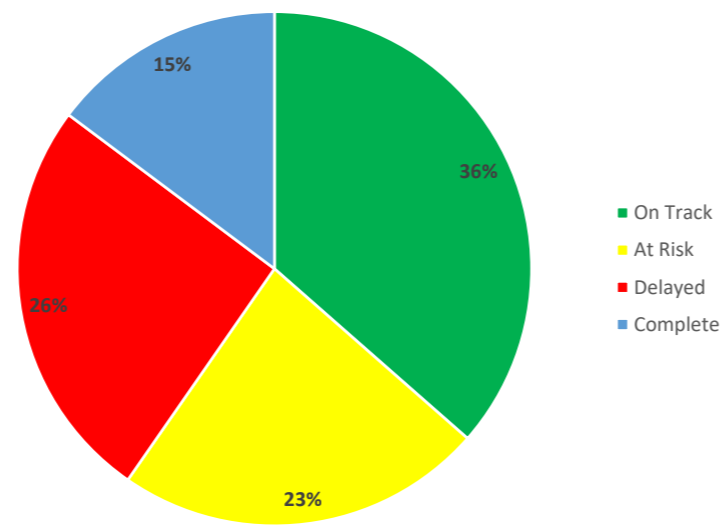
Carryovers Summary



Budget Status - Current



Programme Status - Current



DEFINITIONS

Full Year Revised Budget	Budget approved in LTP/AP plus any additional budgets approved by Council throughout the FY.
Unspent Budget	Budget that will not be spent this financial year. This can be both a budget saving (e.g: due to projects being delivered for less than budgeted) or delayed budget spend (i.e.: budget that will be spent next financial year).
Programme - On Track	Refers to projects where the project work this FY is expected to be delivered by FYE.
Programme - At Risk	Refers to projects where the project work this FY is currently at risk of not being delivered by FYE. These are the projects that need to be resourced and monitored carefully to ensure they are delivered to programme.
Programme - Delayed	Refers to projects where the project work this FY will not be delivered by FYE. These projects are signalled as predicted carryover (if single or multi-year current), if not already shown as a planned carryover (if multi-year future).
On Budget	Refers to projects where the project work this FY is expected to be delivered within budget.
Over Budget	Refers to projects where the project work this FY will not be delivered on budget.
Under Budget (Delayed Spend)	Refers to projects where it is not expected to spend the budget this FY. These projects are to be signalled as either a planned (if multi-year future) or predicted carryover (if single or multi-year current).
Under Budget (Saving Predicted)	Refers to projects where the project work this FY is expected to be delivered under budget. This includes projects that will be completed this financial year and delivered under budget or (if multi-year future) the unspent budget will not be carried forward to the next FY.
Approved Carryover	Refers to the projects where the carryovers for multi-year projects that were approved as part of the AP/LTP.
Additional Carryover	Refers to the projects where the carryovers are due to projects being delayed. These carryovers are in addition to those carryovers approved as part of the AP/LTP.
At Risk Carryover	Refers to projects where the programme is at risk, therefore may potentially become a carryover of the risk identified are realised.

Parks and Reserves Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

Scheme	Account Number	Project Name	Who Controls the timing	Project Stage - Current	Project Stage - Planned at FYE	Project Stage - Predicted at FYE	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Final Forecast Expenditure at FYE	Planned Carryover of Budget to Next FY	Predicted Carryover of Budget to Next FY	Planned Carryover of Expenditure (WIP) to Next FY	Predicted Carryover of Expenditure (WIP) to Next FY	Programme Status	Comments
Public Conveniences	100283	Toilet Renewals	Council	Tender	Construction Underway	Construction Underway	Delayed	\$ 570,530	\$ 65,477	\$ 65,477		\$ 505,053	\$ 65,477	Under Budget (Delayed Spend)	Budget is split across Maria Andrews and Woodend Beach Toilet - note that \$247k was originally for Maria Andrews from 21/22 carry forward. Significant engagement underway with the community without a clear resolution at present. We have made an application to the Tourism Infrastructure Fund for the School Rd Woodend toilet. This may impact where funding will be allocated. If successful 190,000 will come out of this budget to support this project which would delay Woodend Beach toilet project.	
	101544	West Oxford Reserve	Council	Construction Complete	Project Complete	Project Complete	Complete	\$ 35,000	\$ 33,959	\$ 35,000				On Budget	Project complete. TIF paperwork being reported to Government	
Public Conveniences Total								\$ 605,530	\$ 99,436	\$ 100,477					\$ 65,477	
Cemeteries	100152	Cemetery Berms - Rga	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 25,000	\$ 25,000	\$ 25,000				On Budget	Liaising with Delta to install cemetery berms as required.	
	100153	Cemetery Berms - Kai Public	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 6,250	\$ -	\$ 6,250				On Budget	Liaising with Delta to install cemetery berms as required.	
	100154	Oxford Cemetery Improvements	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 6,250	\$ -	\$ 6,250				On Budget	Liaising with Delta to install cemetery berms as required. The cemetery appears to be over supplied for berms so this is going to be put forward as a saving.	
Cemeteries Total								\$ 37,500	\$ 25,000	\$ 37,500						
Reserves General	100290	Land Purchase - Neighbourhood	Others	Not Started	Project Complete	Project Complete	On Track	\$ 2,857,500	\$ 1,778,780	\$ 2,857,500				On Budget	Externally driven by developers and their timelines, this budget is to cover as we require.	
	100291	Land Development - Neighbourhood	Others	Not Started	Project Complete	Project Complete	On Track	\$ 463,300	\$ 775,544	\$ 775,544				Over Budget	Externally driven by developers and their timelines, this budget is to cover as we require.	
	100293	Roads & Carparks	Council	Tender	Construction Underway	Construction Underway	Delayed	\$ 392,540	\$ 43,987	\$ 43,987		\$ 348,553	\$ 43,987	Under Budget (Delayed Spend)	This budget is being used for Maria Andrews carpark, which a contract will be committed by end of the FY. There wasn't a good market response when first tender went out. We are expecting a good market response retendering. PDU are working on this in the background and expect some works to be done in autumn.	
	100294	Play Safety Surface/Equipment	Council	Design	Tender	Tender	Delayed	\$ 351,790	\$ 138,367	\$ 200,000	\$ 151,790			Under Budget (Delayed Spend)	Budget split over a number of projects which a number have run into challenges either from	
	100298	Renewal reserve /scape Rga	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 39,270	\$ 35,109	\$ 39,270				On Budget	Liaising with Delta to renew landscaping in Rangiora/Ashley where required.	
	100299	Renewal reserve landscape Kaiapoi	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 39,270	\$ 38,099	\$ 39,270				On Budget	Liaising with Delta to renew landscaping in Kaiapoi/Tuahwi where required.	
	100300	Woodend Ashley Renewal reserve landscape	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 19,630	\$ 19,022	\$ 19,630				On Budget	Liaising with Delta to renew landscaping in Woodend/Sefton where required.	
	100301	Oxford Renewal reserve landscape	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 12,780	\$ 10,211	\$ 12,780				On Budget	Liaising with Delta to renew landscaping in Oxford/Ohoka where required.	
	100302	Rangiora Street trees gardens	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 45,970	\$ 14,041	\$ 45,970				On Budget	Staff working with Delta/Asplundh on renewal planting programme for this financial year.	
	100303	Kaiapoi Street trees gardens	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 39,770	\$ 11,954	\$ 39,770				On Budget	Staff working with Delta/Asplundh on renewal planting programme for this financial year.	
	100304	Oxford Street trees gardens	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 17,990	\$ 10,010	\$ 17,990				On Budget	Staff working with Delta/Asplundh on renewal planting programme for this financial year.	
	100305	Woodend Ashley Street trees gardens	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 20,780	\$ 9,935	\$ 20,780				On Budget	Staff working with Delta/Asplundh on renewal planting programme for this financial year.	
	100327	Silverstream Reserve Planting	Community	Construction Underway	Construction Complete	Construction Complete	On Track	\$ 12,240	\$ 12,949	\$ 12,949				Over Budget	Planting natives at Silverstream reserve Spring, Autumn and Winter. Extremely minor overspend.	
	100584	Pearson Park	Council	Not Started	Construction Underway	Construction Underway	Delayed	\$ 61,970	\$ 16,618	\$ 16,618	\$ 45,352			Under Budget (Delayed Spend)	\$10k a year budget provided to Pearson park Advisory Group with the purpose that they spend this before end of 2027. Not always spent in a year.	
	100663	Non-specified Reserve Enhancement	Council	Design	Tender	Tender	On Track	\$ 497,080	\$ 200,507	\$ 300,000		\$ 197,080		Under Budget (Saving Predicted)	Budget split over a number of projects (Good Street, Norman Kirk, Kaiapoi, Woodend Beach, Kendall park) which a number had run into challenges either from community/elected decision maker	
	101184	General Reserve Renewals	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 341,180	\$ 328,073	\$ 341,180				On Budget	Staff continue to work through this budget during the financial year replacing park assets based on condition/age	
	101185	Future Sports Ground Development	Council	Construction Underway	Project Complete	Project Complete	Delayed	\$ 272,950	\$ 24,287	\$ 25,000		\$ 248,663		Under Budget (Delayed Spend)	Drainage Issues at Kendall Park - Project identified in the Sports Facilities Plan 2020 - Report completed by Sports Field and Design Management giving cost estimation and detailed description of work required. Issues identified with the capacity of the stormwater system on the street outside the park and the high water table. Need to understand long-term plan for the stormwater system to	
	101189	Taranaki Stream Development	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 2,150	\$ 16,452	\$ 16,452				Over Budget	This is overspent so needs to be worked through with Finance as this is showing the 2,000 seedlings (Ecan grant) so the cost of planting and site prep has been put against the capital code, and needs to	
	101549	Milton Memorial Park	Council	Tender	Project Complete	Construction Underway	At Risk	\$ 135,970	\$ 105	\$ 135,970				On Budget	Planting day has been planned for 25th May. In the meantime work being undertaken on the rest of the project such as installing irrigation and tree maintenance	
	101550	Good Street Development	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 352,532	\$ 64,074	\$ 352,532				On Budget	Project has faced delays due to concerns from neighbouring land owner. Has also been resourcing issues with pushing this forward. Delays due to Ecan stop bank renewal work. ATA is carry over into next financial year but we expect it to be fully resourced by then. Planting to be completed in this FY which will increase final expenditure.	
	101554	Arohata te awa (Cam River Walkway)	Council	Not Started	Project Complete	Construction Complete	Delayed	\$ 320,350	\$ 19,683	\$ 320,350				Over Budget	Boundary fence renewals as required throughout the year. Legislative requirement so whilst there is a budget set we have no control on the quantum we spend. This is demand based and fluctuates year on year.	
	101718	Boundary Fencing	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 17,670	\$ 24,803	\$ 24,803				On Budget	Multi-year project lead by greenspace/regen team, with external PM engagement. PDU engineering for developed design of carparks and utility services, RFT/contract prep, tender evaluation and	
	101764	Kaiapoi Community Hub	Council	(blank)	(blank)	(blank)	Delayed	\$ 205,620	\$ 15,900	\$ 20,000		\$ 155,620		Under Budget	Externally driven project, have met with developers but questions remain on when final design will be put forward to consider. Will not be delivered this financial year (is a payment sum).	
	101765	Support for MUBA	Others	Construction Underway	Project Complete	Construction Complete	Delayed	\$ 122,850	\$ -	\$ -		\$ 122,850		Under Budget (Delayed Spend)	Planning/design stages to be completed. Cameras to be completed at Good Street and Airfield.	
	101826	District Security Cameras	Council	Not Started	Design	Design	At Risk	\$ 31,000	\$ 8,600	\$ 31,000				On Budget	Combination of works including volunteers, Ranger team and contractor involving track work and foot bridge. Expected completion by Autumn 2023.	
	101916	Silverstream Track Extension	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 15,450	\$ 865	\$ 15,450				On Budget	Resource Consent application being processed by Ecan for works in coastal hazard zone. Processing stalled due to insufficient info re iwi consultation.	
	101917	Pegasus and Waikuku Beach Accessibility Viewing Platform	Council	Not Started	Construction Complete	Tender	Delayed	\$ 66,100	\$ -	\$ -	\$ 66,100	\$ 66,100	\$ 66,100	Under Budget (Delayed Spend)	Design of the Ashley Gorge Road portion of this job and tender the works in accordance with your timetable below (i.e. design before April and tender May-June). PDU project manager for this portion of the works.	
	101919	Ashley Gorge Water Supply Compliance Upgrade	Council	Not Started	Tender	Tender	On Track	\$ 55,000	\$ -	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	On Budget	Project is facing delays with new consent requirements from Ecan, the area is now considered a wetland so the consent process that PDU have been through previously is now under question. This is the third change that Ecan have put on this project since work began some 18 months ago. Project is becoming less likely for delivery and may have to consider operational alternatives such as filling pot holes. Works to complete surface has been completed in March 23, remaining money to	
	101330	Atkeaton Reserve	Council	Not Started	Project Complete	Investigations	Delayed	\$ 61,320	\$ 48,495	\$ 50,000	\$ 12,825			On Budget	This budget gets used for various enhancements throughout the district, Kevin Cawley was appointed as the lighting designer and we currently utilise his services for different town centre	
	101474	Town Centres Feature Lighting and Decorations	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 30,900	\$ 3,550	\$ 30,900				On Budget	Final Completion Certificate Only	
	101624	Tennis Centre	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 983,300	\$ 952,730	\$ 983,300				On Budget	Greenspace staff have been working with Surf Life Saving NZ. As we are not leading this project and it is purely a payment. Surf Lifesaving determining specifications of required tower. Another example	
	101766	Pegasus Beach Surf Lifesaving Tower	Others	Not Started	Construction Underway	Construction Complete	Delayed	\$ 53,480	\$ -	\$ -		\$ 53,480		Under Budget (Delayed Spend)	This project wasn't supported by the board. However, accessible access has been built by Jed Pearse. No carry forward, highlighted as a saving.	
	101973	Kaiapoi Stop Bank Steps Accessibility Changes	Council	Not Started	Construction Complete	Construction Complete	Delayed	\$ 15,000	\$ -	\$ -				On Budget	Hedge removal completed - Further design work for the replacement planting to be carried out 2023.	
	101974	Waikuku Beach Hedge Removal	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 60,000	\$ -	\$ 60,000				On Budget		

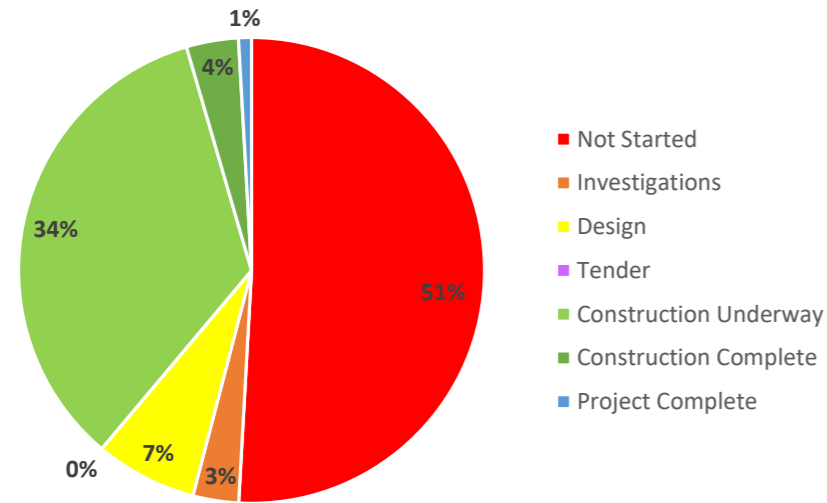
Parks and Reserves Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

Scheme	Account Number	Project Name	Who Controls the timing	Project Stage - Current	Project Stage - Planned at FYE	Project Stage - Predicted at FYE	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Final Forecast Expenditure at FYE	Planned Carryover of Budget to Next FY	Predicted Carryover of Budget to Next FY	Planned Carryover of Expenditure (WIP) to Next FY	Predicted Carryover of Expenditure (WIP) to Next FY	Programme Status	Comments
Reserves General	101870	Install analyser and SCADA equip	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 9,650	\$ 12,891	\$ 12,891	\$ -	\$ -	\$ -	\$ -	Over Budget	COMPLETED last FY
	101918	Kowhai Street Reserve	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	On Budget	COMPLETED last FY
	101551	Kaipoi Stobank Recreational Walkway	Council	Construction Underway	Project Complete	Project Complete	Delayed	\$ -	\$ (1,308)	\$ -	\$ -	\$ -	\$ -	\$ -	Over Budget	Carry forward, should be no spend in here finance to check.
	101552	State Board Facility	Council	Construction Underway	Project Complete	Project Complete	Delayed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	On Budget	Being combined with the Pegasus CC project. Consultation has now closed on the CC location. Once a site is established, staff can begin consultation with the community around what a youth space
	102146	Purchase 107 Revells Rd 40 Laneside	Council	Not Started	Project Complete	Project Complete	At Risk	\$ 3,250,000	\$ 260,000	\$ 3,250,000	\$ -	\$ -	\$ -	\$ -	On Budget	0
Reserves General Total								\$ 11,274,352	\$ 4,894,330	\$ 10,166,886	\$ 331,067	\$ 1,247,346	\$ 121,100	\$ 490,500	On Budget	General capital works throughout the year. Plant and equipment replacement, a mix of planned and reactive due to the nature of managing for LoS provision
Swimming Pools Man	100566	Dudley Pool Renewals	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 115,420	\$ 28,204	\$ 115,420	\$ -	\$ -	\$ -	\$ -	Under Budget (Delayed Spend)	Currently looking at options for a Heat Pump replacement at the Kaipoi Aquatic Centre. This is at risk of delivery this financial year.
	100623	Kaipoi Aquatic Centre Renewals	Council	Construction Complete	Project Complete	Project Complete	Delayed	\$ 265,230	\$ 30,709	\$ 30,709	\$ -	\$ 234,521	\$ -	\$ 30,709	On Budget	General renewals for the Waikuku PP. Please note works to be considered post summer swim season. April 2023.
	100863	Waikuku Renewals	Council	Not Started	Project Complete	Project Complete	On Track	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	On Budget	
Swimming Pools Management Total								\$ 387,650	\$ 58,913	\$ 153,129	\$ -	\$ 234,521	\$ -	\$ 30,709	On Budget	
General Landscaping	101048	Kaipoi Tuahiri General Landscape Development	Community	Tender	Project Complete	Project Complete	At Risk	\$ 20,470	\$ -	\$ 20,470	\$ -	\$ -	\$ -	\$ -	Under Budget (Delayed Spend)	Due to the elections the Board has chosen to let the newly elected Board have the whole budget to spend which has pushed our process out before we can start investigations. Staff are still hopeful that the budget will be spent however this will be determined on the projects and decisions of the
	101052	Oxford Ohoka General Landscape Development	Community	Tender	Project Complete	Project Complete	Delayed	\$ 14,590	\$ -	\$ -	\$ 14,590	\$ 1,500	\$ 14,590	\$ (13,090)	Under Budget (Delayed Spend)	Due to the elections the Board has chosen to let the newly elected Board have the whole budget to spend which pushed our process out to December before we could start investigations. Staff are
	101045	Rangiora Ashley General Landscape Development	Community	Tender	Project Complete	Project Complete	At Risk	\$ 26,490	\$ -	\$ 26,490	\$ -	\$ -	\$ -	\$ -	On Budget	Due to the elections the Board has chosen to let the newly elected Board have the whole budget to spend
	101054	Woodend Sefton General Landscape Development	Community	Tender	Project Complete	Project Complete	At Risk	\$ 31,230	\$ -	\$ 31,230	\$ -	\$ -	\$ -	\$ -	On Budget	Due to the elections the Board has chosen to let the newly elected Board have the whole budget to spend which has pushed our process out before we can start investigations. Staff are still hopeful that the budget will be spent however this will be determined on the projects and decisions of the
	101793	Milton Reserve	Council	Tender	Project Complete	Project Complete	On Track	\$ 51,270	\$ 54,562	\$ 54,562	\$ -	\$ -	\$ -	\$ -	Over Budget	Planting day has been planned for 25th May. In the meantime work being undertaken on the rest of the project such as installing irrigation and tree maintenance
	101046	Loburn Domain Memorial	Community	Not Started	Construction Complete	Design	Delayed	\$ 55,600	\$ 1,750	\$ 1,750	\$ -	\$ 53,850	\$ -	\$ 1,750	Under Budget (Delayed Spend)	Due to cost increases (30,000 over budget), the current design is not able to be built using the available funds. We are therefore having to go back once more to the design stage to cut costs
	101050	Town Entrance Development	Council	Construction Underway	Project Complete	Project Complete	Delayed	\$ 75,810	\$ -	\$ -	\$ 75,810	\$ 75,810	\$ 75,810	\$ -	Under Budget (Delayed Spend)	Will be updated through Annual Plan. Starting design consultation working with community board
	101277	The Oaks Reserve Development	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	On Budget	Under way, report to go to OOCB in new term.
	101635	Oak Reserve West Eyreton	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 1,330	\$ 1,187	\$ 1,330	\$ -	\$ -	\$ -	\$ -	On Budget	Stage one of planting and installing a gate but budget was remaining so need to speak with the Board regarding the next steps they want to undertake. Report to go to OOCB in June.
	101795	Patchina's Walkway	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	On Budget	Under discussion and will be workshopped with KTCB at November meeting.
	101798	Tuahiri Reserve Development	Council	Construction Underway	Project Complete	Project Complete	Complete	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	REMOVED
	101867	Owen Stalker Park Signs	Council	Construction Underway	Project Complete	Project Complete	At Risk	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	On Budget	Due to capacity we are only just starting design now for this. CB member Mark Patterson is collating the historic data for inclusion. Still hoping to complete by end of year but at risk as words are to be
	101924	Paschendaale Walkway Seat and Planting	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 3,200	\$ 750	\$ 3,200	\$ -	\$ -	\$ -	\$ -	On Budget	Seats completed last FY but awaiting planting season for the plants. Will be completed prior to end of FY. COMPLETED last FY.
	101946	Swannanoa Domain Picnic Table	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 3,500	\$ 3,632	\$ 3,632	\$ -	\$ -	\$ -	\$ -	On Budget	COMPLETED last FY
	101949	Contingency Budget	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 300	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	On Budget	Annual budget
	102023	Raymond Herber	Council	Construction Underway	Project Complete	Project Complete	Delayed	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	Under Budget (Delayed Spend)	Public Arts Trust Advisory Group is awaiting Raymond Herber to create the piece. Due to health this has taken significantly longer than expected - At risk dependant on artists abilities/health
102024	Paschendaale Walkway Seat and Planting	Council	Construction Underway	Project Complete	Project Complete	Complete	\$ 3,200	\$ 750	\$ 3,200	\$ -	\$ -	\$ -	\$ -	On Budget	Seats completed last FY but awaiting planting season for the plants. Will be completed prior to end of FY	
101950	Mandeville Picnic Tables	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 700	\$ -	\$ 700	\$ -	\$ -	\$ -	\$ -	On Budget	Board project, will be completed by end of financial year	
General Landscaping Total								\$ 333,690	\$ 62,632	\$ 157,865	\$ 100,400	\$ 141,160	\$ 100,400	\$ (11,940)	On Budget	
Community Buildings	101179	General Building Renewals	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 444,000	\$ 279,143	\$ 444,000	\$ -	\$ -	\$ -	\$ -	On Budget	Ongoing general asset renewals over the FY - on track
	101885	Cinema 3 Seating Upgrade	Council	Project Complete	Construction Complete	Project Complete	Complete	\$ 150,000	\$ 127,154	\$ 150,000	\$ -	\$ -	\$ -	\$ -	On Budget	Work completed 13/4/23
	100660	Multi use Sport facilities	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 607,900	\$ 284,400	\$ 607,900	\$ -	\$ -	\$ -	\$ -	On Budget	Final project completion by end of January 2023. At present, retentions release and final completion certificate.
Community Buildings Total								\$ 1,201,900	\$ 698,197	\$ 1,209,400	\$ -	\$ -	\$ -	\$ -	On Budget	
Rangiora Airfield	101886	Electronic Gates	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	On Budget	Report to MTD for single source contractor in early December. Further design work for the replacement planting to be carried out early 2023.
	101887	Connection to Water Services	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 81,400	\$ 28,374	\$ 81,400	\$ -	\$ -	\$ -	\$ -	On Budget	Project has had cost escalations, being run by PDU/water department, is likely could be annual plan bid for additional funding.
	101888	Connection Wastewater Services	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 35,750	\$ -	\$ 35,750	\$ -	\$ -	\$ -	\$ -	On Budget	Project has had cost escalations, being run by PDU/water department, is likely could be annual plan bid for additional funding.
	101889	Runway Reseeding	Council	Construction Underway	Construction Complete	Construction Complete	On Track	\$ 60,000	\$ 21,186	\$ 60,000	\$ -	\$ -	\$ -	\$ -	On Budget	Work has been completed on one side. Fertilisation to be completed.
Rangiora Airfield Total								\$ 202,150	\$ 49,560	\$ 202,150	\$ -	\$ -	\$ -	\$ -	On Budget	
Camping Grounds	101180	Waikuku Camp Demolitions	Council	Not Started	Project Complete	Construction Complete	Delayed	\$ 35,440	\$ -	\$ 5,000	\$ -	\$ 35,440	\$ -	\$ 5,000	Under Budget (Delayed Spend)	Project on hold pending outcome of Development / Lease RFP (Request For Proposal)
	101181	Waikuku Camp Ablutions Block Replacement	Council	Not Started	Design	Construction Complete	Delayed	\$ 309,490	\$ -	\$ 5,000	\$ 309,490	\$ 289,490	\$ 309,490	\$ (15,000)	Under Budget (Delayed Spend)	Project on hold pending outcome of Development / Lease RFP (Request For Proposal)
	101324	Kairaki Camp Ablutions Block Replacement	Others	Not Started	Design	Construction Complete	Delayed	\$ 94,900	\$ -	\$ 94,900	\$ 94,900	\$ -	\$ 94,900	\$ -	On Budget	Project deferred due to delays settling lease and transfer of built asset ownership
	101333	Waikuku Camp Renewals & Refurbishments	Council	Not Started	Design	Construction Complete	Delayed	\$ 180,420	\$ 138,268	\$ 130,000	\$ 180,420	\$ 175,420	\$ 180,420	\$ 125,000	Under Budget (Delayed Spend)	Balance or project work on hold pending outcome of Development / Lease RFP (Request For Proposal)
	101548	Ashley Camp Renewals & Strengthening	Council	Construction Underway	Project Complete	Construction Complete	Delayed	\$ 171,130	\$ 2,469	\$ 2,469	\$ 168,661	\$ -	\$ 168,661	\$ -	Under Budget (Delayed Spend)	Balance project work deferred to align with off-season
	101768	Woodend Camp Renewals & Strengthening	Council	Not Started	Tender	Construction Complete	Delayed	\$ 128,350	\$ 22,375	\$ 22,375	\$ -	\$ 128,350	\$ -	\$ 22,375	Under Budget (Delayed Spend)	Balance project work deferred to align with off-season
101182	Kairaki Camp Infrastructure Renewals	Council	Not Started	Project Complete	Investigations	Delayed	\$ 23,400	\$ -	\$ 5,000	\$ -	\$ 23,400	\$ -	\$ 5,000	Under Budget (Delayed Spend)	Project deferred due to delays settling lease and transfer of built asset ownership	
Camping Grounds Total								\$ 943,130	\$ 163,112	\$ 264,744	\$ 793,471	\$ 652,100	\$ 793,471	\$ 142,375	On Budget	
Coastal & Native Conservation Total								\$ 85,880	\$ 54,275	\$ 85,880	\$ -	\$ -	\$ -	\$ -	On Budget	
Parks & Reserves Com	101097	Parks & Reserves Signage	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 21,070	\$ 6,395	\$ 21,070	\$ 21,070	\$ -	\$ 21,070	\$ -	On Budget	
Parks & Reserves Contract Total								\$ 21,070	\$ 6,395	\$ 21,070	\$ 21,070	\$ -	\$ 21,070	\$ -	On Budget	
Grand Total								\$ 15,092,852	\$ 6,111,850	\$ 12,399,101	\$ 1,206,008	\$ 2,780,180	\$ 996,041	\$ 717,211	On Budget	

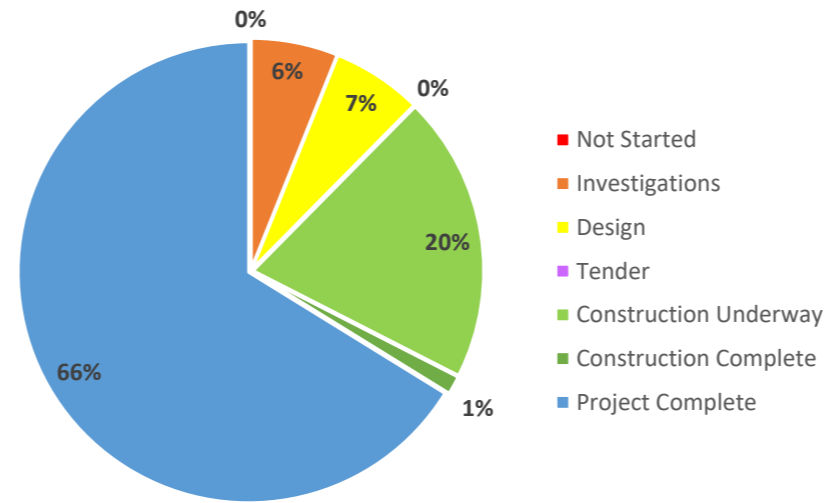
Earthquake Recovery Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

SUMMARY

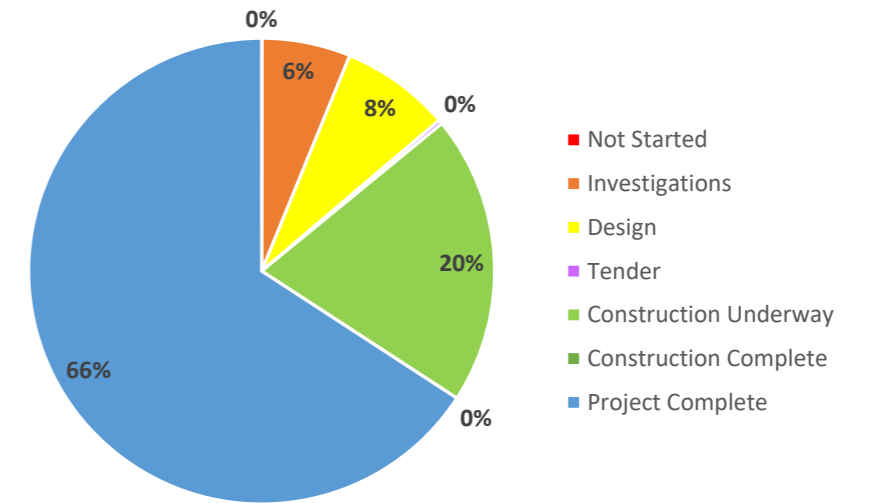
Project Stage - Current



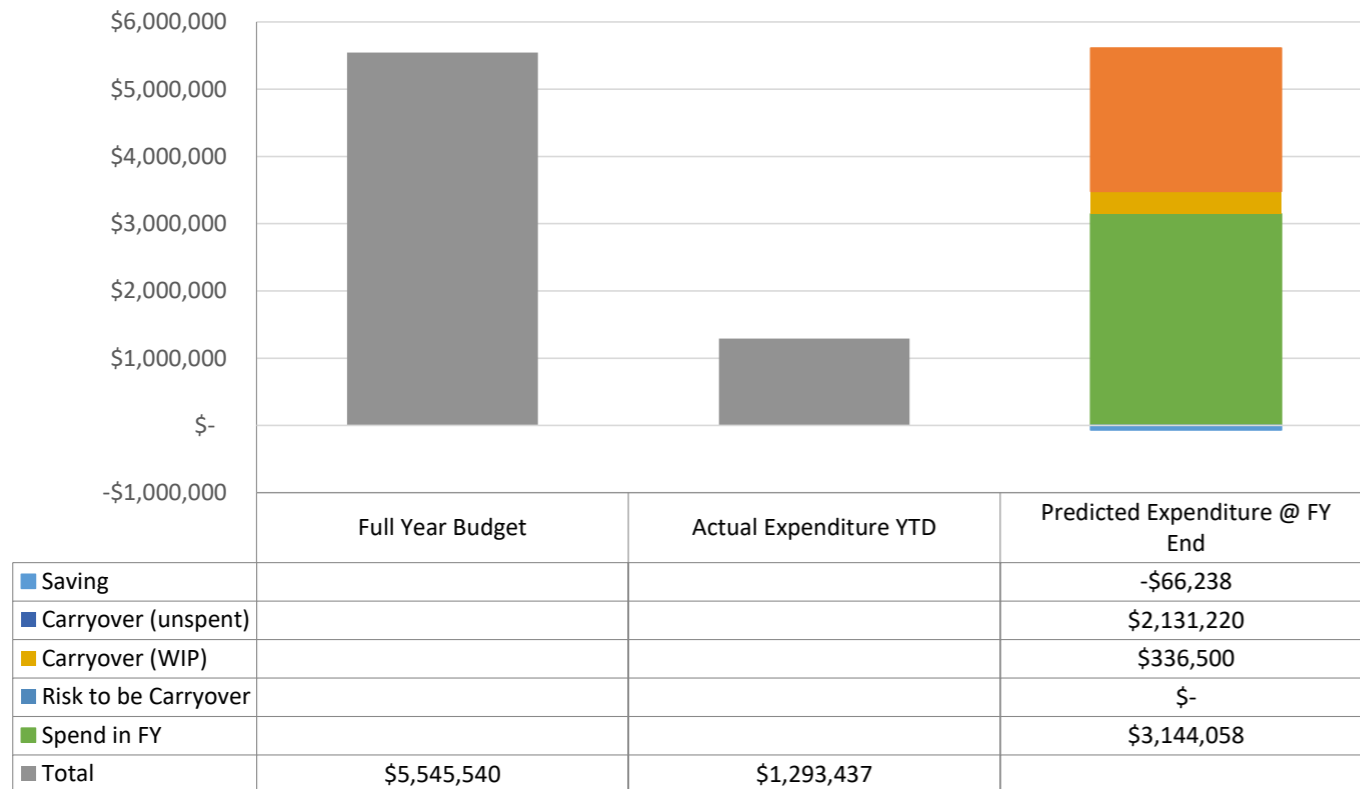
Project Stage - Planned @ FYE



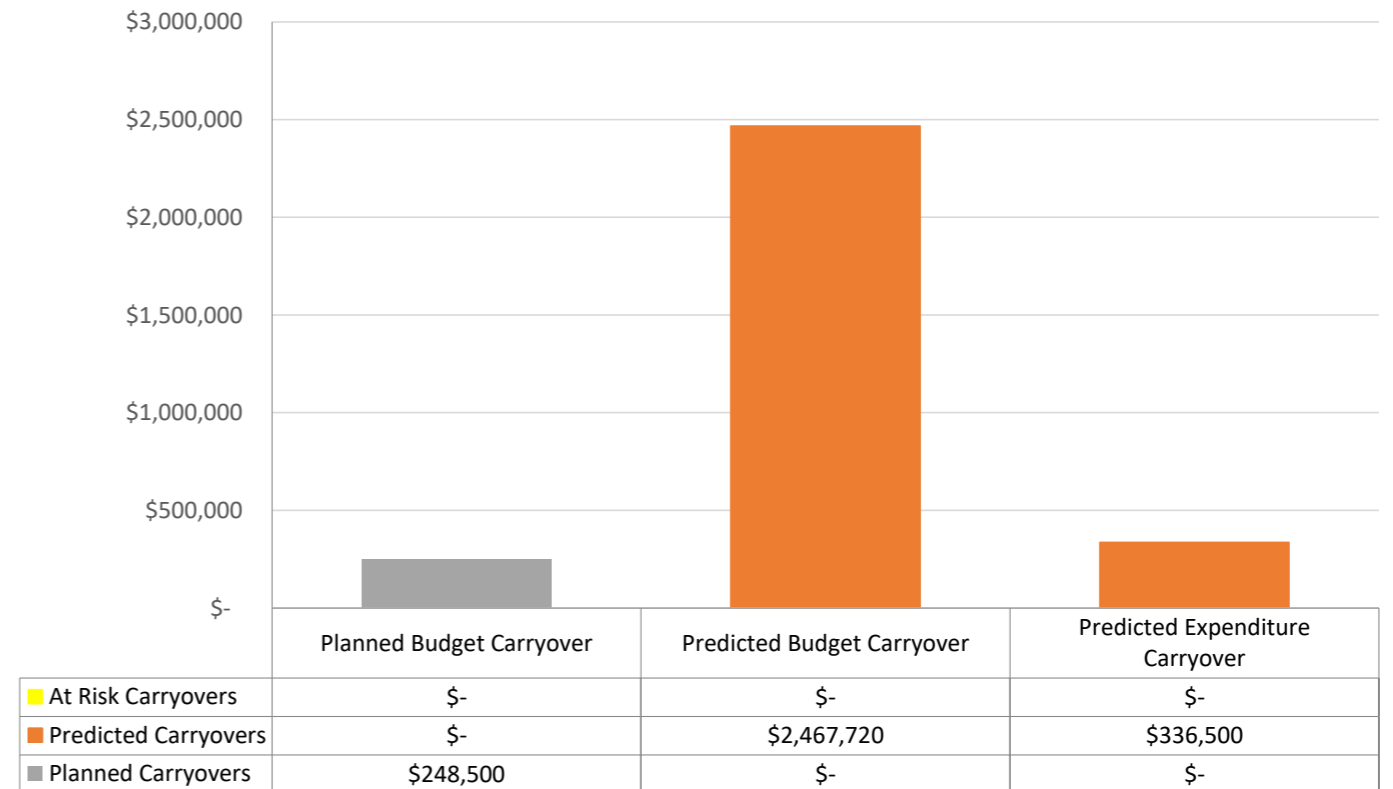
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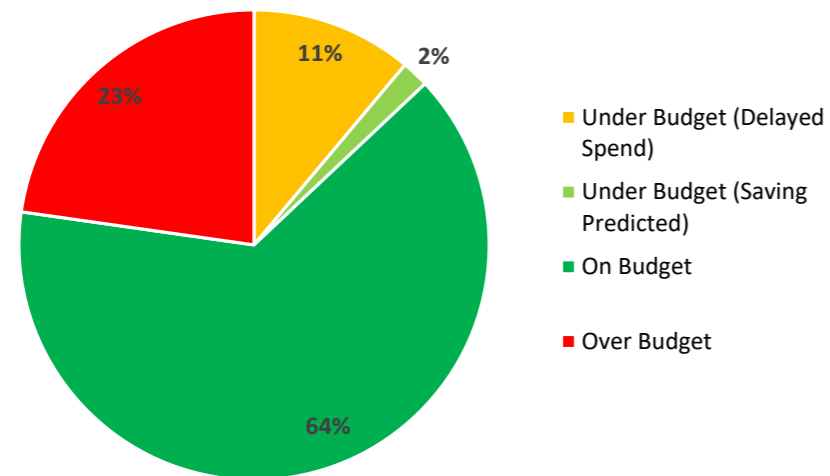
Financial Summary



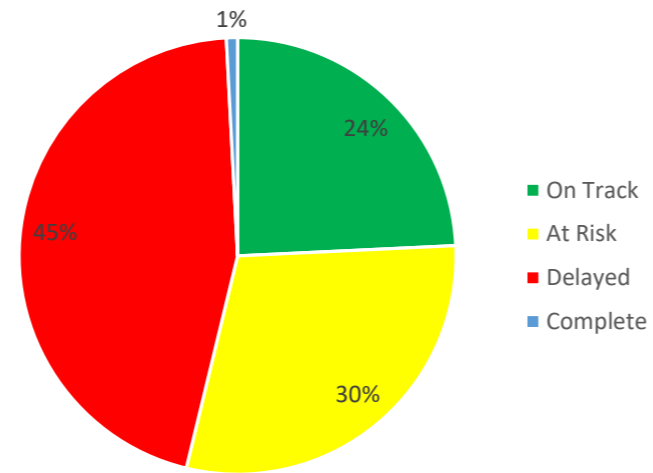
Carryovers Summary



Budget Status - Current



Programme Status - Current



DEFINITIONS

Full Year Revised Budget	Budget approved in LTP/AP plus any additional budgets approved by Council throughout the FY.
Unspent Budget	Budget that will not be spent this financial year. This can be both a budget saving (e.g: due to projects being delivered for less than budgeted) or delayed budget spend (i.e.: budget that will be spent next financial year).
Programme - On Track	Refers to projects where the project work this FY is expected to be delivered by FYE.
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Programme - Delayed	Refers to projects where the project work this FY will not be delivered by FYE. These projects are signalled as predicted carryover (if single or multi-year current), if not already shown as a planned carryover (if multi-year future).
On Budget	Refers to projects where the project work this FY is expected to be delivered within budget.
Over Budget	Refers to projects where the project work this FY will not be delivered on budget.
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Approved Carryover	Refers to the projects where the carryovers for multi-year projects that were approved as part of the AP/LTP.
Additional Carryover	Refers to the projects where the carryovers are due to projects being delayed. These carryovers are in addition to those carryovers approved as part of the AP/LTP.
At Risk Carryover	Refers to projects where the programme is at risk, therefore may potentially become a carryover of the risk identified are realised.

