



# Selwyn Water

## BOARD PACK

for

## Selwyn Water Board Meeting - 10 September 2025

Wednesday, 10 September 2025

9:30 am (NZST)

Held at:

Default Location

2 Norman Kirk Drive, Rolleston, New Zealand

# INDEX

Cover Page

Index

Agenda

Attached Documents:

1.1 a	Minutes : Selwyn Water Board Meeting - 1 August - 1 Aug 2025.....	6
1.2 a	Interests Register.....	10
2.1 a	02.1 Actions Update Report August 2025.docx.....	11
2.1 b	Action List.....	13
3.3 a	Governance Risk Register - August 2025.pdf.....	14
4.1 a	04.1 Governance Programme Reporting_Aug 2025.pptx.....	15
4.3 a	04.3 Schedule of Powers and Delegations - September 2025.docx.....	22
4.4 a	04.4 Board Meeting Public Notification(34761457) (1).docx.....	42
4.5 a	CORDE SDC Monthly Project Report July 2025.pdf.....	45
5.1 a	05.1 Finance August 2025.docx.....	68

# AGENDA



## SELWYN WATER BOARD MEETING - 10 SEPTEMBER 2025

<b>Name:</b>	Selwyn Water
<b>Date:</b>	Wednesday, 10 September 2025
<b>Time:</b>	9:30 am to 11:30 am (NZST)
<b>Location:</b>	Default Location, 2 Norman Kirk Drive, Rolleston, New Zealand
<b>Board Members:</b>	Murray Strong (Chair)
<b>Attendees:</b>	Jo Gallop, Alex Cabrera, Heather Geddes, Rachael Brown, Amon Nuns, Sydney Mallon-Piper, Toni Forrest

### 1. Opening Meeting

#### 1.1 Confirm Minutes

##### For Noting

Minutes of Selwyn Water Board Meeting, 1 August 2025, for confirmation.

Supporting Documents:

1.1.a	Minutes : Selwyn Water Board Meeting - 1 August - 1 Aug 2025	6
-------	--	---

#### 1.2 Interest Register

##### For Noting

Supporting Documents:

1.2.a	Interests Register	10
-------	--------------------	----

### 2. Actions from Previous Meetings

#### 2.1 Action List

##### For Noting

Supporting Documents:

2.1.a	02.1 Actions Update Report August 2025.docx	11
2.1.b	Action List	13

### 3. Major Decisions and Discussions

#### 3.1 Board of Director Manual

Alex Cabrera

##### For Discussion

Directors' manual to include in pack for potential Directors

Verbal Update

### 3.2 Letter of Comfort

Alex Cabrera

#### For Discussion

Verbal update

### 3.3 Risk Register

Alex Cabrera

#### For Decision

Review and agree the Risk Register for Selwyn Water Ltd

Supporting Documents:

---

3.3.a	Governance Risk Register - August 2025.pdf	14
-------	--	----

---

## 4. Information

### 4.1 Implementation Activity Update

Heather Geddes

#### For Noting

Provide an update on the PMO implementation activity to date.

Supporting Documents:

---

4.1.a	04.1 Governance Programme Reporting_Aug 2025.pptx	15
-------	---	----

---

### 4.2 Transfer of Staff

Alex Cabrera

#### For Noting

Verbal Update

### 4.3 Delegations Register

Alex Cabrera

#### For Noting

Overview of Staff Delegations Register

Supporting Documents:

---

4.3.a	04.3 Schedule of Powers and Delegations - September 2025.docx	22
-------	---	----

---

### 4.4 Board Meeting Public Notification

Alex Cabrera

Provide a schedule of public notification dates for Board meetings to align with the Local Government (Water Services) Act 2025.

Supporting Documents:

---

4.4.a	04.4 Board Meeting Public Notification(34761457) (1).docx	42
-------	---	----

---

## 4.5 CORDE SDC Monthly Report

Alex Cabrera

### For Noting

CORDE Monthly Project Report to SDC for July 2025

Supporting Documents:

---

4.5.a	CORDE SDC Monthly Project Report July 2025.pdf	45
-------	--	----

---

## 5. Management Reports

### 5.1 Finance Report

Alex Cabrera

#### For Discussion

Finance Report to August 25

Supporting Documents:

---

5.1.a	05.1 Finance August 2025.docx	68
-------	-------------------------------	----

---

### 5.2 Health & Safety Report

Alex Cabrera

#### For Noting

Provide an update on Health Safety and Wellbeing for SWL

## 6. Other Business

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** Selwyn Water Board Meeting - 8 October 2025 - 8 Oct 2025, 9:30 am

# MINUTES (in Review)

## SELWYN WATER BOARD MEETING - 1 AUGUST



<b>Name:</b>	Selwyn Water
<b>Date:</b>	Friday, 1 August 2025
<b>Time:</b>	10:00 am to 11:00 am (NZST)
<b>Location:</b>	Default Location, 2 Norman Kirk Drive, Rolleston, New Zealand
<b>Board Members:</b>	Murray Strong (Chair)
<b>Attendees:</b>	Alex Cabrera, Jo Gallop, Heather Geddes, Amon Nuns, Rachael Brown, Toni Forrest
<b>Apologies:</b>	Sydney Mallon-Piper

### 1. Opening Meeting

#### 1.1 Confirm Minutes

The minutes of the Inaugural Board meeting held on 1 July were confirmed.

#### 1.2 Interests Register



##### Conflicts will be recorded in BoardPro.

Record Chair conflicts of interest in BoardPro (once purchased).

**Due Date:** 8 Aug 2025

**Owner:** Jo Gallop

### 2. Actions from Previous Meetings

#### 2.1 Matters Arising



##### Register for Actions

A register of actions and matters arising to be included for future meetings.

**Due Date:** 5 Sept 2025

**Owner:** Jo Gallop

### 3. Management Reports

#### 3.1 Executive Report

The Board **NOTED** the Executive Report.

Noted that the actions from the previous meeting have been worked on.

This included the letter of comfort to Selwyn District Council which has not been progressed as other challenges have arisen.

The draft remuneration Policy is being reviewed before it is provided to the Board.

Risk Register: It was noted that the Risk Report (Item 3.3) is expected to be finalised in the next week following further discussions.

Revenue List: The split of review was discussed including potential lost revenue based on water readings. Further work will be required around revenue optimisation.

Noted that the Water Services Strategy (which is prepared by the WSCOO with the shareholder to determine whether they wish to approve it) will need to be approved by the end of May 2026 to meet legislative requirements, which provide that it must be confirmed not later than one month prior to the end of the financial year to which it relates. The Water Services Bill provides for a draft to be provided to the shareholder by 1 March in the relevant financial year meaning that the final draft will come to the Board by February 2026, to be provided to Selwyn District Council in March 2026.

A note from Bell Gully regarding the legislative provisions applying to the Water Services Strategy will be placed in the resource section of BoardPro.

Resourcing capability for the organisation is to be reviewed at a planning workshop to be held on 6 August.



### **Add the note regarding Water Services Strategy legislative requirements, into BoardPro**

Add the note from Bell Gully regarding Water Services Strategy legislative requirements, into the BoardPro Document repository.

**Due Date:** 15 Aug 2025

**Owner:** Jo Gallop

## **3.2 Budget**

Work is continuing on the implementation budget. Selwyn District Council has not charged for any services to date as staff are currently transitioning or working across both organisations.

A financial report will be presented to the Board next month and will include a full budget.

## **3.3 Risk Report**

Noted that the Risk report has not yet been finalised. It was noted that there seemed to be variation in the way that information was recorded.

# **4. Strategic Planning**

## **4.1 Draft Strategic Goals**

The Board **NOTED** the strategic goals for aligning transition and future state activities to meet operational requirements.



### **Updated Strategic Goals**

It was noted that care is required around customer expectations of affordability. The Board noted that an outcome statement for each item would be helpful.

**Due Date:** 31 Aug 2025

**Owners:** Alex Cabrera, Heather Geddes

## **4.2 Implementation Plan**

The Board **NOTED** the implementation plan activity.

### 4.3 Selwyn Water Values

The Board **NOTED** the progress to date on the Selwyn Water Values.

Feedback and further mana whenua input has been received.

### 4.4 Governance Policies



The Board **APPROVED** the policies listed, noting that there are more policies to come.

The approved policies were:

- Risk Management Policy
- Risk Management Framework
- Procurement Policy
- Capital & Infrastructure Policy
- Data Governance Policy
- Board Charter

**Decision Date:** 1 Aug 2025

**Outcome:** Approved

It was noted that additional policies would be produced and approved including:

- Remuneration Policy
- Conflict of Interest Policy
- Protected Disclosure Policy

Policies will be discussed at the planning workshop on 6 August.

### 4.5 Draft Governance Recruitment Pack Structure

The Board **NOTED** the Governance recruitment pack structure.

Bell Gully agreed that this was a comprehensive list and is what onboarding Directors would be interested in, including the Water Services Delivery Plan.

It was agreed that this would not be provided to all potential Directors due to sensitivity of some of the information. A Non-Disclosure Agreement will be required for those who do receive it.



#### Governance Recruitment Pack Non-disclosure agreement

Provide a pro-forma for potential Directors who will receive the Recruitment Pack.

**Due Date:** 8 Aug 2025

**Owners:** Alex Cabrera, Amon Nuns

### 4.6 Asset Transfer Update

Alex reported that the asset transfer is progressing slower than we would have liked, due to the information that is available. Work is progressing although flagging that there may be some delays. Engagement with the relevant teams is occurring on a regular basis.

The Chairman and Alex will meet with the Mayor and CE of SDC to discuss expectations and obligations around timelines and commitments as the risk is high for Selwyn Water to receive 'just in time' information.

Due diligence for asset transfer is being undertaken. Insurance for maintenance was discussed as an example of additional cost due to staff being unaware so no claims have been made.

## 4.7 Water Services Bill Update

The Chairman thanked the Bell Gully team for the work undertaken on the Water Services Bill update.