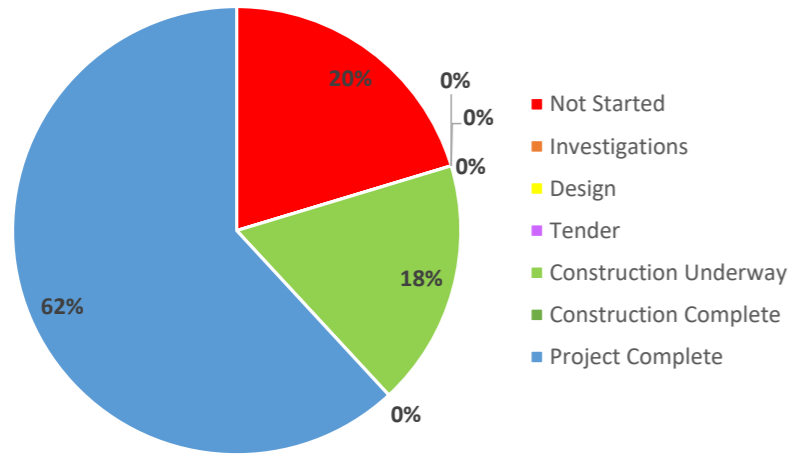
Earthquake Recovery Capital Works Programme - 2022-2023 Financial Year - March 2023 Quarter

Scheme	Account Number	Project Name	Who Controls the timing	Project Stage - Current	Project Stage - Planned at FYE	Project Stage - Predicted at FYE	Predicted Programme Status at FYE - Current	Full Year Revised Budget	Actual Expenditure YTD	Sum of Calc. % Spent (Actual Expenditure / Full Year Revised Budget)	Final Forecast Expenditure at FYE	Planned Carryover of Budget to Next FY	Predicted Carryover of Budget to Next FY	Planned Carryover of Expenditure (WIP) to Next FY	Predicted Carryover of Expenditure (WIP) to Next FY	Programme Status	Comments
General Earthquake R	100243	Kaipoi Town Centre Renewal	Others	Investigations	Investigations	Investigations	Delayed	\$ 248,500	\$ 79,563	32%	\$ 95,000	\$ 248,500	\$ 198,500	\$ 248,500	\$ 45,000	Under Budget (Delayed Spend)	General Projects related to Kaipoi Town centre upgrades including: streetscape north of Charles St, and South Mixed Use Business Area. Will require PDU input. Projects led by Business and Centres Team. Pedestrian connectivity project to KWRA MUBA will also funded from here. No longer planned for this ledger to contribute to the Williams St Bridge balustrade upgrade project which is subject to proposed submission to 2024/25 LTP. Footpath works around former BNZ building now completed. South MUBA project now on hold as developer is delayed.
	100790	Rangiora Town centre Revitalisation	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 449,280	\$ 96,134	21%	\$ 449,280	\$ -	\$ -	\$ -	\$ -	On Budget	Good Street Lineway upgrade project (this ledger is only part of overall project budget). Project management & delivery by Greenspace. PDU design inputs complete. Contract awarded to OnGrade Jan 2023. New Project Manager appointed. Construction underway - completes in May.
	101997	Williams Street Bridge Painting	Community	Investigations	Investigations	Investigations	Delayed	\$ 50,000	\$ -	0%	\$ 11,000	\$ -	\$ 50,000	\$ -	\$ 11,000	Under Budget (Delayed Spend)	Now proposed Submission to 24/25 Long Term Plan for additional budget (in addition to the other project ledgers contributing to the balustrade upgrade project). Some ongoing design and artist input this year to inform report to Council and KTCB in 2023/24 year.
	101998	Kaipoi Town centre Amenity Features and Decorations	Community	Investigations	Investigations	Investigations	Delayed	\$ 125,000	\$ 590	0%	\$ 1,000	\$ -	\$ 125,000	\$ -	\$ 1,000	Under Budget (Delayed Spend)	Planned reallocated to Williams St Bridge balustrade project. Now proposed Submission to 24/25 Long Term Plan for additional budget (in addition to the other project ledgers contributing to the balustrade upgrade project). Design and artist input now expected next year to inform report to Council and KTCB in Q2 2023/24 year.
	101999	Kaipoi Town Centre Street Light Review and Upgrade	Council	Not Started	Design	Design	Delayed	\$ 500,000	\$ -	0%	\$ 20,000	\$ -	\$ 500,000	\$ -	\$ 20,000	Under Budget (Delayed Spend)	Workshop held with KTCB in November on Scope definition. Design now underway by specialist supplier; report to go back to KTCB later this FY. Planned Tender & construct in 23/24 FY. Carryover.
General Earthquake Recovery Total								\$ 1,372,780	\$ 176,287	13%	\$ 576,280	\$ 248,500	\$ 873,500	\$ 248,500	\$ 77,000		
Recreation Earthquake R	100275	Kaipoi Riverbanks Rowing Precinct	Council	Design	Construction Complete	Design	Delayed	\$ 289,990	\$ 35,891	12%	\$ 45,000	\$ -	\$ 289,990	\$ -	\$ 45,000	Under Budget (Delayed Spend)	Development of enhanced rowing facility on riverbank in conjunction with rowing clubs sheds relocation. Require PDU support for project management, utility and roading/hardstand design, and conceptual design for launching beach. Masterplanning by Regen team. Ramp trial build conducted in Nov 2022. Design, and design for tendering early 2024 and construction over winter 2024 - pending Croquet club relocation to hub. KTCB briefing held March, report in April approved preferred option. Staff submission report to 2023/24 Annual Plan meeting to seek further budget. Budget now also to combine with Murphy Park.
	100278	Murphy Park	Council	Design	Investigations	Not Started	Delayed	\$ 208,900	\$ 301	0%	\$ 1,000	\$ -	\$ 208,900	\$ -	\$ 1,000	Under Budget (Delayed Spend)	Reserve enhancement to Murphy park - multi-year project lead by Greenspace. Concept design and costing for esplanade walkway and croquet site clearances now done. Staff submission report to 2023/24 Annual Plan meeting to seek further budget. Budget now also to combine with Rowing project.
	101396	Kaipoi Wharf Pontoon 1 & River Wall	Council	Not Started	Project Complete	Tender	Delayed	\$ 16,750	\$ 8,962	54%	\$ 10,000	\$ -	\$ 16,750	\$ -	\$ 10,000	Under Budget (Delayed Spend)	Late carryover from prev year - to allow for uncompleted works finishing and defects resolution. Including construction of new floating debris deflector. Contract Frustrated (yet to formalise) - budget will be augmented by contract retentions funds.
	101760	Kaipoi Riverview Terraces Non Slip Treatment	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 10,000	\$ 26,778	268%	\$ 26,778	\$ -	\$ -	\$ -	\$ -	Over Budget	Works completed. Overspend approved by CE prior to commencement. March report to C&R approved reallocation of unused budget from other projects to cover this shortfall.
	101759	Dredging Dewatering Areas Decommission	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 30,000	\$ 13,266	44%	\$ 61,500	\$ -	\$ -	\$ -	\$ -	Over Budget	Late carryover from prev year. Deconstruction of dredging dewatering ponds and re-landscaping area- per scope previously approved by Council. Physical works underway. Report to C&R March approved budget reallocation from other projects - so will come in within new budget.
Recreation Earthquake Recovery Total								\$ 555,640	\$ 85,199	15%	\$ 144,278	\$ -	\$ 515,640	\$ -	\$ 56,000		
Red Zone Regeneration R	101407	Redzone Heritage & Mahinga Kai	Others	Construction Underway	Construction Underway	Construction Underway	On Track	\$ 624,540	\$ 352,748	56%	\$ 700,000	\$ -	\$ -	\$ -	\$ -	Over Budget	Project will be delivered via Te Kohaka o Tuhaitara Trust. Stage 1 completed by WDC. Stage 2 now also being delivered by WDC - construction started April. Lease agreement signing November 2022 now delayed to May 2023, and funds to be transferred for 23/24 year to TKoT. Report to MTO & Council April approved budget bring forward. Total budget this FY to incr to \$721k. - LIKELY TO BE APPROX \$20K CARRYOVER.
	101418	Honda Forest	Council	Construction Underway	Project Complete	Project Complete	On Track	\$ 46,800	\$ 20,127	43%	\$ 46,800	\$ -	\$ -	\$ -	\$ -	On Budget	Multi-year project lead by Greenspace. Final year/stage of project (funded by Honda TreeFund). Mainly enrichment planting and maintenance. Plant orders placed Feb 2023. Final maintenance and establishment.
	101543	Croquet and Community Studios Spaces	Community	Design	Design	Design	Delayed	\$ 876,230	\$ 169,229	19%	\$ 200,000	\$ -	\$ 876,230	\$ -	\$ 200,000	Under Budget (Delayed Spend)	Multi-year project lead by greenspace/regen team, with external PM engagement. PDU engineering for developed design of carparks and utility services, RFI/contract prep, tender evaluation and construction monitoring. Timing risk around croquet club and external funding gateways. Trust agreement now in place. Croquet S&P Agreement expected April 2023. Infrastructure works tendering expected July 2023.
	101529	Courtenay Esplanade	Council	Investigations	Project Complete	Investigations	Delayed	\$ 110,000	\$ 78	0%	\$ 1,000	\$ -	\$ 110,000	\$ -	\$ 1,000	Under Budget (Delayed Spend)	High level planning underway - scope yet tbc depending on stage II Huria reserve plans and possible re-apportioning some budget to other adjacent/adjoining linkages.
	101541	Courtenay River Accessway Reserve Upgrade	Council	Investigations	Project Complete	Investigations	Delayed	\$ 10,000	\$ 39	0%	\$ 1,000	\$ -	\$ 10,000	\$ -	\$ 1,000	Under Budget (Delayed Spend)	High level planning underway - scope yet tbc depending on stage II Huria reserve plans and possible re-apportioning some budget to other adjacent/adjoining linkages.
	101872	Community Hub Project Management	Council	Not Started	Investigations	Investigations	On Track	\$ 100,000	\$ 87,152	87%	\$ 100,000	\$ -	\$ -	\$ -	\$ -	On Budget	New project manager appointed Nov 2023. Likely to use all budget this year and require re-apportionment of other project ledgers next FY.
	101430	The Oaks	Council	Investigations	Project Complete	Investigations	Delayed	\$ 4,000	\$ 1,302	33%	\$ 1,500	\$ -	\$ 4,000	\$ -	\$ 1,500	Under Budget (Delayed Spend)	Late carryover from prev year. Scoping and concept design underway - proposed amalgamation of budgets with courtenay linkages projects. Currently under scoping review with Greenspace manager.
	101431	Kaipoi South Rural	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 78,000	\$ 52,816	68%	\$ 60,000	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Main construction works done - some final planting to be done with remainder budget - planning underway.
	101528	Dudley Drain	Council	Construction Complete	Project Complete	Project Complete	On Track	\$ 16,000	\$ 4,066	25%	\$ 4,200	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Late carryover from prev year. Seat install now complete. Procurement underway for planting. Spare budget now to transfer to PJ101759 per March report to C&R Committee.
	101405	Redzone Food Forest	Community	Not Started	Project Complete	Construction Complete	Delayed	\$ 40,000	\$ -	0%	\$ -	\$ -	\$ 40,000	\$ -	\$ -	Under Budget (Delayed Spend)	Remainder of multi-year WDC funding to Kaipoi Food Forest (paid out to trust). KFF Trust managing works - requires an update of work programme to be agreed with Greenspace manager. Works not started.
	101429	Pines Beach Entrance	Council	Design	Project Complete	Design	Delayed	\$ 38,350	\$ -	0%	\$ -	\$ -	\$ 38,350	\$ -	\$ -	Under Budget (Delayed Spend)	Late carryover of remainder budget from Pines Beach Entrance reserve project (completed) - now approved to be reallocated to Reid Memorial reserve upgrade per previous scoping. Greenspace design resource not yet allocated - project delayed - now construct in 2023/24 year.
	101435	Softball	Community	Project Complete	Project Complete	Project Complete	Complete	\$ 6,000	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Late carryover from prev year of remainder budget. For construction of bleachers base pads in conjunction with club. Currently held up by club. Now going to be reassigned to other projects per report to C&R March 2023.
	101441	NZMCA Park Development & Enabling	Others	Project Complete	Project Complete	Project Complete	Complete	\$ 25,950	\$ 750	3%	\$ 750	\$ -	\$ -	\$ -	\$ -	Under Budget (Saving Predicted)	Construction works (by others) largely complete. Park now opened. Any Future years capital contributions (or expectations) by WDC are currently uncertain, so balance of budget not currently proposed to be carried over. Remainder budget to now transfer to PJ101759 projects per report to C&R March 2023.
	101439	General Landscaping, Storage & Lighting	Council	Project Complete	Project Complete	Project Complete	Complete	\$ 3,750	\$ -	0%	\$ 3,750	\$ -	\$ -	\$ -	\$ -	On Budget	Late carryover from prev year of remainder budget (for uncertain remaining scope). No further works proposed in 2022/23. Some outstanding defect works on pavers are covered by contractor. Remainder budget going to be reassigned to other projects per report to C&R March 2023.
Red Zone Regeneration Total								\$ 1,979,620	\$ 691,618	35%	\$ 1,122,500	\$ -	\$ 1,078,580	\$ -	\$ 203,500		
Roading Earthquake R	100742	Rangiora Car Park Building	Others	Not Started	Project Complete	Project Complete	At Risk	\$ 1,637,500	\$ 340,334	21%	\$ 1,637,500	\$ -	\$ -	\$ -	\$ -	On Budget	Purchase of land for future carparking / carpark building precinct. Awaiting final settlement.
Roading Earthquake Recovery Total								\$ 1,637,500	\$ 340,334	21%	\$ 1,637,500	\$ -	\$ -	\$ -	\$ -		
Grand Total								\$ 5,545,540	\$ 1,293,437	23%	\$ 3,480,558	\$ 248,500	\$ 2,467,720	\$ 248,500	\$ 336,500		

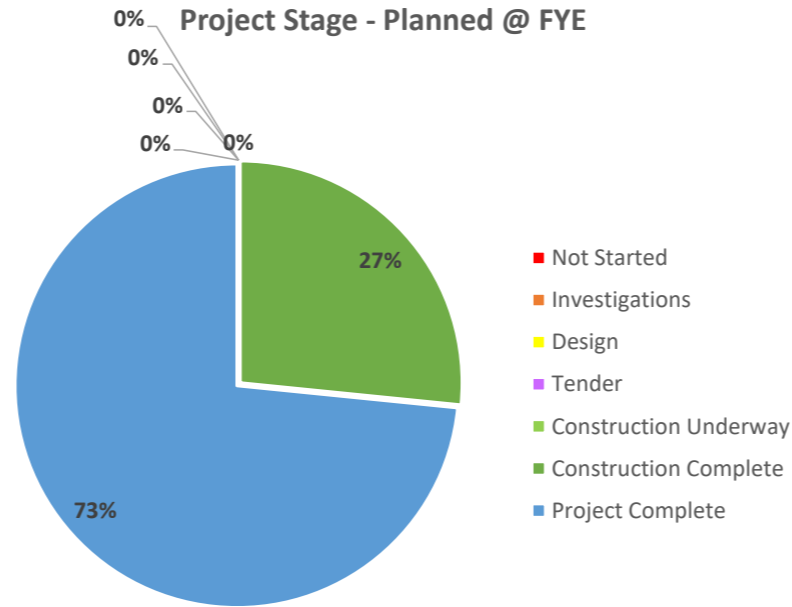
Shovel Ready Funding Programme - 2022-2023 Financial Year - March 2023 Quarter

SUMMARY

Project Stage - Current



Project Stage - Planned @ FYE



Project Stage - Predicted @ FYE

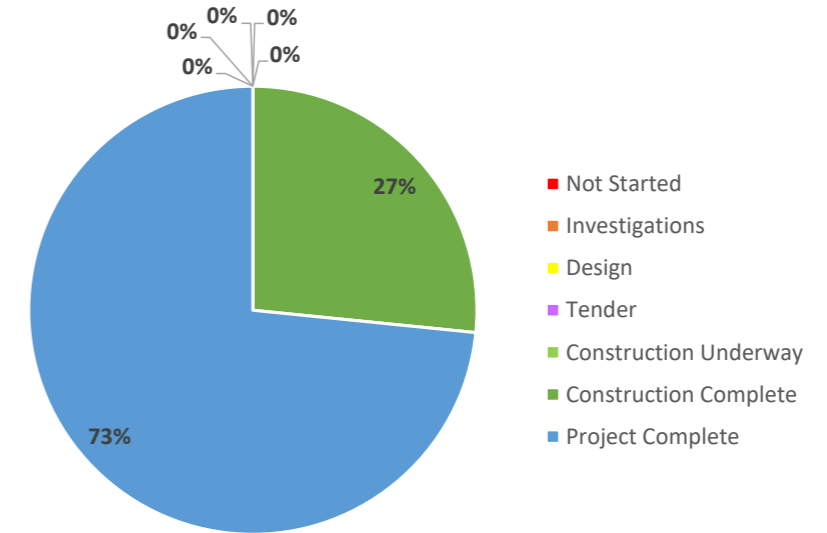
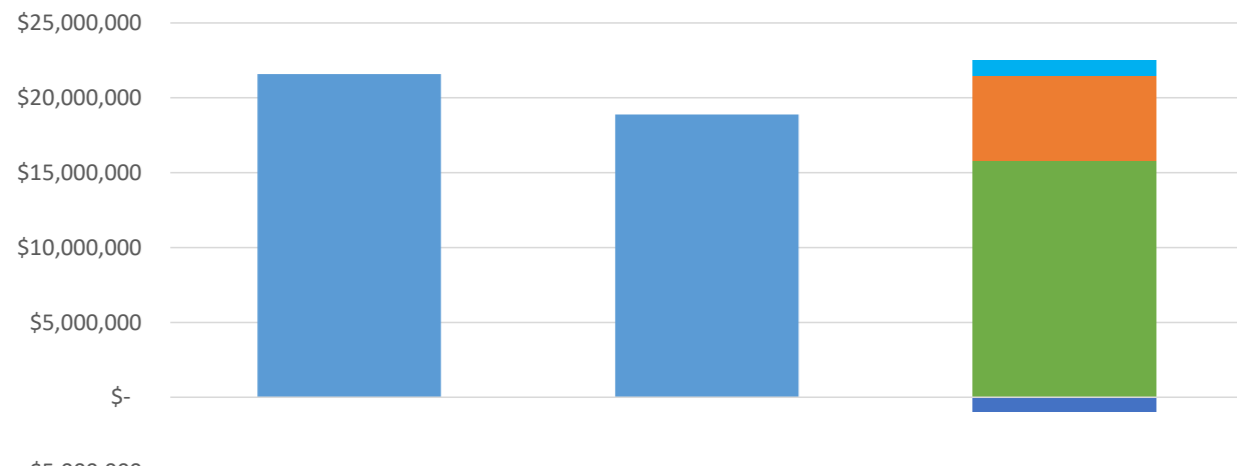
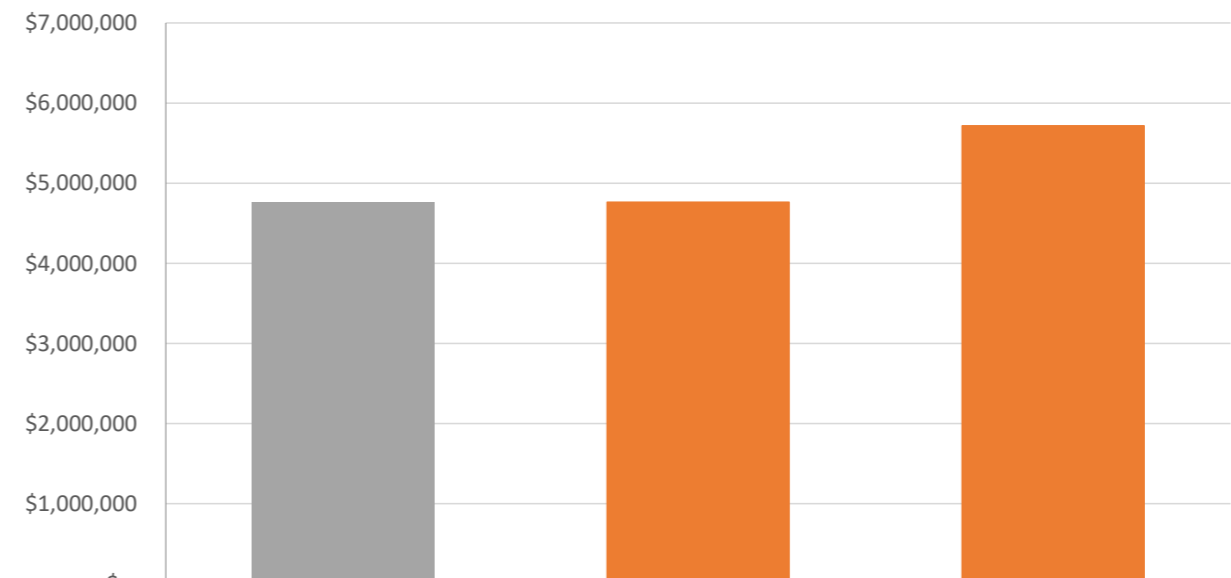


Chart Title



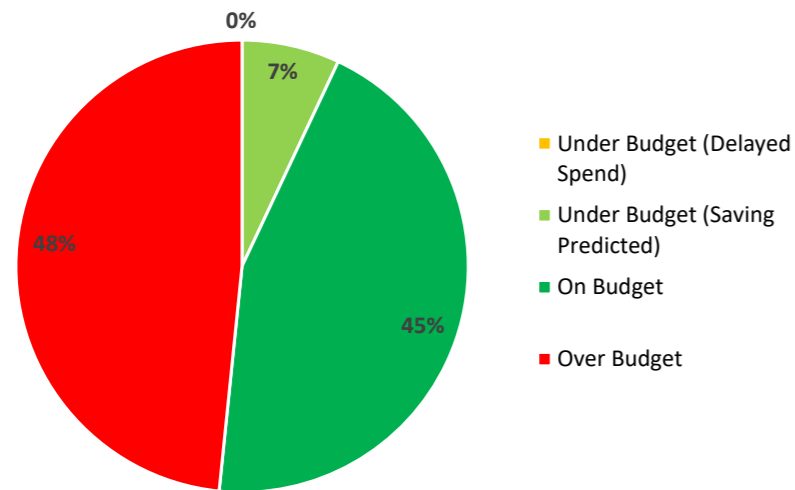
	Full Year Budget	Actual Expenditure YTD	Predicted Expenditure @ FY End
Saving			\$1,050,420
Carryover (unspent)			-\$953,501
Carryover (WIP)			\$5,716,136
Risk to be Carryover			\$-
Spend in FY			\$15,780,158
Total	\$21,593,213	\$18,884,941	

Carryovers Summary

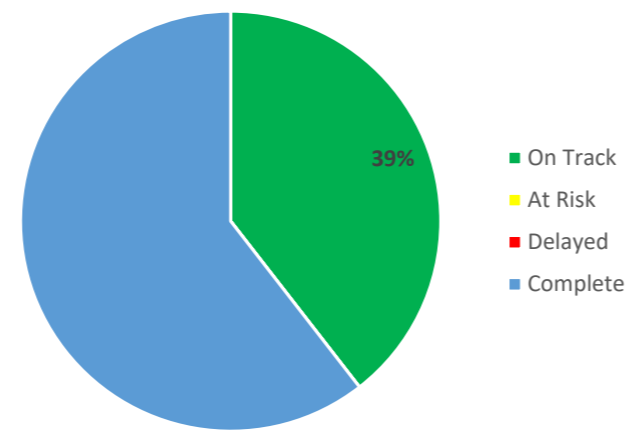


	Planned Budget Carryover	Predicted Budget Carryover	Predicted Expenditure Carryover
At Risk Carryovers	\$-	\$-	\$-
Predicted Carryovers	\$-	\$4,762,635	\$5,716,136
Planned Carryovers	\$4,762,635	\$-	\$-

Budget Status - Current



Programme Status - Current









DEFINITIONS

Full Year Revised Budget	Budget approved in LTP/AP plus any additional budgets approved by Council throughout the FY.
Unspent Budget	Budget that will not be spent this financial year. This can be both a budget saving (e.g: due to projects being delivered for less than budgeted) or delayed budget spend (i.e.: budget that will be spent next financial year).
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WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** GOV-01-15 / FIN-06-01 / 230501060741**REPORT TO:** AUDIT AND RISK COMMITTEE**DATE OF MEETING:** 16 May 2023**AUTHOR(S):** Paul Christensen, Finance Manager**SUBJECT:** Financial Report for the period ended 31 March 2023**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
Department Manager_____
Chief Executive**1. SUMMARY**

- 1.1 This report to advise the Audit and Risk Committee of the financial result for the period ended 31 March 2023.

FINANCIAL STATEMENT MEASURES	
OPERATING COSTS <i>Costs to deliver existing levels of service</i> \$'000 \$98,376  \$6,866 (7.5%) unfavourable	OPERATING REVENUE <i>Includes Rates, Fees and charges, development contributions, earthquake recoveries</i> \$'000 \$102,679  \$5,674 (5.2%) unfavourable
INTEREST ON DEBT <i>Cost to Service net external debt</i> \$'000 \$5,605  \$301 (5.7%) favourable	OPERATING SURPLUS <i>Net Revenue less operating expenses as a percentage of operating costs</i> 4.4%  Budget 18.4%
EXTERNAL DEBT <i>Total borrowing from external organisations</i> \$'000 \$170,000  \$17,769 favourable	CAPITAL EXPENDITURE <i>to provide new and replacement assets</i> \$'000 \$50,301  \$15,759 less than budget

- 1.2 Operating costs were \$6.9 million (7.5%) over budget. There are two main factors contributing to this. Costs from the July flooding event were \$1.2 million. Depreciation is over budget by \$3.9 million as a result of increases in revaluations undertaken at 30 June 2022.

Attachments:

- i. Financial Report for the period ended 31 March 2023 (TRIM 230501060741).

2. RECOMMENDATION

THAT the Audit and Risk Committee

- (a) **Receives** Report No. 230501060741.
- (b) **Notes** the surplus for the period ended 31 March 2023 is \$4.3 million. This is \$12.5 million under budget and reflects both lower operating revenue and operating expenditure over budget primarily due to the July flooding event and depreciation. The variations are explained in sections 4.2 & 4.3;

3. BACKGROUND

- 3.1 The Audit & Risk Committee is provided with the delegation from the Council to monitor the implementation of the Annual Plan. A quarterly update on the progress of the Annual Plan and other activities is provided throughout the year.
- 3.2 The Council is required to adopt a Long Term Plan every three years and an Annual Plan every year. The 2022-23 financial year is the second year of the 2021 – 2031 Long Term Plan cycle that the Council is required to report against.
- 3.3 A full external audit of the annual report is undertaken each year. The audit for the 2022-23 Annual Report is likely to take place from late August, with an interim audit planned earlier by Audit New Zealand. We have been informed that Audit New Zealand has addressed the resourcing shortages previously experienced. It is therefore expected that the audited accounts will be presented for adoption by the 31 October 2023 with an unmodified opinion.

4. ISSUES AND OPTIONS

- 4.1. The operating surplus for the period ended 31 March 2023 for the Council is \$4.3 million against a budget of \$16.8 million.
- 4.2. Revenue received for the period ended 31 March 2023 was \$102.7 million compared with budget \$108.4 million.
Development contributions were \$7.4 million, which was \$5.8 million under budget. This is also lower than March 2022, when we had received \$10.7m development contributions.
- 4.3. Operating Expenditure for the period was \$98.4 million (budget \$91.5 million). The largest variances from budget were as follows:
- Over budget
 - Roothing \$3.5 million over budget Costs incurred on July flooding event \$1.2 million, Council is negotiating with Waka Kotahi over subsidies. Pavement marking and sealed pavement work was largely completed and is \$1.0m over budget. Depreciation more than budget from valuation increase \$0.9 million.

- Water and Stockwater \$1.9 million over budget Depreciation is \$0.5 million more than budget as water assets were revalued up as at 30 June 2022 due to high inflation in the past 2 years. In addition, \$0.3 million costs were incurred to repair pipeline failures in Rangiora. Asset disposals as part of the capital renewal program were \$0.8m,
 - Sewerage \$0.6 million over budget Depreciation is \$0.6 million more than budget as sewer assets were revalued up as at 30 June 2022 due to high inflation in the past 2 years. In addition, costs were incurred on pipeline cleaning due to the July flood event.
 - Recreation \$1.1 million over budget Depreciation was more than budget due to significant valuation increase on Council's building assets revalued as at 30 June 2022.
 - Depreciation \$3.9 million over budget overall. For the whole Council, depreciation was \$25.3 million, against a budget of \$21.4 million due to the revaluation increases from high inflation in the past two years.
- Under budget
- District Development \$0.8 million under budget. The district plan review has been delayed. Public hearings on the draft district plan are scheduled to happen in April 2023 and more work will be arranged after public submissions are considered.
 - Refuse and Recycling \$0.8 million under budget. Waste volume was less than budgeted (partially due to the loss of a large customer). This resulted in less disposal costs. In addition, there was less contaminated recycling from kerbside collections.

4.4. Balance Sheet

The Council's position remains sound. The Council's measures were all within Policy limits.

4.5. Capital works

The Capital work programme is reported separately to the Audit & Risk Committee. (230501060759). The capital expenditure to March 2023 was \$47.0 million, which is 59% of the 2022-23 budget of \$79.3 million.

4.6. Debt

The Council's external debt is \$170.0m as at 31 March 2023 (March 2022: \$170.0m). The 2022-23 Annual Plan forecast external debt to be \$187.8m by 30 June 2023.

External debt is 7.1% of the Council's total assets. The Council's Liability management policy requires debt as a percentage of total assets to be less than 15%.

Interest costs were \$5.6 million which is 6.4% (budget 6.0%) of operating revenue (Council Policy requires it must not exceed 12%).

Interest costs were 9.3% of Rates revenue (per Annual Plan 8.8%). Interest as a percentage of Rates income must not exceed 25%.

4.7. Hedging profile

Based on current projections, the Council will maintain its hedging arrangements in accordance with policy. Staff are continually reviewing both the cash flow projections and hedging levels to ensure they are maintained at an appropriate level.

As at 31 March 2023, currently 79% of external debt was hedged. Under our Treasury policy the percentage is to be within 50% to 100%. Given the current rising OCR and higher

outer year movements to reflect a rising interest rate, we are electing to sit in the mid-range of hedging this risk. Under the Treasury Policy, Treasury management advice is sought from Bancorp Treasury Management Services.

The loans and hedging profile are provided on pages 12 & 13 of the financial information.

- 4.8. The financial results have been discussed with the relevant managers.
- 4.9. The Council's credit rating has been confirmed in January 2023 by Standard & Poor's to be AA with a stable outlook. Standard & Poor's expectations are "Operating surpluses to remain strong, supported by growth in income from property rates and grants. Debt levels will rise to finance capex but will remain consistent with our 'AA' rating". Standard & Poor's will review the rating again before the end of the year.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report and these have been included in the report and draft annual plan.

- 4.10. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report. We have taken their feedback into account as part of previous engagement opportunities through Annual/Long Term Plan consultations.

5.2. Groups and Organisations

There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

The Council's surplus of \$4.3 million is \$12.5 million worse than budget. The primary reasons are provided in 4.2 - 4.3. It would be worth indicating at this stage the funding shortfall for the full year for Depreciation, given the revaluation. This amount of shortfall, caused by the current economic climate and price rises will be managed through our funding policy. Debt is lower than forecast. The Council has remained within debt policy limits.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts not considered through the annual planning process. The Council is not currently required to report on any effects.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report.

There is financial risk if the Council does not keep within its budgets and manage debt. This is mitigated through the long-term plan and annual plan processes, and with regular monitoring by managers. It is also mitigated through quarterly reporting to the Audit and Risk committee.

The current inflationary pressure and resources available to undertake a number of capital works is likely to be experienced for some time, as forecast by leading economists. These factors will likely have “knock on” effects to the forecasts work and costs being signalled in future Annual Plans.

6.3 **Health and Safety**

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council’s Significance and Engagement Policy.

7.2. **Authorising Legislation**

This report has been prepared and provided with reference to the financial provisions relating to the Local Government Act 2002 Subpart 3 – Financial Management and Financial Reporting Standards.

7.3. **Consistency with Community Outcomes**

The Council’s community outcomes are relevant to the actions arising from recommendations in this report. This report contributes to the outcome:

“There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District

- Public organisations make information about their plans and activities readily available.
- Public organisations make every effort to accommodate the views of people who contribute to consultations.”

7.4. **Authorising Delegations**

Delegation S-DM 1022 provides that the Audit & Risk Committee has jurisdiction to “Monitor implementation of the Annual Plan quarterly”.