## 5. Other Business

### 5.1 Other Business

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Selwyn Water Board Meeting - 10 September 2025 - 10 Sept 2025, 9:30 am

### New Actions raised in this meeting

Item	Action Title	Owner(s)
1.2	Conflicts will be recorded in BoardPro. <b>Due Date:</b> 8 Aug 2025	Jo Gallop
2.1	Register for Actions <b>Due Date:</b> 5 Sept 2025	Jo Gallop
3.1	Add the note regarding Water Services Strategy legislative requirements, into BoardPro <b>Due Date:</b> 15 Aug 2025	Jo Gallop
4.1	Updated Strategic Goals <b>Due Date:</b> 31 Aug 2025	Alex Cabrera, Heather Geddes
4.5	Governance Recruitment Pack Non-disclosure agreement <b>Due Date:</b> 8 Aug 2025	Alex Cabrera, Amon Nuns

Formal closing of the board meeting.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Interests Register

## Selwyn Water



As of: 10 Sept 2025

Person	Organisation	Active Interests	Notice Date
<b>Murray Strong</b>	Selwyn District Council	New Dunedin Hospital, Digital Transformation Board - Chairman - 20/12/2021-current. Fees paid.	3 Jan 2025
	Selwyn District Council	Digital Interactive Health/MedTechIQ - Chairman - 1/08/2023-current. Fees paid.	3 Jan 2025
	Selwyn District Council	Centre of Digital Excellence, NZ Ltd - Chairman - 1/12/2018-current. Fees paid	3 Jan 2025
	Selwyn District Council	Destination Southern Lakes - Chairman - 06/09/2023-current. Fees paid.	3 Jan 2025

# Board Report

Selwyn Water

10 September 2025

## Actions Update Report

29 August 2025

**Presenter:** Heather Geddes, Project Manager

**RECOMMENDATION:** That the Board **NOTE** the strategic goals.

### Draft Strategic Goals

#### 1. Achieve Long-Term Valued Service for Customers

##### *Outcome statement*

Deliver reliable, cost efficient, and sustainable water services that provide enduring value and trust for customers, now and into the future.

##### *How*

By assessing current water charges, adjusting to cover costs and fund infrastructure. Over time aiming to charge less than the WSDP projections. SWL will also explore alternative cost models and optimise revenue from commercial users (trade waste) to reduce the overall burden on customers. A Financial Hardship Policy will be developed before direct customer billing begins in mid-2026 to support those who may struggle.

#### 2. Ensure Robust Financial Independence

##### *Outcome statement*

Maintain strong, transparent finances that enable sustainable operations and future investment.

##### *How*

Increase borrowing capacity (up to 500% of revenue through the Local Government Funding Agency (LGFA), compared to 280% for councils). The goal is to be financially sustainable by June 30, 2028, with projected revenue covering all costs, including operations, investment, and compliance

#### 3. Cultivate High-Performing Capabilities for Quality Water Services and Regional Expansion

##### *Outcome statement*

Build skilled people, efficient systems and collaborative partnerships to deliver high-quality services and support growth across the region and potentially expand to serve other areas.

### *How*

This involves establishing a fit-for-purpose governance framework with independent directors, phasing in Selwyn District Council (SDC) staff to retain expertise and embedding advanced asset and financial management systems. SWL is shifting to a "utility provision mindset," being directly accountable to customers, regulators, and the Council, focusing on continuous improvement and efficiency. The model is designed to be scalable and flexible for future partnerships, possibly using a "hub and spoke" approach to achieve regional efficiencies.

## **4. Proactively Embrace Adaptive Planning and Technological Innovation**

### *Outcome statement*

Future-proof water services by planning flexibly and using new technologies to address long-term uncertainties like climate change, population growth, and evolving regulations.

### *How*

By incorporating Dynamic Adaptive Pathway Planning (DAPP) into infrastructure planning by early 2026, which involves identifying triggers and creating adaptive pathway maps to maintain flexibility in response to deep uncertainties. This also includes conducting scenario modelling for high-density growth, implementing a Water Conservation and Demand Management Plan, and advancing strategic planning for major projects such as a "Centralised Treatment" water supply scheme and a "District Wide Smart Meter Roll Out".

# Action List

## Selwyn Water



As of: 9 Sept 2025

### Governance Recruitment Pack Non-disclosure agreement Done

Provide a pro-forma for potential Directors who will receive the Recruitment Pack.

**Due Date:** 8 Aug 2025

**Owners:** Alex Cabrera, Amon Nuns

**Meeting:** 1 Aug 2025 Selwyn Water Board Meeting - 1 August, 4.5 Draft Governance Recruitment Pack Structure

### Add the note regarding Water Services Strategy legislative requirements, into BoardPro Done

Add the note from Bell Gully regarding Water Services Strategy legislative requirements, into the BoardPro Document repository.

**Due Date:** 15 Aug 2025

**Owner:** Jo Gallop

**Meeting:** 1 Aug 2025 Selwyn Water Board Meeting - 1 August, 3.1 Executive Report

### Updated Strategic Goals In Progress

It was noted that care is required around customer expectations of affordability. The Board noted that an outcome statement for each item would be helpful.

**Due Date:** 31 Aug 2025

**Owners:** Alex Cabrera, Heather Geddes

**Meeting:** 1 Aug 2025 Selwyn Water Board Meeting - 1 August, 4.1 Draft Strategic Goals

RISK #	Category	Risk	RISK CONTROL	LEVEL	Risk owner(s)	Risk rating			Mitigations/Actions		Opportunities
						Probability	Impact	Rating	Mitigation	SWL Owner	
G	<b>Governance Risks</b>	<b>CCO Transition</b>									
G1	Financial, Reputational, Compliance	If the Transfer Agreement is not an accurate reflection of the current assets and liabilities for transfer this may impact on SWL meeting solvency requirements.	In control	Governance	Tim Mason	Possible	Major	High Med	Conduct due diligence and agree a remediation plan with SDC that provides for transfer of assets to meet legislation with a remediation period to work through inaccuracies.	Alex Cabrera.	
G2	Financial, Reputational, Compliance	If there is ambiguity over the statutory responsibilities between Council and the CCO during transition this may cause non-compliance.	In control	Governance	Tim Mason	Possible	Major	High Med	Clear accountability matrix established and a transition plan for statutory obligations.	Alex Cabrera.	
G3	Financial, Reputational, Compliance	If there is insufficient water industry, public health, infrastructure or financial expertise appointed to the Board of Directors it may impact decision making.	In control	Governance	Murray Strong	Unlikely	Moderate	Low Med	Governance framework developed with legal team to ensure it meets all statutory requirements. Alignment with SDC process included.	Alex Cabrera	
G4	Financial, Reputational, Compliance	If the asset valuation and potential liabilities are not known before transfer there could be remediation required for asset management and capital delivery that is not included in current budget planning.	In control	Governance	Tim Mason	Possible	Major	High Med	Risk assessment conducted with recommendations for inclusion in transfer agreement documentation (if applicable) and asset management plans (if applicable).	Alex Cabrera	
G5	Financial, Reputational, Compliance	If the SDC does not approve the Statement of Expectations then the Water Services Strategy cannot be progressed (must be done 6 months post approval of the SoE)	In control	Governance	Sharon Mason / Murray Strong	Unlikely	Major	High Med	Clear and open communication process with SDC and SWL to agree SoE contents and a mirroring of expectations with current SDC water service requirements.	Alex Cabrera	
G6	Reputational	If SWL fails to establish trust and legitimacy with communities, iwi, regulators and the workforce it will impact Council trust with the CCO.	In control	Governance	Sharon Mason	Unlikely	Major	High Med	Establish a stakeholder engagement plan and implement post October election.	Alex Cabrera	
G7	Reputational	If there is a lack of transparency and visibility of decision making then there may be a breakdown of Council trust of the CCO performance	In control	Governance	Murray Strong	Possible	Major	High Med	Establish a relationship protocol and Transition Steering Group to jointly assess and resolve issues.	Alex Cabrera	
G10	Financial, Reputational, Compliance	If there is uncertainty regarding the condition and maintenance and how the history of transferred assets is recorded.	In control	Governance	Tim Mason	Possible	Major	High Med	Conduct a thorough asset valuation and condition assessment to anticipate financial and operational risks.	Alex Cabrera	
G11	Financial, Reputational, Compliance	If data transferred is lost, corrupted or inaccurate it will impact on the ability to use evidence-based data for asset management, financial and customer decisions.	In control	Governance	Tim Mason	Possible	Major	High Med	A clone is done of each data set to retain historical data within SDC prior to go live operation by CCO, robust user access testing completed prior to go live.	Alex Cabrera	
G13	Financial, Reputational, Compliance	If there is uncertainty around asset valuation and financial liabilities transferred from the council it may impact on financial sustainability requirements being met.	In control	Governance	Tim Mason	Possible	Major	High Med	Asset valuation exercise conducted prior to transfer.	Alex Cabrera	
G14	Financial, Reputational, Compliance	If there is an inaccurate asset condition assessment leading to unforeseen capital costs it may impact on financial sustainability	In control	Governance	Tim Mason	Possible	Major	High Med	Regular review of the asset condition assessment and independent advice included.	Alex Cabrera	
G15	Financial, Reputational, Compliance	If there are undocumented decisions made for capital delivery that are not included in the WSDP it may cause solvency issues for the CCO.	In control	Governance	Tim Mason	Possible	Major	High Med	Due diligence done of informal communication channels used to engage with consent applications and a remediation plan established including potential legal and financial considerations.	Alex Cabrera	
G16	Financial, Compliance	If the borrowing arrangements between SWL, SDC, LGFA and the trading banks are not put in place, SWL will not be able to establish debt limits and borrowing arrangements.	In control	Governance	Sharon Mason / Murray Strong	Possible	Major	High Med	LGFA, Bell Gully, Bancorp, Russell McVeigh and Simpson Grierson to engage to identify steps, risks, barriers and establish a path to bring back to SWL and SDC for consideration.	Alex Cabrera	