WAIMAKARIRI DISTRICT COUNCIL

FINANCIAL REPORT

FOR THE PERIOD ENDED

31 March 2023

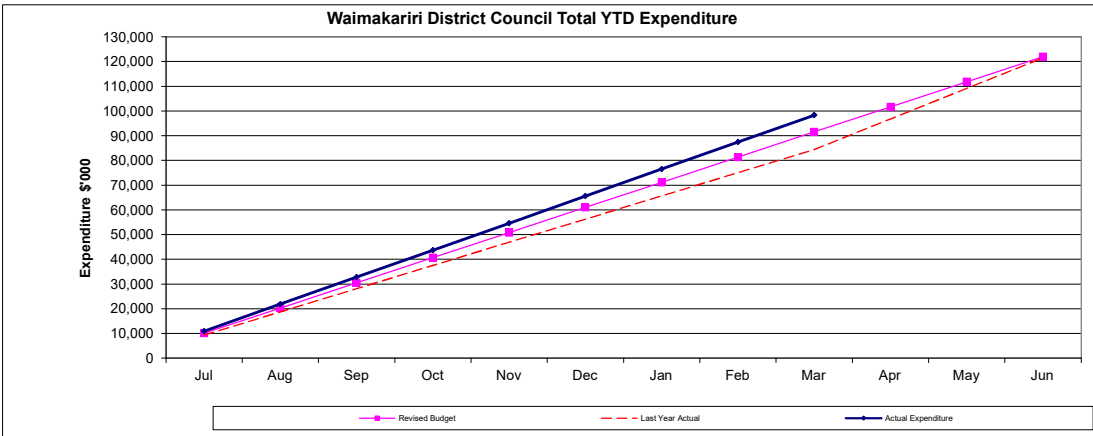
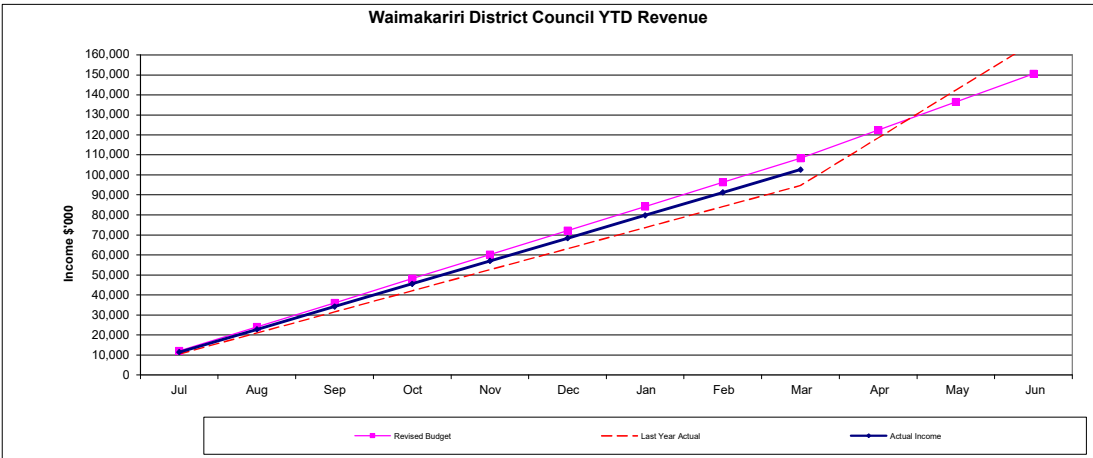
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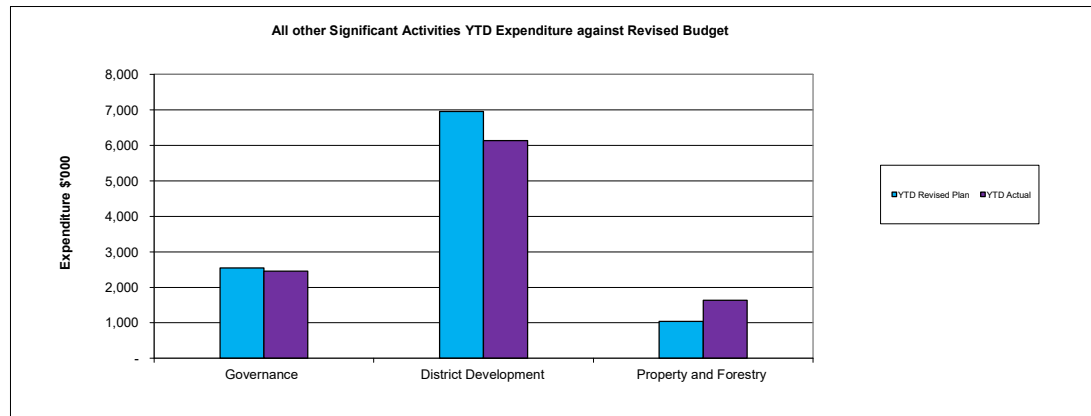
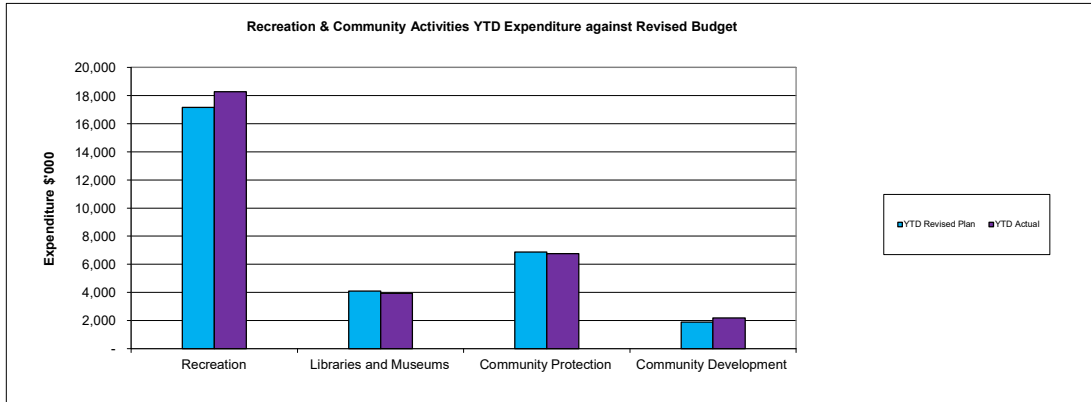
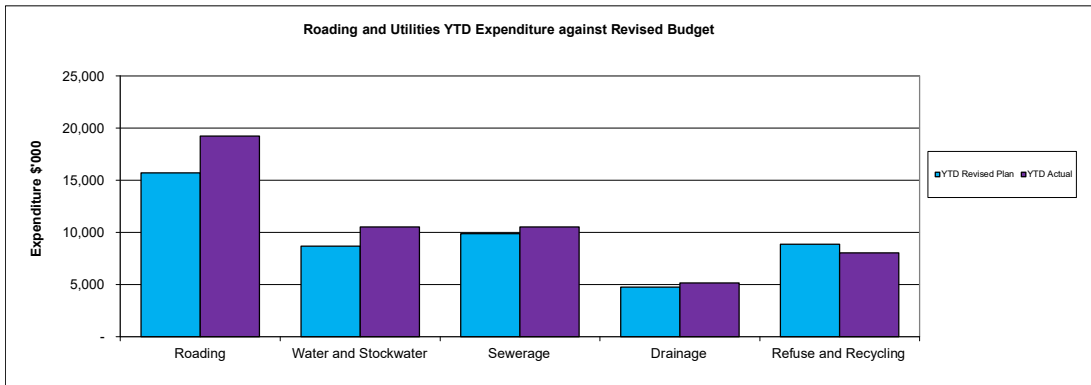
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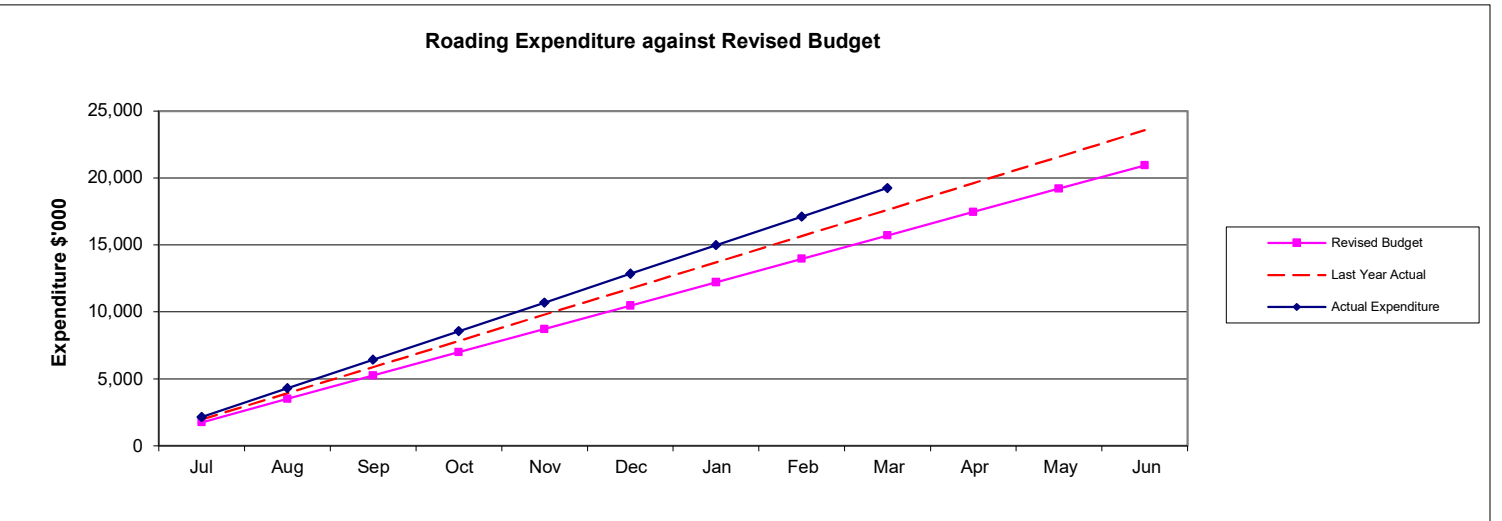
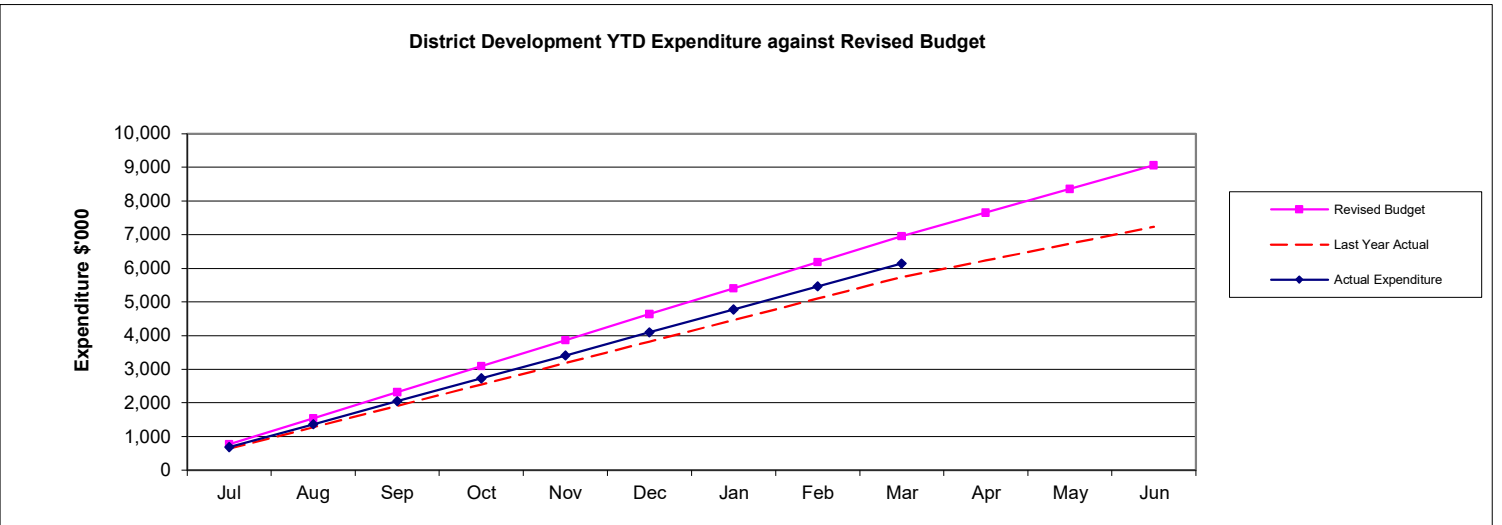
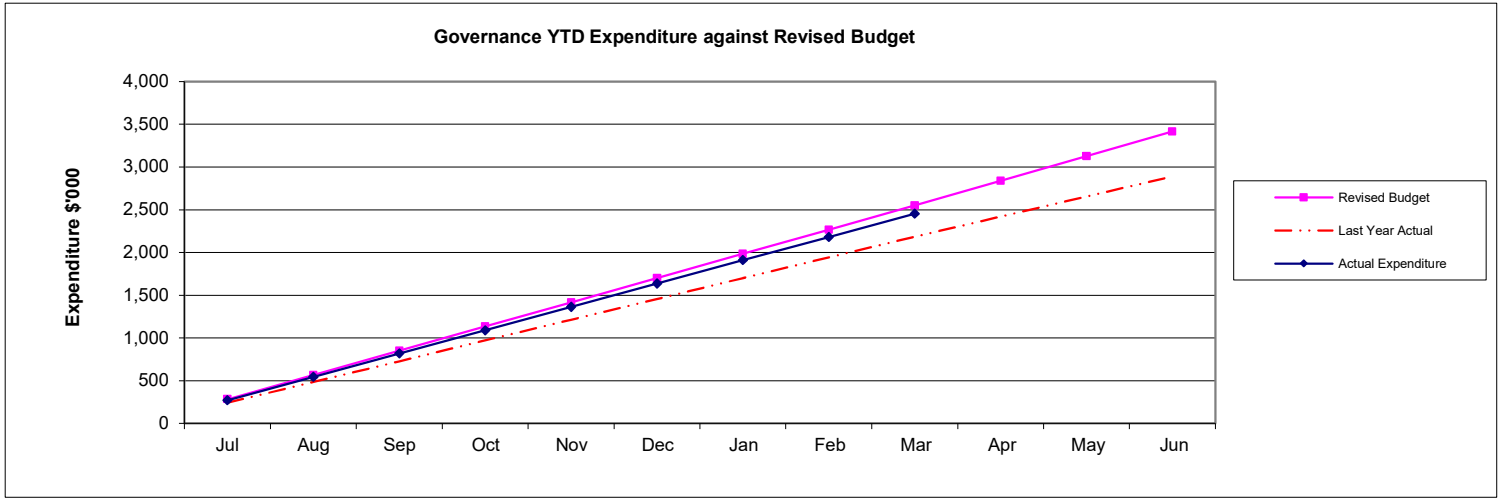
Waimakariri District Council						
Statement of Financial Performance						
for the period ended 31 March 2023						
	CURRENT YEAR					
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/REVISED
	\$'000	\$'000	\$'000	\$'000	\$'000	%
Revenue						
Rates	80,556	80,549	60,213	60,114	(99)	(0.16%)
Interest	326	326	259	919	661	255.51%
Subsidies and Grants	13,855	13,576	10,847	10,308	(539)	(4.97%)
Fees and Charges	20,761	20,761	15,711	15,733	22	0.14%
Petrol Tax	360	360	270	229	(41)	(15.19%)
Dividends	735	735	607	687	80	13.18%
Development and other Contributions	17,583	17,583	13,188	7,418	(5,770)	(43.75%)
Gains	343	343	208	171	(37)	(17.79%)
Vested Assets	16,307	16,307	7,050	7,100	50	0.71%
Total Revenue	150,826	150,540	108,353	102,679	(5,674)	(5.24%)
Operating Expenses by Activity						
Governance	3,400	3,415	2,550	2,455	(95)	(3.73%)
District Development	9,038	9,064	6,954	6,142	(812)	(11.68%)
Roading	20,764	20,936	15,700	19,247	3,547	22.59%
Water and Stockwater	11,730	11,558	8,671	10,525	1,854	21.38%
Sewerage	13,091	13,172	9,878	10,525	647	6.55%
Drainage	5,898	6,374	4,772	5,134	362	7.59%
Refuse and Recycling	11,808	11,812	8,858	8,053	(805)	(9.09%)
Recreation	21,722	22,666	17,148	18,269	1,121	6.54%
Libraries and Museums	5,450	5,429	4,093	3,940	(153)	(3.74%)
Community Protection	9,545	9,546	6,860	6,765	(95)	(1.38%)
Community Development	2,400	2,706	1,875	2,175	300	16.00%
Property and Forestry	1,362	1,384	1,038	1,636	598	57.61%
Earthquake Recovery and regeneration	2,012	2,243	1,682	1,606	(76)	(4.52%)
Non Significant Activities	1,233	1,684	1,431	1,904	473	33.05%
Total Expenses	119,453	121,989	91,510	98,376	6,866	7.50%
Operating Surplus before taxation	31,373	28,551	16,843	4,303	(12,540)	(74.45%)
Less Taxation expense	-	-	-	-	-	-
Net Surplus/ (deficit)	31,373	28,551	16,843	4,303	(12,540)	(74.45%)
Variance Explanations (Key items only)						
Revenue						Variance
						() = unfavourable
Total Revenue was \$5.7m less than budget at the end of this period.						
Interest	Interest was received from the interest rate swaps due to rising interest rates.					661
Subsidies and Grants	Subsidies from Waka Kotahi were lower than budgeted due to delay of roading capital programme as the roading team had to deal with the July flood event.					(539)
Development and other Contributions	Development contributions were less than budgeted as the major developments wait to get to the next stage of their development.					(5,770)
Expenditure						
Operating Expenditure was \$6.9m more than budget at the end of this period.						
District Development	Costs incurred on district plan review were less than budgeted. The review has been delayed and the public hearings on the draft district plan are scheduled to happen in April 2023 and more work will be arranged after public submissions are considered.					812
Roading	Depreciation expenditure was more than budget as valuation movements (as per valuation performed on 30 June 22) were significant due to high inflation.					(893)
	Repair costs on July 22 flood event were not budgeted and Waka Kotahi Transport Agency has just agreed to partially fund the costs incurred.					(1,218)
	The pavement marking contract and sealed pavement contract were largely completed as at 31 March 2023. During the period, more work was performed on road safety related programme as required due to wet					(1,051)
	Costs incurred on street lighting maintenance & renewals on behalf of Hurunui District Council and Waka Kotahi were not budgeted.					(196)
Water	Depreciation is more than budget as water assets were revalued up as at 30 June 2022 due to high inflation in the past 2 years.					(497)
	Asset deletions due to capital renewal programme were not budgeted (disposals at Oxford urban/rural schemes were around \$0.5m due to the water main renewal projects).					(776)
	Costs incurred on assets inspections, repairs and maintenance were more than budgeted at the Rangiora scheme (there were two significant failures on the main trunk main taking water into Rangiora).					(342)
Sewerage	Depreciation is more than budget as sewer assets were revalued up as at 30 June 2022 due to high inflation in the past 2 years. In addition, costs were incurred on pipeline cleaning due to the July flood event in Oxford.					(647)
Drainage	Depreciation is more than budget as drainage assets were revalued up as at 30 June 2022 due to high inflation in the past 2 years. Additional costs were incurred on flood response in Kaiapoi.					(362)
Refuse and Recycling	Waste volume was less than budgeted (partially due to the loss of a large customer). This resulted in less transportation and disposal costs. In addition, there was less contaminated recycling from kerbside collections. Contaminated recycling is treated as refuse and will cost more to dispose.					805
Recreation	Depreciation was more than budget due to significant valuation increase on Council's building assets revalued as at 30 June 2022.					(1,121)
Libraries and Museums	Maintenance works required on library buildings (Rangiora and Kaiapoi) are being planned. Unused budget will be carried over to the new financial year.					153
Community Development	Depreciation was more than budget due to valuation increase on Council's pensioner housing units revalued as at 30 June 2022.					(300)
Non Significant Activities	Council obtained legal advice on the proposed Ohoka subdivision. The costs were not budgeted. Employee related costs (i.e. annual leave, Kiwisaver Employer Contribution) also increased due to salary review. In addition, Council introduced the 3 days close down leave for the Christmas period. Its financial impact was around \$0.3m.					(473)

Waimakariri District Council
Statement of Comprehensive Revenue and Expense
for the period ended 31 March 2023

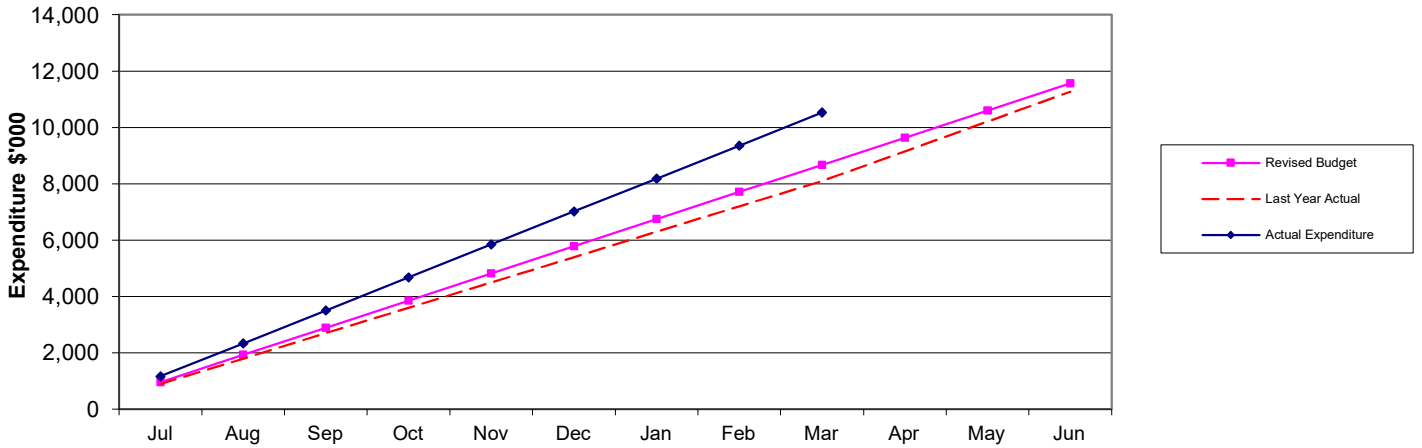
	CURRENT YEAR					
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/ REVISED
	\$'000	\$'000	\$'000	\$'000	\$'000	%
Net Surplus/ (deficit)	31,373	28,551	16,843	4,303	(12,540)	(74.45%)
Other Comprehensive Revenue and Expense						
Increase in Asset Revaluation Reserves	9,105	9,105	-	-	-	
Financial assets at fair value through other comprehensive revenue and expense	-	-	-	-	-	
Total Other Comprehensive Revenue and Expense	9,105	9,105	-	-	-	
Total Comprehensive Revenue and Expense	40,478	37,656	16,843	4,303	(12,540)	(74.45%)
Comments - Other Comprehensive Revenue and Expense				Variance		
No significant variances identified.				()= unfavourable		
				-		



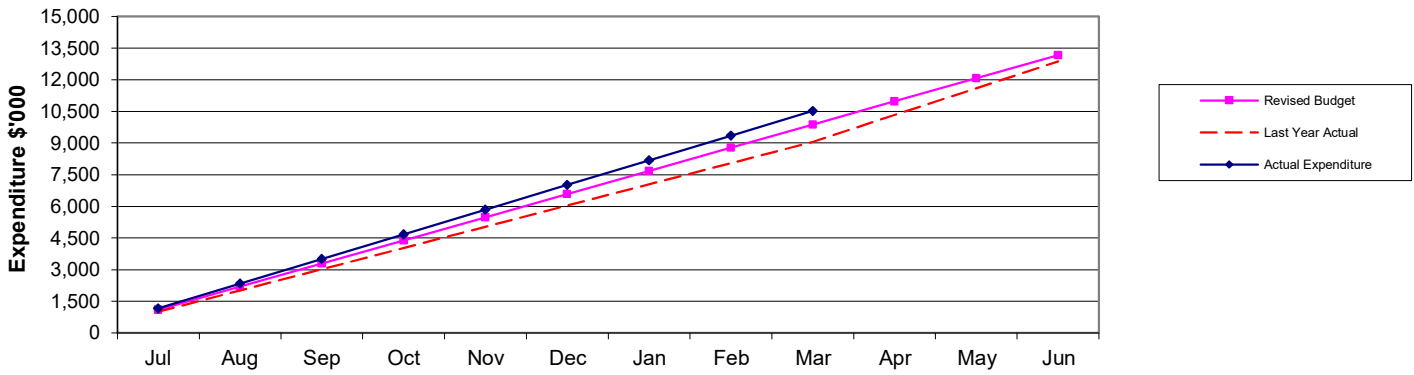




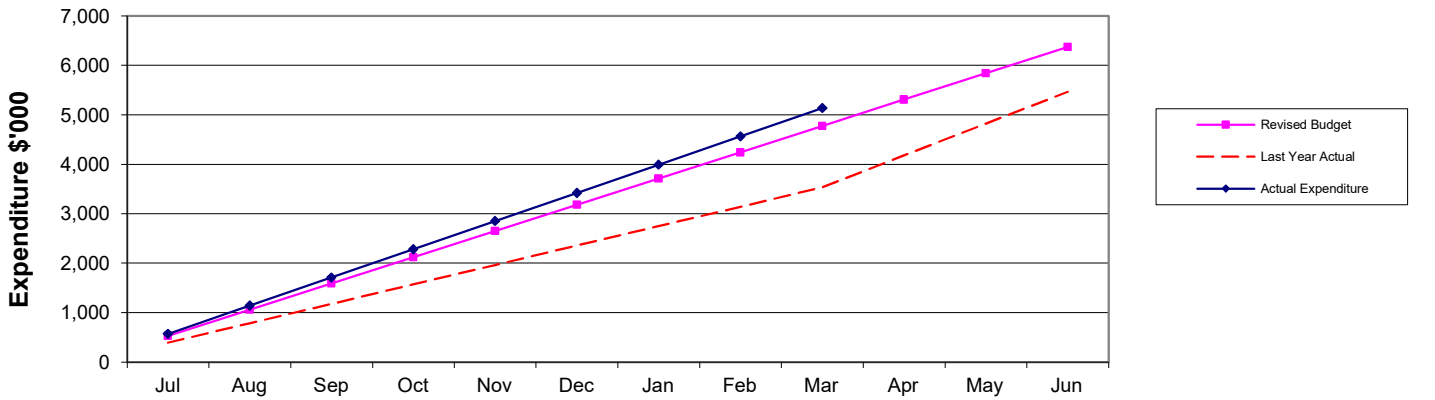
Water YTD Expenditure against Revised Budget



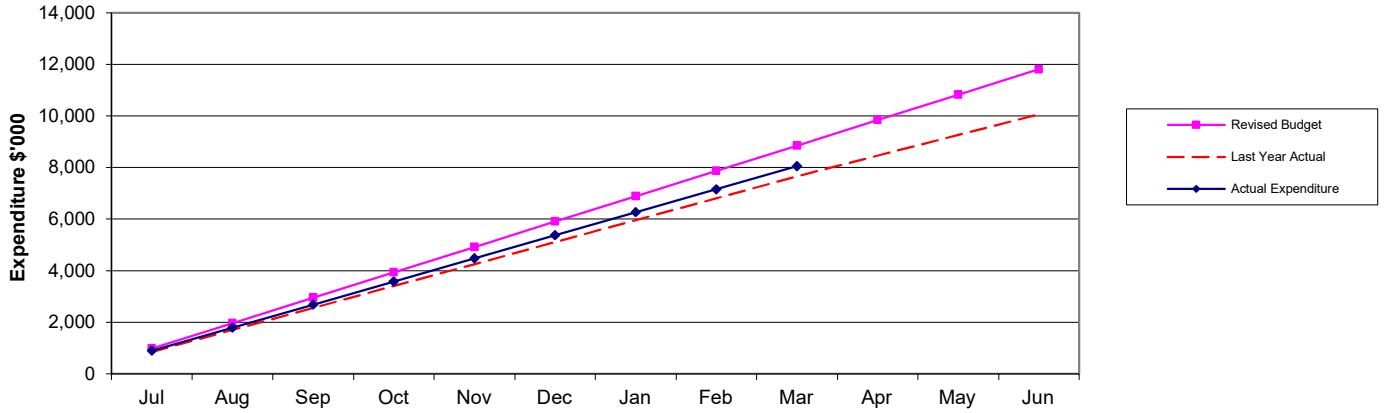
Sewerage YTD Expenditure against Revised Budget



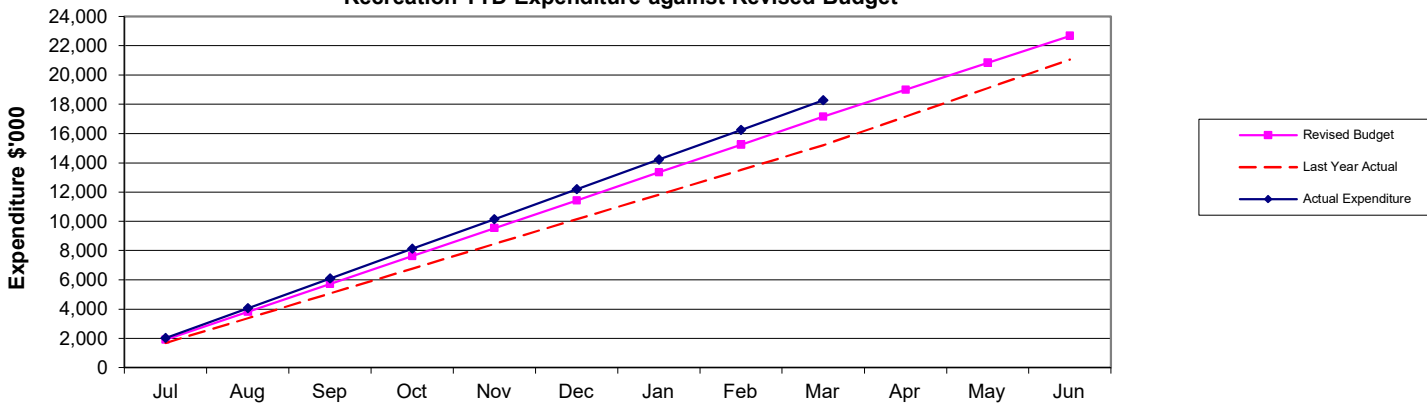
Drainage YTD Expenditure against Revised Budget



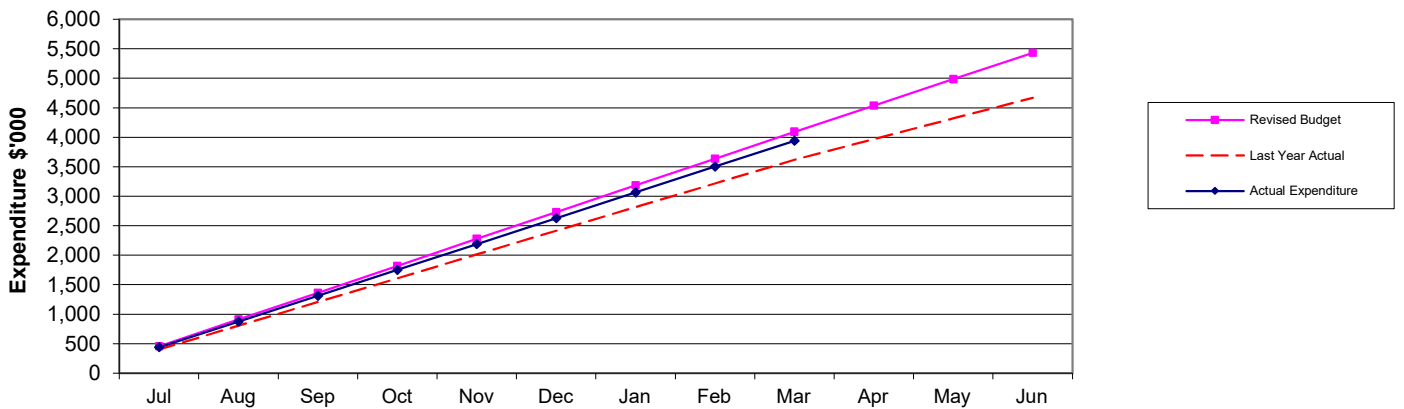
Solid Waste YTD Expenditure against Revised Budget

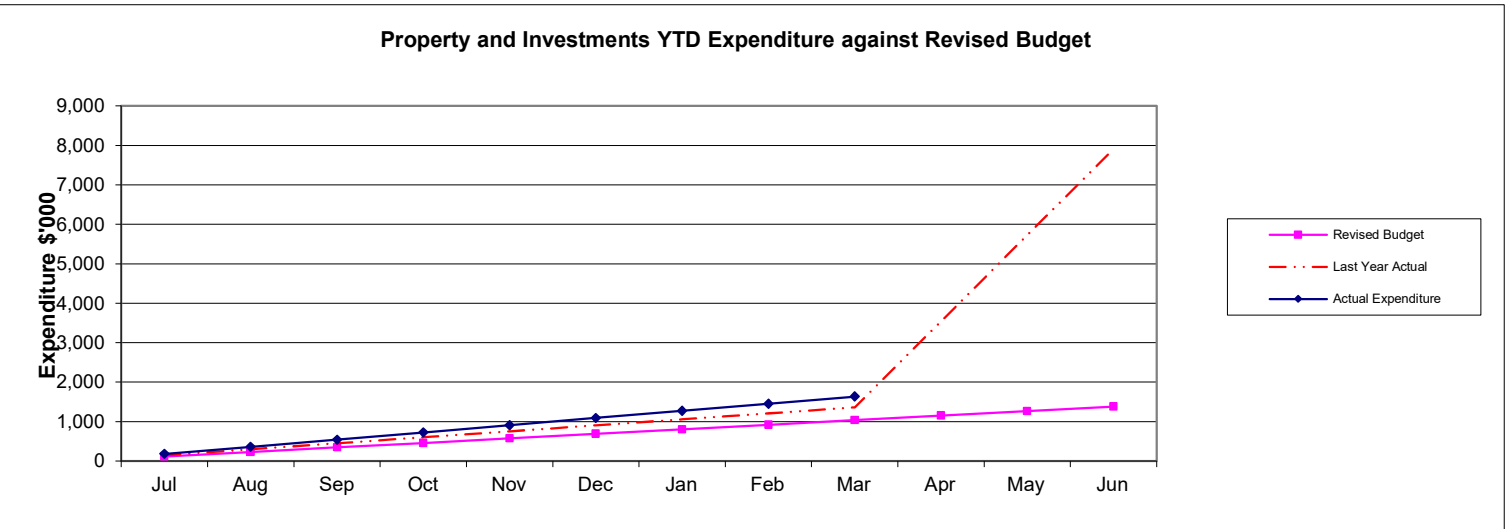
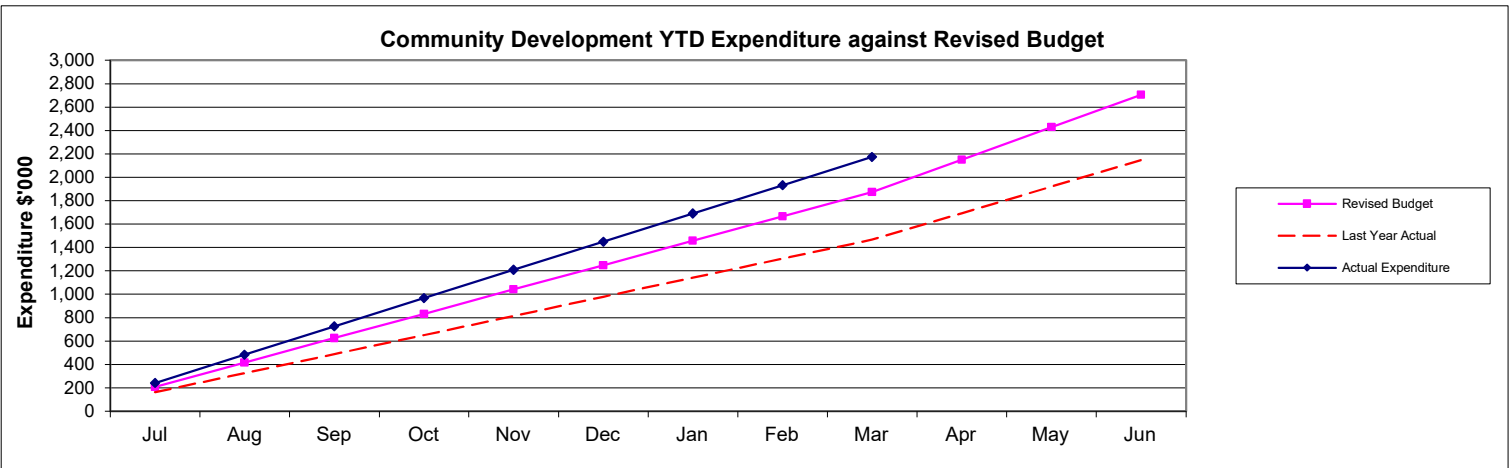
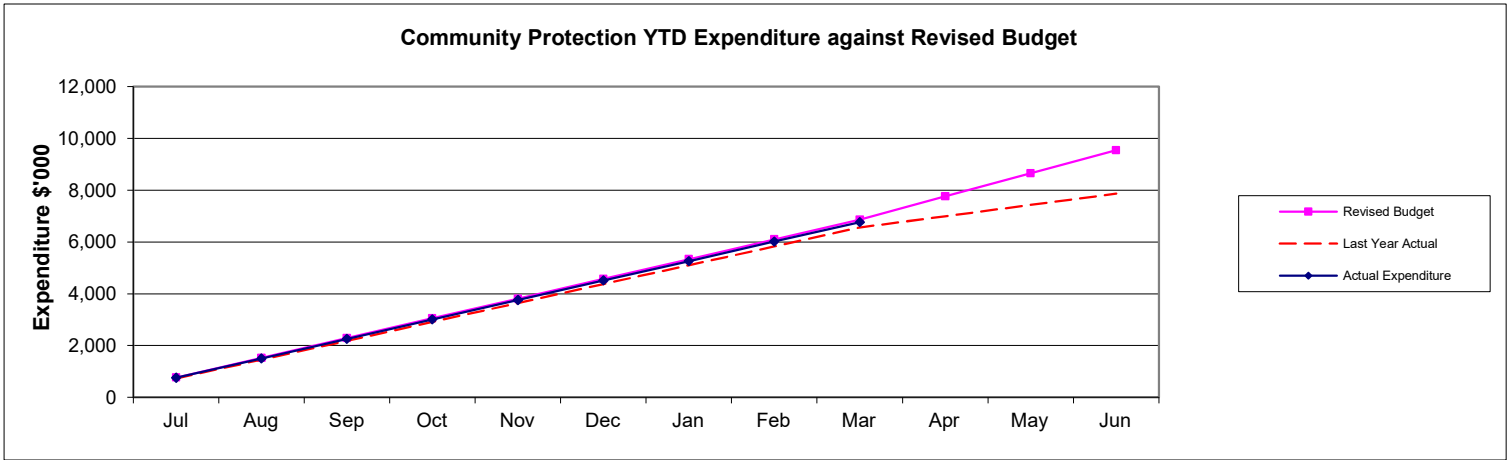


Recreation YTD Expenditure against Revised Budget



Libraries & Museums YTD Expenditure against Revised Budget





Waimakariri District Council			
Balance Sheet			
Balance Sheet	ACTUAL as at	BUDGET as at	ACTUAL as at
	31 March 2023	30 June 2023	30 June 2022
	\$'000	\$'000	\$'000
Current Assets			
Cash and cash equivalents	20,582	24,012	28,380
Short term deposits	-	-	-
Inventories	440	223	447
Trade and other receivables	7,978	11,787	10,253
Prepayments	2,836	760	1,065
Non-current Assets Held for Sale	1,621	-	1,621
Total Current Assets	33,457	36,782	41,766
Non Current Assets			
Other financial assets	5,088	5,022	4,998
Derivative financial instruments	3,063	-	3,063
Forestry assets	2,395	3,132	2,395
Investment property	7,264	12,795	7,264
Property, plant and equipment including intangible	84,191	85,017	83,870
Infrastructural assets	2,275,530	2,042,269	2,261,423
Total Non Current Assets	2,377,531	2,148,235	2,363,013
Total Assets	2,410,988	2,185,017	2,404,779
Current Liabilities			
Trade and other payables	9,447	10,737	11,588
Deposits and Bonds	3,945	3,449	3,062
Employee Benefit liabilities	4,882	4,038	4,048
Derivative financial instruments	-	-	-
Revenue Received in advance	6,223	2,884	3,407
Development contributions	2,346	2,293	3,360
Current Portion of borrowings	30,000	30,000	30,000
Accrued Interest on borrowings	1,611	868	1,083
Total Current Liabilities	58,454	54,269	56,548
Non Current Liabilities			
Borrowings	140,000	157,769	140,000
Derivative financial instruments	136	10,688	136
Total Non Current Liabilities	140,136	168,457	140,136
Total Liabilities	198,590	222,726	196,684
Net Assets	2,212,398	1,962,291	2,208,095
Ratepayers Equity			
Accumulated general equity	949,114	959,126	944,811
Special funds	5,474	4,996	5,474
Revaluation reserve	1,257,810	998,169	1,257,810
Total Ratepayers Equity	2,212,398	1,962,291	2,208,095

Variance to full year budget		Variance
		()= unfavourable
		\$'000
Prepayments	Council's prepayments on grants and insurance will be recognised as expenditure in the subsequent months. Prepayments as at 31 March 2023 also include GST paid on rates prepayments.	2,076
Investment property	Investment properties were revalued down as at 30 June 2022 after taking into account of Crown covenants in place/potential remediation costs on red zone land parcels.	(5,531)
Infrastructural assets	Infrastructural assets were revalued at 30 June 2022. Total actual revaluation movement was 379m. The 2022/23 Annual Plan budget was finalised before this revaluation.	233,261
Revenue Received in advance	Revenue received in advance more than budget mainly due to rates prepaid.	(3,339)
Borrowings	Borrowings less than budget due to delay in capital programme of prior year.	17,769
Derivative financial instruments	The fair value of Council's interest rate swaps has improved as current market rates have increased significantly.	13,615

**Waimakariri District Council
Cash Flow Statement
for the period ended 31 March 2023**

Cash Flow Statement	Actual 31 March 2023	Actual 31 March 2022	Budget 30 June 23
	\$'000	\$'000	\$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<i>Cash was provided from:</i>			
Receipts from Ratepayers	62,054	58,484	80,556
Receipts from subsidies (excluding earthquake subsidies)	12,397	13,636	13,715
Earthquake related receipts	-	200	100
Receipts from Fees and Charges	16,017	18,262	21,160
Development Contributions	5,911	9,238	17,583
Interest Received	919	86	326
Dividends Received	687	627	735
Receipt of Canterbury Regional Council Rates	11,607	10,295	11,355
GST Refund	723	254	-
	110,315	111,082	145,530
<i>Cash was disbursed to:</i>			
Payments to Suppliers	(43,630)	(40,199)	(50,648)
Payments to Employees	(23,342)	(21,708)	(33,417)
Payments to Canterbury Regional Council	(11,307)	(10,078)	(11,355)
Income tax Paid	-	-	-
Interest paid	(5,077)	(4,276)	(7,074)
GST Payment	-	-	-
	(83,356)	(76,261)	(102,494)
Net Cash Flows from Operating Activities	26,959	34,821	43,036
CASH FLOWS FROM INVESTING ACTIVITIES			
<i>Cash was provided from:</i>			
Proceeds from Sale of Fixed Assets/Forestry	192	-	571
Proceeds from Community loans repaid & Investments	171	10,110	-
	363	10,110	571
<i>Cash was disbursed to:</i>			
Purchase of Fixed Assets and Infrastructural Assets	(34,870)	(26,945)	(58,904)
Community Loans & Investments	(250)	-	(284)
	(35,120)	(26,945)	(59,188)
Net Cash Flows from Investing Activities	(34,757)	(16,835)	(58,617)
CASH FLOWS FROM FINANCING ACTIVITIES			
<i>Cash was provided from:</i>			
Proceeds from Borrowings	10,000	-	32,056
	10,000	-	32,056
<i>Cash was applied to:</i>			
Settlement of Borrowings	(10,000)	-	(14,287)
	(10,000)	-	(14,287)
Net Cash Flows from Financing Activities	-	-	17,769
Net Increase (Decrease) in Cash Held	(7,798)	17,986	2,188
Add Opening Bank Brought Forward	28,380	18,807	21,824
Ending Cash	20,582	36,793	24,012

Waimakariri District Council
Internal Loan Repayment
For the period ended 31 March 2023

Loan Repayments	Annual Plan Budget \$'000	Full Year Revised Budget \$'000	Year to Date Revised Budget \$'000	Actual \$'000
Loan Repayments				
District Development	299	299	255	351
Community Development	126	126	95	95
Community Protection	39	39	30	29
Stormwater Drainage	1,670	1,670	1,252	829
Earthquake Recovery and regeneration	2,977	2,977	2,233	1,292
Libraries and Museums	23	23	17	17
Non Significant Activities	521	521	400	495
Property Management	195	195	147	91
Recreation	1,430	1,430	1,073	1,221
Roads and Footpaths	957	957	718	742
Sewerage and the Treatment and Disposal of Sewage	4,543	4,543	3,408	1,589
Refuse and Recycling	39	39	29	42
Water Supply	1,467	1,467	1,100	618
	14,286	14,286	10,757	7,411

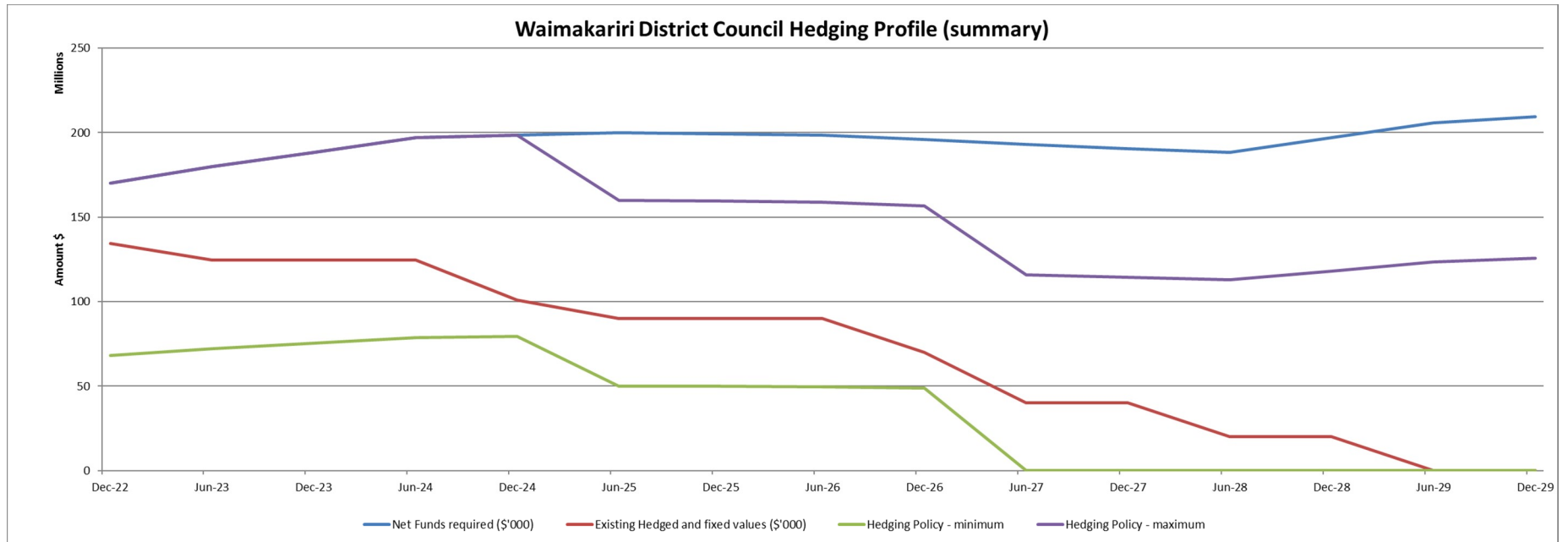
Variance explanations - Loan Repayments

		Variance \$'000 ()= unfavourable
Stormwater Drainage	Some loan repayments budgeted are subject to Council receiving relevant development contributions.	423
Earthquake Recovery and regeneration	EQ rates were set to increase progressively over years thus less cash is available to repay the loan. Loan repayment will increase in later years.	941
Sewerage and the Treatment and Disposal of Sewage	Some loan repayments budgeted are subject to Council receiving relevant development contributions.	1,819
Water Supply	Some loan repayments budgeted are subject to Council receiving relevant development contributions.	482

Liability Management Policy

Key Measures	Actual 31 March 2023		Year End Estimated Level	Per Policy
External term debt to total assets	7.1%	✓	8.6%	15% maximum
Interest expense to gross operating revenue	6.4%	✓	6.0%	15% maximum
Interest expense to rates Revenue	9.3%	✓	8.8%	25% maximum
Net cash inflow from operating activities exceeds gross annual interest expense by two times	4.8	✓	6.1	2.0 minimum
Liquidity ratio of not less than 1.1:1	1.1	✓	1.6	1.1 minimum

SUMMARY OF LOANS HELD - as at		31 March 2023	
Bonds	Classification	Maturity Date	Value (\$)
BOND ISSUED \$10M 15/08/22 FOR FOUR AND HALF YEARS	Non Current	15-Apr-27	10,000,000
BOND ISSUED \$10M 28/08/17 FOR SEVEN YEARS	Non Current	15-Aug-24	10,000,000
BOND ISSUED \$10 17/05/21 FOR EIGHT YEARS	Non Current	20-Apr-29	10,000,000
BOND ISSUED \$10M 15/05/17 FOR NINE YEARS	Non Current	15-May-26	10,000,000
BOND ISSUED \$10M 17/05/21 FOR SEVEN YEARS	Non Current	20-Apr-29	10,000,000
BOND ISSUED \$5M 14/05/14 FOR NINE YEARS	Current	15-Apr-23	5,000,000
BOND ISSUED \$10M 14/05/14 FOR NINE YEARS	Current	15-Apr-23	10,000,000
BOND ISSUED \$10M 14/04/22 FOR FOUR YEARS	Non Current	15-May-26	10,000,000
BOND ISSUED \$10M 27/08/18 FOR SIX AND HALF YEARS	Non Current	15-Apr-25	10,000,000
BOND ISSUED \$5M 17/05/21 FOR SEVEN YEARS	Non Current	15-May-28	15,000,000
BOND ISSUED \$5M 10/11/14 FOR NINE YEARS	Current	15-Apr-23	5,000,000
BOND ISSUED \$5M 15/04/20 FOR FOUR YEARS	Non current	15-Apr-24	5,000,000
BOND ISSUED \$5M 16/03/2015 FOR TWELVE YEARS	Non Current	15-Apr-27	5,000,000
BOND ISSUED \$10M 03/06/2015 FOR TWELVE YEARS	Non Current	15-Apr-27	10,000,000
BOND ISSUED \$10M 24/08/2015 FOR TEN YEARS	Non Current	15-Aug-25	10,000,000
BOND ISSUED \$10M 14/04/22 FOR SIX YEARS	Non Current	15-May-28	10,000,000
BOND ISSUED \$10M 10/06/2020 FOR THREE AND HALF YEARS	Current	10-Oct-23	10,000,000
BOND ISSUED \$10M 10/02/2020 FOR FOUR YEARS	Non Current	15-Apr-24	5,000,000
BOND ISSUED \$10M 10/06/2020 FOR SEVEN AND HALF YEARS	Non Current	10-Oct-27	10,000,000
Total External Borrowing			170,000,000 ✓
Year End Budget - External Borrowing			187,769,000



Period end	Dec-22	Jun-23	Dec-23	Jun-24	Dec-24	Jun-25	Dec-25	Jun-26	Dec-26	Jun-27	Dec-27	Jun-28	Dec-28	Jun-29	Dec-29
Net Funds required (\$'000)	170,000	180,000	188,500	196,999	198,402	199,804	199,235	198,665	195,925	193,185	190,688	188,190	196,953	205,716	209,301
Hedged and fixed values (\$'000)	134,500	124,500	124,500	124,500	101,000	90,000	90,000	90,000	70,000	40,000	40,000	20,000	20,000	0	0
Hedging Policy - minimum	40%	40%	40%	40%	40%	25%	25%	25%	25%	0%	0%	0%	0%	0%	0%
Hedging Policy - maximum	100%	100%	100%	100%	100%	80%	80%	80%	80%	60%	60%	60%	60%	60%	60%
Actual	79%	69%	66%	63%	51%	45%	45%	45%	36%	21%	21%	11%	10%	0%	0%

The Hedging and fixed interest loans are those currently in place.

The Council will adjust its hedging levels over time as necessary depending on external debt levels

	CURRENT YEAR					
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/REVISED
	\$'000	\$'000	\$'000	\$'000	\$'000	%
REVENUE						
General Rates	2,725	2,253	1,690	1,668	(22)	(1%)
Targeted Rates	651	651	489	493	4	1%
Fees and Charges	14	14	11	43	32	291%
TOTAL REVENUE	3,390	2,918	2,190	2,204	14	1%
OPERATING EXPENDITURE						
Council	2,747	2,762	2,095	2,003	(92)	(4%)
Community Boards, Ward Advisory Board	653	653	455	452	(3)	(1%)
	3,400	3,415	2,550	2,455	(95)	(4%)
Internal Interest Elimination						
TOTAL OPERATING EXPENDITURE	3,400	3,415	2,550	2,455	(95)	(4%)
OPERATING SURPLUS (DEFICIT)	(10)	(497)	(360)	(251)	109	(30%)

Significant Variances - Operating		Variance \$'000 () = unfavourable
NOTE: Revised Rates figure reflects that Rates are raised net of investment revenue. The budget is shown excluding any investment revenue. Refer to table A below.		
<u>Revenue</u>		
Fees and Charges	Rates penalties more than budget.	16
	Receipts from election nominations not budgeted. The receipts will be refunded after all legal requirements are fulfilled.	3
	Payments from Department of Internal Affairs for its contributions towards Citizenship ceremonies.	4
	Ecan's share of honorariums of Waimakariri Water Zone Committee not budgeted.	9
<u>Expenditure</u>		
Council	Various budgets were underspent (i.e. printing, external consultant engagements and training). Honourarium determined by Remuneration Authority for Council/Board members is less than what was estimated in the budget.	92
Please be aware the deficit incurred is covered by the rates transfer as shown in table A.		

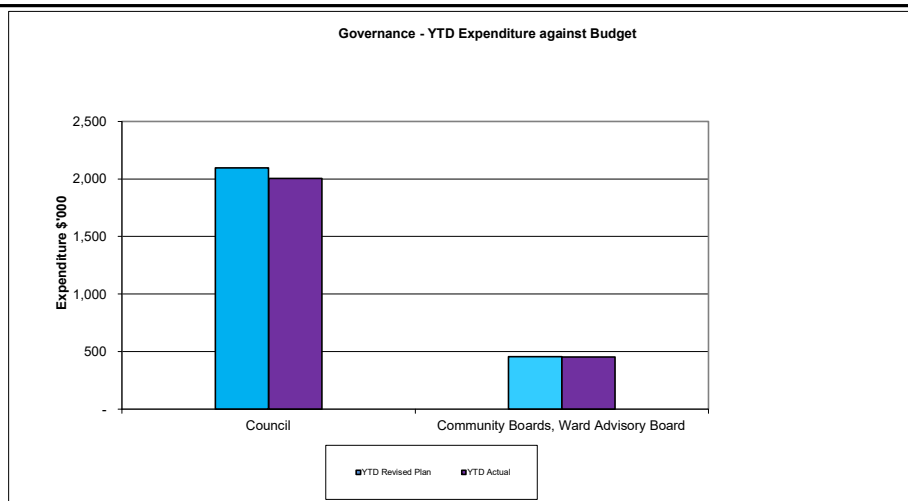
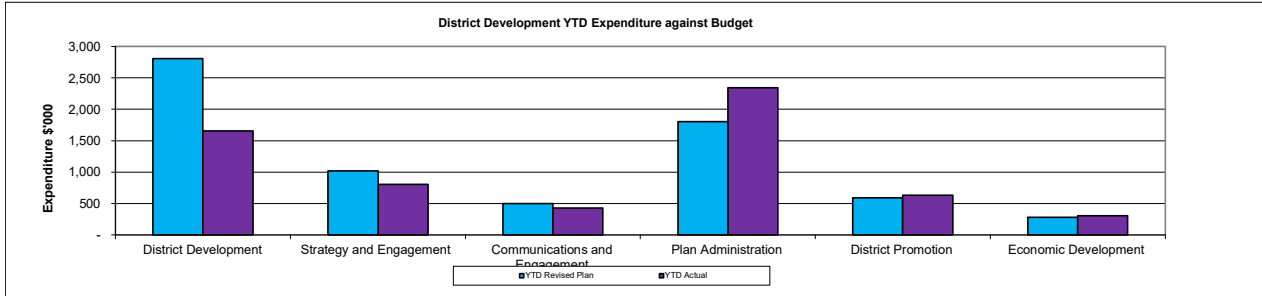


Table A

General Rate Transfers				
Activity	Revised Rates Levied \$	Revised Transfer from Reserves \$	Total Including transfer 2022/23 \$	Budget General Rates 2022/23 \$
Governance	2,253	472	2,725	2,725
District Development	3,928	823	4,751	4,751
Water	24	5	29	29
Sewerage and the Treatment and Disposal of Sewage	-	-	-	-
Drainage	718	150	868	868
Recreation	885	185	1,070	1,070
Community Protection	1,886	395	2,281	2,281
Community Development	769	161	930	930
Covid 19 loan (Non significant activity)	182	38	220	220
Solid Waste	879	184	1,063	1,063
	11,524	2,413	13,937	13,937

District Development for the period ended 31 March 2023						
	CURRENT YEAR					
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/REVISED
	\$'000	\$'000	\$'000	\$'000	\$'000	%
REVENUE						
General Rates	4,751	3,928	2,946	2,908	(38)	(1%)
Targeted Rates	176	176	132	136	4	3%
Fees and Charges	1,066	1,066	800	1,411	611	76%
TOTAL REVENUE	5,993	5,170	3,878	4,455	577	15%
OPERATING EXPENDITURE						
District Development	3,743	3,743	2,807	1,654	(1,153)	(41%)
Strategy and Engagement	1,361	1,361	1,021	808	(213)	(21%)
Communications and Engagement	664	664	498	425	(73)	(15%)
Plan Administration	2,419	2,404	1,803	2,346	543	30%
District Promotion	630	650	588	633	45	8%
Economic Development	296	296	277	305	28	10%
	9,113	9,118	6,994	6,171	(823)	(12%)
Internal Interest Elimination	75	54	40	29	(11)	(28%)
TOTAL OPERATING EXPENDITURE	9,038	9,064	6,954	6,142	(812)	(12%)
OPERATING SURPLUS (DEFICIT)	(3,045)	(3,894)	(3,076)	(1,687)	1,389	(45%)

Significant Variances - Operating		Variance \$'000 () = unfavourable
<u>Revenue</u>		
Fees and charges	Resource consents revenue was over budget due to high work volume during the period. Rates penalties more than budget.	592 19
NOTE: Revised General Rates budget reflects that Rates are raised net of investment revenue. The budget is shown excluding any investment revenue. Refer to Table A - Governance.		
<u>Expenditure</u>		
District Development	Costs incurred on district plan review were less than budgeted. The review has been delayed and the public hearings on the draft district plan are scheduled to happen in April 2023 and more work will be arranged after public submissions are considered.	1,153
Strategy and Engagement	Costs incurred on town centre projects/residents survey were less than YTD budget. Some staff positions were vacant for the first half of the financial year.	213
Plan Administration	Expenditure more than budget due to increased workload covered by increased resource consent revenue (\$592k as displayed above). Additional costs were incurred due to employment of external consultants.	(543)



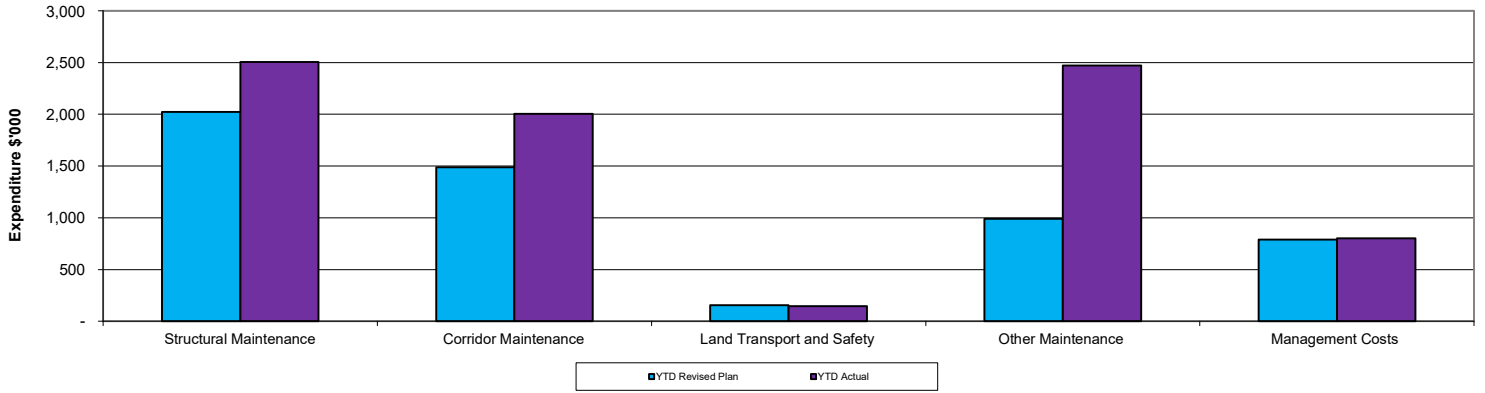
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL
	\$'000	\$'000	\$'000	\$'000
CAPITAL EXPENDITURE				
Capital Projects				
Spatial Plan GCP	100	200	150	-
Cellphone/Computer	-	-	-	13
	100	200	150	13
Loan Repayments				
Policy and Strategy	22	22	17	4
Development Planning Unit	245	245	214	317
Plan Administration	32	32	24	30
	299	299	255	351
TOTAL CAPITAL EXPENDITURE	399	499	405	364

Significant Variances - Capital		Variance \$'000 () = unfavourable
<u>Variances against YTD revised budget:</u>		
Capital Projects		
Spatial Plan GCP	The project is not required but the budget might be merged to other strategic projects that are being planned.	150
Loan Repayments		
Development Planning Unit	Some loans of the cost centre's loan profile were to be repaid in a shorter timeframe thus requiring more loan repayments.	(103)

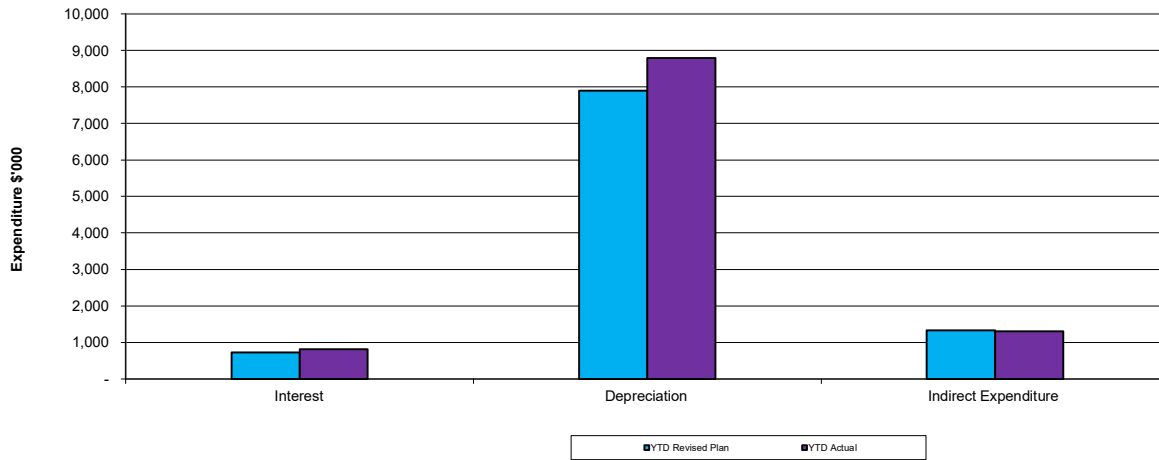
Roading							
for the period ended 31 March 2023							
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/REVISED	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%
REVENUE							
Roading Rates	13,126	13,126	9,744	9,716	(28)		(0%)
Fees and Charges	334	334	251	368	117		47%
Petrol Tax	360	360	270	229	(41)		(15%)
Subsidies	9,528	9,528	7,146	6,652	(494)		(7%)
Interest	8	8	6	-	(6)		(100%)
Development Contributions	5,214	5,214	3,911	2,527	(1,384)		(35%)
TOTAL REVENUE	28,570	28,570	21,328	19,492	(1,836)		(9%)
OPERATING EXPENDITURE							
Subsidised Maintenance							
Structural Maintenance	2,583	2,583	2,022	2,504	482		24%
Corridor Maintenance	1,979	1,979	1,486	2,003	517		35%
Land Transport and Safety	207	207	155	148	(7)		(5%)
Other Maintenance	1,347	1,421	991	2,469	1,478		149%
Unsubsidised Expenditure							
General Maintenance	601	618	451	586	135		30%
Management Costs	1,051	1,051	788	802	14		2%
Interest	967	967	725	811	86		12%
Depreciation	10,533	10,533	7,899	8,792	893		11%
Indirect Expenditure	1,780	1,780	1,335	1,301	(34)		(3%)
	21,048	21,139	15,852	19,417	3,565		3
Internal Interest Elimination	284	203	152	170	18		12%
TOTAL OPERATING EXPENDITURE	20,764	20,936	15,700	19,247	3,547		23%
OPERATING SURPLUS (DEFICIT)	7,806	7,634	5,628	245	(5,383)		(96%)

Significant Variances - Operating		Variance \$'000
		() = unfavourable
Revenue		
Fees and Charges	Recoveries from private works/3rd parties were over budget. \$77k and \$119k were received from Hurunui District Council and Waka Kotahi Transport Agency respectively for the share of costs incurred on street lighting maintenance & renewals.	117
Subsidies	Subsidies from Waka Kotahi were lower than budgeted due to delay of roading capital programme as the roading team had to deal with the July flood event.	(494)
Development Contributions	Development contributions were less than budgeted as the major developments wait to get to the next stage of their development.	(1,384)
Expenditure		
Structural Maintenance	Expenditure more than YTD budget due to work completed on sealed pavement contract. The bulk of the contract has been completed as at 31 March 2023.	(482)
Corridor Maintenance	During the period, more work was performed on road safety related programme as required (i.e. flood repairs/maintenance, ice control and pavement marking). The bulk of the pavement marking contract has been completed as at 31 March 2023.	(517)
Other Maintenance	Repair costs on July 22 flood event were not budgeted and Waka Kotahi has just agreed to partially fund the costs incurred.	(1,478)
General Maintenance	Minimal costs were incurred on Greater Christchurch Rooding Programme (YTD actual \$25k; YTD budget \$118k). Costs incurred on street lighting maintenance & renewals on behalf of Hurunui District Council and Waka Kotahi Transport Agency (as mentioned above) were not budgeted.	(135)
Depreciation	Depreciation expenditure was more than budget as valuation movements (as per valuation performed on 30 June 22) were significant due to high inflation.	(893)

Roading YTD Direct Expenditure against Budget



Roading YTD Interest, Depreciation and Indirect Expenditure against Budget



Water and Stockwater**for the period ended 31 March 2023**

	CURRENT YEAR						
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/ REVISED	
	\$'000	\$'000	\$'000	\$'000	\$'000	%	
REVENUE							
General Rates	29	24	18	18	-	0%	
Targeted Rates	10,196	10,196	7,647	7,660	13	0%	
Fees and Charges	118	118	89	260	171	192%	
Interest	56	56	42	107	65	155%	
Subsidies	1,150	570	427	340	(87)	(20%)	
Development Contributions	2,915	2,915	2,186	1,324	(862)	(39%)	
TOTAL REVENUE	14,464	13,879	10,409	9,709	(700)	(7%)	
OPERATING EXPENDITURE							
Rangiora	2,892	2,896	2,172	2,695	523	24%	
3 Waters Reform Water Investigation	908	578	434	67	(367)	(85%)	
Woodend/Pegasus	1,513	1,522	1,142	1,351	209	18%	
Waikuku	223	231	174	335	161	93%	
Fernside	10	10	8	7	(1)	(13%)	
Ohoka	147	153	114	111	(3)	(3%)	
Mandeville	562	565	424	459	35	8%	
Kaiapoi/Pines Kairaki	1,513	1,529	1,147	1,476	329	29%	
West Kaiapoi Structure Plan Area	6	6	5	-	(5)	(100%)	
Oxford No 1 Rural	641	649	487	618	131	27%	
Oxford No 2 Rural	387	387	290	612	322	111%	
Oxford	550	550	412	776	364	88%	
Summerhill	212	221	166	198	32	19%	
Cust	172	177	133	194	61	46%	
Poyntz Road	88	94	71	70	(1)	(1%)	
West Eyreton	90	96	72	107	35	49%	
Garrymere	70	72	54	79	25	46%	
District Water	134	134	100	67	(33)	(33%)	
Ashley Rural Water	1,360	1,360	1,020	1,043	23	2%	
Water Race	516	516	387	400	13	3%	
	11,994	11,746	8,812	10,665	1,853	21%	
Internal Interest Elimination	264	188	141	140	(1)	(1%)	
TOTAL OPERATING EXPENDITURE	11,730	11,558	8,671	10,525	1,854	21%	
OPERATING SURPLUS (DEFICIT)	2,734	2,321	1,738	(816)	(2,554)	(147%)	

Significant Variances - Operating

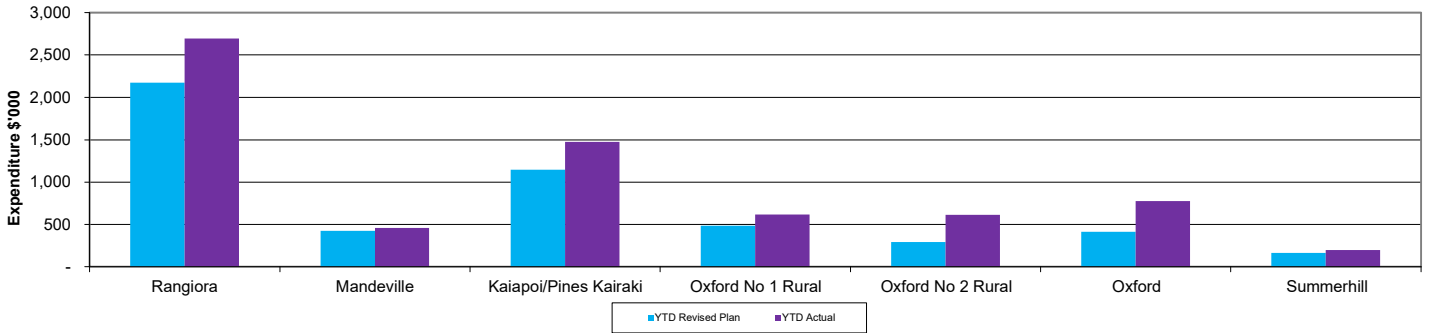
		Variance \$'000 () = unfavourable
<u>Revenue</u>		
Fees and Charges	Fees and charges were more than budgeted as connection fees received (to connect to Council's infrastructural services) were more than budget. In addition, rates penalties were more than YTD budget.	171
Subsidies	The subsidies relate to the Three Waters Reform Transition Support Package funded by the Department of Internal Affairs. The subsidy received relates to work performed in the past.	(87)
Development Contributions	Development contributions were less than budgeted as the major developments wait to get to the next stage of their development.	(862)
<u>Expenditure</u>		
Rangiora	Costs incurred on assets inspections, repairs and maintenance were more than budgeted (there were two significant failures on the main trunk main taking water into Rangiora). Depreciation was more than budget due to revaluation as at 30 June 2022 as a result of high inflation in the past 2 years. Asset deletions due to capital renewal programme were not budgeted.	(342) (157) (17)
3 Waters Reform Water Investigation	Council received a portion of the Three Waters Reform Transition Support Fund this year. The subsidy received relates to work performed in the past.	367
Woodend/Pegasus	Expenditure was more than YTD budget. This is mainly due to that depreciation was more than budget due to revaluation as at 30 June 2022 as a result of high inflation in the past 2 years.	(209)
Waikuku	Asset deletions due to capital renewal programme were not budgeted. Depreciation was more than budget due to revaluation as at 30 June 2022 as a result of high inflation in the past 2 years.	(105) (23)
Kaiapoi	Depreciation was more than budget due to revaluation as at 30 June 2022 as a result of high inflation in the past 2 years. Asset deletions due to capital renewal programme were not budgeted. There has been some unplanned expenditure largely related to water quality issues leading to unplanned chlorination of the supply and some other subsequent actions.	(100) (128) (79)
Oxford Rural No 1	Asset deletions due to capital renewal programme were not budgeted.	(54)

Depreciation was more than budget due to revaluation as at 30 June 2022 as a result of high inflation in the past 2 years.	(31)
Headworks/reticulation maintenance more than YTD budget.	(42)

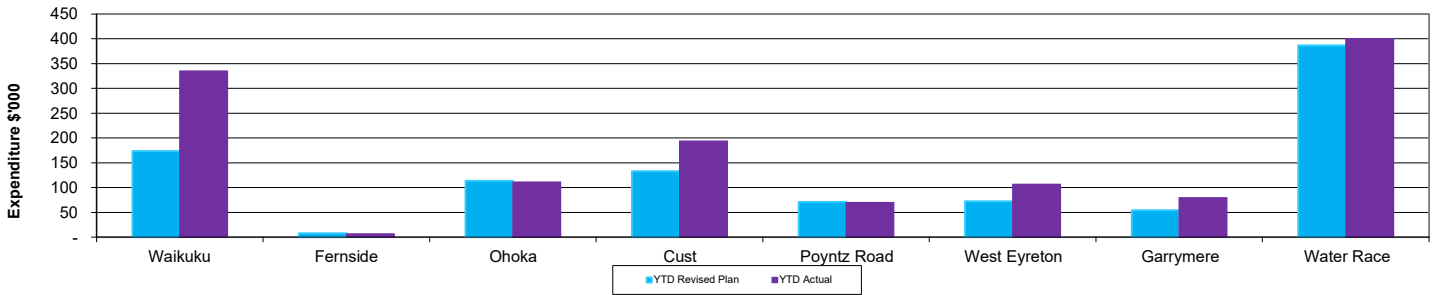
Significant Variances - Operating

Oxford Rural No 2	Asset deletions due to capital renewal programme were not budgeted (in this case the Oxford Rural No 2 Water Main Renewals Project).	(224)
	Depreciation was more than budget due to revaluation as at 30 June 2022 as a result of high inflation in the past 2 years.	(12)
	Reticulation maintenance more than YTD budget. There has been a large number of relatively small maintenance jobs in relation to water leak.	(66)
Oxford Urban	Asset deletions due to capital renewal programme were not budgeted (in this case the Oxford Urban Water Main Renewals Project).	(247)
	Depreciation was more than budget due to revaluation as at 30 June 2022 as a result of high inflation in the past 2 years.	(21)
	Costs were incurred on general water safety improvements as a result of headworks sites inspections.	(92)

Water and Stockwater YTD Expenditure against Budget

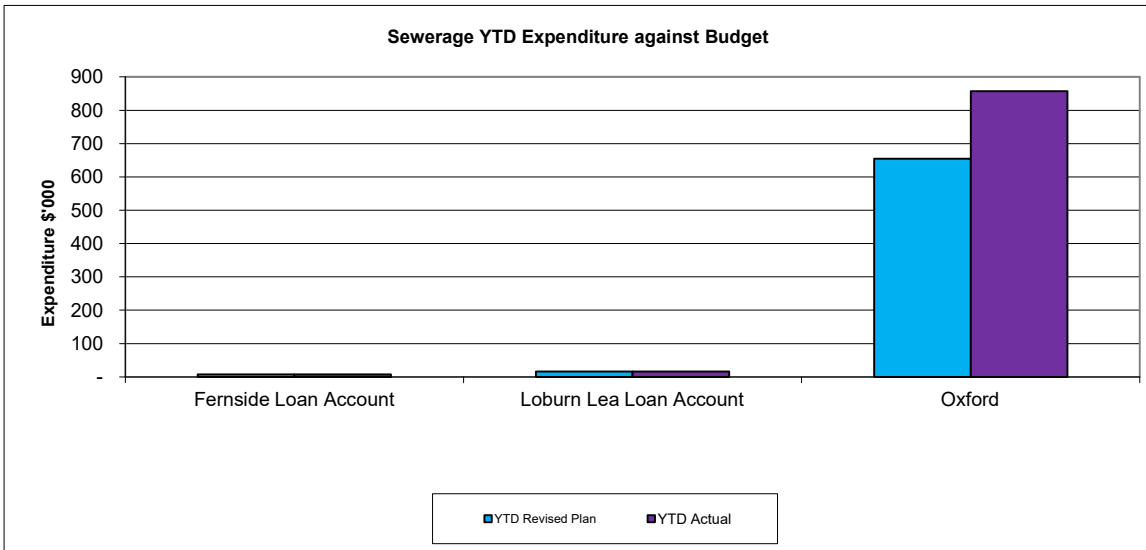
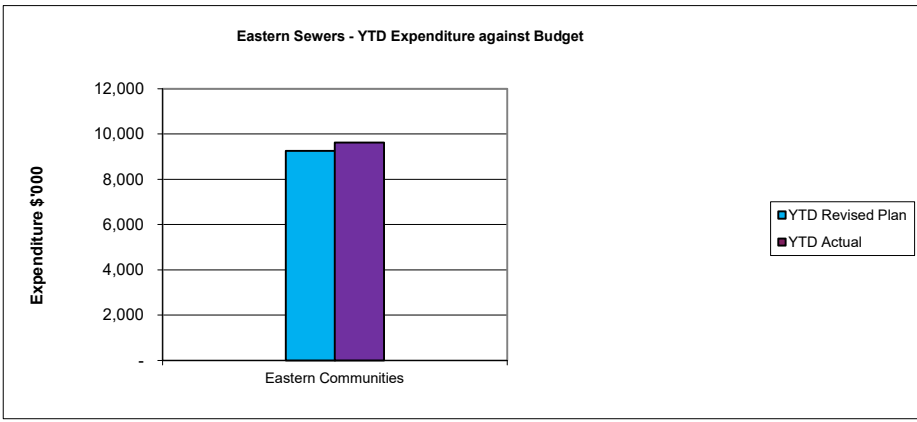


Water and Stockwater YTD Expenditure against Budget



Sewerage							
for the period ended 31 March 2023							
	CURRENT YEAR						
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/REVISED	
	\$' 000	\$' 000	\$' 000	\$' 000	\$'000	%	
REVENUE							
Targeted Rates	10,544	10,544	7,910	7,982	72	1%	
Fees and Charges	247	247	184	218	34	18%	
Interest	27	27	21	313	292	1390%	
Development contributions	5,111	5,111	3,834	2,045	(1,789)	(47%)	
TOTAL REVENUE	15,929	15,929	11,949	10,599	(1,350)	(11%)	
OPERATING EXPENDITURE							
Stimulus Funding	-	-	-	74	74	0%	
Eastern Communities	12,345	12,345	9,259	9,618	359	4%	
Southbrook	8	8	6	22	16	267%	
East Rangiora	40	40	30	30	-	0%	
Ohoka Utilities	4	4	3	11	8	267%	
East Woodend	-	-	-	1	1	0%	
West Rangiora Structure Plan Area	70	70	52	52	-	0%	
West Kaiapoi Structure Plan Area	3	3	2	2	-	0%	
North Kaiapoi Area A	2	2	1	1	-	0%	
Fernside Loan Account	11	11	8	8	-	0%	
Loburn Lea Loan Account	23	23	17	17	-	0%	
Oxford	872	872	654	857	203	31%	
	13,378	13,378	10,032	10,693	661	7%	
Internal Interest Elimination	287	206	154	168	14	9%	
TOTAL OPERATING EXPENDITURE	13,091	13,172	9,878	10,525	647	7%	
OPERATING SURPLUS (DEFICIT)	2,838	2,757	2,071	74	(1,997)	(96%)	

Significant Variances - Operating		Variance
		\$'000
		() = unfavourable
Revenue		
Interest	Interest revenue was more than YTD budget. Interest was received on renewal fund built up over the years. Another contributing factor was the increase in interest rates.	292
Development contributions	Development contributions were less than budgeted as the major developments wait to get to the next stage of their development.	(1,789)
Expenditure		
Eastern Communities	Expenditure more than YTD budget. Depreciation was more than budget due to revaluation as at 30 June 2022 (significant valuation increase due to high inflation in the past 2 years).	(359)
Oxford	Costs incurred on sludge removal were more than YTD budget. Costs incurred on reticulation/treatment plant maintenance were more than YTD budget. Depreciation more than YTD budget due to assets revaluation as at 30 June 2022.	(88) (65) (43)



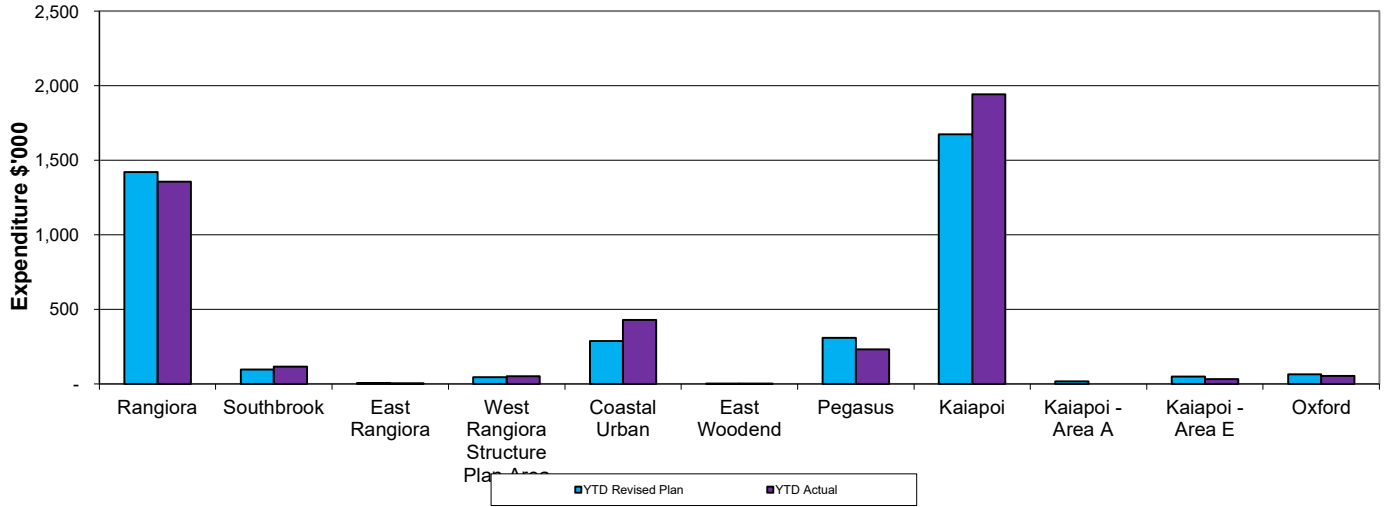
**Drainage
for the period ended 31 March 2023**

	CURRENT YEAR					
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/ REVISED
	\$ 000	\$ 000	\$ 000	\$ 000	\$ 000	%
REVENUE						
General Rates	868	718	538	531	(7)	(1%)
Targeted Rates	5,438	5,438	4,079	4,126	47	1%
Shovel Ready Funding (Govt subsidies)	2,754	3,049	3,049	3,049	-	0%
Fees and Charges	24	24	17	43	26	153%
Interest	53	53	39	116	77	197%
Development Contributions	927	927	696	604	(92)	(13%)
TOTAL REVENUE	10,064	10,209	8,418	8,469	51	1%
OPERATING EXPENDITURE						
Shovel Ready Funding	-	-	-	10	10	0%
District Drainage	390	465	308	227	(81)	(26%)
Water Zone	207	207	155	99	(56)	(36%)
Rangiora	1,894	1,894	1,420	1,355	(65)	(5%)
Southbrook	129	129	97	117	20	21%
East Rangiora	8	8	6	3	(3)	(50%)
West Rangiora Structure Plan Area	60	60	45	52	7	16%
Coastal Urban	384	384	288	429	141	49%
East Woodend	2	2	1	1	-	0%
Pegasus	395	445	309	232	(77)	(25%)
Kaiapoi	1,919	2,154	1,674	1,941	267	16%
Kaiapoi - Area A	24	24	18	-	(18)	(100%)
Kaiapoi - Area E	66	66	49	32	(17)	(35%)
Oxford	86	86	64	55	(9)	(14%)
Ohoka Rural	311	311	233	365	132	57%
Mill Rd ODP	23	23	17	15	(2)	(12%)
Loburn Lea	27	27	20	17	(3)	(15%)
Oxford Rural	52	52	39	41	2	5%
Clarkville	50	50	37	75	38	103%
Coastal Rural	138	138	104	136	32	31%
Central Rural	131	131	99	109	10	10%
Cust	9	9	7	12	5	71%
	6,305	6,665	4,990	5,323	333	7%
Internal Interest Elimination	407	291	218	189	(29)	(13%)
TOTAL OPERATING EXPENDITURE	5,898	6,374	4,772	5,134	362	8%
OPERATING SURPLUS (DEFICIT)	4,166	3,835	3,646	3,335	(311)	(9%)