# Programme Board Report

Transition Phase: 1 July 25 to 31 July 26

Reporting period to August 2025



Live as a CCO

Water staff become SWL employees

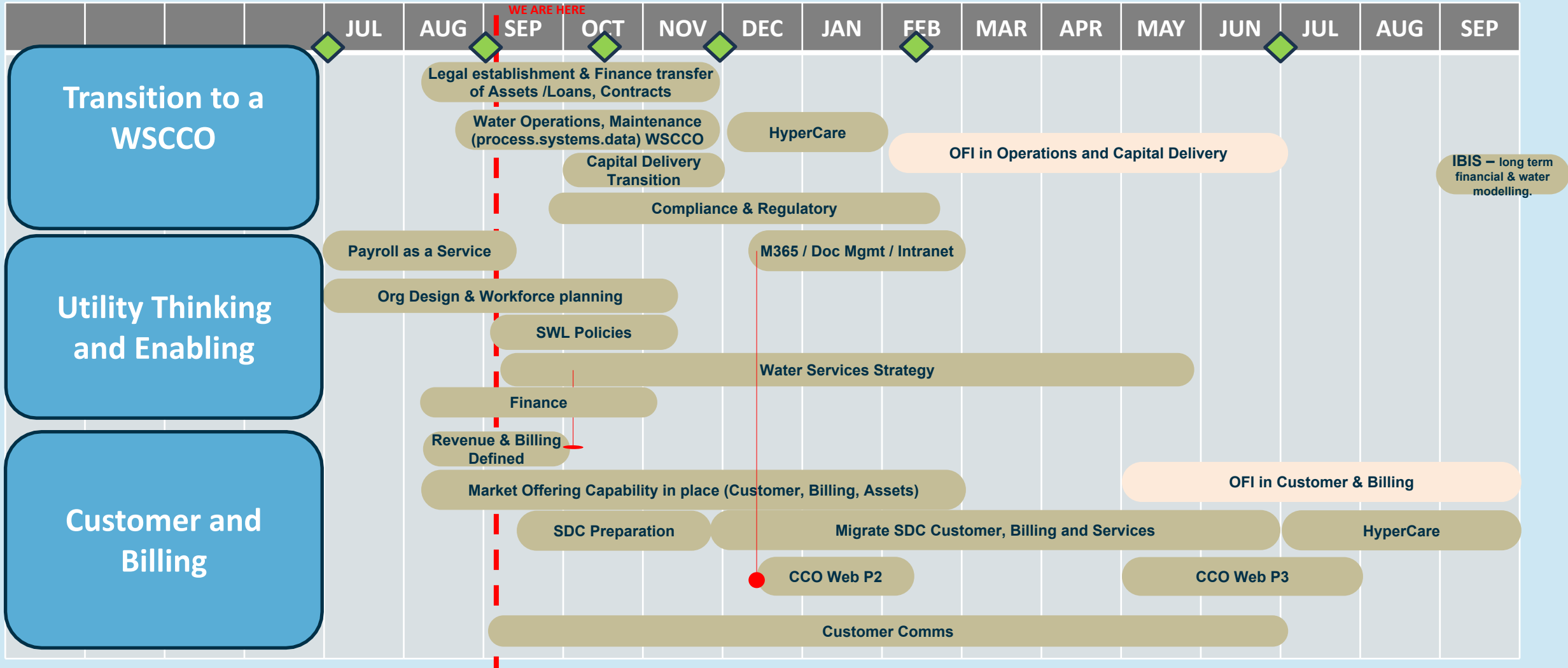
CCO has a new enduring name

TSA enacted – we are a WSCCO

WSCCO offer to market is demonstrable

WSCCO has full ERP system capability

# 25/26 Implementation roadmap



# Programme delivery focus to 31 July 2026



A

## Transition to a WSCCO

We're executing a strategic transition of assets and operations from SDC to SWL under Bill 3, forming the foundation of the WSCCO. This initiative is anchored by three core agreements—Transition, Transitional Services, and Operational Services—ensuring legal, operational, and compliance continuity. Our delivery scope spans systems, processes, and operational capabilities, positioning SWL for long-term service excellence, while onboarding is covered under a different stream. This is a critical enabler for future-state service delivery and governance.

## Success

A seamless and compliant transition where SWL is fully operational under the WSCCO framework, with all systems, processes, and agreements in place—enabling uninterrupted customer service delivery and a strong foundation for future growth.



G

## Utility Thinking and Enabling

We're building the foundational capabilities of the WSCCO by delivering the people and corporate functions that will enable it to operate with a utility mindset. This includes establishing HR, Finance, Legal, Risk, Brand, and digital presence—along with the processes and tools that support them. Our focus is on creating scalable, fit-for-purpose enablers that ensure operational readiness, governance, and long-term sustainability for the CCO.

## Success

A fully enabled WSCCO with integrated corporate functions, supported by robust processes and systems—ready to operate independently with a utility mindset and deliver sustainable, high-quality services.



G

## Customer and Billing


We're establishing the customer and billing capability for SWL to enable seamless service delivery and revenue assurance. This includes implementing the systems, processes, and people enablement required to manage customer interactions, billing, and service requests. We're also optimising pricing strategies, market offerings, and revenue collection—ensuring a customer-centric approach that supports financial sustainability and operational efficiency for the WSCCO.





## Success

An end-to-end customer and billing function that delivers a seamless and customer-centric user experience, ensures accurate and timely revenue collection, and supports a financially sustainable and customer-focused WSCCO.

# Transition to a WSCCO








*Transfer of assets, services and revenue to be fully operational by 20 December 2025*

Workstream highlights	Active risks being managed / mitigated	Workstream RAG Status
<ul style="list-style-type: none"> <li>• Successful transfer of SDC staff to Selwyn Water on 1 September.</li> <li>• Programme of work reset from horizon 1 (1 July establishment) to horizon 2 (20 December fully operational)</li> <li>• Three workstreams established and kicked-off.</li> </ul>	<ul style="list-style-type: none"> <li>• Scale of activity requires process improvement implementation across the board. Improvements are being assessed for urgency and sequenced.</li> <li>• Output requirements are scoped and manageable, transition activity currently 'lift and shift' to manage volume of change.</li> </ul>	 Amber status due to time constraints and limited lead in time to assess and validate asset information for transfer.

Project	Due	RAG	Completed	Focus now	
Legal and financial transfer	1 Dec 2025		N/C	<ul style="list-style-type: none"> <li>• Draft Transfer Agreement provided with asset, capital schedules for review.</li> <li>• LGFA process initiated.</li> </ul>	<ul style="list-style-type: none"> <li>• Due diligence of asset, liability and revenue information.</li> </ul>
Water Operations and Maintenance	1 Dec 2025		N/C	<ul style="list-style-type: none"> <li>• Deep dive to identify process activity required to be mapped.</li> </ul>	<ul style="list-style-type: none"> <li>• Future state processes designed for efficiency – developer arrangements and consenting.</li> </ul>
Capital Delivery Transition	1 Dec 2025		N/C	<ul style="list-style-type: none"> <li>• Deep dive to identify capital project delivery documentation available.</li> </ul>	<ul style="list-style-type: none"> <li>• Review of current systems and documentation and framework established.</li> </ul>
Compliance and Regulatory	1 Mar 2026		N/C	<ul style="list-style-type: none"> <li>• Agencies workshop held to determine collaboration opportunities to meet new regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance and regulation reporting framework established.</li> </ul>

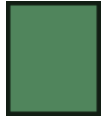
# Utility Thinking and Enabling






*Future state design and initial implementation*

Workstream highlights		Active risks being managed / mitigated			Workstream RAG Status
<ul style="list-style-type: none"> <li>Payroll as a service fully operational. SWL staff now being paid directly by SWL.</li> <li>Design workshop held, workstream mobilising.</li> </ul>		<ul style="list-style-type: none"> <li>Target Operating Model interim design requires review against utility future state aspirations.</li> </ul>			 Green status due to interim measures set to maintain service delivery.
Project	Due	RAG	▲	Completed	Focus now
Payroll as a service	17 Sep 2025		N/C	<ul style="list-style-type: none"> <li>EasyPay system implemented and first two payruns successful.</li> </ul>	<ul style="list-style-type: none"> <li>SDC transitioned staff migrated and paid.</li> </ul>
Operating Model, Org design and workforce planning	30 Nov 2025		N/C	<ul style="list-style-type: none"> <li>Target Operating Model brief established.</li> <li>Name still to be confirmed.</li> </ul>	<ul style="list-style-type: none"> <li>Resource procured to develop target operating model and blueprint.</li> </ul>
SWL Policies	1 Dec 2025		N/C	<ul style="list-style-type: none"> <li>Existing policies list developed.</li> </ul>	<ul style="list-style-type: none"> <li>Review list against legislation and initiate policy development process and approach.</li> </ul>
Water Services Strategy	30 May 2025		N/C	<ul style="list-style-type: none"> <li>Activity required to meet legislative requirements developed.</li> </ul>	<ul style="list-style-type: none"> <li>Resource procured to support WSS development.</li> </ul>
Finance	1 Nov 2025		N/C	<ul style="list-style-type: none"> <li>Finance system and processes in place for transition period.</li> </ul>	<ul style="list-style-type: none"> <li>Finance work package scoped for phase 2 for full financial management of water services.</li> </ul>
M365 / Document Mgmt / Intranet	TBC		N/C	<ul style="list-style-type: none"> <li>On hold, this work package is dependent organisation name being confirmed.</li> </ul>	

## Customer and Billing

*End-to-end customer and billing function that optimises revenue*

Workstream highlights	Active risks being managed / mitigated	Workstream RAG Status
<ul style="list-style-type: none"> <li>Design workshop held, workstream mobilising.</li> </ul>	<ul style="list-style-type: none"> <li>Data gaps identified in connections information gathered and billing / data cleanse, migration and validation plan established.</li> </ul>	 <p>Green status. Currently on track.</p>

Project	Due	RAG	▲	Completed	Focus now
Revenue and Billing Defined	30 Sep 2025		N/C	<ul style="list-style-type: none"> <li>System configuration workshop for Datascape held.</li> </ul>	<ul style="list-style-type: none"> <li>SDC transitioned staff migrated and paid.</li> </ul>
Market Offering Capability	1 Mar 2026		N/C	<ul style="list-style-type: none"> <li>Scoping started.</li> </ul>	<ul style="list-style-type: none"> <li>Finalise scope and mobilise.</li> </ul>
Migration of data	1 Jul 2026		N/C	<ul style="list-style-type: none"> <li>Scoping started.</li> </ul>	<ul style="list-style-type: none"> <li>Finalise scope and mobilise.</li> </ul>
CCO Website	1 Jul 2026		N/C	<ul style="list-style-type: none"> <li>Scoping started.</li> </ul>	<ul style="list-style-type: none"> <li>Finalise scope and mobilise.</li> </ul>
Customer Communications	1 Jul 2026		N/C	<ul style="list-style-type: none"> <li>Scoping started.</li> </ul>	<ul style="list-style-type: none"> <li>Finalise scope and mobilise.</li> </ul>

## Governance Decisions Required

Decision Required	Due	Recommendation	Accepted
<p>The transition phase includes mapping current state processes and identifying opportunities for improvement.</p> <p>1. Is a 'lift and shift' approach acceptable until such time as the transfer agreement is approved and the systems and processes are transferred to SWL.</p>	10 Sep 2025	<ul style="list-style-type: none"> <li>The 'lift and shift' principle is adopted with the understanding of the associated risks. Opportunities for improvement will be identified and included in a remediation plan for implementation.</li> <li><b>Board amendment:</b></li> </ul>	<ul style="list-style-type: none"> <li>TBC (yes / no)</li> </ul>
<p>A valuation of assets is completed annually to coincide with the end of the financial year. The valuation for the assets has been completed up to 30 June 2025. A decision is required to confirm that this is sufficient for the transfer of assets to occur by 1 November 2025, with any new assets added to the register to be added at book value.</p> <p>2.</p>	10 Sep 2025	<ul style="list-style-type: none"> <li>That the 30 June 2025 valuation is used, due diligence to identify any issues through the transfer and wash up period to ensure the 30 June 2026 valuation is accurate.</li> <li><b>Board amendment:</b></li> </ul>	<ul style="list-style-type: none"> <li>TBC (yes / no)</li> </ul>

10 September 2025

## Schedule of Powers and Delegations

**Presenter:** Alex Cabrera, Programme Director

**RECOMMENDATION:** That the Board **NOTE** the schedule of Powers and Delegations.

### Executive Summary

This document sets out the Schedule of Powers and Delegations for Selwyn Water Limited (SWL). It is designed to ensure clarity of decision-making, accountability, and operational efficiency. All delegations flow from the Board to the Chief Executive (CE), who may sub-delegate to Tier 2 roles (Directors) and, where appropriate, to Tier 3 specialist roles.

This schedule integrates financial and non-financial delegations, aligns with statutory requirements, and reflects best practice for council-controlled organisations.

### Key Features

- Board retains reserved powers (strategic, constitutional, shareholder, and regulatory matters).
- CE holds full delegated authority within Board-set limits.
- CE may sub-delegate to Tier 2 Directors and approved Tier 3 specialist roles.
- Delegations are subject to audit, annual review, and compliance with legislation.

### Principles of Delegations

- All limits are exclusive of GST and apply to budgeted expenditure unless stated otherwise.
- Prior approval in writing is required (email confirmation suffices).
- “In consultation with” means open discussion must occur, but the final decision rests with the delegate.
- No splitting of orders/transactions to remain under thresholds.
- Two-person control applies: requester and approver must be different people.
- Delegations can also be exercised by the delegate’s direct manager.
- All delegations are subject to audit and must comply with SWL policies and relevant legislation.
- Annual Review: The Delegations Schedule will be formally reviewed by the Board at least once every 12 months.

**Financial Delegations** (as per Schedule of Financial Delegations – 1 August 2025)

Code	Authority Delegated	CE Limit	Director Limit	Notes/Conditions
<b>RV1</b>	Authorise revenue other than fixed asset sales	\$250k	\$100k	DW4/DW5 apply to fixed asset sales
<b>RV2</b>	Reverse incorrect charges	\$100k	\$50k	
<b>RV3</b>	Credit notes & revenue write-offs (other than RV2)	\$100k	\$50k	Limit per note/write-off; Director of Finance & Commercial must review all >\$50k
<b>SR1</b>	Statutory & regulatory payments	Unlimited	–	
<b>OE1</b>	Operating expenditure (within business plan)	\$10m p.a. / \$3m per txn	\$1m p.a. / \$100k per txn	Must meet both limits
<b>CE1</b>	Capital project business case approval	\$5m	\$1m	Limit is total budgeted capex per business case; includes approving case, budget and adjustments
<b>CE2</b>	Pre-business case capital expenditure	\$3m	\$250k	Limit per project
<b>MCE1</b>	Motor vehicle capital expenditure	Unlimited	\$100k	Determined by Director of Finance & Commercial
<b>DW1</b>	Dismantling project business case	\$3m	N/A	
<b>DW2</b>	Capital work-in-progress write-off	\$3m	N/A	
<b>DW3</b>	Fixed asset value write-off	\$3m	N/A	
<b>DW4</b>	Sale of fixed assets in service	\$3m	\$1m	Limit is total net book value; Finance review required >\$50k
<b>DW5</b>	Sale of fixed assets not in service, incl. land	\$3m	\$50k (Finance & Commercial)	Limit is total net book value per txn

Code	Authority Delegated	CE Limit	Director Limit	Notes/Conditions
			only); Other Directors N/A	
<b>D1</b>	Litigation/ADR – customer matters	Unlimited	–	
<b>D2</b>	Litigation/ADR – employment matters	\$1m	–	Limit is total recovery sought/defended or total SWL cost/revenue; requires CE + Director of Strategy & OD + Director of Finance & Commercial
<b>D3</b>	Litigation/ADR – other	Board Reserved	–	

## Non-Financial Delegations

Code	Authority Delegated	Delegation
CT1	Approve template customer contracts & variations	CE
CT2	Approve TSA/ODA/Working Capital Facility	Board Reserved
CT3	Approve other agreements	CE (within financial limits)
CT4	Approve template employment contracts	Board Reserved
R1	Submissions to DIA (WSDP/transition)	CE
R2	Submissions to Commerce Commission	Board Reserved
R3	Submissions to Taumata Arowai	CE
R4	Other regulatory submissions	Board Reserved
P1	Appointment/termination of CE	Board Reserved
P2	Creation of, and appointment of CE direct report roles	CE
P3	Creation of other positions (below CE direct reports)	CE
P4	Termination of positions below CE direct reports	CE
FI1	Opening new bank accounts	CE + Director of Finance & Commercial (joint approval)
FI2	Variations to accounting policies	Board Reserved

Code	Authority Delegated	Delegation
FI3	Approve annual insurance programme	Board Reserved
FI4	Appoint insurance brokers	CE
FI5	Approve SWL guarantee of obligations of another person	Board Reserved (subject to Finance & Commercial review)
CM1	Activity requiring shareholder consultation (SOI/SOE)	Board Reserved
CM2	Acquisition, disposal or winding up of subsidiary or JV	Board Reserved
CM3	Approve annual internal audit programme	Board Reserved (subject to Auditor-General directions)
CM4	Approve Governance and Corporate Policies	Board and CE respectively.
CM5	Non-material policy changes	CE
CM6	Guidance notes to Corporate Policies	CE
CM7	Amend Director delegation limits	CE (not beyond CE's own limits)

### Tier 3 Delegations – Specialist Roles

The CE may sub-delegate selected functions to Tier 3 positions. These delegations must remain within the financial and policy limits of this schedule, and be recorded in the Delegations Register.

#### *Overarching Principles*

- **Accountability:** Delegations do not remove Board or CE accountability.
- **Sub-Delegation:** CE may sub-delegate in writing to Directors and approved Tier 3 roles, recorded in the Delegations Register.
- **Audit & Oversight:** All delegations subject to annual internal audit and periodic Board review.
- **Annual Review:** The Delegations Schedule will be reviewed by the Board at least once every 12 months.
- **Legislative Compliance:** Delegations must comply with Companies Act 1993, Local Government Act 2002, Local Government (Water Services) Bill, and related statutes.

Refer to:

[Appendix A](#) for Teir 3 Financial Delegations – Specialist Roles

[Appendix B](#) for Teir 3 Non-Financial Delegations – Specialist Roles

## Appendix A

### Tier 3 Financial Delegations – Specialist Roles

Delegate / Delegation	Financial Limit
<b>AMS Data Support Analyst</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Consultancy/advisors	\$ 10,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 1,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 10,000.00
Operational Expenditure: Purchase orders	\$ 10,000.00
<b>Assets &amp; Development Manager</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 250,000.00
Capital Expenditure: Contract variations for projects within budgets ie WSDP and Water Services Strategy	\$ 25,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 250,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 250,000.00
Operational Expenditure: Consultancy/advisors	\$ 250,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 250,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 25,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 250,000.00
Operational Expenditure: Purchase orders	\$ 250,000.00
Operational Expenditure: Training/conference	\$ 1,000.00
Operational Expenditure: Travel	\$ 500.00

Delegate / Delegation	Financial Limit
<b>Control Systems Engineer</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Consultancy/advisors	\$ 10,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 1,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 10,000.00
Operational Expenditure: Purchase orders	\$ 10,000.00
<b>Development Engineer</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Consultancy/advisors	\$ 10,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 1,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 10,000.00
Operational Expenditure: Purchase orders	\$ 10,000.00
<b>Director of Operations</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 2,000,000.00
Capital Expenditure: Contract variations for projects within budgets ie WSDP and Water Services Strategy	\$ 200,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 2,000,000.00

<b>Delegate / Delegation</b>	<b>Financial Limit</b>
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 2,000,000.00
Operational Expenditure: Consultancy/advisors	\$ 350,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 350,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 70,000.00
Operational expenditure: Leases, easements and other property rights	\$ 350,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 350,000.00
Operational Expenditure: Purchase orders	\$ 350,000.00
Operational Expenditure: Training/conference	\$ 10,000.00
Operational Expenditure: Travel	\$ 2,500.00
<b>Engineer to Contract</b>	
Capital Expenditure: Contract variations for projects within budgets ie WSDP and Water Services Strategy	\$ 1,000,000.00
Capital Expenditure: Project Delivery as per August 2024 Council Approval	\$ 5,000,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 1,000,000.00
<b>Principal Asset Management Engineer</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 30,000.00
Capital Expenditure: Contract variations for projects within LTP or AP	\$ 30,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 30,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 30,000.00
Operational Expenditure: Consultancy/advisors	\$ 30,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 30,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 3,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 30,000.00
Operational Expenditure: Purchase orders	\$ 30,000.00
<b>Principal Control Systems Engineer</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 30,000.00