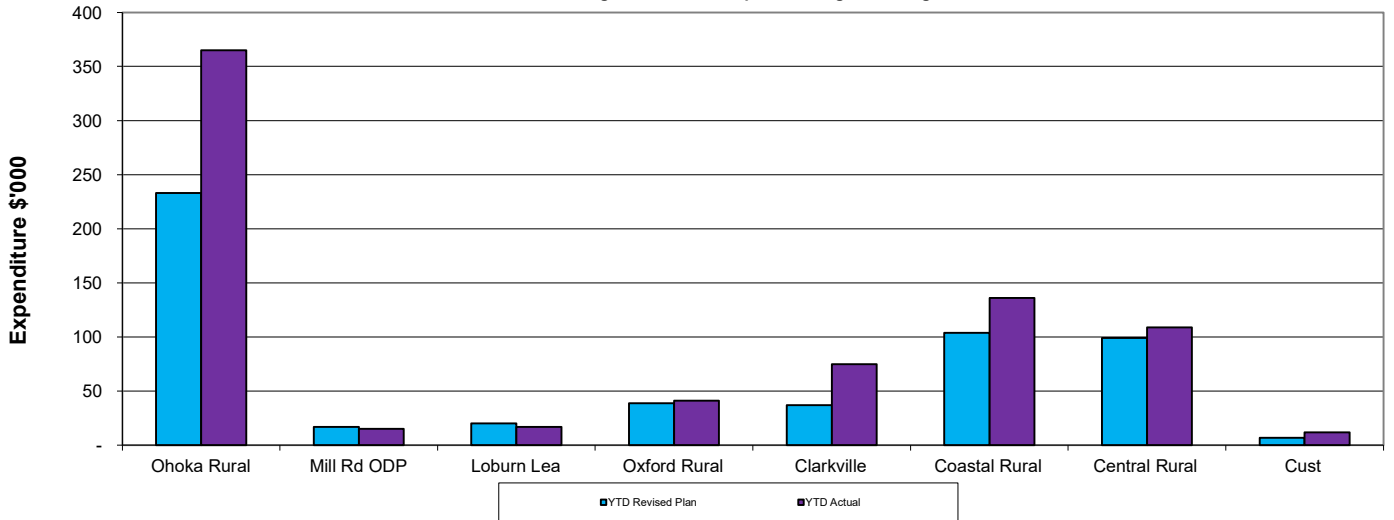
Significant Variances - Operating
Variance
\$'000
() = unfavourable

<u>Revenue</u>		
No significant variances identified.		
NOTE: Revised General Rates budget reflects that Rates are raised net of investment revenue. The budget is shown excluding any investment revenue. Refer to Table A - Governance.		
<u>Expenditure</u>		
Coastal Urban	Depreciation was more than budget due to revaluation as at 30 June 2022 as a result of high inflation in the past 2 years.	(102)
	Costs incurred on drain maintenance in the Woodend area were more than YTD budget.	(37)
Kaiapoi	Expenditure more than budget due to costs incurred (operating costs) on flood response and pipeline maintenance/repairs required after the July flood event.	(205)
	Depreciation was more than budget due to revaluation as at 30 June 2022 as a result of high inflation in the past 2 years.	(62)
Ohoka Rural	Costs incurred on drain cleaning, weed control and flood response were more than budgeted due to wet weather and flood events. In addition, new contract rates (increased) have been applied since November 2022.	(132)

Drainage - Urban YTD Expenditure against Budget

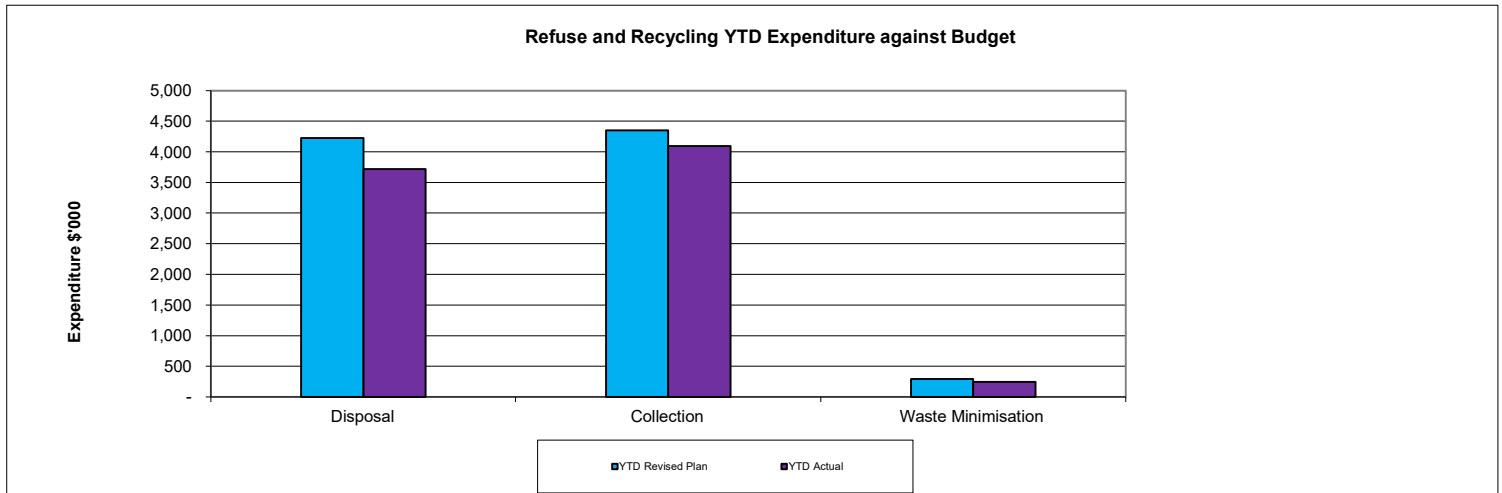


Drainage - Rural YTD Expenditure against Budget



Refuse and Recycling							
for the period ended 31 March 2023							
	CURRENT YEAR						
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/REVISED	
	\$'000	\$'000	\$'000	\$'000	\$'000		%
REVENUE							
General Rates	1,063	879	659	651	(8)		(1%)
Targeted Rates	4,869	4,869	3,652	3,641	(11)		(0%)
Fees and Charges	5,344	5,344	4,008	3,230	(778)		(19%)
Interest	4	4	3	73	70		2333%
Waste Minimisation charges	597	597	448	468	20		4%
TOTAL REVENUE	11,877	11,693	8,770	8,063	(707)		(8%)
OPERATING EXPENDITURE							
Disposal	5,629	5,629	4,222	3,720	(502)		(12%)
Collection	5,801	5,801	4,350	4,096	(254)		(6%)
Waste Minimisation	391	391	293	244	(49)		(17%)
	11,821	11,821	8,865	8,060	(805)		(9%)
Internal Interest Elimination	13	9	7	7	-		0%
TOTAL OPERATING EXPENDITURE	11,808	11,812	8,858	8,053	(805)		(9%)
OPERATING SURPLUS (DEFICIT)	69	(119)	(88)	10	98		(111%)

Significant Variances - Operating		Variance
		\$'000
		()= unfavourable
<u>Revenue</u>		
Fees and Charges	Transfer station gate sales were less than budgeted due to less rubbish and loss of a large customer. In addition, waste volume from kerbside collection also less than what was budgeted. The reduction in fees and charges was partially covered by reduction in disposal costs (discussed below).	(778)
NOTE: Revised General Rates budget reflects that Rates are raised net of investment revenue. The budget is shown excluding any investment revenue. Refer to Table A - Governance.		
<u>Expenditure</u>		
Disposal	Disposal and transportation costs were less than budgeted due to reduced waste volume (the Southbrook transfer station lost one large customer in 22/23).	502
Collection	Costs incurred on kerbside collection management & promotion were less than budgeted. Spending expected from the 2nd half of the financial year.	67
	Disposal costs on recycling were less than budget as there was less contaminated recycling from kerbside collections. Contaminated recycling is treated as refuse and will cost more to dispose.	103
	The waste volume (refuse & organics) was less than budgeted resulting in less disposal costs.	44

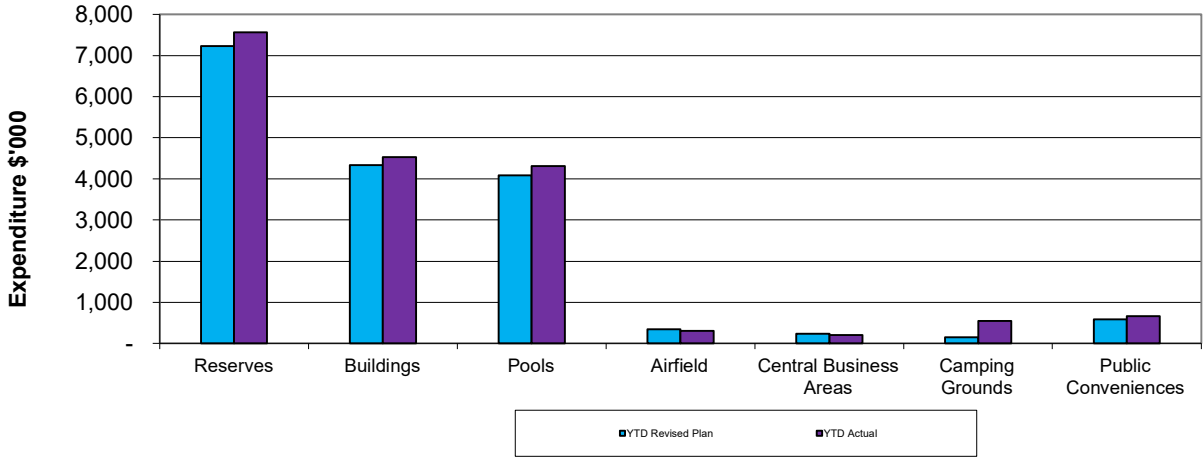


Recreation							
for the period ended 31 March 2023							
				CURRENT YEAR			
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/ REVISED	
	\$' 000	\$' 000	\$' 000	\$' 000		\$'000	%
REVENUE							
General Rates	1,070	885	663	655		(8)	(1%)
Targeted Community Services Rates	15,516	15,552	11,564	11,534		(30)	(0%)
Targeted Rates	63	63	47	47		-	0%
Fees and Charges	2,894	2,894	2,217	2,012		(205)	(9%)
Development Contributions	3,415	3,415	2,561	918		(1,643)	(64%)
TOTAL REVENUE	22,958	22,809	17,052	15,166		(1,886)	(11%)
OPERATING EXPENDITURE							
Reserves	8,880	9,580	7,230	7,562		332	5%
Airfield	456	456	342	305		(37)	(11%)
Buildings	5,739	5,782	4,331	4,526		195	5%
Pools	5,404	5,404	4,089	4,312		223	5%
Central Business Areas	310	310	233	207		(26)	(11%)
Camping Grounds	199	199	149	547		398	267%
Community Grants	572	596	520	451		(69)	(13%)
Public Conveniences	781	781	586	662		76	13%
	22,341	23,108	17,480	18,572		1,092	6%
Internal Interest Elimination	619	442	332	303		(29)	(9%)
TOTAL OPERATING EXPENDITURE	21,722	22,666	17,148	18,269		1,121	7%
OPERATING SURPLUS (DEFICIT)	1,236	143	(96)	(3,103)		(3,007)	3132%

Significant Variances - Operating

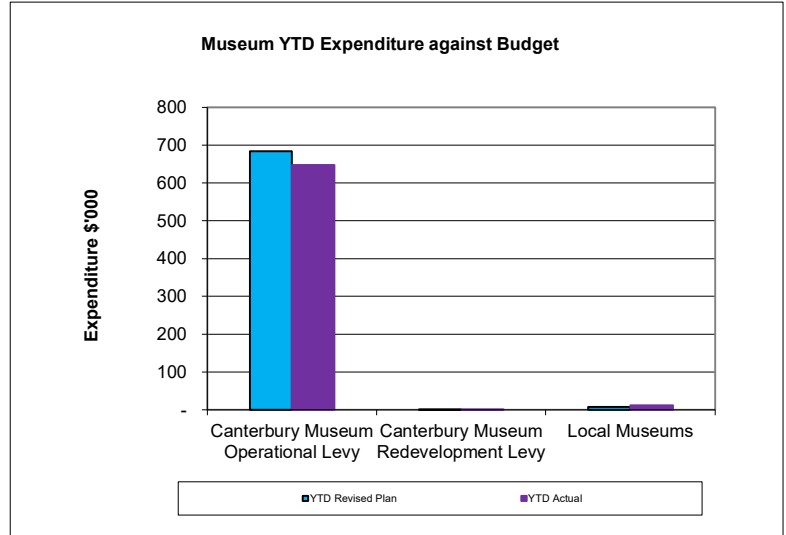
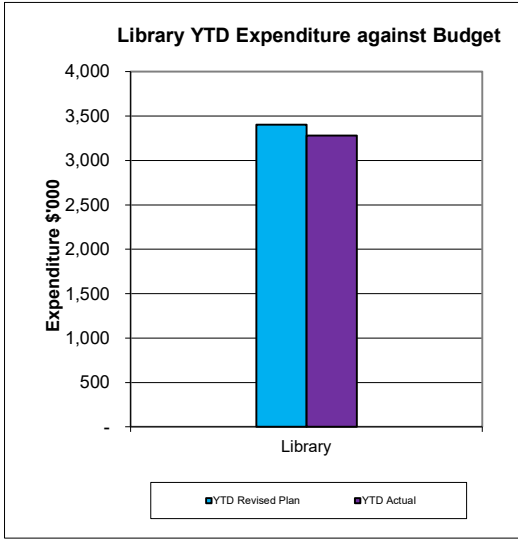
		Variance \$'000
		() = unfavourable
Revenue		
Fees and Charges	Revenue from the learn to swim programme was less than YTD budget. The participation rate dropped since Covid and this takes time to recover.	(205)
Development Contributions	Development contributions were less than budgeted as the major developments wait to get to the next stage of their development.	(1,643)
NOTE: Revised General Rates budget reflects that Rates are raised net of investment revenue. The budget is shown excluding any investment revenue. Refer to Table A - Governance.		
Expenditure		
Reserves	Expenditure more than budget mainly due to revaluation on assets looked after by the greenspace team as at 30 June 2022, which resulted in an increase in depreciation expenditure that was not fully budgeted.	(332)
Buildings	Depreciation expenditure was more than budget due to revaluation on community building assets (including the Mainpower Stadium). The revaluation was performed on 30 June 2022 and the significant valuation increase was due to high inflation in the past 3 years.	(195)
Pools	Depreciation expenditure was more than budget due to revaluation on aquatic centre building assets as at 30 June 2022.	(223)
Camping Grounds	Legal fees/consultant fees were more than budget due to work required on the camping ground lease agreements.	(182)
	Depreciation expenditure more than budget due to revaluation on building assets performed on 30 June 2022.	(106)
	Maintenance works/tree works were required at Woodend Beach camping ground and Waikuku Beach camping ground. Some of the maintenance works were delayed from prior years due to Covid.	(81)

Recreation YTD Expenditure against Budget



Libraries and Museums							
for the period ended 31 March 2023							
	CURRENT YEAR						
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/REVISED	
	\$ '000	\$ '000	\$ '000	\$ '000	\$'000	%	
REVENUE							
Targeted Community Services Rates	4,257	4,253	3,190	3,155	(35)	(1%)	
Targeted Rates	800	800	600	594	(6)	(1%)	
Fees and Charges	112	112	84	99	15	18%	
Subsidies and Grants	28	28	28	22	(6)	(21%)	
Interest	1	1	-	24	24		
TOTAL REVENUE	5,198	5,194	3,902	3,894	(8)	(0%)	
OPERATING EXPENDITURE							
Library	4,751	4,729	3,403	3,281	(122)	(4%)	
Canterbury Museum Operational Levy	692	692	684	648	(36)	(5%)	
Canterbury Museum Redevelopment Levy	2	2	1	1	-	0%	
Local Museums	9	9	7	12	5	71%	
	5,454	5,432	4,095	3,942	(153)	(4%)	
Internal Interest Elimination	4	3	2	2	-	0%	
TOTAL OPERATING EXPENDITURE	5,450	5,429	4,093	3,940	(153)	(4%)	
OPERATING SURPLUS (DEFICIT)	(252)	(235)	(191)	(46)	145	(76%)	

Significant Variances		Variance
		\$'000
		() = unfavourable
<u>Revenue</u>		
No significant variances identified.		
<u>Expenditure</u>		
Library	Maintenance works required on library buildings (Rangiora and Kaiapoi) are being planned. Unused budget will be carried over to the new financial year.	141
	Staff costs were under YTD budget due to various vacant positions during the period.	163
	Depreciation expenditure was more than budget due to revaluation on library building assets as at 30 June 2022.	(182)



CAPITAL EXPENDITURE	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL
	\$'000	\$'000	\$'000	\$'000
Capital Projects				
Resource Purchase	861	762	300	252
Lost Book Purchases	26	26	19	-
Rangiora Library Fan Installation	20	20	15	-
Libraries Kiosk Renewals	105	105	79	-
Citizens Advice Bureau Fitout	67	62	49	20
Kaipoi Library Furniture & Fittings Renewals	10	10	8	2
Rangiora Library Furniture & Fittings Renewals	116	104	78	2
	1,205	1,089	548	276
Loan repayments				
Library	23	23	17	17
	23	23	17	17
TOTAL CAPITAL EXPENDITURE	1,228	1,112	565	293

Significant Variances - Capital	Variance
	\$'000
Variances against year to YTD revised budget:	() = unfavourable
No significant variances identified.	

Community Protection
for the period ended 31 March 2023

	CURRENT YEAR					
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/REVISED
	\$'000	\$'000	\$'000	\$'000	\$'000	%
REVENUE						
General Rates	2,281	1,886	1,414	1,396	(18)	(1%)
Targeted Rates	55	55	41	43	2	5%
Fees and Charges	7,477	7,477	5,734	5,653	(81)	(1%)
TOTAL REVENUE	9,813	9,418	7,189	7,092	(97)	(1%)
OPERATING EXPENDITURE						
Civil Defence	598	598	409	392	(17)	(4%)
Environmental Health	1,405	1,405	974	962	(12)	(1%)
Building Services	6,556	6,556	4,817	4,774	(43)	(1%)
Stock Control	56	56	42	42	-	0%
Dog Control	638	638	418	380	(38)	(9%)
Rural Fire	5	5	4	34	30	750%
Cemeteries	291	291	198	183	(15)	(8%)
	9,549	9,549	6,862	6,767	(95)	(1%)
Internal Interest Elimination	4	3	2	2	-	0%
TOTAL OPERATING EXPENDITURE	9,545	9,546	6,860	6,765	(95)	(1%)
OPERATING SURPLUS (DEFICIT)	268	(128)	329	327	(2)	(1%)

Significant Variances - Operating

Variance
\$'000
() = unfavourable

Revenue

No significant variances identified.

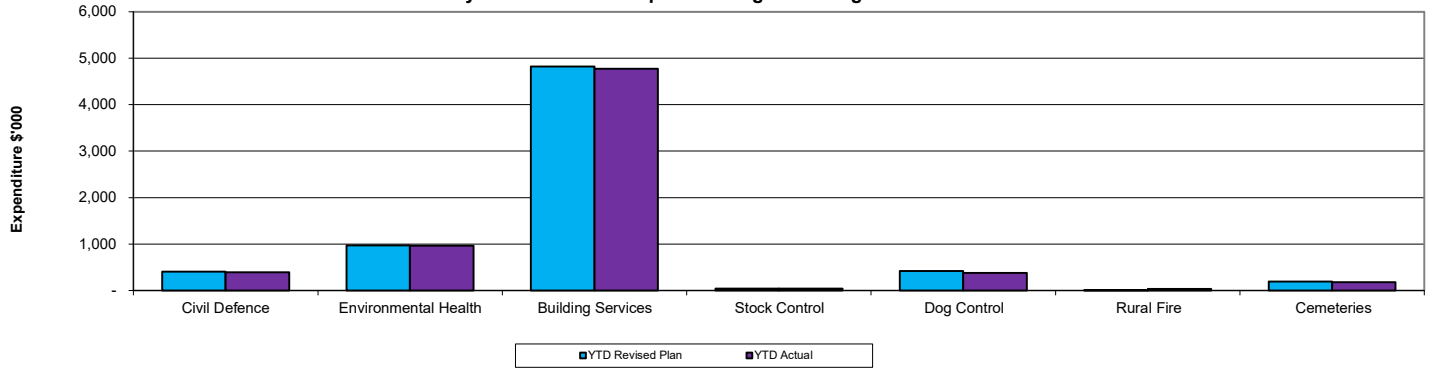
NOTE: Revised General Rates budget reflects that Rates are raised net of investment revenue. The budget is shown excluding any investment revenue. Refer to Table A - Governance.

Expenditure

Rural fire Expenditure more than YTD budget due to depreciation booked for the building asset leased to Fire and Emergency NZ (FENZ). In addition, consultancy fees were incurred on the lease agreement between Council and FENZ. Lease payments are expected at year end to cover expenditure.

(30)

Community Protection YTD Expenditure against Budget



CAPITAL EXPENDITURE	ANNUAL PLAN BUDGET	Full Year Revised Budget	YEAR TO DATE REVISED BUDGET	ACTUAL
	\$'000	\$'000	\$'000	\$'000
Capital Projects (Cemeteries capital projects showed on Recreation Capital Report)				
Civil Defence				
Replace Civil Defence centre signage	11	11	8	-
Cellphones - Civil Defence	-	-	-	2
Generator Wiring of C/D Centres	7	7	6	-
Trailer - mounted Generator 10KVA	15	15	12	27
Digital Radio Upgrade	28	28	21	-
Repair Mt Grey Radio	11	11	8	-
Replacement Flood Sandbags	11	11	9	-
CDEM Garage	31	31	25	28
Flood barrier Upgrade	33	33	25	5
Flood Barrier Pump Replacement	11	11	8	-
	158	158	122	62
Environmental Services				
Portable Electronic Parking Devices	5	5	4	8
Cellphones, tablets - Environmental Services	-	-	-	5
Environmental Services Equipment	10	10	7	19
	15	15	11	32
	173	173	133	94
Loan Repayments				
Rural Fire	3	3	3	21
Civil Defence	36	36	27	8
	39	39	30	29
TOTAL CAPITAL EXPENDITURE	212	212	163	123

Significant Variances - Capital	Variance
	\$'000
<u>Variances against YTD revised budget:</u>	() = unfavourable
No significant variances identified.	

**Community Development
for the period ended 31 March 2023**

	CURRENT YEAR					
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/ REVISED
	\$'000	\$'000	\$'000	\$'000	\$'000	%
REVENUE						
General Rates	930	769	577	569	(8)	(1%)
Interest	3	3	2	2	-	0%
Fees and Charges	1,149	1,149	862	882	20	2%
Subsidies	255	261	142	175	33	23%
TOTAL REVENUE	2,337	2,182	1,583	1,628	45	3%
OPERATING EXPENDITURE						
Community Development	788	891	618	539	(79)	(13%)
Crime Prevention	235	269	202	115	(87)	(43%)
Youth Development	185	342	152	80	(72)	(47%)
Housing for the Elderly	1,236	1,236	927	1,459	532	57%
Community Housing	-	-	-	5	5	0%
	2,444	2,738	1,899	2,198	299	16%
Internal Interest Elimination	44	32	24	23	(1)	(4%)
TOTAL OPERATING EXPENDITURE	2,400	2,706	1,875	2,175	300	16%
OPERATING SURPLUS (DEFICIT)	(63)	(524)	(292)	(547)	(255)	87%

Significant Variances - Operating
Variance
\$'000
() = unfavourable
Revenue

No significant variances identified.

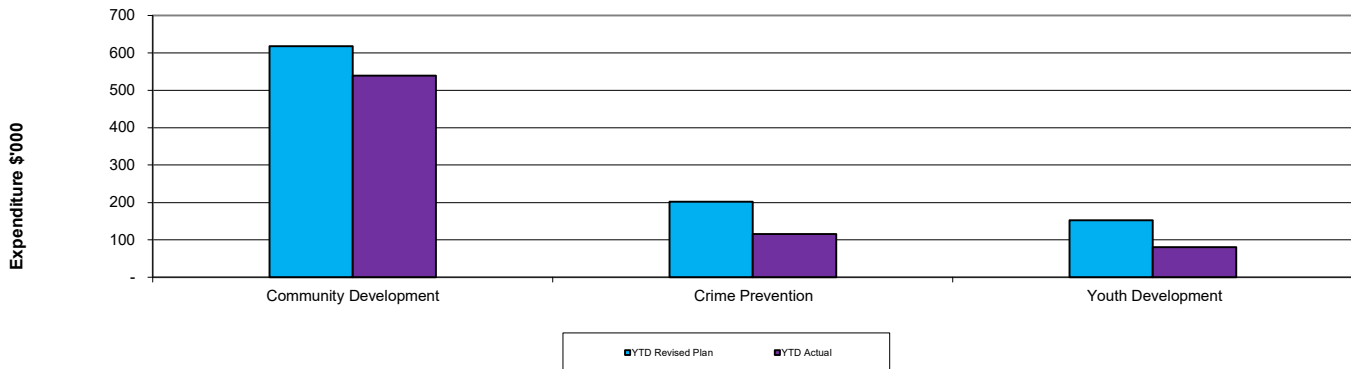
NOTE: Revised General Rates budget reflects that Rates are raised net of investment revenue. The budget is shown excluding any investment revenue. Refer to Table A - Governance.

Expenditure

Housing for the Elderly

Depreciation expenditure more than budget due to revaluation on building assets (Council's pensioner housing units) performed on 30 June 2022 (significant valuation increase due to high inflation in the past 3 years).

(532)

Community Development YTD Expenditure against Budget


	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL
CAPITAL EXPENDITURE				
	\$'000	\$'000	\$'000	\$'000
Capital Projects				
Housing for the Elderly Units Improvement	636	592	365	280
Loan Repayments				
Housing For the Elderly	126	126	95	95
	126	126	95	95
TOTAL CAPITAL EXPENDITURE	762	718	460	375

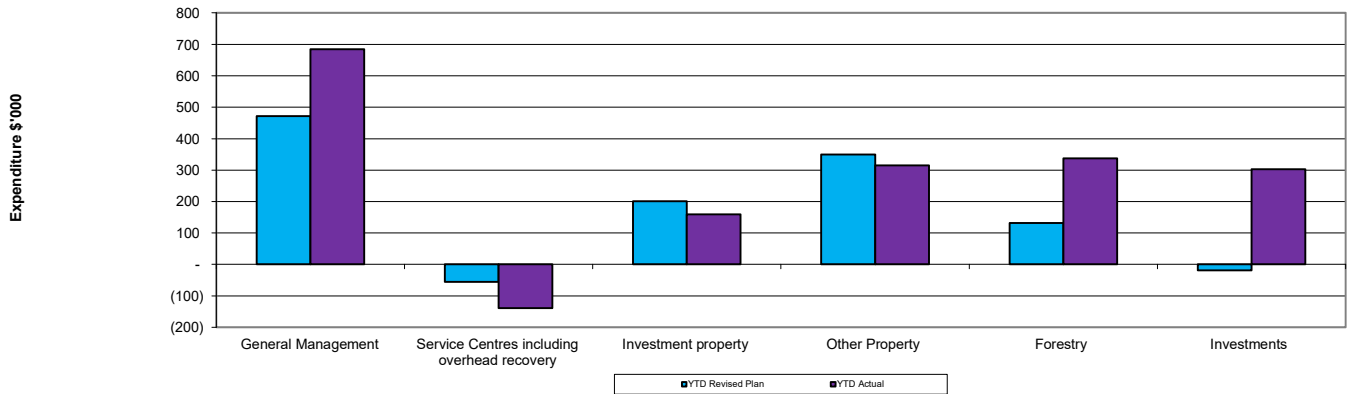
Significant Variances - Capital	Variance \$'000
<u>Variances against YTD revised budget:</u>	() = unfavourable
No significant variances identified.	

**Property & Forestry
for the period ended 31 March 2023**

	CURRENT YEAR			ACTUAL	VARIANCE	PERCENT ACTUAL/ REVISED
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET			
	\$' 000	\$' 000	\$' 000	\$' 000	\$'000	%
REVENUE						
Forestry revenue	200	200	150	126	(24)	(16%)
Investment property revenue	219	219	164	147	(17)	(10%)
Other revenue	65	65	49	149	100	204%
Interest	104	104	93	188	95	102%
Subsidies	-	-	-	11	11	0%
Dividends	735	735	607	687	80	13%
Gain on sale/Revaluation	143	143	58	-	(58)	(100%)
TOTAL REVENUE	1,466	1,466	1,121	1,308	187	17%
OPERATING EXPENDITURE						
General Management	630	630	472	685	213	45%
Service Centres including overhead recovery	(75)	(75)	(56)	(139)	(83)	148%
Investment property	268	268	201	159	(42)	(21%)
Other Property	467	467	350	315	(35)	(10%)
Forestry	176	176	132	337	205	155%
Investments	(26)	(26)	(19)	303	322	(1695%)
	1,440	1,440	1,080	1,660	580	54%
Internal Interest Elimination	78	56	42	24	(18)	(43%)
TOTAL OPERATING EXPENDITURE	1,362	1,384	1,038	1,636	598	58%
Less Taxation expense	-	-	-	-	-	0%
OPERATING SURPLUS (DEFICIT)	104	82	83	(328)	(411)	(495%)

Significant Variances - Operating		Variance \$'000 ()= unfavourable
<u>Revenue</u>		
Other revenue	Fees received by Project Delivery Unit on water model builds and finished floor level. Private works done by Water Unit not budgeted.	100
<u>Expenditure</u>		
General Management	Consultancy costs/legal fees more than budget due to increased workload and property transactions. In addition, costs were incurred on recruitment/induction/training for new staff to cover vacant positions.	(213)
Forestry	Expenditure more than YTD budget. This is mainly due to forestry cost of sale is now disclosed in expenditure. Previously the costs offset with the revenue and the net amount was disclosed as a net gain/(loss). This change was required by Audit NZ.	(205)
Investments	There were less chargeable hours in Dec 22/Jan 23 from Water Unit due to staff taking leave during Christmas/New Year. In addition, the site maintenance costs were more than YTD budget. There are more works available in the last quarter as the Utilities department works on completing capital projects before the year end. With more chargeable hours, the deficit should reduce. Water Unit is also working on its inventory system to minimise any inventory write-off.	(322)

Property and Investment YTD Expenditure against Budget



CAPITAL EXPENDITURE	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL
	\$'000	\$'000	\$'000	\$'000
Capital Projects				
Service Centres				
Rangiora Service Centre Upgrade	45	45	34	26
Commercial Properties				
Dog Pound Roof Replacement	-	-	-	33
FENZ Go Bus Site 77 Raven Quay	500	-	-	-
	500	-	-	33
General Management				
Cellphones - General Management	-	-	-	2
	-	-	-	2
Water Unit				
Water Unit Capital Equipment	20	20	15	11
Cellphones - Water Unit	-	-	-	3
Wash-down Pad	-	-	-	31
Water Unit Heat Pump Replacement	-	-	-	2
	20	20	15	47
Forestry capital establishment costs				
Native Forest Planting	-	-	-	5
Forestry capital establishment costs	40	40	-	-
	40	40	-	5
Project Delivery Unit				
Tools & Equipment - PDU	44	44	33	-
Cellphones/Computers - PDU	-	-	-	15
	44	44	33	15
	649	149	82	128
Loan Repayments				
Service Centres	180	180	135	70
Civic Buildings (Commercial Properties)	15	15	12	21
	195	195	147	91
TOTAL CAPITAL EXPENDITURE	844	344	229	219

Significant Variances - Capital	Variance
	\$'000
Variances against YTD revised budget:	()= unfavourable
No significant variances identified.	

Earthquake Recovery and regeneration
for the period ended 31 March 2023

	CURRENT YEAR					
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL	VARIANCE	PERCENT ACTUAL/ REVISED
	\$'000	\$'000	\$'000	\$'000	\$'000	%
REVENUE						
Rates	3,302	3,302	2,477	2,456	(21)	(1%)
Grants/Subsidies	140	140	55	-	(55)	(100%)
Other income	178	178	83	-	(83)	(100%)
TOTAL REVENUE	3,620	3,620	2,615	2,456	(159)	(6%)
OPERATING EXPENDITURE						
General response and recovery	10	32	24	16	(8)	(33%)
District Regeneration	236	236	177	129	(48)	(27%)
Interest	2,500	2,500	1,875	1,849	(26)	(1%)
	2,746	2,768	2,076	1,994	(82)	(4%)
Internal Interest Elimination	734	525	394	388	(6)	(2%)
TOTAL OPERATING EXPENDITURE	2,012	2,243	1,682	1,606	(76)	(5%)
OPERATING SURPLUS (DEFICIT)	1,608	1,377	933	850	(83)	(9%)

Significant Variances - Operating

Revenue
No significant variances identified.

Expenditure
No significant variances identified.

Variance
\$'000
()= unfavourable

Non Significant Activities

for the period ended 31 March 2023

	CURRENT YEAR			ACTUAL	VARIANCE	PERCENT ACTUAL/ REVISED
	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET			
	\$' 000	\$' 000	\$' 000	\$' 000	\$'000	
REVENUE						
Rates - Covid 19 Loan	220	182	136	135	(1)	(1%)
Fees and Charges	720	720	560	624	64	11%
Subsidies/Donations	-	-	-	18	18	0%
Interest (external interest revenue)	110	110	83	920	838	1015%
Internal interest allocation	(41)	(40)	(30)	(824)	(794)	2647%
Gains	200	200	150	171	21	14%
Vested Assets	16,307	16,307	7,050	7,100	50	1%
TOTAL REVENUE	17,516	17,479	7,949	8,144	196	2%
OPERATING EXPENDITURE						
Special Funds	-	50	20	33	13	65%
Separate Accounts	152	152	114	86	(28)	(25%)
Interest expense	(2,507)	(1,807)	(1,355)	(1,280)	75	(6%)
Oncost account	(84)	(84)	-	368	368	0%
Indirect recoveries	-	-	-	-	-	0%
General account	24	24	18	51	33	183%
Plant operating	-	-	-	156	156	0%
Utilities Management	-	500	500	548	48	10%
Community and Recreation Management	-	-	-	(149)	(149)	0%
Planning Manager	-	-	-	(134)	(134)	0%
District Management/HR	-	2	1	121	120	0%
Information & Technology Services (excluding interest)	128	128	96	238	142	148%
Finance and Administrative Services	13	13	9	-	(9)	(100%)
Service Centres	694	694	520	421	(99)	(19%)
	(1,580)	(328)	(77)	459	536	(696%)
Add back Internal Interest Elimination from Activities	2,813	2,012	1,508	1,445	(63)	(4%)
TOTAL OPERATING EXPENDITURE	1,233	1,684	1,431	1,904	473	33%
OPERATING SURPLUS (DEFICIT)	16,283	15,795	6,518	6,240	(278)	(4%)

Significant Variances - Operating

		Variance
		\$'000
		()=unfavourable
Revenue		
Interest revenue	\$'000	
External interest income	920	
Interest allocated to:		
Water	107	
Sewer	313	
Drainage	116	
Solid Waste	73	
Library	24	
Community Development	2	
Property	188	
	<u>824</u>	
Expenditure		
Interest expense & interest elimination	\$'000	
Interest expense	(1,280)	
Internal interest elimination	1,445	
Net	<u>165</u>	mainly interest of loans in the IT area
Oncost	Expenditure was more than YTD budget mainly due to the introduction of the 3 days close down leave during Christmas.	(368)
Plant operating	The plant recovery rate is being reviewed to recoup the increased vehicle related costs.	(156)
Community and Recreation Management	Some staff positions were vacant during the period resulting in less staff costs. A year end wash up will be performed.	149
Planning Manager	Legal fees budget was underspent. A wash up will be performed at year end based on actual results.	134
District Management/HR	Costs were incurred on recruitment. Council also obtained legal advice on the proposed Ohoka subdivision.	(120)

Information & Technology Services
(excluding interest)

The charges on infrastructural as a service were more than YTD budget.

(142)

CAPITAL EXPENDITURE	ANNUAL PLAN BUDGET	FULL YEAR REVISED BUDGET	YEAR TO DATE REVISED BUDGET	ACTUAL
	\$'000	\$'000	\$'000	\$'000
Capital Projects				
Oncost Account				
Office furniture	85	85	64	102
	85	85	64	102
Plant Renewal & Replacement				
Vehicles	765	761	761	1,405
	765	761	761	1,405
Cellphone/Computer/Laptop Replacement				
Various departments	-	-	-	41
	-	-	-	41
Various IT projects				
	2,368	2,359	1,769	1,053
Total capital projects	3,218	3,205	2,594	2,601
Loan Repayments	521	521	400	495
	521	521	400	495
TOTAL CAPITAL EXPENDITURE	3,739	3,726	2,994	3,096

Significant Variances - Capital		Variance \$'000
<u>Variances against YTD revised budget:</u>		() = unfavourable
Vehicles	Vehicles were renewed as per Council's vehicle replacement programme.	(644)
Various IT projects	IT projects are being reprioritized.	716

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: EXC-08-03/TRIM No. 230510066736

REPORT TO: AUDIT & RISK COMMITTEE

DATE OF MEETING: 13 June 2023

AUTHOR(S): Helene Street, Corporate Planner

SUBJECT: Non-Financial Performance Measures for the quarter ended 31 March 2023

ENDORSED BY:
(for Reports to Council,
Committees or Boards)



 General Manager

 Chief Executive
1. SUMMARY

- 1.1. This report provides Audit & Risk Committee with the results of the Long Term Plan 2021-2031 non-financial performance measures, for the third quarter of the 2022/23 financial year.
- 1.2. These non-financial performance measures provide an overview of Council's performance against key indicators across the various functions of Council including community leadership, community services, council-controlled organisations, earthquake recovery and regeneration, infrastructure services and property management.

Year on Year Comparison

Performance Rating	2021/22 3 rd Quarter	%	2022/23 3 rd Quarter	%
Target Met	75	68%	66	59%
Target Not Met	28	25%	42	38%
Too early	8	7%	0	0%
Not Reported			3	3%
Total Performance Measures	111	100%	111	100%

Note: Council Units collectively report against 111 non-financial performance indicators as shown in the above table. The attached and associated Quarterly Summary Report includes two measures (one related to wastewater, and one related to water supply) that collectively have ten sub measures that do not automatically appear in the summary report. However, the table above does reflect the assessment of all 111 measures and sub measures.

Attachments:

- i. *Non-Financial Performance Measures Quarterly Activities Report as at 31 March 2023*
TRIM No. 230510066739

2. **RECOMMENDATION**

THAT the Audit & Risk Committee:

- (a) **Receives** report No. EXC-08-03/TRIM No. 230510066736.
- (b) **Notes** 59% of performance measures for the third quarter of the 2022/23 financial year were achieved, and 38% were not achieved.
- (c) **Notes** 3 (3%) measures were not reported for the quarter. These belong to Te Kōhaka o Tūhaitara Trust. Efforts are being made to obtain the results from the Trust.
- (d) **Notes** 14 of the 42 measures that did not meet target were within 5% of being achieved.
- (e) **Notes** all measures have been reviewed and incorporated in the 2021-2031 LTP.
- (f) **Notes** the further enhancements made to the Opal3 report in this quarter.