Delegate / Delegation	Financial Limit
Capital Expenditure: Contract variations for projects within LTP or AP	\$ 30,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 30,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 30,000.00
Operational Expenditure: Consultancy/advisors	\$ 30,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 30,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 3,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 30,000.00
Operational Expenditure: Purchase orders	\$ 30,000.00
<b>Principal Wastewater Engineer</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 30,000.00
Capital Expenditure: Contract variations for projects within LTP or AP	\$ 3,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 30,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 30,000.00
Operational Expenditure: Consultancy/advisors	\$ 30,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 30,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 3,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 30,000.00
Operational Expenditure: Purchase orders	\$ 30,000.00
<b>Principal Water Engineer</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 30,000.00
Capital Expenditure: Contract variations for projects within LTP or AP	\$ 3,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 30,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 30,000.00
Operational Expenditure: Consultancy/advisors	\$ 30,000.00

Delegate / Delegation	Financial Limit
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 30,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 3,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 30,000.00
Operational Expenditure: Purchase orders	\$ 30,000.00
<b>Project Manager</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within AP + LTP budgets and AMPs	\$ 100,000.00
Capital Expenditure: Contract variations for projects within LTP or AP	\$ 10,000.00
Capital Expenditure: Progress payments for contracts within AP and LTP projects	\$ 100,000.00
Capital Expenditure: Purchase orders for approved AP, LTP and AMP projects/activities	\$ 100,000.00
<b>Projects Delivery Manager</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 250,000.00
Capital Expenditure: Contract variations for projects within LTP or AP	\$ 25,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 250,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 250,000.00
Operational Expenditure: Consultancy/advisors	\$ 250,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 250,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 25,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 250,000.00
Operational Expenditure: Purchase orders	\$ 250,000.00
Operational Expenditure: Training/conference	\$ 1,000.00
Operational Expenditure: Travel	\$ 500.00
<b>Senior Development Engineer</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 10,000.00

Delegate / Delegation	Financial Limit
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Consultancy/advisors	\$ 10,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 1,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 10,000.00
Operational Expenditure: Purchase orders	\$ 10,000.00
<b>Senior Project Manager</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within AP + LTP budgets and AMPs	\$ 250,000.00
Capital Expenditure: Contract variations for projects within LTP or AP	\$ 25,000.00
Capital Expenditure: Progress payments for contracts within AP and LTP projects	\$ 250,000.00
Capital Expenditure: Purchase orders for approved AP, LTP and AMP projects/activities	\$ 250,000.00
<b>Trade Waste Advisor</b>	
Operational Expenditure: Consultancy/advisors	\$ 10,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 1,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 10,000.00
Operational Expenditure: Purchase orders	\$ 10,000.00
<b>Wastewater Compliance Officer</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Contract variations for projects within LTP or AP	\$ 10,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 1,000.00

Delegate / Delegation	Financial Limit
Operational Expenditure: Progress payments for contracts within budgets	\$ 10,000.00
Operational Expenditure: Purchase orders	\$ 10,000.00
<b>Wastewater Engineer</b>	
Operational Expenditure: Consultancy/advisors	\$ 10,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 1,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 10,000.00
Operational Expenditure: Purchase orders	\$ 10,000.00
<b>Water Safety and Quality Officer</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Contract variations for projects within LTP or AP	\$ 10,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 1,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 10,000.00
Operational Expenditure: Purchase orders	\$ 10,000.00
<b>Water Services Asset Planning Analyst</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 10,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Consultancy/advisors	\$ 10,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 10,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 1,000.00

Delegate / Delegation	Financial Limit
Operational Expenditure: Progress payments for contracts within budgets	\$ 10,000.00
Operational Expenditure: Purchase orders	\$ 10,000.00
<b>Water Services Contract Engineer</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 30,000.00
Capital Expenditure: Contract variations for projects within LTP or AP	\$ 3,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 30,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 30,000.00
Operational Expenditure: Consultancy/advisors	\$ 30,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 30,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 3,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 30,000.00
Operational Expenditure: Purchase orders	\$ 30,000.00
<b>Water Services Delivery Manager</b>	
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 250,000.00
Capital Expenditure: Contract variations for projects within LTP or AP	\$ 25,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 250,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 250,000.00
Operational Expenditure: Consultancy/advisors	\$ 250,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 250,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 25,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 250,000.00
Operational Expenditure: Purchase orders	\$ 250,000.00
Operational Expenditure: Training/conference	\$ 1,000.00
Operational Expenditure: Travel	\$ 500.00
<b>Water Services Quality and Compliance Lead</b>	

# Selwyn Water

Delegate / Delegation	Financial Limit
Capital Expenditure: Contract acceptance for approved Cap ex projects/activities within budgets and AMPs, ie WSDP and Water Services Strategy	\$ 30,000.00
Capital Expenditure: Contract variations for projects within LTP or AP	\$ 3,000.00
Capital Expenditure: Progress payments for contracts budgets ie WSDP and Water Services Strategy	\$ 30,000.00
Capital Expenditure: Purchase orders for approved budgets and AMP projects/activities	\$ 30,000.00
Operational Expenditure: Contract acceptance for approved budgets and AMP projects/activities	\$ 30,000.00
Operational Expenditure: Contract variations within budgeted projects/activities	\$ 3,000.00
Operational Expenditure: Progress payments for contracts within budgets	\$ 30,000.00
Operational Expenditure: Purchase orders	\$ 30,000.00

## Appendix B

### Non-Financial Delegations

Delegate / Delegation	Source of delegation	Delegation conditions
<b>AMS Data Support Analyst</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2002
<b>Asset &amp; Development Engineering Manager Water Services Delivery Manager</b>		
Decide how the council will provide high-quality drinking water that meets the expectations of strategy documents	Commitment to water supply Policy	(blank)
Define a pressure wastewater area	Pressure wastewater (Sewage) Systems policy	Subject to the clause 1..2-1.4 Pressure wastewater (Sewage) Systems policy
Require the installation and operation of remote or time-based pump controllers and/or neighbourhood level control	Pressure wastewater (Sewage) Systems policy	(blank)
Require the installation of ON-property pumping control	Pressure wastewater (Sewage) Systems policy	(blank)
Where one water connection serves more than one property/unit, the discretion to waive the water connection fee.	Delegations Manual AM 104	Property owners must be willing to install separate connections to the boundary at their own expense, and accept installation of a separate meter.  Where this cannot be carried out or the property owner does not want the new connection, then a yearly meter charge will require separation on a pro-rata basis.
<b>Assets &amp; Development Manager</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2007

Delegate / Delegation	Source of delegation	Delegation conditions
<b>CE</b> <b>TO CHECK WITH LEGAL - Bill 3 may remove this</b>		
Issue notice(s) under clause 1(b) of Schedule 12 Local Government Act 2002 for any works under Section 181(1) and 181(2) Local Government Act 2002 that have been approved by resolution of Council and, where an objection(s) is received to any such notice, the functions, powers and duties listed in clauses 1(d) and 1(e) of Schedule 12 of the Local Government Act 2002 to hear and determine any such objections.	Delegation Manual AM116	
<b>Chief Executive</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2020
<b>Control Systems Engineer</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2012
<b>Development Engineer</b>		
Impose a bond and conditions in accordance with resource management legislation	Bonding Policy for Sub-divisions and Large Projects	Subject to ss 108, 109 and 108A Resource Management Act 1991 and conditions set out in the Bonding Policy for Sub-divisions and Large Project
Issue a completion of work certificate for work carried under resource management legislation regarding sub-divisions and large projects	Bonding Policy for Sub-divisions and Large Projects	Subject to ss 108, 109 and 108A Resource Management Act 1991 and conditions set out in the Bonding Policy for Sub-divisions and Large Project
<b>Development Engineer</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2005
Approve the installation details for new or replacement backflow devices	Backflow protection at point of supply policy	
<b>Development Engineer</b> <b>Principal Wastewater Engineer</b>		

# Selwyn Water

Delegate / Delegation	Source of delegation	Delegation conditions
Approve connections to Council Sewer Rising mains	Connections to Sewer Rising Mains Policy	Approval subject to meeting all conditions set out in the Connections to Sewer Rising Mains Policy
<b>Director of Operations</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2019
<b>Principal Asset Management Engineer</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2004
<b>Principal Control Systems Engineer</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2013
<b>Principal Wastewater Engineer</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2016
<b>Principal Water Engineer</b>		
Administration of council's Water Supply Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2009
Approve the installation details for new or replacement backflow devices	Backflow protection at point of supply policy	
Determine the level of hazard associated with a connection to a community water supply	Backflow protection at point of supply policy	
<b>Principal Water Engineer Development Engineer</b>		
Decide the type of backflow device to be used for connections to community water supplies	Backflow protection at point of supply policy	
<b>Principal Water Engineer Principal Asset Management Engineer</b>		
Approve an extension to the Councils Water Supply System	Extension of Water Supplies Policy	

# Selwyn Water

Delegate / Delegation	Source of delegation	Delegation conditions
<b>Principal Water Engineer Principal Asset Management Engineer Development Engineer Business Support Lead</b>		
Approve an application for a new connection or modification to an existing connection to on demand Council operated drinking water supplies	Firefighting connections to Council Drinking Water Supplies Policy	
<b>Project Manager</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2008
<b>Projects Delivery Manager</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2010.
<b>Projects Delivery Manager Water Services Delivery Manager</b>		
Appoint an engineer to contract for Construction and Term Maintenance contracts, managed under New Zealand Standard NZS3910 and 3917	Delegations Manual	Must consult with Legal Team to before any appointment process begins.
<b>Projects Delivery Manager Water Services Delivery Manager Assets &amp; Development Manager</b>		
Agree to vary or cancel or renew a bond condition	Bonding Policy for Sub-divisions and Large Projects	Subject to ss 108, 109 and 108A Resource Management Act 1991 and conditions set out in the Bonding Policy for Sub-divisions and Large Project
Approve the deduction of damages or alterations to an asset required to put the asset back into its original condition when an asset protection bond has been imposed.	Bonding Policy for Sub-divisions and Large Projects	
Approve the developer's cost of recovery for infrastructure costs	Point Strip Policy (updated version Sep 2024)	Subject to conditions set out in S 3 Point Strip Policy
Approve the discharge of a bond when a resource consent holder complies with the bonded conditions	Bonding Policy for Sub-divisions and Large Projects	Consent holder must apply in writing to the council.
Approve the refund of an asset protection bond imposed when satisfied no damage or alteration has occurred to council assets	Bonding Policy for Sub-divisions and Large Projects	