3. **BACKGROUND**

- 3.1. The *Local Government Act 2002* (LGA) requires that Council reports on progress of its measures, which are provided to the Committee quarterly and will be audited in the 2022/23 Annual Report.
- 3.2. The 2022/23 financial year is the second year of the 2021-2031 Long Term Plan (LTP), adopted by Council in June 2021. The attached report includes details of each measure, and provides commentary related to the corresponding results.
- 3.3. The commentary within the attached report also identifies reasons for those measures that were not achieved, and the actions required to ensure the target is achieved going forward.
- 3.4. In 2022 changes to the Public Benefit Entity Financial Reporting Standard 48 (PBE FRS 48) were made. The PBE FRS 48 establishes principles and requirements for an entity to present service performance information that is useful for accountability and decision-making purposes in a general-purpose financial report.
- 3.5. The changes to the standard, along with Audit NZ advice relating to strengthening of our existing performance measures, led to a high-level review of all 111 Council performance measures to ensure they were meaningful and being measured reliably. Audit NZ advice also highlighted that measures could not be changed, only have further context provided to highlight how they are measured and where the evidence comes from.
- 3.6. Through the review, each measure was assessed using the following criteria questions:
 - a. Could it be accurately measured.
 - b. What evidence was used to demonstrate/establish the result.
 - c. Was any further narrative was required to clarify or explain the results.
- 3.7. The review resulted in four measures having further narrative added to provide more context. The review was carried out by Strategy and Business Unit staff and was supported by staff from the Finance Team.

4. ISSUES AND OPTIONS

Human Resource

- 4.1. As an organisation, Council is facing human resource constraints driven by the current low levels of unemployment and an immigration policy reset that makes it harder to employ skilled migrants. Concurrently, housing and other inflationary pressures are working in tandem to drive record levels of migration of NZ citizens, particularly for young people with a higher level of education and skills. This is already leading to a net outflow of skilled workers and is likely to further intensify the current shortage of skilled workers. Local Government sector reforms also provide uncertainty for Council employees, who in an 'employees market' are presented with more employment opportunities. These various factors have resulted in staff attrition rates climbing from about 5% two years ago, to around 17% presently. The Waimakariri District Council is not alone in facing challenges to find and retain suitably qualified staff, contractors and consultants providing services to Council also report resourcing issues.

Central Government Reform Programme

- 4.2. Central Government has numerous policy reviews and reforms underway that have and will continue to have significant impact on Council's work and service delivery. Over the last financial year, significant staff resource has been allocated to understanding, responding to, and managing the impacts of reform programmes such as Three Waters, Climate Change, Housing and Urban Development, the Future for Local Government, Emergency Management, Solid Waste and Recycling etc.
- 4.3. The operating challenges identified above, along with others, will continue to have an impact on Council operations for the foreseeable future. While there is significant thought going into mitigation and management of future impacts, the compounding effect of multiple and simultaneous significant external environment factors, influences priorities and how resources are directed, and results for this quarter non-financial performance indicators have reflected this.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The non-financial performance indicators highlight performance of Council services across a range of the four well-beings, and enable staff and elected members to track and refine programmes of work that impact on community well-being.

- 4.4. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. Council service provision and programme delivery will have an impact on all of the community, and members of Te Ngāi Tūāhuriri hapū, like others, will be interested in the delivery of significant Council activities.

5.2. **Groups and Organisations**

There are a variety of groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. As above, the delivery of Council services and programmes often has an impact on groups and organisations within the District, and the level of specific interest and/or effect of any Council service will be related to the specific nature of that group/organisation.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. As noted with groups and organisations, the delivery of Council services and programmes often has an impact on the wider community, and the level of that specific interest and/or effect will differ across the community.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. Work that is monitored and reported on through the non-financial performance indicators is funded through the individual workstreams within each department and reported against through the normal programme and project reporting mechanisms.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have direct sustainability and/or climate change impacts. However, a number of climate change and sustainability programmes of work currently underway will result in potential changes to the way services and work programmes are delivered in the future, to ensure climate change objectives and responsibilities of Council are met.

6.3 **Risk Management**

There are no risks arising from the adoption of the recommendations in this report.

6.4 **Health and Safety**

There are no health and safety risks arising from the adoption of the recommendations in this report.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. **Authorising Legislation**

Local Government Act 2002 (LGA)

7.3. **Consistency with Community Outcomes**

As this report relates to non-financial performance measures across the significant activities Council delivers, all of the Council's Community Outcomes are relevant to the actions arising from recommendations in this report.

7.4. **Authorising Delegations**

The Audit and Risk Committee, holds delegation to approve quarterly monitoring of the non-financial components of the Annual Plan and Annual Report.



JANUARY TO MARCH 2023
(QUARTER THREE OF THE 2022-2023)

QUARTERLY NON FINANCIAL KPI REPORT



WAIMAKARIRI
DISTRICT COUNCIL

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Significant Activities – Executive Summary

There are a total of 111 Non-Financial Key Performance Measures in the 2021 – 2031 Long Term Plan. Results for all Activities appear in this report under the major headings in the Service Delivery section of the Long Term Plan.

The report lists all the measures along with the Target, Result, Status and Comments. Depending on the result, the measures are assigned a status as follows:

-  Target Met (met or exceeded target)
-  Almost Met Target (within 5% of target)
-  Target Not Met (greater than 5% of target)
-  To Early (measure is still to be calculated across the district for end of year or the work has not yet commenced)
-  Not reported

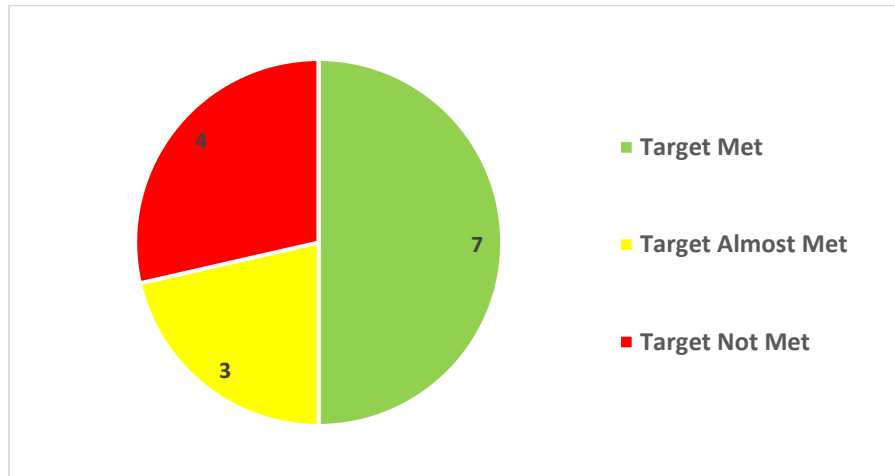
Results for this quarter show:

- 66 measures met target (59%)
- 42 measures did not meet target (38%), of these 14 were within 5% of the target (13% of the total measures)
- 3 measures were not recorded this quarter due to a staff member leaving the Te Kōhaka o Tūhaitara Trust (3%).

Each major group shows a pie chart and legend highlighting the results for that group. The measures that appear with a result of no-status are the measures that are still to be started (to early).






Community Leadership



Key Performance Indicators - Summary





Activity - GOVERNANCE




KPI	Period	Period Result	YTD Result	Status	Comments
Rūnanga Executive meetings with Council held each quarter.	Annual Target: 4				
	Q3 FY23	0	0.00	●	No meetings were held with the Runanga this quarter. However it was anticipated that meetings will resume in late 2023.
Rūnanga/Council Annual Hui held.	Annual Target: 1				
	Q3 FY23	0	0.00	●	It was anticipated that a Hui will be held in late 2023 or early 2024.

KPI	Period	Period Result	YTD Result	Status	Comments
Mahi Tahī Joint Development Committee meetings.	Annual Target: 6				
	Q3 FY23	0	0.00		No meetings of the Mahi Tahī Joint Development Committee were held this quarter due to the renegotiation of levels of engagement with the Runanga.
The percentage of Official Information Requests (OIR) applications completed within 20 working days.	Annual Target: 100.00%				
	Q3 FY23	100.00%	96.47%		The Governance Team responded to 26 OIR applications. All the requests for information (100%) were processed within 20 days, at an average response time of 11.8 days.
The percentage of Land Information Memoranda (LIM) applications issued within 10 working days.	Annual Target: 100.00%				
	Q3 FY23	100.00%	100.00%		427 LIMs for the quarter (avg 4 days). Jan- 105 (avg 3 days), Feb - 140 (avg 4 days), Mar - 182 (avg 4 days). A total of 1,302 LIMs have been issued this financial year to date.
The percentage of Council agenda items of business that are open to the public.	Annual Target: 90.00%				
	Q3 FY23	88.30%	87.68%		The Council and Committees considered 94 items of business during this quarter, of which 88.3% were open to the public. The remainder of the items (11.7%) were considered as public excluded for various grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987. The content of 72% of these items will remain public excluded, 27% will be conditional be made public in the future and 18% has already been made public.
The Long Term Plan (LTP) and Annual Plan (AP) is adopted by Council within the legislative timeframe.	Annual Target: Achieved				
	FY22	Achieved	Achieved		The 2022/23 Annual Plan was adopted on 28 June 2022.

KPI	Period	Period Result	YTD Result	Status	Comments
The Annual Report and Summary is adopted by Council within the legislative timeframe.	Annual Target:				
	FY23	Achieved	Achieved		The 2021/22 Annual Report and Summary were adopted on 20th December 2022.
The Annual Report and Summary is adopted by Council with an unmodified audit opinion.	Annual Target:				
	FY23	Achieved	Achieved		The 2021/22 Annual Report and Summary were adopted with an unmodified audit opinion on 20 December 2022.

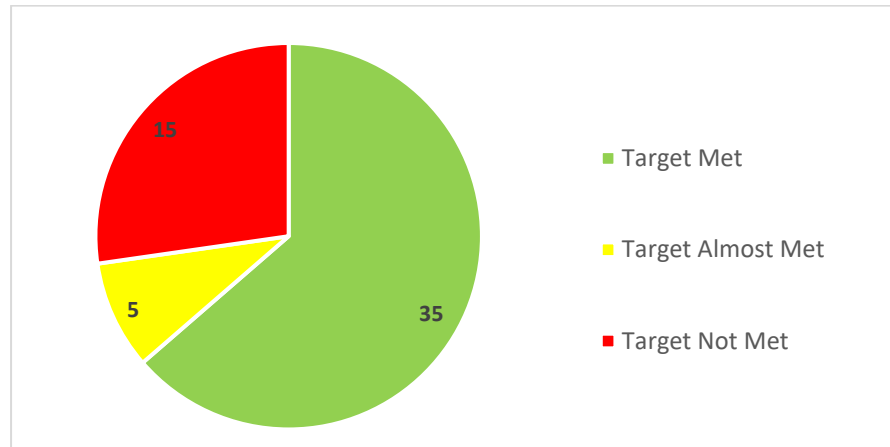
Activity – DISTRICT DEVELOPMENT

KPI	Period	Period Result	YTD Result	Status	Comments
The supply of land identified for urban residential use in relevant plans and policies. (250ha or 3,000 lots based on a net density 12 households per hectare)	Annual Target: 250ha or 3,000 lots				
	Q3 FY23	3,000	3,000		Recent amendments to the proposed District Plan that give effect to the RMA Housing and Other Matters Amendment Act mean that the district has plan enabled capacity in excess of 3,000 lots, based on the increased net density enabled by the Act. The enabled net density exceeds 20 households per hectare.
The supply of land identified for urban business use in relevant plans and policies. (50ha)	Annual Target: 50ha				
	Q3 FY23	99	99.87		There is 98.87 ha of vacant business land. Total now includes 12.1Ha of business land at Ravenswood

KPI	Period	Period Result	YTD Result	Status	Comments
The percentage of plan changes responded to in accordance with the Resource Management Act (RMA) requirements.	Annual Target: 100.00%				
	Q3 FY23	100.00%	100.00%		One plan change is in progress, currently within statutory timeframes.
The percentage of resource consents issued in accordance with the Resource Management Act (RMA) requirements.	Annual Target: 100.00%				
	Q3 FY23	95.35%	97.12%		82 out of 86 decisions were issued within statutory timeframes.
The percentage of Land Use Consents (LUCs) that are reviewed for monitoring requirements.	Annual Target: 100.00%				
	Q3 FY23	92.00%	55.33%		46 out of 50 land use consents were monitored during this quarter = 92% compliance






Infrastructure Services

Key Performance Indicators - Summary







Activity – ROADS AND FOOTPATHS



KPI	Period	Period Result	YTD Result	Status	Comments
A reduction in the number of fatalities and serious injury crashes on the local road network, from the previous financial year. (There were seven fatalities and 17 serious injury crashes last year) Note: This does not include crashes at intersections with a State Highway where the SH road user at fault.	Annual Target:				
	Q3 FY23	11	23	●	There were 11 serious injury crashes for quarter 3 of this financial year. There have been a total of 23 fatalities or serious injury crashes for the year to date. This is an increase of 1 at the end of the same period, when compared with the previous year.




KPI	Period	Period Result	YTD Result	Status	Comments
The average quality of ride on a rural sealed road network, measured by smooth travel exposure.	Annual Target: 95.00%				
	Q3 FY23	98%	97.67%		Condition rating completed in April 2023. No significant change to ride quality noted
The average quality of ride on an urban sealed road network, measured by smooth travel exposure.	Annual Target: 75.00%				
	Q3 FY23	85%	85.00%		Roughness survey carried out in April 2023. Ride quality remains above target.
The percentage of the sealed local road network that is resurfaced.	Annual Target: 5.00%				
	Q3 FY23	1%	2.60%		Resurfacing work is still underway, however due to a high proportion of asphalt work it is unlikely that this target will be met this financial year.
The percentage of footpath that falls within the level of service or service standard for the condition of footpaths.	Annual Target: 95.00%				
	Q3 FY23	98%	98%		Target met. Last condition rating survey carried out in October 2022
The percentage of customer service requests relating to roads and footpaths responded to within service delivery standards.	Annual Target: 95.00%				
	Q3 FY23	82.90%	81.84%		Service request numbers have remained very high and continue to increase in this quarter (higher than quarter 2). Additional resource is being put in place to help meet high ongoing demand in this area as well as catching up with backlog. 1125 of the 1357 customer service requests were responded to within service delivery targets.




Activity – WATER SUPPLY

KPI	Period	Period Result	YTD Result	Status	Comments
The extent to which drinking water complies with the drinking water standards for: a) Bacterial compliance.	Annual Target: 100.00%				
	Q3 FY23	1%	1%		“Bacterial compliance levels have reduced significantly with the introduction of new Drinking Water Quality Assurance Rules in November 2022, affecting this quarter’s reporting results. Rather than previous requirements relying on E. coli sampling being absent of E. coli, new Rules require treatment of all water for bacteria. Some supplies that are currently unchlorinated (and where chlorine exemptions are being sought) were unable to achieve compliance as there was no bacterial treatment in place, while others that do have chlorine where unable to meet the full contact time requirements. It is proposed to address this by treating all water with UV disinfection, however until this is complete, low levels of compliance against the new Rules are expected. The quality of the water being produced is still at the same high standard as previously, when high compliance levels were achieved, however time is required to install the necessary infrastructure to gain full compliance against this measure”
The extent to which drinking water complies with the drinking water standards for: b) Protozoal compliance.	Annual Target: 100.00%				
	Q3 FY23	7%	7%		Refer attached spreadsheet for full details on a scheme by scheme basis. New Drinking Water Assurance Rules came into place in November which required treatment for protozoa on all schemes, unless sanitary bore requirements could be met. This has triggered an extensive programme of UV upgrades across the district, and until this has been completed, a high degree of non-compliance is expected.
The percentage of real water loss from the networked reticulation system based on 240 litres per connection per day. (Less than 22%)	Annual Target: 21.99%				
	FY22	22%	22%		This figure was re-calculated in Jan 2023 for the 2022 year. The results can be seen in the attached spreadsheet. It is noted that the review methodology is to undergo a peer review in March 2023, so the reported figure may be updated after this time, depending on the outcomes of this.






<p>The median response time to attend and/or resolve a call-out in response to a fault or unplanned interruption to the network reticulation system:</p> <p>a) Attendance for urgent call-outs: from the time that the local authority receives notification to the time that the service personnel reach the site. (Less than 60 minutes)</p>	Annual Target: 59			
	Q3 FY23	29.00	43.00	




KPI	Period	Period Result	YTD Result	Status	Comments
The median response time to attend and/or resolve a call-out in response to a fault or unplanned interruption to the network reticulation system: b) Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption. (Less than 480 minutes)	Annual Target: 479				
	Q3 FY23	90.00	90.00		Median time 1.5 hours equating to 90 minutes.
The median response time to attend and/or resolve a call-out in response to a fault or unplanned interruption to the network reticulation system: c) Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that the service personnel reach the site. (Less than 36 hours (2,160 minutes))	Annual Target: 35.99				
	Q3 FY23	4.100	4.10		Median response time 4.10 hours equating to 246 minutes.


KPI	Period	Period Result	YTD Result	Status	Comments
The median response time to attend and/or resolve a call-out in response to a fault or unplanned interruption to the network reticulation system: d) Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption. (Less than 48 hours (2,880 minutes))	Annual Target: 47.99				
	Q3 FY23	6.440	6.44		Median time 6.44 hours equating to 386.4 minutes
The number of events that cause water not to be available to any connection for more than 8 hours.	Annual Target: 0				
	Q3 FY23	1	1		The service request was received on 27/02/2023 5:00:00 PM and attended on 28/02/2023 6:50:00 PM. We have recently had a few issues with afterhours service requests either not being received or being called through later than when the customer phoned in the request or not phoned through at all, this means that Water Unit Admin do not know about the service request until we receive the BATS afterhours email. For this service request the call has been received but no after-hours service request has been received. We are working with our customer service to avoid missing track of the after-hours service requests.
The total number of complaints received about Drinking Water: Council's response to complaints about Clarity, Taste, Odour, Pressure/Flow and Continuity of Supply. (Less than 5 complaints per 1,000 connections)	Annual Target: 4.99				
	Q3 FY23	2.00‰	5.27‰		The biggest contributor was low flow pressure, taste and odour. Refer to spreadsheet.

KPI	Period	Period Result	YTD Result	Status	Comments
The average consumption of drinking water per day per person within the District. (Less than 450 litres)	Annual Target: 450				
	Q3 FY23	578.00	487.33		Please refer to spreadsheet. Water demand is seasonal and this quarter includes the highest demand time of the year.
Stockwater. The number of water outages exceeding 24 hours in duration.	Annual Target: 0				
	Q3 FY23	8	20		<p>There were eight outages exceeding 24 hours this quarter. The outages were related to managing flows during water restrictions in January / February and race failure in Pestors Road in March.</p> <p>There have been 20 outages exceeding 24 hours this year to date. The outages were related to the debris blockages following the significant rainfall in July, high winds causing trees to topple in September, damage to the Stoke intake weir in October, managing flows during water restrictions in January / February and race failure in Pestors Road in March.</p>
Stockwater. The percentage of service requests responded to within 48 hours.	Annual Target: 95.00%				
	Q3 FY23	98.90%	99.20%		<p>90 of the 91 service requests received in the second quarter were responded to within 48 hours.</p> <p>374 of the 377 service requests received this year were responded to within 48 hours.</p>



Activity – WASTEWATER






KPI	Period	Period Result	YTD Result	Status	Comments
The number of dry weather sewerage overflows from the sewerage system. (Less than 1 per 1,000 connections)	Annual Target: 0.99				
	Q3 FY23	0	0.23		There have been 4 dry weather overflows this year. These were predominantly caused by pipe blockages from wet wipes.
Compliance with resource consents for discharge from the sewerage system measured by the number of: a) Abatement notices.	Annual Target: 0				
	Q3 FY23	0	0.00		No abatement notices were received from Environment Canterbury this year.
Compliance with resource consents for discharge from the sewerage system measured by the number of: b) Infringement notices.	Annual Target: 0				
	Q3 FY23	0	0.00		No infringement notices were received from Environment Canterbury during this year.
Compliance with resource consents for discharge from the sewerage system measured by the number of: c) Enforcement orders.	Annual Target: 0				
	Q3 FY23	0	0.00		No enforcement orders have been received from Environment Canterbury during this year.
Compliance with resource consents for discharge from the sewerage system measured by the number of: d) Convictions.	Annual Target: 0				
	Q3 FY23	0	0.00		No convictions were received from Environment Canterbury during this year.






KPI	Period	Period Result	YTD Result	Status	Comments
The percentage of the total number of wastewater consent conditions that have breaches that result in an Environment Canterbury report identifying compliance issues that require action.	Annual Target: 0.00%				
	Q3 FY23	0.00%	0.00%		There were no breaches of consent this year leading to significant adverse effects, as noted in Environment Canterbury compliance reports.
The median response times for attendance and/or resolution of sewerage overflows resulting from a blockage or other fault in the sewerage system: a) Attendance time from receipt of notification to the time that service personnel reach the site. (Less than 120 minutes)	Annual Target: 119				
	Q3 FY23	1,169.00	112.00		The median response time from receipt of notification to time that service personnel reach site was 1,169 minutes for the third quarter. However, the median response time from receipt of notification to time that service personnel reach site is 71 minutes for the year.
The median response times for attendance and/or resolution of sewerage overflows resulting from a blockage or other fault in the sewerage system: b) Resolution time: from receipt of notification to the time that service personnel confirm resolution of the blockage or other fault. (Less than 480 minutes)	Annual Target: 479				
	Q3 FY23	1,082.00	325.00		The median response time from receipt of notification to resolution of the problem was 1,082 minutes for the third quarter. However, the median response time from receipt of notification to resolution of the problem was 254 minutes for the year.


KPI	Period	Period Result	YTD Result	Status	Comments
The total number of complaints received about Sewerage: Council's response to complaints about Odour, Faults and Blockages. (Less than 5 complaints per 1,000 connections)	Annual Target: 4.99				
	Q3 FY23	0.76‰	3.22‰		Overall there have been fewer than 5 complaints per 1000 connections this year.

Activity – STORMWATER DRAINAGE






KPI	Period	Period Result	YTD Result	Status	Comments
Urban Stormwater: a) The number of flooding events that occur as a result of overflow from the stormwater system that enters a habitable floor.	Annual Target: 0				
	Q3 FY23	0	0.00		No habitable floor levels were inundated in less than a 50 year storm event. There were four significant rainfall events in July which caused flooding across the district, the largest event occurred on the 26 July which was determined to have a return period of approximately 30 years over a 24 hour period. There were 41 garages / sheds that were reported as flooded and 4 habitable floor levels - two in rural areas (Greigs Road and Tram Road) and two in urban areas (Kinley Street, Rangiora and Queens Ave, Waikuku Beach). The flooding in the urban area related to private issues and not overflow from the public stormwater system.
Urban Stormwater: b) For each flooding event, the number of habitable floors affected.	Annual Target: 0				
	Q3 FY23	0	0.00		No habitable floor levels were inundated in less than a 50 year storm event.

KPI	Period	Period Result	YTD Result	Status	Comments
Rural Drainage Areas: The percentage of service requests for drain cleaning that are responded to within 5 days.	Annual Target: 95.00%				
	Q3 FY23	81.25%	60.06%		A total of 1,568 drainage related service requests were lodged this year to date, of which were 330 related to rural drainage maintenance. 202 of the 330 service requests relating to rural drainage maintenance were responded to within 5 working days. There is still a backlog of service requests that the Drainage Team and Flood Team have been working through following the July 2022 flood events.
Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of: a) Abatement notices.	Annual Target: 0				
	Q3 FY23	0	0.00		No abatement notices were received from Environment Canterbury during this quarter.
Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of: b) Infringement notices.	Annual Target: 0				
	Q3 FY23	0	0.00		No infringement notices were received from Environment Canterbury during this quarter.
Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of: c) Enforcement orders.	Annual Target: 0				
	Q3 FY23	0	0.00		No enforcement were received from Environment Canterbury during this quarter.
Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of: d) Convictions.	Annual Target: 0				
	Q3 FY23	0	0.00		No convictions were received from Environment Canterbury during this quarter.

KPI	Period	Period Result	YTD Result	Status	Comments
The percentage of the total number of drainage consent conditions that result in an Environment Canterbury report that identifies compliance issues that require action.	Annual Target: 0.00%				
	Q3 FY23	0.00%	0.00%		There were no compliance reports received from Environment Canterbury regarding a breach of consent condition during this quarter.
The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	Annual Target: 180				
	Q3 FY23	0.00	0.00		There were no flooding events of habitable floor levels during this quarter.
The number of complaints received by a territorial authority about the performance of its stormwater system.	Annual Target: 10				
	Q3 FY23	0.0	1.60		There were no complaints this quarter related to the performance of the stormwater system. There have been 52 complaints this year related to the performance of the stormwater system.
The percentage of service requests relating to any drainage enquiries that are responded to within 5 working days.	Annual Target: 95.00%				
	Q3 FY23	83.33%	62.44%		A total of 1,568 drainage related service requests were lodged this year to date, of which were 419 related to the stormwater system. 263 of the 419 service requests relating to the drainage system were responded to within 5 working days. There is currently a backlog of service requests that the Drainage Team and Flood Team have been working through following the July 2022 flood events.
Maintain dialogue and consultation with Te Ngāi Tūāhuriri Rūnanga.	Annual Target: Achieved				
	Q3 FY23	Achieved	Achieved		No scheduled Runanga meetings have been held to date this year for the Drainage team to attend.

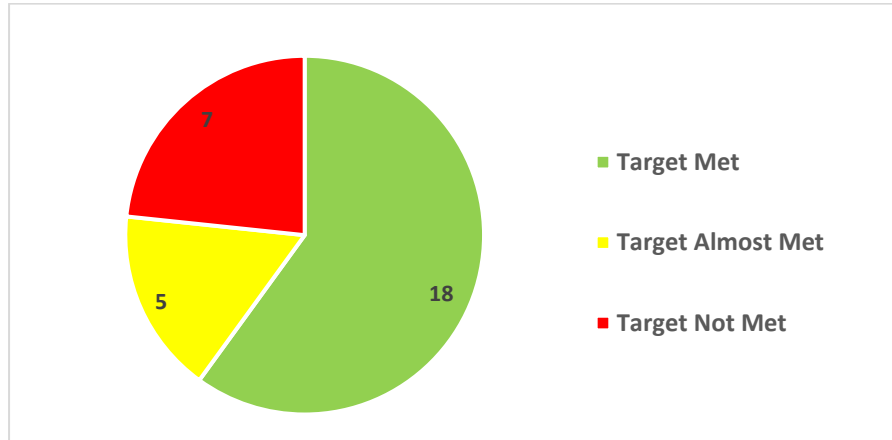
KPI	Period	Period Result	YTD Result	Status	Comments
Facilitate and engage with all drainage and water race advisory groups.	Annual Target: Achieved				
	Q3 FY23	Achieved	Achieved		The second round of 18 advisory group meetings were held last quarter. The remaining round of meetings are planned for May to June 2023.

Activity – SOLID WASTE

KPI	Period	Period Result	YTD Result	Status	Comments
The Southbrook Resource Recovery Park is open at least 360 days for the financial year.	Annual Target: 360				
	Q3 FY23	89	270.00		There was one planned holiday closure on New Years Day, site was open on 2 January and 6 February. There were no unplanned closures over this quarter.
The Oxford Transfer Station is open at least 98 days per year.	Annual Target: 26				
	Q3 FY23	25	77.00		Oxford transfer station was open on all 25 days in Q3: there were no unscheduled partial or full closures at disposal and recycling areas during this quarter, or in the year to date. The site was closed as scheduled on New Year's Day.
Kerbside collection service provided as scheduled.	Annual Target: 99.00%				
	Q3 FY23	100.00%	99.03%		290 missed bins/bags were reported; the contractor returned to collect all compliant bins/bags in Q3.
Reduction in annual per capita quantity of waste to landfill.	Annual Target: 65.6 kg/per capita/per quarter				
	Q3 FY23	66.80‰	63.32‰		The Landfill Reduction targets were not achieved in this quarter owing to seasonality impacts on waste tonnages over the summer period, but were achieved in the Year to Date.
Increase in annual per capita quantity of materials diverted from landfill.	Annual Target: 50.4 kg/per capita/per quarter				
	Q3 FY23	59.88‰	55.89‰		The target for increased diversion from landfill were achieved this quarter and YTD.





Community Services




Key Performance Indicators - Summary






Activity – RECREATION

KPI	Period	Period Result	YTD Result	Status	Comments
Customer satisfaction with meeting and performance spaces, as measured by an annual survey of facility users.	Annual Target: 90.00%				
	FY22	89.33%	89.33%	●	Results for this survey has a total of 89.33% either satisfied or very satisfied with the Community Facilities, a slight decrease from 89.88% last year when this survey was run. There were 10.67% of the responses either dissatisfied or very dissatisfied. Overall very slightly below target of 90% (89.33%). Resolving minor issues identified within the survey as appropriate will likely improve result over the target.



KPI	Period	Period Result	YTD Result	Status	Comments
Facilities are available for at least 90% of the days during the year outside of scheduled maintenance.	Annual Target: 90.00%				
	Q3 FY23	100.00%	100.00%		Our Community Facilities were not closed during the January to March 2023 period giving 100% availability of the facilities during this period.
The percentage of urban residential properties within 1,000m of public open space.	Annual Target: 90.00%				
	Q3 FY23	100.00%	100.00%		This is the second quarter reporting on the provision of open spaces within urban areas across the district. This shows that currently 100% of urban residential properties are within 1000 metres of recreational open spaces. There are currently 18,187 urban residential households as at 11 April 2023. This is up from 18,135 as at quarter two end.
Customer satisfaction with sports grounds, as measured by an annual survey of users.	Annual Target: 90.00%				
	FY22	100.00%	90.00%		This survey was completed in May 2022. Results of this survey was 100% satisfaction with sports grounds from the respondents. However, there were only 2 responses to this survey even with it being sent to all users of sports facilities. Staff will look at ways to improve the response rate as part of the next survey.
The number of hectares of parkland per 1,000 residents.	Annual Target: 8				
	Q3 FY23	15.84			There is a decrease since the last quarter. The total reserve size in the last two quarters included items outside of the Greenspace unit, therefore increased the total amount. Corrections have been made and the current numbers are comparable to the FY22 Q4. There is an increase in population and total reserve size from the FY22 Q4 being the population figure of 66,300 with the total reserve size being 1072.92ha, to FY23 Q3 population figure of 67,900 with the total reserve size being 1075.31ha. This results in 15.84 parkland hectares per 1,000 residents.






KPI	Period	Period Result	YTD Result	Status	Comments
The number of hectares of neighbourhood reserve land per 1,000 residents.	Annual Target: 1				
	Q3 FY23	1.30			There have been no new neighbourhood reserves vested since the last quarter. This measure remains above the target of 1 hectare per 1,000 residents. The population figure used for this calculation is 67,900 with the total reserve size being 88.3 hectares. This gives total provision of 1.30 hectares per 1000 residents. This number does not reflect the previous two reports as items outside of the Green Space unit were included in the total reporting numbers. The numbers are now correct and realigned with the FY22 Q4 figures. This is an increase from 86.87ha to 88.3ha.
Meeting quality management criteria and standards set by the NZ Recreation Association under the Pool Safe Accreditation Scheme.	Annual Target: 100				
	Q3 FY23	Achieved	Achieved		Accreditation achieved, Current accreditation is valid until April 2024.
Customer satisfaction with the Aquatic Facilities, as measured by a biannual survey of facility users.	Annual Target: 90.00%				
	Q3 FY23	94.00%	94.00%		Survey currently underway with previous results well within target





Activity – LIBRARIES & MUSEUMS




KPI	Period	Period Result	YTD Result	Status	Comments
The number of visits per person per annum to the Kaiapoi and Rangiora Libraries based on the District's population.	Annual Target: 7.5				
	Q3 FY23	5.34	5.38		There have been 271,949 visitors to the Rangiora and Kaiapoi Libraries in the first three quarters, which equates to a forecast average of 5.34 visits per person per annum (against an adjusted population of 67,900).
The number of visits per person per annum to the Libraries website based on the District's population.	Annual Target: 1				
	Q3 FY23	1.54	1.51		There were 75,024 visits to the Libraries' website in the first three quarters and this figure equates to a forecast average of 1.54 visits per annum (against an adjusted population of 67,900)
Customer satisfaction with library services as measured by an annual survey of library users.	Annual Target: 90.00%				
	FY22	0.00%	0.00%		The survey was scheduled to run in Q4 of the 2021/22 year but this did not happen. Libraries have reviewed the format of previous surveys in light of community outcomes and wellbeing. The library leadership team have completed a 10 month programme on evaluating outcomes funded by NZLPP. A new survey is being developed for review and will be rolled out for the 2022-23 year.


Activity – COMMUNITY PROTECTION

KPI	Period	Period Result	YTD Result	Status	Comments
Our Emergency Operations Centre is trained and resourced to industry standards. Our civil defence volunteers are trained and equipped to industry standards.	Annual Target:				
	Q3 FY23	Achieved	Achieved		Training is occurring in accordance with the current Training Calendar. In this period training included an intro to new staff 25 Jan with tutorials for all EOC staff on 25 & 26 Jan; individual training sessions for each CIMS functional team in Feb and Mar. New Controllers participated in a regional Controller workshop 10 Feb and 8 EOC staff members assisted in the North Island weather and TC Gabrielle emergencies on different dates across Feb and Mar. These training exposures have provided basic level training for newer staff and refresher training for experienced staff, while the North Island deployments have cemented existing moderate to high levels of competence for the 8 staff that deployed.
Engage the community on civil defence risks.	Annual Target:				
	Q3 FY23	Achieved	Achieved		Our community engagement continues on two separate fronts: - A monthly live radio talk-back show on Compass FM where we cover a variety of subjects including our most significant natural hazards, recent events (e.g. TC Gabrielle experience and lessons) and seasonal hazards (e.g. summer fire season risk; winter flood mitigation). - Community Emergency Hubs engagement. In Jan we addressed Rangiora Lions and Pegasus residents Assoc; Feb Kaiapoi Scouts, Cust Residents Assoc, and Sterling Residents Group (Silverstream); and Mar Pegasus & Cust follow-up hub sessions and Y.Dot youth group.


KPI	Period	Period Result	YTD Result	Status	Comments
The percentage of licensed food premises inspected per annum.	Annual Target: 100.00%				
	Q3 FY23	100.00%	50.00%		Of the verifications due in the 3rd quarter all 28 were completed. This is a difficult area to create meaningful data the way it has been set up. Verification of food business can extend to 18 months for good compliance. That means of the 124 businesses currently (this number is constantly changing with new and closed businesses) some would not fall into this financial year's monitoring as the KPI is written and therefore gives a negative number. It would be better to measure as a KPI for each quarter individually with the set amount of businesses requiring verification in that quarter as the measurement for meeting the KPI This would give a more accurate understanding of meeting a 100% KPI.
The percentage of all licensed alcohol premises inspected at least once per annum.	Annual Target: 95.00%				
	Q3 FY23	38.66%	63.03%		95% of premises need to be completed by 30 June 2023. 29 were monitored in the first quarter, 46 in the second quarter. The remaining 55 premises are scheduled to be completed in the last quarter.
The percentage of excessive noise complaints responded to within 2 hours.	Annual Target: 90.00%				
	Q3 FY23	84.30%	88.38%		After-hours responses have been an issue. There is a new contractor starting on May 8th, 2023, and we expect all performance issues will be addressed.
The percentage of all other unreasonable noise complaints responded to within 48 hours.	Annual Target: 90.00%				
	Q3 FY23	84.30%	84.21%		The below KPI result is attributed to after-hours contractor performance. The after-hour contract has recently been tendered out and a new contract will be in place on 8th May 2023. We anticipate improved response times.
The percentage of serious nuisance complaints responded to within 48 hours.	Annual Target: 100.00%				
	Q3 FY23	100.00%	100.00%		There was only one serious nuisance complaint to respond to within the last 3 months and it was responded to within 48 hours.



KPI	Period	Period Result	YTD Result	Status	Comments
The percentage of calls for wandering stock on roads responded to within 1 hour.	Annual Target: 90.00%				
	Q3 FY23	88.24%	83.33%		The callouts not responded to were allocated to our after-hours contractor. The Contractor has now been replaced and we expect a higher standard of service moving forward.
The percentage of complaints for serious dog attacks responded to within 1 hour.	Annual Target: 100.00%				
	Q3 FY23	100.00%	100.00%		All serious dog attacks were responded to within 1 hour
The percentage of building consent applications processed within the statutory 20 days.	Annual Target: 100.00%				
	Q3 FY23	97.16%	96.40%		Over the second quarter of the financial year 387 building consents were granted at an average of 12 days. Over this time frame 11 jobs were granted outside the statutory goal of 20 working days.
The percentage of code of compliance certificates issued within the statutory 20 days.	Annual Target: 100.00%				
	Q3 FY23	74.63%	73.37%		Over the third quarter of the financial year 339 Code Compliance Certificates were granted at an average of 14 days, down 3 working days over the prior quarter. Over this time frame 25% of applications were issued outside the statutory goal of 20 working days, an improvement of 6 percentage points over the previous quarter. The primary reason for the reduction in compliance is remains the same, a mixture of internal capacity constraints, high training needs and finding suitable staff. We reviewed our approach to recruitment for the auditor role and have chosen to advertise for an additional administration staff member. The high administrative demand on the team has impacted the ability of the technical staff to focus on the auditing function and the new administration officer will free up the technical staff to focus on auditing of Code.


KPI	Period	Period Result	YTD Result	Status	Comments
Maintain Building Consent Authority accreditation.	Annual Target:				
	Q3 FY23	Achieved	Achieved		The Waimakariri District Councils accreditation remains valid until June 2023. IANZ have confirmed our upcoming bi-annual assessment will occur over the week commencing May 29th, 2023. In preparation for the IANZ audit we have completed a pre-assessment with assistance from Christchurch City Council. All requested documentation has been provided to IANZ in preparation for the audit.
The percentage of Project Information Memoranda (PIM) applications issued in 20 working days.	Annual Target: 100.00%				
	Q3 FY23	100.00%	50.00%		Of the verifications due in the 3rd quarter all 28 were completed. This is a difficult area to create meaningful data the way it has been set up. Verification of food business can extend to 18 months for good compliance. That means of the 124 businesses currently (this number is constantly changing with new and closed businesses) some would not fall into this financial year's monitoring as the KPI is written and therefore gives a negative number. It would be better to measure as a KPI for each quarter individually with the set amount of businesses requiring verification in that quarter as the measurement for meeting the KPI This would give a more accurate understanding of meeting a 100% KPI.
Audit 25% of premises for building warrants of fitness annually. This equates to 100 buildings this financial year.	Annual Target: 25				
	Q3 FY23	50.00	65.00		Over the third quarter 50 BWOF audits were undertaken, 40 more than the previous quarter. We currently have sufficient resources to meet the KPI by the end of the financial year. Of note is the fact the MBIE will be auditing a number of BWOFs over the month of April. We don't anticipate any substantive issues to arise from these audits.

KPI	Period	Period Result	YTD Result	Status	Comments
Audit pool barriers every 3 years.	Annual Target: 33.00%				
	Q3 FY23	4.90%	2.14%		We have been working with ESU team members to train additional swimming pool inspectors to cover the gap until our new compliance officer comes on board in September 2023. An experienced inspector is managing the engagement of ESU staff and undertaking inspections himself. The BU inspector is also working through the list of failed inspections. Come September, with a dedicated resource we will come back into line with the statutory requirement of inspecting every pool barrier every three years.

Activity – COMMUNITY DEVELOPMENT

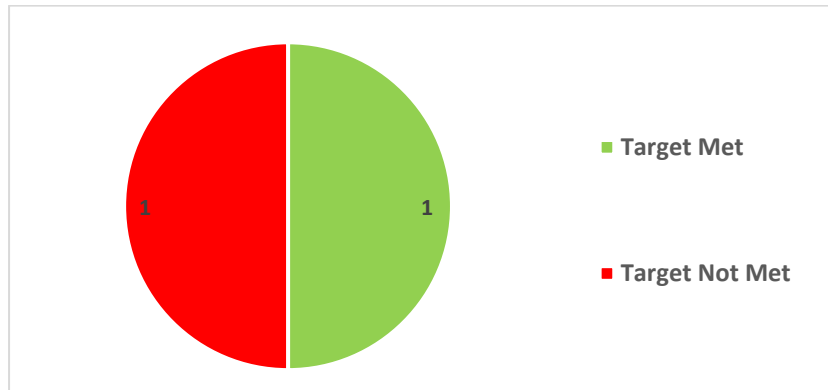
KPI	Period	Period Result	YTD Result	Status	Comments
Facilitation and support for collaborative networks that address issues related to health and wellbeing.	Annual Target: 4 per quarter				
	Q3 FY23	6	N/A		- Led 2 x LOCAL COMMUNITY NETWORKING FORUMS, held in Kaiapoi and Oxford. Attendance the community, social, education and faith sectors - typically 20 - 30 at each. - Bimonthly SOCIAL SERVICES WAIMAKARIRI (SSW) meeting, held in February. Community Team Manager is also on management committee for this network. - Facilitated WAIMAKARIRI HEALTH ADVISORY GROUP (WHAG) meeting in February. Facilitated WAIMAKARIRI ACCESS GROUP meetings in February and March. - Facilitated February and March YOUTH COUNCIL meetings.

KPI	Period	Period Result	YTD Result	Status	Comments
Facilitation of and support for community information opportunities.	Annual Target: 4 per quarter				
	Q3 FY23	5	N/A		Facebook pages (Combined following of over 6,387, - Waimakariri Community - Waimakariri Youth Council - WaiYouth - WaiLife Suicide Prevention Action Group - GLOW Migrants Group -Community information is also disseminated via a range of online, digital and paper-based means: - Community Section of the Council website: https://www.waimakariri.govt.nz/community - Chatter Newsletter (Distribution of over 4,000, electronically and via paper copy) - WaiYouth and Youth Council Instagram pages. (Combined following of over 600) - Information on the Council's Community Notices page and Council screens - Articles in 'The News', local newspaper -Welcome Bags continue to be distributed via developers, real estate agents, schools, libraries and service centres.
Support groups that connect and empower local residents.	Annual Target: 6 per quarter				
	Q3 FY23	7	N/A		- Supported YOUTH COUNCIL planning day - Supported and promoted the GLOBAL LOCALS of WAIMAKARIRI social group get-togethers - Facilitated the quarterly MIGRANTS STEERING GROUP meeting in February.- Active involvement in NEXT STEPS website development project. - Supported further development of a "BIKE PROJECT" - Supported the KAIAPOI COMMUNITY HUB USER GROUP toward the establishment of a Community Hub to engage educate and empower local residents. - Facilitated the Waimakariri AGE-FRIENDLY ADVISORY GROUP February and March meetings. - The Community Team manager plays and active role in Council's HOUSING WORKING GROUP and co-facilitating the community-led Social and Transitional Housing steering group.

KPI	Period	Period Result	YTD Result	Status	Comments
Active involvement in networks that address community safety.	Annual Target: 4 per quarter				
	Q3 FY23	4	N/A		As part of business as usual, continued to facilitate: - VIOLENCE FREE NORTH CANTERBURY STEERING GROUP - WAILIFE SUICIDE PREVENTION STEERING GROUP- WAIMAKARIRI ALCOHOL AND DRUG HARM STEERING GROUP- SAFE COMMUNITY FOUNDATION NATIONAL NETWORK - Community Team Manager is involved in a Steering Group looking to progress more community-based governance for the NZ model.

Property Management

Key Performance Indicators - Summary

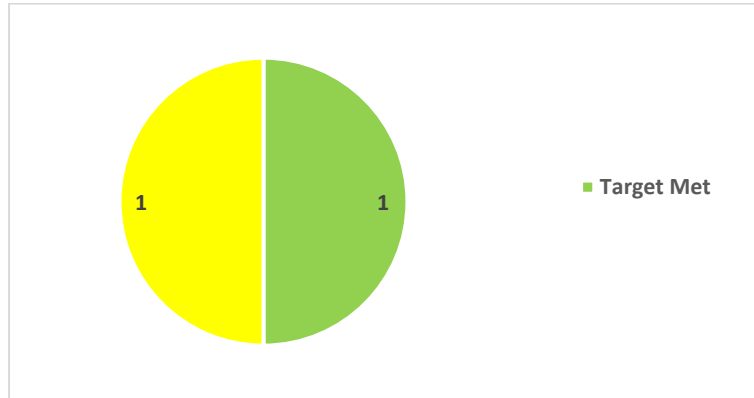


Activity – PROPERTY MANAGEMENT

KPI	Period	Period Result	YTD Result	Status	Comments
The percentage of occupancy per annum.	Annual Target: 97.00%				
	Q3 FY23	97.94%	97.96%	●	Continuing to meet our targets in tandem with the unit refurbishment program.
The percentage of Health and Safety, and urgent maintenance service requests responded to within 24 hours.	Annual Target: 100.00%				
	Q3 FY23	36.36%	71.88%	●	4 Requests were not responded to within 24 hours - this could just be an administrative error as I am sure that these requests would have been responded to urgently. 1 x request Ground Maintenance Cold Stream Road 3 x requests Pensioner Housing

Earthquake Recovery and Regeneration

Key Performance Indicators - Summary

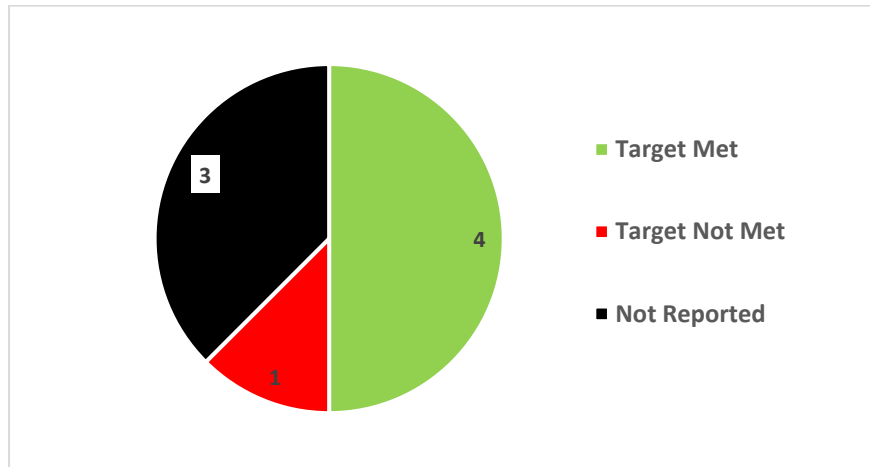


Activity – EARTHQUAKE RECOVERY AND REGENERATION

KPI	Period	Period Result	YTD Result	Status	Comments
Implementation of the Red Zone Regeneration Plan: Recreation and Ecological Linkages.	Annual Target:				
	Q3 FY23			●	Design currently underway on The Oaks linkage, and Courtenay linkage - but behind planned progress and will now carry over to 2023/24 year.
Implementation of the Red Zone Regeneration Plan: Heritage and Mahinga Kai.	Annual Target:				
	Q3 FY23	Achieved	Achieved	●	Co-governance set-up progressing, now expect lease completion Apr 2023. Working Group underway on master-planning. Stage II landscaping and planting underway.


Council Controlled Organisations

Key Performance Indicators - Summary






Activity – TE KŌHAKA O TŪHAITARA TRUST

KPI	Period	Period Result	YTD Result	Status	Comments
Establishment of new biota nodes to assist in the restoration of the indigenous coastal ecosystem.	Annual Target: 5				
	[Q3 FY23]			●	
Maintaining functional trails per year to provide walking, cycling and horse-riding recreational experiences.	Annual Target: 25				
	[Q3 FY23]			●	



KPI	Period	Period Result	YTD Result	Status	Comments
Develop and implement environmental education modules through engaging learning institutions.	Annual Target: 5				
	[Q3 FY23				

Activity – ENTERPRISE NORTH CANTERBURY

KPI	Period	Period Result	YTD Result	Status	Comments
Number of businesses assessed for training and coaching needs.	Annual Target: 62				
	Q3 FY23	12	41.00		We are seeing the signs of the economy tightening with business owners becoming more concerned about costs and cashflow. Finding staff still remains the top issue for most businesses.
Assessment by New Zealand Trade and Enterprise of ENC services through annual customer survey.	Annual Target: 60.00%				
	FY22	60%			While we achieved target, this is a low result for us. This is because the guidelines were changed around surveying. Instead of a survey being sent immediately after our interaction, we were asked to send a survey after a client had completed any follow up work with coaches or training providers. This could be 6 months later in most cases, and that meant that we were being scored on the client's experience with a provider (which was often one that they had requested) rather than on the interaction they had with us. We have fed that back to MBIE (who have taken the contract from NZTE) and they have agreed that growth advisors should return to surveying immediately after we have concluded our interaction with them.

KPI	Period	Period Result	YTD Result	Status	Comments
Business seminars and workshops delivered.	Annual Target: 20				
	Q3 FY23	10	32.00		10 half day sessions during this period (We ran two digital boost courses each of which comprise of 6 sessions. The second course had run 4 sessions during this period with the remainder in April). 20 people attended each course (40 total). That takes us to a total of 32 half day sessions YTD to a total of 112 attendees. Our free digital boost courses have proven very popular. Our paid courses are getting harder to fill as the economy tightens.

Activity – TRANSWASTE CANTERBURY

KPI	Period	Period Result	YTD Result	Status	Comments
Breaches of consent conditions that result in an Environment Canterbury report identifying compliance issues.	Annual Target: 0				
	Q3 FY23	0	0.00		No breaches
The percentage of landfill available to waste transporters during normal annual transport access hours.	Annual Target: 99.00%				
	Q3 FY23	100.00%	99.67%		100% available

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RAT-02-03/ 230503061932

REPORT TO: AUDIT & RISK COMMITTEE

DATE OF MEETING: 16 May 2023

AUTHOR: Maree Harris, Customer Services Manager

SUBJECT: Sefton Community Library- Application for a Rates Remission

ENDORSED BY:
(for Reports to Council,
Committees or Boards)



General Manager

Chief Executive

1. SUMMARY

- 1.1. This report requests that the Committee considers granting a rates remission of \$706.51 to the Sefton Community Library to cover the full amount of rates owing to 20 June 2023 on their property at 14 Pembertons Road, Sefton.
- 1.2. The request is made under the Policy for Remission of Rates in Miscellaneous Circumstances and follows remissions made to the same organisation in 2017-2019 \$1,261.53; 2020 \$563.55; 2021 \$576.83 and 2021 \$649.54.

2. RECOMMENDATION

THAT the Audit & Risk Committee:

- (a) **Receives** Report No. 230503061932.
- (b) **Approves** a rates remission of \$706.51 to the Sefton Community Library Trustees property at 14 Pembertons Road, Sefton (Rates Assessment 2144019400) under the Policy for Remission of Rates in Miscellaneous Circumstances.

3. BACKGROUND

- 3.1. The Audit & Risk Committee has agreed to a 100% rates remission on the old Sefton Library property for each of the last five years due to no funds being available to the Trustees to pay the rates. The Trustees have been working to update the ownership into the names of the current Trustees so that the property can be sold. As ownership and status of the property has still not reached a point where it can be sold, a further rates remission is requested.
- 3.2. It is planned to use the proceeds from the sale of this property to contribute towards the repairs and upgrade of the Sefton Community Hall.
- 3.3. Craig Knowles, the Solicitor working with the Trustees has advised that the application is still with Crown Law (further documents were sent to them on 2 March 2023). Once there has been a response from Crown Law, the application with the High Court will be updated. Craig will chase this up during May 2023 to see where things are at.

4. ISSUES AND OPTIONS

- 4.1. The Trustees do not have income to pay the rates. If a remission is not granted, the rates will go into arrears until the property is sold and then be deducted from the proceeds of the sale.

- 4.2. The Policy for Rates Remissions in Miscellaneous Circumstances is designed to meet one-off requests where there is not another suitable remedy available. This policy was not intended to provide for annual applications by the same ratepayer, however if the Committee agrees that rates remission is an appropriate remedy for this situation it is preferable to remit the rates on an annual basis than accumulate the arrears and grant a rates remission on the sale of the property.

Implications for Community Wellbeing

There are implications on community wellbeing from the issues and options that are the subject matter of this report. Granting a rates remission supports the Trustees of the Sefton Community Library to realise a higher contribution towards the repairs to the Sefton Hall by not requiring the deduction of accumulated rates arrears from the Library sale price.

- 4.3. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2. Groups and Organisations

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report, other than the groups already referred to in this report.

5.3. Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. The Sefton Library has not been operational for many years and the Council has alternative library facilities available in Rangiora, Kaiapoi, Oxford and on-line.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report. These are minor and relate to rates that will not be collected. The total rates being remitted of \$706.51 is split between WDC \$563.99 and ECan \$142.52.

This budget is not included in the Annual Plan/Long Term Plan. Rates remissions reduce income in the accounts funded by the various rates and the impacts in this case are minor.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts.

6.3 Risk Management

There are not risks arising from the adoption/implementation of the recommendations in this report.

6.3 Health and Safety

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. CONTEXT

7.1. Consistency with Policy

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. Authorising Legislation

Local Government Act 2002, Section 109

Local Government (Rating) Act 2002, Section 85

7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

7.4. Authorising Delegations

The Audit & Risk Committee has authority to approve rates remissions under the Policy for Remission of Rates in Miscellaneous Circumstances where it considers it fair and equitable to do so.



Maree Harris

Customer Services Manager

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RAT-02-03/230503062702

REPORT TO: AUDIT & RISK COMMITTEE

DATE OF MEETING: 16 May 2023

AUTHOR(S): Maree Harris, Customer Services Manager

SUBJECT: Approval of Rates Remission in Miscellaneous Circumstances

ENDORSED BY:
(for Reports to Council,
Committees or Boards)



General Manager

Chief Executive

1. **SUMMARY**

- 1.1. This report requests the Audit & Risk Committee's approval for a remission of rates under the Policy for Rates Remission in Miscellaneous Circumstances on two adjoining properties at Pines Beach that were damaged by fire in November 2022.
- 1.2. The principal house on each property was substantially damaged and unsuitable for habitation following the fire. Both houses were demolished. The remission sought is based on a revised capital value of the properties for the part of the rating year remaining following the fire.
- 1.3. Due to timing of the fourth and final rates instalment, remissions based on the change in capital value have been applied to the rates so that the instalment notice would reflect the remission adjustment.

2. **RECOMMENDATION**

THAT the Audit & Risk Committee:

- (a) **Receives** Report No. TRIM number 230503062702.
- (b) **Approves** rates remissions under the Policy for Rates Remissions in Miscellaneous Circumstances amounting to \$431.69 on the property at 88 Dunns Avenue, The Pines Beach (Rates Assessment 2162117100) and \$551.78 on the property at 90 Dunns Avenue, The Pines Beach (Rates Assessment 2162117000)
- (c) **Notes** that the remissions have already been applied to the rates accounts so that the final rates instalment reflected the correct amount to clear the rates.

3. **BACKGROUND**

- 3.1. On 15 October 2022 a fire started at the house located at 90 Dunns Avenue, and then spread into the neighbouring house at 88 Dunns Avenue. The fire substantially damaged the principal residence at each property and both structures were demolished.
- 3.2. The owners of both properties requested rates relief due to the demolition of the houses. Secondary accommodation undamaged by the fire is available at both properties in the form of a second dwelling at 90 Dunns Avenue and a garage with sleep out/bathroom at 88 Dunns Avenue.

4. ISSUES AND OPTIONS

- 4.1. Changes to rating details after 1 July in any year take effect the following rating year. When the capital values of the properties damaged by fire were reduced by the removal of improvements, the rates could not be adjusted until 1 July 2024.
- 4.2. Council has a policy for the Remission of Rates in Miscellaneous Circumstances that provides flexibility to grant a rates remission should an extraordinary situation arise during a rating year. This has been used in the past where there has been property damage due to fire.
- 4.3. New rating valuations were obtained for the two properties following demolition of the houses and rates remissions were calculated on the difference in capital value for the remainder of the 2022/2023 rating year. The rates remission applied to capital value based rates only. The properties have remained occupied through the use of the secondary accommodation, therefore the fixed services and community recreation rates still apply.
- 4.4. Rates remissions amount to \$431.69 for 88 Dunns Avenue and \$551.78 for 90 Dunns Avenue. The total rates were \$3,192.34 and \$3,228.84 respectively.

Implications for Community Wellbeing

There are not implications on community wellbeing by the issues and options that are the subject matter of this report.

- 4.5. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

5.2. Groups and Organisations

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report.

This budget is not included in the Annual Plan/Long Term Plan. Rates remissions reduce budgeted rates income. The accounts most impacted by a remission are the District general and roading rates and the Regional general rate.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts.

6.3. Risk Management

There are not risks arising from the adoption/implementation of the recommendations in this report.

6.3 **Health and Safety**

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

These are the only two applications that have been received under this Policy for 2022/23 (with the exception of the Sefton Public Library).

7.2. **Authorising Legislation**

Local Government Act 2002, Section 109

Local Government (Rating) Act 2002, Section 85

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

7.4. **Authorising Delegations**

The Audit & Risk Committee has authority to approve rates remissions under the Policy for Remission of Rates in Miscellaneous Circumstances where it considers it fair and equitable to do so.



Maree Harris

Customer Services Manager

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: HMR-11-02-07 / 230411049672

REPORT TO: AUDIT AND RISK COMMITTEE

DATE OF MEETING: 13 June 2023

AUTHOR(S): Sherrienne Nation, Quality & Risk Coordinator

SUBJECT: Risk Management Programme and Corporate Risks Update

ENDORSED BY:
(for Reports to Council,
Committees or Boards)



General Manager

Acting Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to present the Risk Management Work Programme and current 'Corporate Risks' Risk Register to the Audit and Risk Committee.
- 1.2. As an introduction, prior to the consideration of this report a short presentation on the Risk Management Work Programme will occur.

Attachments:

- i. Risk Management Work Programme (220621105888)
- ii. 'Corporate Risks' Risk Register (230321039241)
- iii. Risk Management Policy (220428064824)
- iv. Presentation of Risk Management Work Programme (230606082451)

2. RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 230411049672.
- (b) **Notes** the Risk Management Work Programme (220621105888).
- (c) **Notes** the current 'Corporate Risks' Risk Register (230321039241).
- (d) **Notes** this report and associated presentation is circulated to the Council for information.

3. BACKGROUND

- 3.1. The expectation for risk management at Waimakariri District Council (WDC) is that it will be applied and implemented by staff at all levels throughout and across all council related activities. This expectation is set out in the Risk Management Policy.

The Risk Management Policy sets out the 'why' of WDC's risk management approach and states that:

"WDC is committed to embedding risk management principles and practices into its organisational culture, governance and accountability arrangements, planning, reporting, performance review, business operations and improvement processes".

- 3.2. The organisation currently records its risks and associated control measures in the risk management tool 'Process Manager [prev. known as Promapp]'. These risks are contained within three types of registers:
- The 'Corporate Risks' register details the 'high level' strategic risks that have impacts across the community or district, or have the potential for high impact reputational, financial, or operational outcomes.
 - The 'Health, Safety and Wellbeing' register details the risks associated with the health, safety and wellbeing of staff and volunteers.
 - Individual business unit registers detail the risks associated with the operational 'business as usual' functions of each unit. These operational risks and associated control measures capture the majority of risks identified for our organisation. Not all business units currently have a risk register.
- 3.3. The 'Corporate Risks' and 'Health, Safety & Wellbeing' registers have been updated as part of the updated WDC risk management approach, and are currently recorded in an Excel spreadsheet format, externally of Process Manager [Promapp].
- 3.4. The original risk management project, which intended to educate staff on risk management and to capture their unit risks and control / treatments, was developed based on the 2018 Risk Management Framework and piloted in late 2019.
- 3.5. The project was stalled, firstly by the 2020 COVID-19 lockdown, then the departure of the project lead (Health, Safety & Quality Manager), and a period of leadership turnover within the then 'Safety & Risk Unit'. Since 2020 the project made limited progress.
- 3.6. In March 2022 the Chief Executive approved the engagement of a Risk Consultant who has been working part time with the Quality and Risk Team to reactivate the Risk Management Project. During this time, an updated Risk Management Framework, Risk Management Policy and Risk Management Work Programme has been developed.
- 3.7. The last update to the Risk Management Work Programme was presented to the Audit and Risk Committee on 19 July 2022 (220621105584). The draft programme identified the actions required to restart the risk management project that was first initiated in 2019.

4. ISSUES AND OPTIONS

4.1. Risk Management Work Programme

- 4.1.1. A Risk Management Steering Group has been implemented with the purpose of providing guidance and direction setting for the development, implementation, and ongoing management of Risk Management within the Council.
- 4.1.2. The steering group, consisting of the Chief Executive, Governance Manager, Quality & Risk Coordinator and Risk Management Consultant, met to confirm and approve the updated Risk Management Work Programme (220621105888) on 23 March 2023.
- 4.1.3. The Quality and Risk Team will be engaging each business unit individually to review, assess, and capture the operational risks relevant to their work. This will be undertaken in consultation with our Risk Consultant, with the majority of work being managed by staff.

The first four business units have been identified (CDEM, ITS, Libraries, Aquatics) and a series of risk identification workshops will be taking place on 28/29 June 2023.

- 4.1.4. As part of the Risk Management Work Programme we are assessing the current risk management capture tool (Process Manager [Promapp]) for effectiveness. While this assessment is being undertaken, and new or updated risk registers will be captured in an Excel spreadsheet format.

- 4.1.5. The work programme is expected to be completed by end of 2025.
- 4.1.6. Work programme reporting will occur to the Audit and Risk Committee six monthly during 2023 (June and December), with the frequency being revisited in 2024 to align with Audit NZ cycles.

4.2. **'Corporate Risks' Risk Register**

- 4.2.1. The 'Corporate Risks' Risk Register contains the risks that are significant, have impacts across the Community or the District, or have the potential for high impact reputational, financial, or operational outcomes.
- 4.2.2. The 'Corporate Risks' Risk Register (230321039241) has been recently reviewed and updated by the Management Team, supported by the Risk Management Consultant, as part of the Risk Management Work Programme and to align with the updated Risk Management Framework.
- 4.2.3. There are 10 identified corporate risks. Below this sits individual unit risk registers that capture operational risks within the business.
- Health, Safety & Wellbeing Risks are captured in the Health, Safety & Wellbeing Risk Register.
- 4.2.4. Having considered all mitigation actions and other controls to manage risks, the following 'critical' and 'high' risks are currently assessed as the most significant risks facing the Council:
- Impact of major adverse events: Inability to maintain a sustained response and high demand to fix infrastructure damage causes ongoing community disruption. e.g. AF8 earthquake causing sustained interruption to lifestyle/community (rated 'Critical')
 - Lack of trained/qualified resources with technical/specialist expertise impacts service delivery and staff workloads (rated 'Critical')
 - Regulatory change (eg Three Waters, RMA, Emergency Management, Waste etc): Increased uncertainty as to who and how services will be delivered impacts council structure/revenue/Long Term Planning (rated 'High')
 - Lack of collaborative working relationship with iwi limits ability to get agreement on oversight of assets/co-governance e.g. 3 Waters (rated 'High')
 - Conflict between urban v rural expectations on environmental issues (e.g. land management, water supply/use) create additional demands on council to resolve (rated 'High')
 - Changing demands for services and community expectations undermine delivery of existing services (rated 'High').
- 4.2.5. As part of the Risk Management Work Programme we are assessing the current risk management capture tool (Process Manager [Promapp]) for effectiveness. While this assessment is being undertaken, risk registers will be captured in an Excel spreadsheet format. The 'Corporate Risks' risk register has been captured in this format.

Implications for Community Wellbeing

There are no implications on community wellbeing by the issues and options that are the subject matter of this report.

- 4.3. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

5.2. **Groups and Organisations**

There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. This budget is not included in the Annual Plan/Long Term Plan, however, is included in the operational budgets.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts.

6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. Each of these risks have been assessed on their consequence and likelihood and include any mitigation measures that are able to be put in place.

6.3 **Health and Safety**

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. **Authorising Legislation**

- Local Government Act 2002
- Health and Safety at Work Act 2015

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

7.4. **Authorising Delegations**

Audit and Risk Committee and Council have the delegated authority to receive this report.

Risk Management Work Programme Timeline

Activities	< Mar 23	Mar-Jun 23	Q3 23	Q4 23	Q1 24	Q2 24	Q3 24	Q4 24	Q1 25	Q2 25	Q3 25	Q4 25
ARC and Council endorsement of RMP&F	✓											
Initial risk maturity assessment	✓											
Update corporate risk register		✓										
Confirm risk management work programme		✓										
Develop risk registers with business units												
Establish risk reporting template and approach												
Risk reporting to MT and ARC												
Risk maturity assessment												
Risk appetite statement												
Ongoing organisational risk management (BAU)												

✓ = Completed

Activity	Details
Current risk management activity	<ul style="list-style-type: none"> • Complete risk management work programme COMPLETED • Report and present risk management work programme to MTS – April 2023 COMPLETED • Present risk management work programme to ATM – April 2023 COMPLETED • Present risk management work programme to ARC – May 2023 IN PROGRESS • Launch risk management work programme to all staff – May/June 2023
Risk registers	<ul style="list-style-type: none"> • Develop plan for engaging with business teams to hold risk workshops and create risks registers • Liaise with teams already using risk registers to align risk-based thinking • Ensure risks rated extreme and high have treatment plans in place (and collate this info for reporting)
Risk reporting to MT and ARC	<ul style="list-style-type: none"> • Collate risks to give an overview (for risk coordinator) at each hierarchy level • Provide summary of risks rated extreme and high. Include updates on risk treatments plans (how risk action is tracking) • Include 'emerging risk' section as appropriate
Risk tools	<ul style="list-style-type: none"> • Risk Management Policy and Framework COMPLETED • Risk Register template COMPLETED • Risk Register User Guide • Risk 'How to' User Guide IN PROGRESS • Risk reporting template IN PROGRESS • Risk agenda item prompts for team and management meetings IN PROGRESS
Risk management BAU	<ul style="list-style-type: none"> • Develop a regular engagement cycle with managers and business teams to support use and updating of risk registers (suggest attending team meetings at least quarterly?) • Coordinate risk reporting to the MT/ARC (collate risk information from across all registers) • Ensure all meetings include risk as an agenda item (provide support as required to achieve this) • Update content of risk intranet landing page to include RMP&F document links, introduction to risk info, and contact details for risk help • Refresh risk webpage as required • Provide risk support as required • Review ERM documents as required (RMP&F, appetite statement, maturity assessment, etc) according to policy review cycle.

Activity	Details
	<ul style="list-style-type: none"> Review use of Process Manager (Promapp) Risk Module and plan for merge of spreadsheets into the tool for ongoing risk management and maintenance
Risk engagement	<ul style="list-style-type: none"> Encourage use of the RM Inbox (dedicated email) for contact, queries, feedback and as an option for notifying/raising risks Ongoing risk news/views communications to maintain RM visibility and awareness, e.g. monthly newsletter via email, bulletin board notice of updates, case studies etc Undertake surveys/feedback forums to identify continuous improvement opportunities
Risk Appetite Statement (RAS)	<ul style="list-style-type: none"> Draft risk appetite statement for use in strategic level decision-making Workshop with MT/ARC to discuss, develop and affirm Communicate to wider organisation (part of developing risk 'culture') Incorporate (RAS) into governance decision making May be included in the RM Framework or stand alone as a corporate reference document <p><i>NB: Current RAS is represented by the Consequence Assessment Criteria of the Risk Management Framework.</i></p>
Risk Maturity	<ul style="list-style-type: none"> Develop maturity questionnaire for MT/ARC to assess current level (refer to MT paper setting out initial risk maturity baseline, current and target/future state - June? 2022) Refer to gERMF if wanting to align with public sector model Enterprise Risk Maturity (Digital.govt.nz) Undertake secondary risk maturity assessment 18 months after implementation of risk work programme
Risk training (aspirational)	<ul style="list-style-type: none"> Include 'Intro to risk' at risk workshops to set the context for risk identification session Develop Risk 101 presentation and handout notes; include 'local' scenarios of risk process in action Provide training at team meetings or via programmed schedule

Key:

RM = Risk Management

ERM = Enterprise Risk Management

MT = Management Team

RMP&F = Risk Management Framework and Policy

ATM = All Teams Meeting

BAU = Business as Usual

gERMF = All-of-Government Enterprise Risk Maturity Assessment Framework



Corporate Risk Register

Last updated: 30/03/2023
TRIM: 230321039241

Identify					Assess				Mitigate						
ID #	Risk summary A short description of the risk	Causes What might cause the risk to happen?	Consequences What are the impacts of the risk happening?	Risk Owner	Controls What (if anything) is already in place to manage the risk?	Current Likelihood	Current Consequence	Current Risk Rating	Risk Treatment What additional actions are required to manage the risk?	Treatment Owner	Due Date	Treated Likelihood	Treated Consequence	Treated Risk Rating	Comments/Notes
1	Impact of major adverse events: inability to maintain a sustained response and high demand to fix infrastructure damage causes ongoing community disruption Eg AF8 earthquake causing sustained interruption to lifestyle/ community	<ul style="list-style-type: none"> Lack of CDEM trained staff in place Existing infrastructure capacity is inadequate Lack of community preparedness (community expectation that council will sort repairs to damaged property/infrastructure) Lifestylers concerned for animal welfare Agency relationships (priority, capacity, capability) 	<ul style="list-style-type: none"> Implementation of EM/BCP plans (stand up Ops Centre) Implement temporary services: water, sewerage Negative impact on Council BAU service levels Financial loss (cost to repair, loss of revenue) Loss of community confidence/support Staff work overload (and unknown recovery time) leads to burnout/stress 	<ul style="list-style-type: none"> Gerard Cleary Simon Hart Chris Brown 	<ol style="list-style-type: none"> Contractor arrangements and supply agreements in place CDEM processes and forward recovery arrangements in place Civil defence exercises held annually CDEM Coordination with Canterbury Regional and National CDEM Group Infrastructure constructed to current engineering standards CDEM Coordination with Canterbury Regional and National CDEM Group EAP support service for staff 	Likely	Severe	Critical	<ol style="list-style-type: none"> Ensure relevant and adequate trained staff for adverse events Set up teams within various disciplines Include a volunteer Coordinator role in EM/BCP plans Community advocacy: review what is in place re community preparedness Check we have adequate generators (& fuel) for welfare centres and airfield availability/control 	<ol style="list-style-type: none"> Kalley Simpson/Joanne McBride Brennan Wiremu Brennan Wiremu Brennan Wiremu Grant MacLeod 	<ol style="list-style-type: none"> 				
2	Lack of trained/qualified resources with technical/specialist expertise impacts service delivery and staff workloads	<ul style="list-style-type: none"> Budget constraints (inability to pay higher salaries) Current labour market is volatile and led by candidates (high expectations with remuneration package and flexibility) Supply of suitably qualified candidates from overseas for key roles has been reduced Increased choices so people are shopping around Local government is seen as less attractive? (high workload; community expectations) 	<ul style="list-style-type: none"> Service interruption/non-delivery of services Loss of institutional knowledge Increased risk of errors and mistakes resulting in harm, cost, reputational damage etc. Reduced staff satisfaction and workplace culture Staff burnout/stress through work overload 	Sam Salthouse	<ol style="list-style-type: none"> Turnover tracking to monitor and measure staff retention/movement All systems and processes are documented in manuals, stored in an accessible location and/or mapped in ProMapp 	Almost certain	Major	Critical	<ol style="list-style-type: none"> Develop an overarching people strategy (include EVP, attraction and retention, remuneration, development opportunities and career progression) Demonstrate an effective and inclusive culture encouraging a high level of staff retention 	<ol style="list-style-type: none"> Laurayne Devery Laurayne Devery 	<ol style="list-style-type: none"> 				
3	Regulatory change (eg Three Waters, RMA, Emergency Management, Waste etc): Increased uncertainty as to who and how services will be delivered impacts council structure/revenue/Long Term Planning	<ul style="list-style-type: none"> Tension between central v local control for governance of assets/decisions Planning decisions being imposed on council (3 storey developments) Increased compliance requirements (for WDC and farming sector) Political desire for minimising rates/avoiding rate increases Community needs and service level expectations v regulatory requirements/obligations 	<ul style="list-style-type: none"> Funding model is not sustainable: need to reduce or discontinue services (trade-off decisions) Loss of specialist staff Increased workload for remaining staff Rework of Long Term Plans Loss of community confidence/support 	<ul style="list-style-type: none"> Kelly LaValley Simon Hart Gerard Cleary 	<ol style="list-style-type: none"> Regional collaboration through membership of Canterbury Planning Managers group, Canterbury Mayoral Forum 	Likely	Major	High	<ol style="list-style-type: none"> Ensure WDC representation/input: Enable Planning Manager for RMA Review Panel (Tai Tuara) to review bills and assess submissions New Policy analyst to provide support for work on reforms Seek the most cost-effective ways to meet new statutory requirements Remain alert to the local impacts and ensure community awareness Coordination of 3 waters reform group 	<ol style="list-style-type: none"> Matt Bacon Mark Maxwell Matt Bacon Mark Maxwell Kalley Simpson 	<ol style="list-style-type: none"> Completed? 				
4	Lack of collaborative working relationship with iwi limits ability to get agreement on oversight of assets/co-governance eg 3 Waters	<ul style="list-style-type: none"> Requirement to meet legislative drivers for co-governance Different iwi reps at the meetings each time Conflicting obligations/values of stakeholders (council, iwi, community) Differences in interpretations of Te Tiriti 	<ul style="list-style-type: none"> Inability to move forward with developments/agreements Limited commitment to achieving results Future central government funding opportunities and legislation/policy changes will be more difficult without a functional relationship with iwi 	<ul style="list-style-type: none"> Kelly LaValley Sam Salthouse Jeff Millward/Simon Hart Chris Brown / Gerard Cleary 	<ol style="list-style-type: none"> Focus on building a strong and enduring relationship with iwi to engage and collaborate 	Likely	Major	High	<ol style="list-style-type: none"> Summary of all resource consent applications sent to Maahanui Kuratiao Ltd on a weekly basis (and Te Ngai Tuahuriri Runanga if required) All PIU Team members to attend IMP101 and Introduction to Tuahiwi training courses within 6 months of employment as this is a significant area for consent consultation Key senior staff to attend IMP101 and Introduction to Tuahiwi training courses Develop and implement manawhenua relationship strategy Re-establish rununga committee meetings as normal practice 	<ol style="list-style-type: none"> Wendy Harris Wendy Harris Laurayne Devery Simon Hart / Jeff Millward Grant MacLeod / Kelly Simpson 	<ol style="list-style-type: none"> 				
5	Expectation/demand to implement climate change response measures increase costs and conflict with community	<ul style="list-style-type: none"> Central government policy and legislation changes (eg National Adaptation and Emissions Reduction Plans) Insurance sector changing how/if they will cover at risk communities MoT requirement to ban single vehicle use Requirement to reduce carbon emissions 	<ul style="list-style-type: none"> Difficult conversations with at risk communities about adaption measures Increased stress for communities related to risks, events and mitigation measures Stress for staff (to explain and implement) Financial impact of changing mandates Pushback from community where changes are not seen as welcome/achievable 	<ul style="list-style-type: none"> Simon Hart Gerard Cleary Jeff Millward 	<ol style="list-style-type: none"> Financial headroom built into budgets Climate change accounted for in asset management plans and policies (eg sea surge, coastal inundation, groundwater rise) and District Plan provisions (eg update flood hazard mapping for 1m sea level rise by 2100) 	Likely	Major	High	<ol style="list-style-type: none"> Develop district level carbon footprint information and risk assessments to inform adaptation planning (eg apply Hazard ID to new developments) Implement facilities such as walk/cycle paths to promote alternate modes of transport Convert council vehicle fleet to EVs Community engagement programme (sustainability conversations) for agreeing Long Term Plans for climate retreat 	<ol style="list-style-type: none"> Veronica Spittal Joanne McBride Sarah Nichols Mark Maxwell 	<ol style="list-style-type: none"> 				
6	Conflict between urban v rural expectations on environmental issues (eg land management, water supply/use) create additional demands on council to resolve	<ul style="list-style-type: none"> Trigger issues for disputes: fencing, trees, land-use changes Water quality v land-use (contamination of waterways) Increased water quality requirements and associated costs Implications of Three Waters and associated community expectations/perceptions 	<ul style="list-style-type: none"> Additional stress for staff dealing with complaints/disputes Inability to meet community expectations for water supply/access Health issues in the community (impact to community wellbeing) Regulatory compliance failure (water quality issues) Pushback from community where changes are not seen as welcome/achievable 	<ul style="list-style-type: none"> Kelly LaValley Gerard Cleary 	<ol style="list-style-type: none"> GCP and Spatial Planning agreement 	Likely	Moderate	High	<ol style="list-style-type: none"> Progress District Plan asap to address historic conflicts eg conflict with ECan environmental v other demands Implement GCP and Spatial planning agreement Rollout education programme re wise water use Ensure new and revised consenting requirements set by Regional Plans are responded to 	<ol style="list-style-type: none"> Matt Bacon Matt Bacon Colin Roxburgh Kalley Simpson 	<ol style="list-style-type: none"> 				

ID #	Risk summary A short description of the risk	Causes What might cause the risk to happen?	Consequences What are the impacts of the risk happening?	Risk Owner	Controls What (if anything) is already in place to manage the risk?	Current Likelihood	Current Consequence	Current Risk Rating	Risk Treatment What additional actions are required to manage the risk?	Treatment Owner	Due Date	Treated Likelihood	Treated Consequence	Treated Risk Rating	Comments/Notes
7	Changing demands for services and community expectations undermine delivery of existing services	<ul style="list-style-type: none"> Under-resourcing due to staff turnover/industry capacity Less community 'ownership' and less people involved in volunteering Community expectation that council will fix everything 	<ul style="list-style-type: none"> Increased costs in attempt to address demands Tension between demand for services and regulatory obligations Opportunity to collaborate with other councils, stakeholders and community groups 	<ul style="list-style-type: none"> Gerard Cleary Jeff Millward / Simon Hart 	<ol style="list-style-type: none"> Consultation process for Long Term Plans, annual plans and levels of service Financial analysis included with proposals and reports to Council Regular Operational Review Meetings with vendors to discuss performance and Service levels 	Possible	Major	High	<ol style="list-style-type: none"> Facilitate conversations re service levels for 3 Waters (especially re changes to funding by rates) Review of budgets by management, community plans committee and Council 	<ol style="list-style-type: none"> Kalley Simpson Paul Christenson / Mark Maxwell 	<ol style="list-style-type: none"> 				
8	Community expectations about the role and value of council are not met, especially re perceived value of services for rates paid	<ul style="list-style-type: none"> Complexity of local government environment Changing demands on services Tension/disconnect between rates and services to community Operating in a divisive social environment (speed and accessibility of negative comments on social media) 	<ul style="list-style-type: none"> Loss of community confidence/support Additional work/stress for staff to address concerns Community dis-harmony/decreased wellbeing 	<ul style="list-style-type: none"> Simon Hart Sam Salthouse 		Possible	Moderate	Medium	<ol style="list-style-type: none"> Monitor and assess community expectations align with pace of council's response (scan sector and community developments) Align LTP funding for investment in appropriate levels of service delivery Implement Organisational Development and Business Improvement Strategies to ensure council remains relevant and able to meet community expectations 	<ol style="list-style-type: none"> Mark Maxwell Mark Maxwell Laurayne Devery 	<ol style="list-style-type: none"> 				
9	Financial forecasting/planning doesn't account for degree of change in economic environment means funding model is not sustainable	<ul style="list-style-type: none"> Inflation/interest rates higher than forecast Demand/Changes in service and level of services (ie roading) Changes in major funding sources (NZTA / Waka kotahi) Increased cost of providing services Population demographic/local economy changes Change in asset valuations 	<ul style="list-style-type: none"> Need to reduce services (trade-off decisions) Increased costs to community Decreased community wellbeing Council is not financially viable 	<ul style="list-style-type: none"> Jeff Millward Simon Hart 	<ol style="list-style-type: none"> Annual monitoring of valuation movements for all significant infrastructural assets Headroom (contingency planning?) to absorb economic shocks / adverse events Whole of life AMPs with Financial forecasts and Strategic Destination regularly reviewed 	Possible	Moderate	Medium	<ol style="list-style-type: none"> Make conservative projections for growth and development; allow for moderate overall rates increases LG approach to inflation projection allows for costs to typically increase faster than CPI Interest rate hedging to WDC policy limits Maintain S&P credit rating assessment (AA stable) 	<ol style="list-style-type: none"> Mark Maxwell Paul Christensen Paul Christensen Paul Christensen 	<ol style="list-style-type: none"> 				
10	Insufficient investment in IT and use of new/emerging technologies impacts service delivery and exposes council to system losses	<ul style="list-style-type: none"> Inequity of resident's access to/use of internet (variance in district demographic, geographics) Expectations of immediate response (24/7) Pace and scale of IT development Funding tension for IT with other council activities Increase in cyber security threats 	<ul style="list-style-type: none"> Lost potential for reducing costs through automation Increased need for IT specialist resources Inability to match speed of disinformation spread Inability to access/loss of data System faults/failures Breach of Privacy Act (loss of personal information) 	<ul style="list-style-type: none"> Jeff Millward 	<ol style="list-style-type: none"> Network redundancy built-in through different pathways to production systems Procurement strategies that take into account partnering and/or Supplier reinvestment into technologies 	Possible	Moderate	Medium	<ol style="list-style-type: none"> Use project reporting to highlight resource gaps Regular IT Team meetings to discuss outstanding issues, prioritise and highlight resource issues Raise any IT staff performance issues early and follow up Form reference groups to overview business needs (Digital Strategy, together with a Road map). Digital strategy, plan and focus on changing and emerging technologies e.g. ERP is fit for present and future business 	<ol style="list-style-type: none"> Andy Keiller Andy Keiller Andy Keiller Andy Keiller Andy Keiller 	<ol style="list-style-type: none"> 				

(1) There are 10 identified corporate risks. Below this sits individual unit risk registers that capture operational risks within the business.
(2) The treatment owner is required to think globally across the council as an organisation and is responsible for co-ordinating responses.
(3) Health, Safety & Wellbeing Risks are captured in the Health, Safety & Wellbeing Risk Register.