Delegate / Delegation	Source of delegation	Delegation conditions
Impose a bond and conditions in accordance with resource management legislation	Bonding Policy for Sub-divisions and Large Projects	Subject to ss 108, 109 and 108A Resource Management Act 1991 and conditions set out in the Bonding Policy for Sub-divisions and Large Project
Impose consent conditions around the requirement for point strips and approval of associated schedules	Point Strip Policy (updated draft version Sep 2024)	Subject to the restrictions, exceptions and conditions for approval set out in S 2 and S 4 Point Strip Policy.
Issue a completion of work certificate for work carried under resource management legislation regarding sub-divisions and large projects	Bonding Policy for Sub-divisions and Large Projects	Subject to ss 108, 109 and 108A Resource Management Act 1991 and conditions set out in the Bonding Policy for Sub-divisions and Large Project
Make resource consent applications on council's behalf pursuant to S 88(1) Resource Management Act 1991, provide written approval in response to an application where Council has been identified as an affected person under S 95E Resource Management Act 1991, and approve and execute agreements required to meet the requirements and conditions of the resource consent.	Delegation Manual AB 111	Costs of making applications and agreements required to meet conditions and requirement of consents are subject to financial delegation limits as set out in the financial delegations.
<b>Projects Delivery Manager</b> <b>Water Services Delivery Manager</b> <i>CHECK WITH LEGAL - Bill 3 may remove this, should this be Section 181(4)</i>		
Issue notices under Section 181(5) of the Local Government Act 2002 including the power to decide reasonable notice periods for each notice.	Delegation Manual AM115	
<b>Senior Development Engineer</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2006
<b>Senior Project Manager</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2009
<b>Trade Waste Advisor</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2014

# Selwyn Water

Delegate / Delegation	Source of delegation	Delegation conditions
<b>Water Services Business Support Officer</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2011
<b>Wastewater Compliance Officer</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2018
<b>Wastewater Engineer</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2015
<b>Water Safety and Quality Officer</b>		
Administration of council's Wastewater Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2019
<b>Water Services Asset Manager</b>		
Determine the approach to irrigation from Councils drinking water supplies	Irrigation from Council drinking water supplies	
<b>Water Services Asset Planning Analyst</b>		
Administration of council's Water Supply Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2003
<b>Water Services Business Support Officer</b>		
Administration of council's Water Supply Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2006
<b>Water Services Contract Engineer</b>		
Administration of council's Water Supply Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2010

Delegate / Delegation	Source of delegation	Delegation conditions
<b>Water Services Delivery Manager</b>		
Administration of council's Water Supply Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2013
Adopt the backflow hazard risk categories consistent with the NZ Building Code compliance document	Backflow protection at point of supply policy	
Use legislative provisions to rectify issues associated with the operation of pressure wastewater system (public and private)	Pressure wastewater (Sewage) Systems policy	
<b>Water Services Delivery Manager Assets &amp; Development Manager</b>		
Accept on-property pump and control units prior to installation	Pressure wastewater (Sewage) Systems policy	
Approve connections of Christchurch city council ratepayers to Councils Sewer Rising Main	Connecting City Ratepayers to Council Sewer Rising Mains Policy	Approval subject to meeting all conditions set out in the Connecting City Ratepayers to Council Sewer Rising Mains Policy
Approve pressure wastewater equipment to install and discharge wastewater to Council owned pressure water systems	Pressure wastewater (Sewage) Systems policy	Subject to the clause 1..2-1.4 Pressure wastewater (Sewage) Systems policy
Consents and approvals under water bylaws	Water bylaws, Council Resolution Nov 24	
<b>Water Services Quality and Compliance Lead</b>		
Administration of council's Water Supply Bylaw	Delegations Manual	Acting within capacity as enforcement officer pursuant to S 177 LGA 2012

10 September 2025

## Public Notification of Board Meetings

**Presenters:** Alex Cabrera and Toni Forrest, Bell Gully

**RECOMMENDATION:** That the Board **ENDORSE** the public notification of Board meeting dates to ensure alignment with the applicable requirements of the Local Government Official Information and Meetings Act 1987.

### Public Access to Information – Application of Local Government Official Information and Meetings Act 1987 to Selwyn Water board meetings

Water organisations are now subject to the Local Government Official Information and Meetings Act 1987 (the **Act**) which promotes transparency and public engagement.

As a water organisation, Selwyn Water must comply with Part 7 of the Act which relates to meetings. Amongst other things, this means that, generally:

- **Admission of public to meetings:** Selwyn Water board meetings are to be open to the public, except where provided in the Act (for example, certain meetings or matters can be publicly excluded).
- **Notifying meeting times:**
  - Selwyn Water is required to, not more than 14 days and not less than 5 days before the end of every month, cause to be publicly notified a list of all Selwyn Water board meetings scheduled to be held in the following month, together with the dates on which, and the times and places at which, those meetings are to be held.
  - If a Selwyn Water board meeting is scheduled on or after the 21<sup>st</sup> of a month, Selwyn Water must cause that meeting to be publicly notified not more than 10 or less than 5 working days before the day on which the meeting is to be held.
  - There are different requirements for an extraordinary or emergency meeting and the above notification requirements do not apply to any meeting at which no resolutions or decisions are made.
- **Availability of agendas and associated reports:** Any member of the public may, without payment of a fee, inspect, during normal office hours, within a period of at least 2 working days before every Selwyn Water board meeting, all agendas and associated reports circulated. The Chief Executive can exclude any reports or items from reports that they reasonably expect the meeting to discuss with the public excluded.
- **Availability of minutes of meetings:** Any member of the public may, without payment of fee, at Selwyn Water's office and during normal office hours, inspect the minutes of any meeting or part of any meeting of Selwyn Water (not being a meeting or part of a meeting from which the public was excluded) and may take notes from them.

These requirements will ensure compliance with statutory transparency obligations and support public trust in the organisation's governance.

## Implementation

The Directors' Guide for Selwyn Water addresses the legislative requirements for the Board under the Local Government (Water Services) Act 2025, including governance responsibilities, reporting obligations, and transparency expectations.

The Schedule to the Constitution outlines the formal proceedings of the Board, including meeting protocols and decision-making processes.

A summary of the key statutory requirements relating to transparency of Selwyn Water Board meetings is noted above.

To operationalise these requirements, Selwyn Water will:

- Maintain a forward schedule of Board meetings.
- Publicly notify meetings at **in advance** (in accordance with the timeframes noted above), via the organisation's website and other appropriate channels.
- Make available meeting agendas and minutes in a timely manner (in accordance with the timeframes noted above).

## Schedule

Board meeting date 2025	Agenda confirmed	Public Notification
Wednesday 08 October	Wednesday 1 October	Thursday 2 October
Wednesday 12 November	Wednesday 5 November	Thursday 6 November
Wednesday 10 December	Wednesday 3 December	Thursday 4 December
Wednesday 17 December	Wednesday 10 December	Thursday 11 December
Board meeting date 2026	Agenda confirmed	Public Notification
Wednesday 21 January	Wednesday 14 January	Thursday 15 January
Wednesday 18 February	Wednesday 11 February	Thursday 12 February
Tuesday 10 March	Tuesday 3 March	Wednesday 4 March
Wednesday 8 April	Wednesday 1 April	Thursday 2 April
Wednesday 13 May	Wednesday 6 May	Thursday 7 May
Wednesday 10 June	Wednesday 3 June	Thursday 4 June
Wednesday 8 July	Wednesday 1 July	Thursday 2 July
Wednesday 12 August	Wednesday 5 August	Thursday 6 August
Wednesday 9 September	Wednesday 2 September	Thursday 3 September
Wednesday 14 October	Wednesday 7 October	Thursday 8 October
Wednesday 11 November	Wednesday 4 November	Thursday 5 November
Wednesday 16 December	Wednesday 9 December	Thursday 10 December

Note that the above dates are anticipated dates only and may be subject to change. Advanced notifications of actual dates will be provided closer to the time, as required under the Local Government Official Information and Meetings Act 1987.

# July 2025 SDC Monthly Project Report



---

**TABLE  
OF CONTENTS****CORDE**

---

<b>3</b>	Projects Summary
<b>4</b>	Current Projects and Expenditure
<b>7</b>	Estimating & Tendering
<b>8</b>	Health and Safety
<b>9</b>	Stakeholder Management
<b>11</b>	Current Projects

---



## SDC Monthly Project Report – July 2025

This month we farewell Fintan Harvey, one of our valued Waters Managers, as he returns to Ireland after four years with CORDE. In that time, Fintan delivered \$39 million of projects and laid over 78,000 metres of pipe. He has played a major role in shaping the Water team's success and wider CORDE culture, and we wish him all the very best for the future.

July marked a slower start to the new financial year, with \$1.69M in claims lodged and a projected \$2.93M for August. The programme of works is well set up, with new projects kicking off several large renewals and upgrades.

Health and safety remained stable throughout the month. No notifiable incidents, lost-time injuries, or medical treatments were recorded. Two first-aid only injuries and eight near misses were reported, alongside fifteen site incidents. With nearly 14,000 hours worked, the commitment to proactive management was evident through fifteen site meetings, eight toolbox talks, and eighteen audits, which continue to underpin strong safety performance.

Engagement with residents and the community again featured prominently. Concerns were raised around access and traffic disruptions in renewal areas, but these were resolved promptly with onsite discussions, adjustments to traffic management, and improved forward communication. The responsiveness of the teams was acknowledged by residents, reinforcing CORDE's reputation for constructive community engagement.

On the delivery front, July saw new projects commence, including the Kirwee Watermain Renewal and Castle Hill Inlet Screen, both of which have made early progress. Major works such as the Ridgeland Way WTP and Sheffield Reservoir advanced to mid-stage delivery, while Birchs Road Reticulation and Pumpstation, Leeston Lake Road–High Street Wastewater Renewal, Whitecliffs Pumpstation, and the Castle Hill Raw Water Reservoir all moved into their final phases. A key milestone was the completion of the Hartleys–Hororata Pipeline Stage 1A, closing out a significant package.

Commercially, tendering momentum continued. \$3.1M in work was approved in July, with a further \$6.1M awaiting sign-off. Most notably, \$14.6M in pricing is currently underway, ensuring a robust forward pipeline and underpinning confidence in workload across FY25/26.

In summary, July reflects a month of transition and continuity — bidding farewell to a key leader while maintaining safe delivery, strong stakeholder engagement, and solid progress on the ground. With multiple major projects nearing completion and a strong tendering pipeline, CORDE enters the new year in a position of strength and stability.

Finally, we are pleased to welcome Jonathan Parsons as a new Project Manager. Jonathan brings over 20 years of experience in construction, with a career focus on water supply infrastructure. His expertise will add further strength to the team, and we look forward to working alongside him as we continue to deliver for the community.

Paul Havill



Three Waters Manager — CORDE

## Current Projects and Expenditure

# CORDE

SDC Projects	Tender Value Total	Claim To Date FY25/26	July Claim 2025	Projected Spend August 2025
Carry-over Values Project List FY24/25		\$1,289	\$1,289	
Acheron WTP Power install	\$422,649	-	-	-
Sheffield WTP—New Reservoir Site	\$396,113	\$119,455	\$119,455	\$100,000
Dalethorpe Reservoir Cleaning	\$20,697	\$2,090	\$2,090	-
Sheffield Reservoir - Reliant	\$236,513	\$6,279	\$6,279	\$100,000
Castle Hill Raw Reservoir	\$49,150	\$31,380	\$31,380	\$25,241
Leeston Lake Road—High Street Wastewater	\$459,503	\$297,119	\$297,119	\$140,000
Arthurs Pass Community Centre Planting	\$7,500	-	-	-
Ridgeway Way WTP	\$2,095,178	\$171,750	\$171,750	\$200,000
Waimakariri Irrigation Gate Design	\$19,699	-	-	-
Springfield Backflow Devices	\$15,085	-	-	\$15,085
West Melton Backflow Devices	\$21,345	\$11,377	\$11,377	-
Prebbleton Terminal PS Muncher	\$59,568	-	-	-
Clausen Ave PS Muncher	\$15,024	-	-	-
Lowes Road Submain	\$9,000	-	-	-
Dawn Place to Thorndon Close	\$144,475	\$154,063	-	-
Waimak Gate Structural Design and Manufacture	\$50,357	-	-	-
Whitecliffs Pumpstation Water Supply	\$43,589	-	-	-
Pines Tree Trimming & Planting	\$112,767	-	-	-
Water Meter Rollout	-	-	-	-
RRP Stormwater Filtration	\$6,035	-	-	-
LLD Storage Tank Leak Repair	\$13,458	\$11,772	-	-
Roblin Place Riser Pipe Replacement	\$14,500	\$12,477	-	-
Prebbleton Terminal Lid Replacement	\$6,863	-	-	-
West Belt Lincoln — Pipe lining	\$173,026	-	-	-
Lytelton / Maurice Lincoln — Pipe lining	\$187,169	-	-	-
William & Roberts Lincoln — Pipe lining	\$266,084	\$57,490	\$57,490	-
Gerald Lincoln — Pipe lining	\$441,259	\$72,906	\$72,906	-
Outer Lincoln — Pipe lining	\$570,591	\$85,848	\$85,848	-
King Street Culvert Renewal	\$1,791	-	-	-
Treatment Container Purchase	\$21,833	-	-	-
Prebbleton Water Meter Rollout	\$3,342	-	-	-
Beaumont Drive Wingwall Repair	\$7,229	-	-	-

*Continued on next page*



## Current Projects and Expenditure

# CORDE

SDC Projects	Tender Value Total	Claim To Date FY24/25	July Claim 2025	Projected Spend August 2025
Southbridge Temporary Storage	\$4,477	\$4,477	-	-
Tosswill Road WTP Flush Point Removal	\$1,055	-	-	-
Birches Road WW Retic & Pumpstation	\$167,999	\$44,483	\$44,483	\$100,000
Tai Tapu Stormwater Basin	\$3,622	-	-	-
Glentunnel Pumpstation	\$364,404	-	-	-
<b>Project List FY25/26</b>				
Dunsandel WTP	\$1,474,597	\$214,055	\$214,055	\$200,000
RWTM - Stage 2B - SH1 to BSR	\$915,809	\$96,849	\$96,849	\$500,000
RWTM—Stage 2C - Brookside 355	\$357,944	-	-	\$150,000
RWTM—Stage 2D - 450OD	\$714,913	-	-	-
RWTM - Stage 2E - Commissioning	\$449,998	-	-	-
RWTM - SH1 Crossing	\$776,256	-	-	-
Hartleys to Hororata Stage 1B	\$2,149,297	-	-	-
Kirwee Watermain Renewals	\$3,007,303	\$62,416	\$62,416	\$500,000
Glentunnel Pumpstation	\$415,996	-	-	-
Mathias Street Darfield Stage 1	\$494,261	\$151,023	\$151,023	\$250,000
Creyke Road Darfield WTP	\$2,595,240	-	-	\$50,000
Allendale WW Upgrades—Investigations	\$82,385	\$61,789	\$61,789	\$20,596
Hartleys Pumping Upgrades	\$350,587	-	-	\$100,000
Castle Hill WW Upgrades—Inlet Screen	\$175,000	-	-	\$80,000
Coalgate Reservoir & Pumpstation	\$2,150,747	-	-	\$50,000
1427 Leeston Rd Watermain/Culvert Crossing	\$10,048	\$10,048	\$10,048	-
Doyleston Second Watermain/Culvert Crossing	\$4,533	\$4,533	\$4,533	-
Leeston Dunsandel Rd WTP Temp Hose	\$1,676	\$1,676	\$1,676	-
Lake Coleridge Water Renewal	\$1,276,668	-	-	-
Hartleys to Hororata—Stage 1B	\$2,149,298	-	-	\$350,000
Arthurs Pass Renewal	\$387,425	-	-	-
<b>Total Excepted SDC Project Cost</b>	\$26,372,390			
<b>Total Claim To Date FY 25/26</b>		\$1,686,644		
<b>Total Claim for July 2025</b>			\$1,686,644	
<b>Expected Expenditure August 2025</b>				\$2,930,922

*Continued on next page*



## SDC Estimating & Tendering

# CORDE

SDC PROJCT Estimating and Tendering	Comments	Values
<b>PRICING APPROVED</b>		<b>\$3,087,495</b>
Helpet Park Bore 6	Approved	\$916,531
Springfield Membrane Plant 1, 2a, 2b	Approved	\$1,682,898
Helpet Park WM	Approved	\$358,902
Springfield to Dalethorpe Pipeline GPR and alignment	Approved	\$35,307
West Melton AC Renewals - GPR and alignment	Approved	\$17,635
Reservoir Cleaning 2025/26		\$76,222
<b>PRICED WORKS (AWAITING SDC SIGN OFF)</b>		<b>\$6,062,672</b>
Mathias Street, Darfield Watermain Stage 2	Submitted	\$431,865
Creyke Rd WM	Submitted	\$1,532,309
H2H Stage 2a	Submitted	\$1,787,231
Foster Park RM Modifications	Submitted	\$159,450
Waimakariri River Gate	Submitted	\$384,523
Castle Hill Driplines Stage 1	Submitted	\$936,190
Castle Hill Driplines Stage 2	Submitted	\$587,133
Commercial backflow device advanced procurement	Submitted	\$243,971
<b>PRICING UNDERWAY ( WITH CORDE TO PRICE)</b>		<b>\$14,600,000</b>
Leeston AC Renewals	Pricing underway	\$2,500,000
Springfield Membrane Plant 2c, 3	Pricing underway	\$5,000,000
H2H Stage 2b	Pricing underway	\$1,000,000
H2H Stage 3	Pricing underway	\$3,000,000
Courtney Domain retic	Pricing underway	\$250,000
Leaches Rd pipework and toby modifications	Pricing underway	\$150,000
SDC Small water sites upgrades	Pricing underway	\$1,000,000
Commercial backflow prevention	Pricing underway	\$300,000
Whitecliffs and Glentunnel reservoir decommissioning		
Bulk Extraction (Springfield/Dalethorpe)	Pricing underway	\$150,000
Baltimore Drive Bore 2	Pricing underway	\$700,000
Courtney Road WM	Pricing underway	\$200,000
Waimiwaniwa Flume	Methodology underway for consent	\$350,000
<b>TOTALS</b>		<b>\$23,750,167</b>