Risk Assessment Criteria
LIKELIHOOD

Category	Description	Probability
Almost Certain	Event is expected to occur in the next 6-12 months. Very low level of confidence/ information in our ability to reduce the risk.	80% or higher chance of the risk occurring
Likely	Event will probably occur in the next 6-12 months	60-80% chance
Possible	Event could possibly occur in the next 1-3 years. A moderate level of confidence/information.	30-60% chance
Unlikely	Event is unlikely to occur in the next 3-5 years. A high level of confidence/information.	5-30% chance
Rare	Event is only expected to occur in exceptional circumstances.	5% chance

CONSEQUENCE

Category	Health and Safety	Financial	Legal/Compliance	Service Delivery/ Infrastructure	Environmental	Reputation	Staff Performance /Engagement
Severe	<ul style="list-style-type: none"> One or more fatalities or permanent disability Significant impact on social, economic, environmental and cultural wellbeing 	<ul style="list-style-type: none"> Loss to Council >\$20M Fraud > \$1M 	<ul style="list-style-type: none"> Extreme non-compliance with legal / regulatory requirements Crown managerial intervention or loss of license to operate service(s) 	<ul style="list-style-type: none"> Extended adverse impact to operations/service delivery Multiple suburb or critical facility impact to core service delivery >36 hours 	<ul style="list-style-type: none"> Permanent widespread environmental/ significant ecosystem damage 	<ul style="list-style-type: none"> Sustained national and/or international media coverage Sustained/long-term impact on stakeholder confidence 	<ul style="list-style-type: none"> Significant and extended staff disengagement impacting staff on productivity and morale Extended impact on CDEM response capability
Major	<ul style="list-style-type: none"> Serious illness or permanent injury Major impact on social, economic, environmental and cultural wellbeing 	<ul style="list-style-type: none"> Operational funding loss/cost overrun >\$1M Capital works/projects over/underspend 50-75% Staff fraud >\$1K 	<ul style="list-style-type: none"> Major non-compliance with legal / regulatory requirements Crown advisory intervention, Judicial Review, or other intervention by a regulator Civil action or prosecution with potential damages/fine of >\$100K 	<ul style="list-style-type: none"> Multiple suburb or critical facility impact to core service delivery > 12 hour 	<ul style="list-style-type: none"> Significant ecosystem impact Serious environmental damage, costly restoration 	<ul style="list-style-type: none"> National media coverage Significant impact on stakeholder confidence with some long-term effect 	<ul style="list-style-type: none"> Significant staff disengagement Loss of multiple key persons or critical SME staff members Major impact on staff productivity and morale
Moderate	<ul style="list-style-type: none"> Injury or illness requiring hospital admission for <48 hours Moderate impact on social, economic, environmental and cultural wellbeing 	<ul style="list-style-type: none"> Operational funding loss/cost overrun \$200-\$1M Capital works/projects over/underspend 25-50% Staff fraud <\$1K 	<ul style="list-style-type: none"> Moderate non-compliance with legal / regulatory requirements Civil action or prosecution with potential damages/fine of <\$100K 	<ul style="list-style-type: none"> Isolated, or single suburb impact to core service delivery < 12 hours 	<ul style="list-style-type: none"> Moderate effects on biological or physical environment 	<ul style="list-style-type: none"> District and/or some regional media coverage Moderate impact on stakeholder confidence 	<ul style="list-style-type: none"> Significant staff disengagement Loss of multiple key persons or critical SME staff members Major impact on staff productivity and morale
Minor	<ul style="list-style-type: none"> Medical treatment not requiring hospital admission Minor impact on social, economic, environmental and cultural wellbeing 	<ul style="list-style-type: none"> Operational funding loss/cost overrun \$20-\$200K Capital works/projects over/underspend 10-25% Isolated fraud <\$100 	<ul style="list-style-type: none"> Minor non-compliance with legal / regulatory requirements 	<ul style="list-style-type: none"> Brief (<4hr) impact/outage to core service delivery 	<ul style="list-style-type: none"> Minor and/or short-term environmental impact 	<ul style="list-style-type: none"> Minor short term media coverage Minor short-term impact on stakeholder confidence 	<ul style="list-style-type: none"> Loss of key person, or a number of team members in short succession Minor impact on staff productivity and morale
Routine	<ul style="list-style-type: none"> Injury/illness requiring first-aid treatment Negligible impact on social, economic, environmental and cultural wellbeing 	<ul style="list-style-type: none"> Operational funding loss/cost overrun <\$20K Capital works/projects over/underspend <10% 	<ul style="list-style-type: none"> Insignificant non-compliance with legal / regulatory requirements 	<ul style="list-style-type: none"> No measurable disruption to delivery Negligible performance impact 	<ul style="list-style-type: none"> Negligible environmental impact 	<ul style="list-style-type: none"> Negligible impact on stakeholder confidence 	<ul style="list-style-type: none"> Insignificant staffing issues dealt with through normal HR processes Negligible impact on staff productivity and morale

Risk Management Policy

1. Introduction

All activities of Waimakariri District Council (WDC) involve risks that should be managed. The risk management process creates an enhanced environment for decision making through better understanding of the threats and opportunities that face the organisation.

Risk management involves identifying, assessing, managing, monitoring and reviewing risks by applying a defined process in a consistent and coordinated way across WDC.

2. Policy context

Management of risk is an integral part of all activities at WDC. WDC is committed to integrating risk management into its culture, planning and strategic decision-making processes, business operations, projects and service delivery.

WDC's risk management approach is based on, and consistent with, international best practice standard *AS/NZS ISO 31000: 2018 Risk Management – Guidelines*.

3. Policy objective

The objective of this policy is to clearly set out and communicate the expectations for risk management to be applied and implemented by staff at all levels throughout and across all activities of WDC.

4. Policy statement

WDC acknowledges that good management of risk is key to its success.

WDC is committed to embedding risk management principles and practices into its organisational culture, governance and accountability arrangements, planning, reporting, performance review, business operations and improvement processes.

Risk management is required to be a part of all WDC functions and activities.

A process to ensure risk has been adequately identified, considered and can be managed, should be evident in all key decision-making.

WDC's risk management approach (as set out in the WDC Risk Management Framework) involves the systematic application of risk best practice: the process of identifying, assessing, treating, monitoring, and reviewing risks.

5. Risk management framework

WDC's Risk Management Framework sets out how risk management is to be applied across all council activities.

The Framework includes guidance, tools and templates for undertaking the risk management process. The criteria for assessing risks underpins WDC's risk appetite – the

level of risk WDC is willing to accept or take-on in pursuit of achieving its objectives. The Framework also further details risk roles and responsibilities and reporting requirements.

Each department, significant business unit and major activities/projects should establish and maintain a risk register to record, monitor and report risks that threaten achievement of their key objectives¹.

6. Roles and responsibilities

Everyone at WDC has a responsibility for identifying, understanding and actively managing risks appropriate to their area of responsibility and level of authority. This requires communicating, consulting, collaborating and escalating risks through reporting lines and to other parties that may be affected by or have a role in owning or managing the risk.

The roles and responsibilities for risk governance and management at WDC are summarised below.

Role	Responsibility
Council (Elected members)	<ul style="list-style-type: none"> • Approve the WDC Risk Management Policy • Provide resourcing for effective risk management across WDC
Audit and Risk Committee (ARC)	<ul style="list-style-type: none"> • Monitor WDC's key risks • Assess the overall effectiveness of risk management at WDC • Endorse the WDC Risk Management Policy • Report to Council as required
Chief Executive Officer (CEO) and Management Team (MT)	<ul style="list-style-type: none"> • Recommend the WDC Risk Management Policy • Establish and champion the WDC Risk Management Framework • Implement and model good risk management practice • Foster a risk aware culture where staff are encouraged and enabled to identify and raise risks • Maintain risk capability within/across WDC • Identify, assess, manage and monitor corporate risks • Provide status updates to ARC
All management and staff	<ul style="list-style-type: none"> • Understand and use WDC's risk management guidance, tools and templates in everyday planning and decision-making • Identify, assess, manage, monitor and record risks in the WDC risk register • Ensure risk treatments are in place for Critical and High risks

¹ Key objectives will vary across the organisation, for example, from strategic (Council/management) to operational (business unit) or project specific objectives.

Role	Responsibility
	<ul style="list-style-type: none"> • Provide status updates to MT
Quality and Risk Unit	<ul style="list-style-type: none"> • Support WDC management and staff to implement risk management in all activities • Maintain and monitor WDC's risk management database

These roles and responsibilities align with the risk leadership guidance set out in ISO 31000, and help WDC:

- Align risk management with objectives, strategy and culture
- Ensure necessary resources are allocated to managing risk
- Establish the amount and type of risk that may or may not be taken
- Communicate the value of risk management to the organisation and its stakeholders
- Ensure the risk management framework remains appropriate to the context of the organisation.

7. Relevant documents and legislation

This policy should be read in conjunction with the:

- [Waimakariri District Council Risk Management Framework \(QD QS Guide 002\)](#)
- [ISO 31000 2018 Risk Management Guidelines](#)

8. Questions

Any questions regarding this policy should be directed to the General Manager Finance and Business Support in the first instance.

9. Review date

Review every three years (in line with WDC's Long Term Plan cycle), or sooner if requested.

10. Policy owned by

General Manager Finance and Business Support

11. Approval

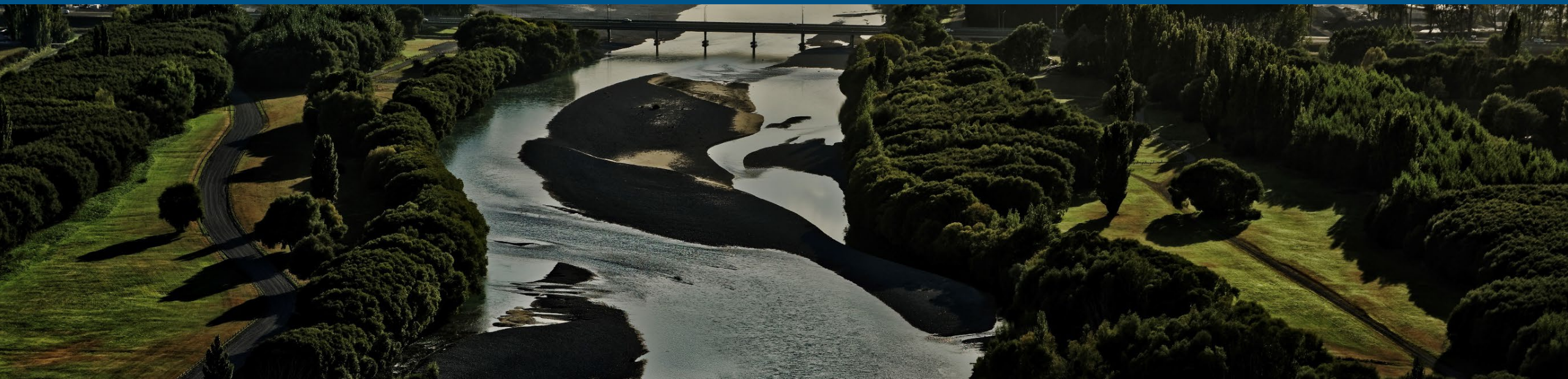
Adopted by Waimakariri District Council on 2 August 2022



Risk Management Work Programme

Quality & Risk Team

13th June 2023

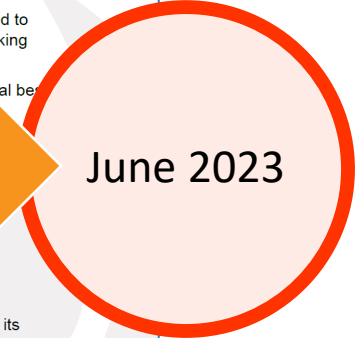
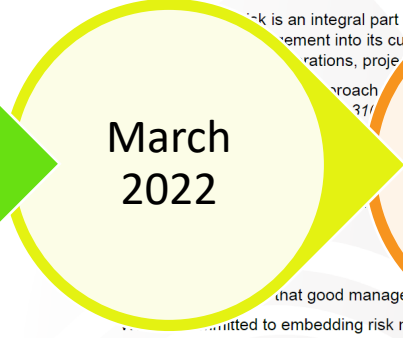
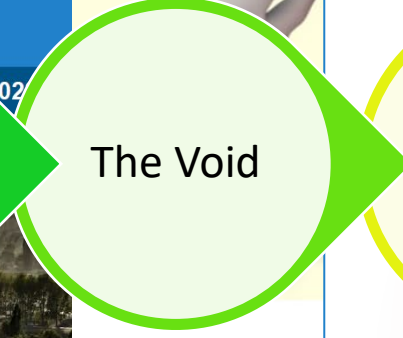


Risk Management Framework

GUIDE 002

Risk Management Framework Approved

Risk Management software launched



Work programme developed and pilot phase commenced

.....

Present work programme to ARC. Risk identification workshops commence.

Risk Management work programme presented to MTS and ATM

Risk Management Framework

Risk Management Policy

Risk Management consultant engaged

2. Policy context

Risk is an integral part of all council activities. The Council is committed to embedding risk management into its culture, governance and accountability arrangements, planning, reporting, performance review, business operations and improvement processes.

5. Risk management framework

WDC's Risk Management Framework sets out how risk management is to be applied across all council activities. The Framework includes guidance, tools and templates for undertaking the risk management process. The criteria for assessing risks underpins WDC's risk appetite – the

Risk Management Work Programme ²⁰⁴ Timeline

Activities	< Mar 23	Mar-Jun 23	Q3 23	Q4 23	Q1 24	Q2 24	Q3 24	Q4 24	Q1 25	Q2 25	Q3 25	Q4 25
ARC and Council endorsement of RMP&F	✓											
Initial risk maturity assessment	✓											
Update corporate risk register		✓										
Confirm risk management work programme		✓										
Develop risk registers with business units												
Establish risk reporting template and approach												
Risk reporting to MT and ARC												
Risk maturity assessment												
Risk appetite statement												
Ongoing organisational risk management (BAU)												

✓ = Completed

Corporate risk register

- Strategic level risks

Health, Safety & Wellbeing register

- Risks associated with the health, safety and wellbeing of staff and volunteers

Individual unit risk registers

- Operational risks specific to the individual business unit

Project risk registers

- Risks specific to individual projects



Risk Management Policy

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2. Policy context

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3. Policy objective

The objective of this policy is to clearly set out and communicate the expectations for risk management to be applied and implemented by staff at all levels throughout and across all activities of WDC.

4. Policy statement

WDC acknowledges that good management of risk is key to its success.

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Risk management is required to be a part of all WDC functions and activities.

A process to ensure risk has been adequately identified, considered and can be managed, should be evident in all key decision-making.

WDC's risk management approach (as set out in the WDC Risk Management Framework) involves the systematic application of risk best practice: the process of identifying, assessing, treating, monitoring, and reviewing risks.

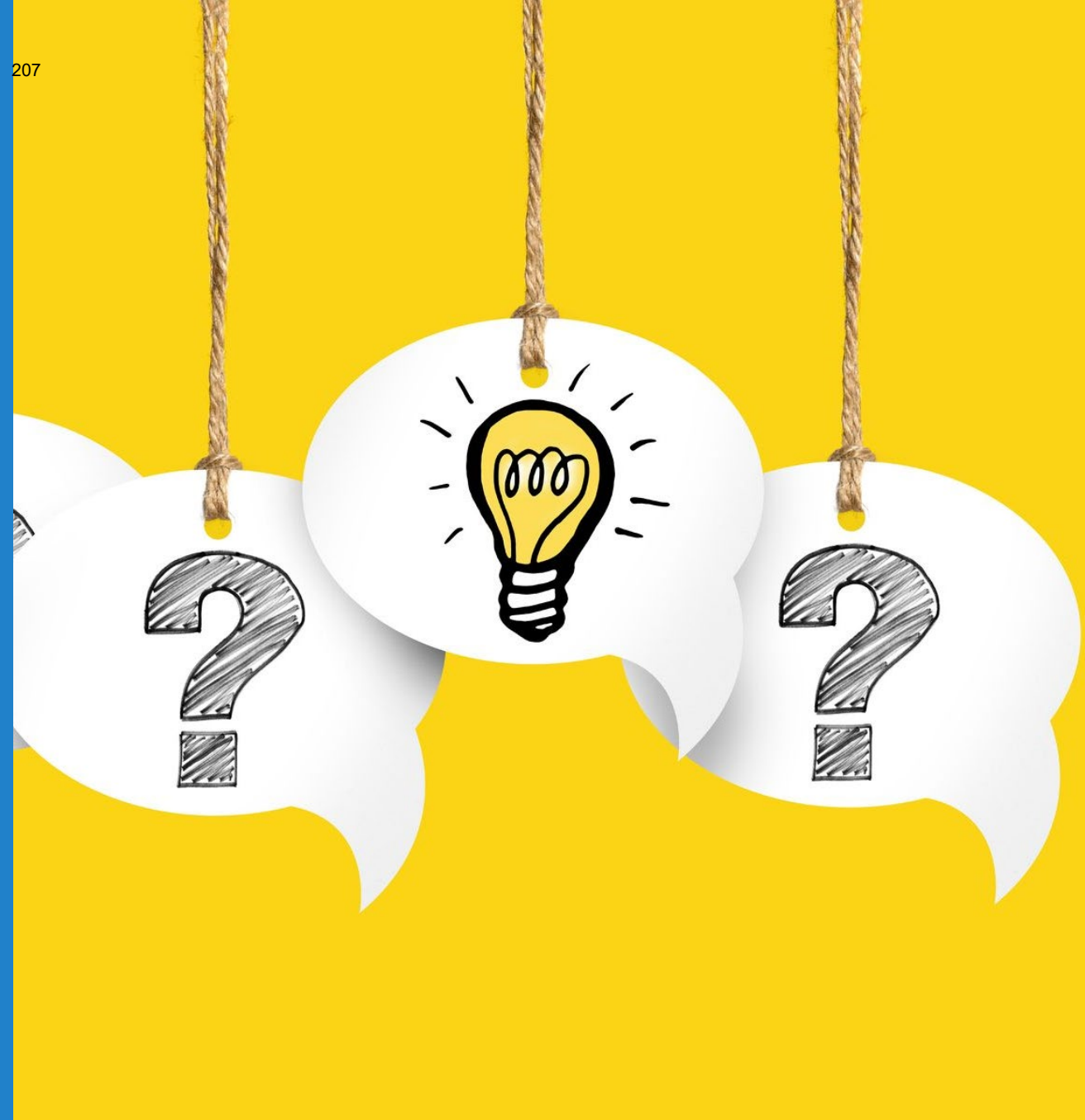
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WDC's Risk Management Framework sets out how risk management is to be applied across all council activities.

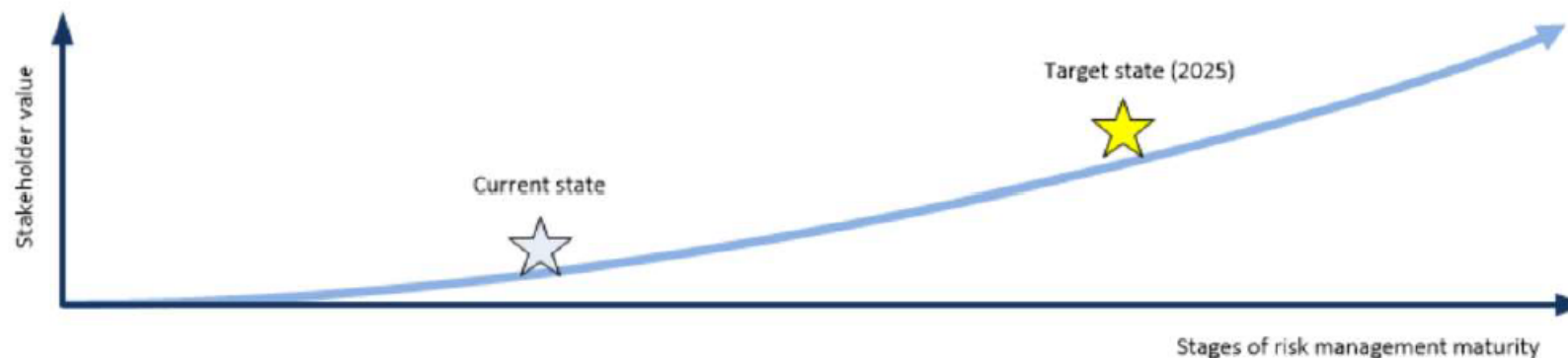
The Framework includes guidance, tools and templates for undertaking the risk management process. The criteria for assessing risks underpins WDC's risk appetite – the

“WDC is committed to embedding risk management principles and practices into its organisational culture, governance and accountability arrangements, planning, reporting, performance review, business operations and improvement processes.”

Questions



- 4.3.2. An initial risk management maturity assessment (below) has been made to baseline the current state of risk management at WDC. Using the criteria provided by OECD¹, the current state of risk management maturity at WDC is assessed at a 'Progressing' state. A reassessment will be undertaken every 2 years. It is anticipated that risk maturity improvements will be identified as risk management best practice becomes further embedded and part of 'business as usual'. Our intended programme, environmental controls allowing, is to reach an 'Established' state by 2023/2024. An indicative target state is to be at a 'Leading' state in 2025.



Emerging	Progressing	Established	Leading	Aspirational
<ul style="list-style-type: none"> RM not well understood or practiced throughout the organisation although pockets of knowledge and good practice may exist (depending on the background and experience of individual staff) RM not delivered consistently or adequately in practice RM is undertaken in a reactive and ad hoc manner, often after risks have materialised. 	<ul style="list-style-type: none"> Some RM capabilities and practices in place General understanding in most business areas of the role of risk assessment and risk management (at a high level) Some effort to systematically identify, analyse and treat major risks at enterprise level and within large projects Extent to which RM information informs decision making across the organisation is highly variable. 	<ul style="list-style-type: none"> RM capabilities and practices generally well established in organisational culture and processes Enterprise and business unit risk management standardised, coordinated and promoted consistently Risk information increasingly taken into account in decision making and reflected in performance management processes. 	<ul style="list-style-type: none"> RM capabilities and practices well integrated into strategic planning and performance management activities Risk appetites clearly articulated Strong culture of effective RM exists across the organisation Clear understanding of roles and responsibilities Risk information and outcomes continuously used to improve performance and inform decision-making. 	<ul style="list-style-type: none"> RM capabilities and practices fully integrated with strategy and performance management and reinforced through the organisational culture at all levels Increasing use made of advanced technology tools in the identification, monitoring and treatment of risk and risk management processes.

¹ OECD (2021), *Enterprise Risk Management Maturity Model*, OECD Tax Administration Maturity Model Series, OECD, Paris. www.oecd.org/tax/forum-on-tax-administration/publications-and-products/enterprise-risk-management-maturity-model.htm

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: GOV-26 / 230601081414

REPORT TO: AUDIT AND RISK COMMITTEE

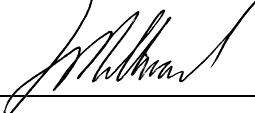
DATE OF MEETING: 13 June 2023

AUTHOR(S): Thea Kunkel, Governance Team Leader

SUBJECT: Reporting on LGOIMA Requests for the period 1 March 2023 to 31 May 2023

ENDORSED BY:
(for Reports to Council,
Committees or Boards)

_____ General Manager

_____  Chief Executive

1. SUMMARY

- 1.1 This report provides an update to the Audit and Risk Committee on the requests for information made under the Local Government Official Information and Meetings Act 1987 (LGOIMA).
- 1.2 The Council received 61 official requests from 1 March 2023 to 31 May 2023, which was 32 more than for the same period in 2022. Also, the Council responded to 32 official requests during the period under review, which was one more than the official requests responded to in the same period in 2022. The official requests were mostly for information regarding building consents, roading, Fenton Reserves, Waste Management Contracts, rezoning consent applications, the United Nations 2030 Agenda and the purchase of 107 Revells Road.

Attachments:

- i. Table of requests from 1 March 2023 to 31 May 2023 (Trim 230601081466).

2. RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** Report No. 230601081414 for information.
- (b) **Notes** that the Council received 61 requests and responded to **52** official requests of information from 1 March 2023 to 31 May 2023, which was 21 more, than the 31 official requests responded to in the same period in 2022.

3. BACKGROUND

- 3.1 Any member of the public may make a request for official information to the Council, and the LGOIMA prescribes how these requests are to be managed, the statutory timeframes for dealing with them and the basis of decision-making on the release of information. The LGOIMA is the local government version of the Official Information Act, 1982, which people may be more familiar with, which applies to central government agencies.
- 3.2 Decisions on the release of information are delegated to the Chief Executive under the LGOIMA and are sub-delegated to the Governance Manager.

- 3.3 LGOIMA information is provided monthly to the Management Team and quarterly to the Audit and Risk Committee. The previous report covered the period of 1 November 2022 to 28 February 2023. This report, therefore, covers the period of 1 March to 31 May 2023.

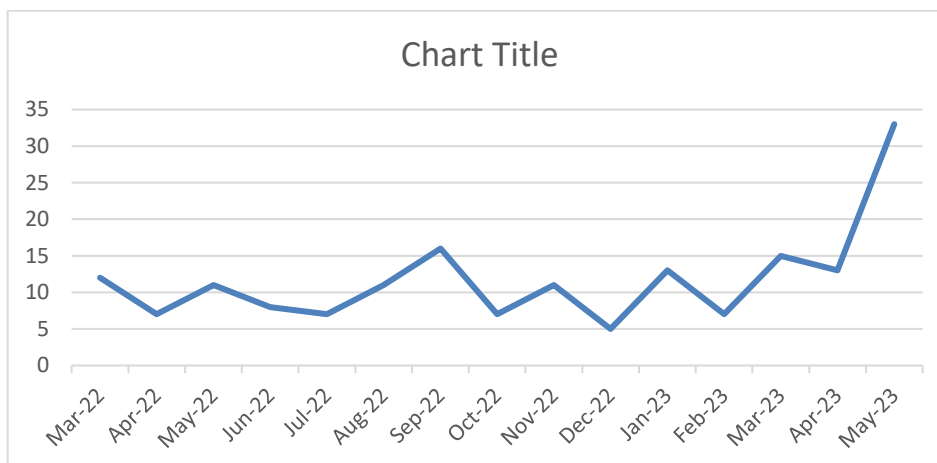
4. **ISSUES AND OPTIONS**

- 4.1 The Council processes requests for information in accordance with the LGOIMA and the Privacy Act 2020. The aim is to balance transparency and public interest issues with limits on disclosing personal information.
- 4.2 All information will be provided unless there is a good reason under the provisions of the LGOIMA for not releasing it. The Council is entitled to consider not releasing information if it would:
- prejudice the maintenance of the law.
 - endanger the safety of any person.
 - breach the privacy of any person.
 - disclose confidential or commercially sensitive information.
 - cause serious offence to Tikanga Māori or disclose the location of Waahi Tapu.
 - breach an obligation of confidence.
 - prejudice: public health or safety; the Council's right to legal professional privilege; the commercial activities of the Council; or negotiations being carried out by the Council.
- 4.3 Below in Table 1 is a summary of the number of official requests the Council responded to from 1 April 2022 to 31 May 2023. The Council took an average of 13 days to respond to official requests. If the Council could not meet the statutory requirements, the applicant was advised of the Council's decision to provide the information and that an extension of time would be required per the provisions of Section 13(1) of the LGOIMA.

Month	Number of applications responded to	Number of responses not meeting the statutory requirements
April 2022	7	None
May 2022	12	One (large volume of information requested). DIA and 3waters matters. Time extension requested and accepted.
June 2022	7	None
July 2022	7	One (delay in accumulating the information). Time extension requested and accepted.
August 2022	9	None
September 2022	13	One (delay in accumulating the information). Time extension requested and accepted.
October 2022	9	Three (large volumes of information requested).
November 2022	11	One (additional information became available about the proposed chlorination of the Oxford Township Water Supply that staff needed time to collate the information. Time extension requested and accepted)
December 2022	7	One (delay in accumulating the information). Time extension requested and accepted.
January 2023	10	One (delay in accumulating the information). Time extension requested and accepted.
February 2023	8	None
March 2023	10	None
April 2023	13	One (delay in accumulating the information).
May 2023	32	One (delay in accumulating the information).
Total	140	7

Table 1: Summary of the number of Official Requests responded to.

- 4.4 Graph 1 below outlines the number of requests for information received monthly during the last year. It can take staff approximately one to two hours to respond to straightforward requests or several days for more extensive requests. There is an internal process involving several staff and their managers to check content before releasing information. Whilst there is an option to charge under the legislation, the Council currently do not generally charge for requested information. Occasionally, the Council receives a request for information that requires a substantial amount of staff resources to respond to. In these rare instances, the applicant is advised before the work is undertaken, and options to refine the request are explored. Any charges that may be imposed align with the guidelines set by the Ministry of Justice and the office of the Ombudsman.



Graph 1: Summary of the number of Official Request received – April 2022 to May 2023

- 4.5 Graph 1 indicates that there has been a significant increase in the number of applications received in May 2023. This was due to a high number of information requests received following the 2023/24 Annual Plan Hearings held on 4 May 2023 and a seemingly heightened awareness of the right to access official information. Due to the spike in demand for information during May, and the significant volume of detail requested staff are undertaking further work on a draft charging policy which will be presented to the Council in the near future. Furthermore if the upward trend continues, persons who make multiple requests in short succession will be corresponded with regarding the impact on staff time and costs involved. Advice from the Ombudsman's office has also been sought on balancing outcomes in the future.
- 4.6 To promote transparency and accountability, the Council has published a list of all the Requests for Information received by the Council on its Website at <https://www.waimakariri.govt.nz/services/online-services/request-it>. However, releasing the requested information will still be subject to the provisions of LGOIMA and the Privacy Act, 2020. In addition, the Council will consider any potential civil or criminal liability that might result from the publication.
- 4.7 This report serves as an accountability tool to show that the Council is meeting its statutory obligations; it also highlights the number of requests being received and what information is being sought, which may have a public interest element.
- 4.8 The Ombudsman publishes the data regarding the LGOIMA complaints his office receives for July 2022 to December 2022. The Ombudsman's report contained two complaints pertaining to the Waimakariri District Council, one regarding an incomplete or inadequate response, which was subsequently withdrawn, and another regarding a delay in decision-making. In April 2023 the Council was advised by the Ombudsman's Office that they recommend that the Council make a decision and communicate it to the requester. The matter has subsequently been resolved.
- 4.9 **Implications for Community Wellbeing**
- There are no social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.

4.10 The Management Team has reviewed this report and supports the recommendations.

5. COMMUNITY VIEWS

5.1 Mana whenua

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2 Groups and Organisations

There are no other groups and organisations other than those who requested information likely to be affected by or interested in this report's subject matter.

5.3 Wider Community

This report's subject matter will not likely affect the wider community. However, some of the information requested may be of public interest.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

Generally, the Council do not charge for LGOIMA requests. However, occasionally, if a request is received for a significant amount of information or requires substantial collation and research, or the Council receives a large number of requests from the same person in a short timeframe, which taken together require a large amount of staff resource to respond to, the Council may consider imposing a charge. Council's practice on charging for LGOIMA requests is in line with the guidelines set by the Ministry of Justice.

6.2 Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability or climate change impacts.

6.3 Risk Management

There are no risks arising from the adoption of the recommendations in this report.

6.3 Health and Safety

None.

7. CONTEXT

7.1 Consistency with Policy

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

7.2 Authorising Legislation

- Local Government Official Information and Meetings Act 1987 (LGOIMA).
- Privacy Act, 2020

7.3 Consistency with Community Outcomes

People have wide-ranging opportunities for learning and being informed and our people are easily able to get the information they need.

There are wide ranging opportunities for people to contribute to the decision-making that affects our District.

7.4 Authorising Delegations

Decisions on the release of information is delegated to the Chief Executive under the LGOIMA and is sub-delegated to the Governance Manager.

LGOIMA REQUESTS RECEIVED FROM 1 MARCH 2023 TO 31 MAY 2023.

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	TIME FRAME OF RESPONSE (DAYS)
3/03/2023	Private Individual	Personal details of staff member.	17/03/2023	10
6/03/2023	Researcher	History of railway stations of Rangiora, Southbrook, and Bells.	16/03/2023	8
10/03/2023	Private Individual	Complaints made from a private individual	17/03/2023	5
10/03/2023	New Zealand Taxpayers Union	Expenditure on Mayoral/Council cars	17/04/2023	23
14/03/2023	Office of Members of Parliament	Details on Fenton Reserves	12/04/2023	20
15/03/2023	Private Individual	Plantings of Pinus radiata at Alice Pass Road	5/04/2023	15
21/03/2023	Private Individual	History of the Rangiora Town Hall	5/04/2023	11
23/03/2023	Private Individual	Contour files available as the data available on LINZ	21/04/2023	19
24/03/2023	Private Individual	WDC Internal Ecology Report	5/04/2023	8
27/03/2023	Media	WDC Waste Management Contracts	20/04/2023	16
28/03/2023	Media	Communications had with South Island Resource Recovery Limited (SIRRL) or Renew Energy Limited (REL)	19/04/2023	15
29/03/2023	Researcher	Water Distribution Zones	27/04/2023	20
29/03/2023	Private Individual	Rates evaluation for Batten Grove, The Pines Beach	18/04/2023	12
29/03/2023	Private Individual	Drone flight over Greenfield Mews, Rangiora	20/04/2023	14
31/03/2023	Media	All correspondence received by Council staff and elected members from "sovereign citizens" since January 2020	20/04/2023	13

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	TIME FRAME OF RESPONSE (DAYS)
3/04/2023	Researcher	Plural Policing	20/04/2023	11
3/04/2023	Private Individual	Revells Road property details and its adjoining titles from 1/06/2022 to date	12/05/2023	29
11/04/2023	New Zealand Taxpayers Union	Office space, working from home and stationary	1/05/2023	14
11/04/2023	Private Individual	Dog attack at Pines Beach	5/05/2023	18
17/04/2023	Private Individual	Water usage and cost within each of your respective councils	10/05/2023	16
18/04/2023	Private Individual	Consent for the shingle to be taken out of the Ashley River	12/05/2023	18
20/04/2023	New Zealand Taxpayers Union	Music licenses owned by the Council	8/05/2023	13
24/04/2023	New Zealand Taxpayers Union	Staff suspensions within the organisation	9/05/2023	11
17/04/2023	New Zealand Taxpayers Union	Graphic designers within the Council	9/05/2023	16
24/04/2023	New Zealand Taxpayers Union	Redundancies and pay-outs	8/05/2023	11
24/04/2023	Private Individual	Inspections of the Rivertown Café	10/05/2023	12
24/04/2023	Private Individual	Master GIS data of Cycle lanes	18/05/2023	17
27/04/2023	Private Individual	Mill silos which are behind Rangiora Mazda	18/05/2023	15

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	TIME FRAME OF RESPONSE (DAYS)
1/05/2023	New Zealand Taxpayers Union	Bonuses/pay awards given to staff in your organisation	22/05/2023	15
1/05/2023	New Zealand Taxpayers Union	Relating to sickness days and resignations within your organisation	24/05/2023	17
1/05/2023	Private Individual	All documentation held by WDC pertaining to the flow of stormwater or floodwater on Lot 7 DP1247	22/05/2023	15
3/05/2023	Private Individual	All draft and final reports received by WDC in relation to PC31	26/05/2023	17
4/05/2023	Private Individual	Copy of the gazette notice showing speed limit change on Johns Road	30/05/2023	18
8/05/2023	Private Individual	List of Road Asset management related consultants	30/05/2023	16
8/05/2023	Private Individual	Flooding in Mandeville and Swannanoa	07/06/2023	21
10/05/2023	Private Individual	2003 Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga	25/05/2023	11
10/05/2023	Private Individual	All policy papers and/or advice prepared for the mayor and/or councillors about fluoridation	26/05/2023	12
10/05/2023	Researcher	Use of chemical pesticides in areas where foragers may be collecting mushrooms	23/05/2023	13
11/05/2023	Private Individual	Properties owned, invested, or managed by the Council.	01/06/2023	15
12/05/2023	Private Individual	Sewer System in Kairaki Beach	06/06/2023	15
12/05/2023	Private Individual	New Zealand Local Government Funding Agency Limited also LGFA	29/05/2023	11
16/05/2023	Researcher	Electrification of the Council's vehicle fleet	30/05/2023	10
16/05/2023	Organisation	All correspondence from 3rd parties, concerning our organization, and the Founder and Secretary	30/05/2023	10

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	TIME FRAME OF RESPONSE (DAYS)
18/05/2023	Private Individual	Address of the 5G towers in rangiora	30/05/2023	8
18/05/2023	Private Individual	Funding of Mayor's candidacy of Chairperson of LGNZ	07/06/2023	13
19/05/2023	Private Individual	Road maintenance within the district		
19/05/2023	Private Individual	Purchase of 107 Revells Road property	26/05/2023	5
22/05/2023	Private Individual	New Zealand Local Government Funding Agency Limited also LGFA	31/05/2023	7
24/05/2023	Private Individual	Purchase of 107 Revells road and reasons for public being excluded from Council meetings	26/05/2023	4
24/05/2023	Private Individual	Adoption of the UN Agenda Goals	06/06/2023	8
24/05/2023	Researcher Parliament Library	Number of potholes fixed broken down by each calendar year, for the period 2012 to 2023		
26/05/2023	Private Individual	Attending of Hands of our Homes events	07/06/2023	7
25/05/2023	Private Individual	Council records of communication between any Council Team or Unit with the builder on a property in Wallers Road in Loburn		
25/05/2023	Private Individual	Purchase of 107 Revells Road	09/06/2023	9
29/05/2023	Private Individual	Rates arrears and late payment penalties		
29/05/2023	Private Individual	Purchase of 132 Percival Street		
29/05/2023	Private Individual	Loan to purchase of 107 Revells Road	09/06/2023	8
29/05/2023	Private Individual	Funding of Mayor's candidacy of Chairperson of LGNZ	08/06/2023	7

DATE RECEIVED	REQUESTER	SUBJECT	DATE OF OFFICIAL RESPONSE	TIME FRAME OF RESPONSE (DAYS)
29/05/2023	Private Individual	Additional questions about the purchase of 107 Revells Road		
30/05/2023	Private Individual	Correspondence with ECan and WDC about mapping wet zones areas along Lineside Road		
31/05/2023	Media	The cost of a burial plot as well as digging or interment fees.	09/06/2023	8