## Health and Safety



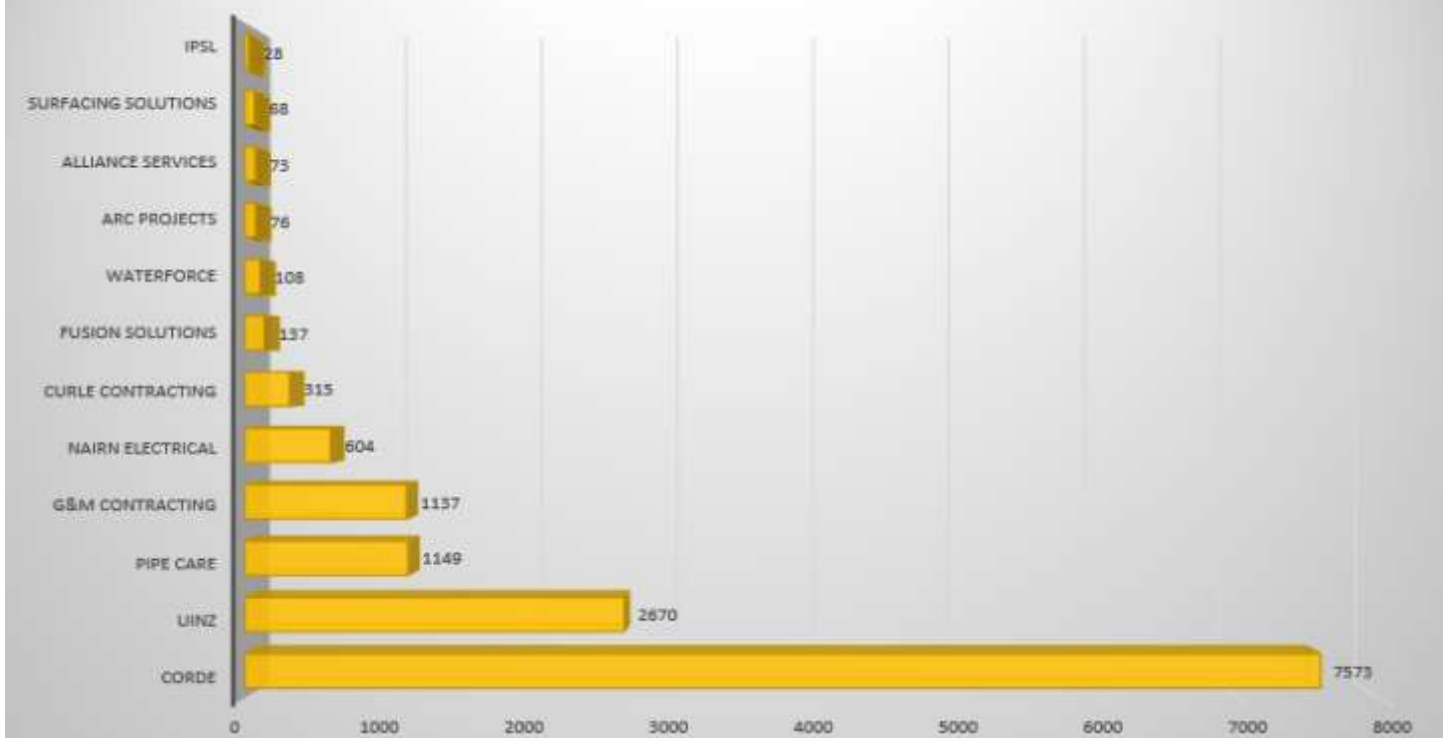
## Incidents

0	<b>Notifiable Incidents</b>	Incidents notified to WorkSafe NZ. Notifiable Incidents must be reported to SDC immediately.
0	<b>Lost Time Injuries (LTIs)</b>	Injuries that resulted in one or more days off work.
0	<b>Medical treatment</b>	Work injuries that required medical treatment, e.g. doctor, physio.
2	<b>First Aid Only Injuries</b>	On-site first aid provided.
0	<b>Alternative work injuries (AWI)</b>	Injuries that resulted in the injured person being able to attend work but unable to perform their regular duties.
8	<b>Near misses / OFI / Good Catch</b>	An incident which had the potential to cause harm, including equipment and property damage.
15	<b>Site Incidents</b>	Incidents notified to CORDE
13,938	<b>Hours worked</b>	Hours worked by you and your subcontractors.

## Proactive activities

15	<b>On Site Meetings</b>	The number of onsite programmed meetings conducted, including subcontractors
8	<b>Tool Box Talks</b>	The number of tool box talks conducted, including sub-contractors' talks.
18	<b>Site Audits</b>	The number of workplace site audits conducted by our management

## Total Hours Worked in July 2025



## Stakeholder Management



### Residents Register

Who	Compliment or Complaint	Summary of Details	Investigation/Actions	Outcome
Leeston	Engagement	Michael and I delivered the updated SWN to residents and businesses.	Most had no feedback. The butcher noted complaints on the community page and feels residents should learn to drive around the work area. The owner of "The Markery" commented that business is down 50% despite being outside the work area, and Paul the owner of Suburban Eatery complimented the STMS on how helpful she has been in assisting the rubbish truck and delivery drivers to get in and out of carpark.	Any business that wasn't open had a letter left in the letterbox.
Louise - Dunsandel Tavern	Engagement	I called and asked to speak to the manager about some upcoming work we are doing, Louise advised she is the manager.	Their busy night is Wednesday, she would prefer we not do our shutdown then. Monday and Tuesday are quiet nights so on those nights any time after 9pm would be fine Discussed with Hagen.	Agreed to proceed with Monday. Letter delivered by Dan S on 09/07/2025
Leanne - Darfield Hospital - 021817380	Engagement	I called and spoke to the receptionist about our work, I was given Leannes email so sent her the details I had and the SWN.	Leanne replied asking if water shutdowns would be occurring. Replied with confirmation and potential times/day, asking what is best for them.	Leanne and Adrian called to discuss how they will manage the shutdowns, Adrian advised they have enough water storage to supply the whole of Darfield for two days and will be fine.
Marina - 32 Mathias Street, msherbal@xtra.co.nz	Query	Marina rang yesterday afternoon. She is asking if the water will be shut off at any stage during the Mathias Street works that start on the 14th July. She runs a business	When I called Marina she advised that she is stressed we will turn off her water without notice. She runs a massage and beauty, herbal therapy business. She also wanted to know if she can walk to work on the footpath. Some clients shower there. She would prefer a Monday as she is closed that day.	She will receive seven days notification, advised to have a small amount of water on site. No water shutdowns will occur this month. Marina was thankful and relieved.
Belinda - 36 Mathias Street, 027 4600 123	Query	Belinda is a district nurse who lives on Mathias Street. Please could you give her a call to have a chat about the planned works.	Belinda is a district nurse who is on call and wondering if she will be able to get out of her property at night	Access will not be disrupted overnight, the team will leave everything clear when they finish for the day. they will take about one day to get past your driveway and you can either ask for steel plates to go down to allow you to exit or park your car on the road for that day. Belinda was ok with this.
West Rolleston Primary school	Engagement	Sent SWN and requested that this is passed on to families. We will be outside the	Out of office reply - school holidays	
Blossoms	Engagement	Email sent with SWN	No reply	
West Rolleston Kindergarten	Engagement	Email sent with SWN - re	No reply	



## Stakeholder Management



### Residents Register

<u>Who</u>	<u>Compliment or Complaint</u>	<u>Summary of Details</u>	<u>Investigation/Actions</u>	<u>Outcome</u>
Dan	Query	Concerned about access	<p>As discussed we need to maintain truck and trailer access in and out of our yard while you guys are doing your watermain works. We also need clear access maintained so we can safely turn off SH73 onto Mathias street in a truck and trailer and cross the railway tracks without stopping. I am not sure how the TM will be set up for this but it is important that our drivers don't stop leaving a trailer in the live lane of SH73 or over the railway tracks.</p> <p>Also the resident that lives in the house at the yard has daily district nurse appointments so it is important that they have access to drive their vehicles into the yard as well.</p>	Fintan has agreed to keep the work site/traffic area as tightly managed as possible.
Marina - 32 Mathias Street, msherbal@xtra.co.nz	Query	Marina is worried that there will be no where for her clients to park.	Discussion with Fintan, he will talk to the STMS.	Text message sent to Marina advising that on street car parking will be available. We are keeping the work area small, once the closure takes affect the STMS will assist clients to get to car parking when arriving. Please advise clients to come via Horndon Street.
Sally Dobbs - 1305 Courtenay Road Kirwee	Query	We are starting to be concerned about what will be happening outside our property 1305 Courtenay Road kirwee. Looks like access to our property maybe compromised. We have had no notification to date.	replied	<p>Thanks for getting in touch. Selwyn District Council did send a letter to property owners in Kirwee ahead of the works—sorry to hear it didn't reach you. For more details about the project, including timeframes, traffic management, and the type of work being undertaken, please refer to email attached which includes the Start Work Notice.</p> <p>As part of the works, trenching will take place across driveway entrances, and there may be brief disruption (typically two days or so) as we move past individual properties. That said, our crews always aim to minimise any inconvenience. Road plates are kept on site and can be placed as needed to ensure vehicle access to your property.</p> <p>I hope this has addressed your concerns but if not, feel free to get in touch any time.</p>



## Stakeholder Management

# CORDE

### Residents Register

<u>Who</u>	<u>Compliment or Complaint</u>	<u>Summary of Details</u>	<u>Investigation/Actions</u>	<u>Outcome</u>
Gareth - A&P show	Enquiry	<p>Hey Michael/David</p> <p>I just had a call through the construction line from Gareth Reed the president of the Courtenay A&amp;P Show in Kirwee.</p> <p>The A&amp;P show is set for November 2025. He was concerned our work on the watermain may disrupt access from members of the public attending.</p> <p>Can someone please give him a call back on 021 622 196 to discuss.</p>	David called Gareth and explained the traffic management etc	<p>I have spoken with Gareth. He advised that the week leading up to and the week after will be quite busy along High Street, bringing in horses, buses, tanks etc. and setting up/packing down for the A&amp;P show. They also use a lot of street parking for the show visitors.</p> <p>Most likely what this will mean for us is that I need to review the programme and figure out how we can manage the workflow so that we can be off High Street and Tramway Road during the two-week period from 17th November to 28th November 2025.</p> <p>We have heaps of time to prepare, so I am confident we can make something work for them.</p>
Jim - owner of 39 & 41 Gerald Street	Complaint	I'm hoping you can help me. Since the pipes have been done outside our place the area around the 41 Gerald St valve on the	Replied with apologies for the late response due to my leave, Seb will get someone to have a look today.	Seb has replied to Jim, he has passed this to our water services team to correct
Mike Hamlin - 02125726 00 - resident 16A West Belt	Complaint	We have recently had our pipes worked on at our property and the contractors have inserted an inspection tube at the end of our driveway near the street. The problem is that the inspection	Stew called Mike	Work has been scheduled for Monday 14th Jul
Kerry Cribbett - kascribbett@yahoo.co.nz	Complaint	Danelle forwarded the response they received to the SWN email that was sent to residents	<p>Hi</p> <p>Any restriction to my property will come at a cost to you</p> <p>i do not give you permission to stop access to my property under any circumstances doing so will result in penalties being applied to you</p>	David replied to Danelle asking for the address which turned out to be 7 School Lane - we will take note to engage with this resident



# Current Projects

## Current Projects

# CORDE

<b>Project Name</b>	Kirwee Watermain Renewal
<b>Project Value</b>	\$3,007,302.72
<b>Project Details</b>	AC watermain renewals and capacity upgrades for Kirwee township including new DN200 PVC, DN150 PVC, DN100 PVC, 180OD PE, 90OD PE and 63OD PE.
<b>Project Status</b> 2% complete	Works commenced on 21st July 2025 with two teams on Courtenay Road laying DN150 PVC along with all hydrants laterals and details. Works to progress on Courtenay Road prior to starting on High Street and SH073.



## Current Projects

# CORDE

<b>Project Name</b>	Castle Hill Inlet Screen
<b>Project Value</b>	\$175,317.57
<b>Project Details</b>	Installation of new inlet screen for the treatment and screening of solids at the castle Hill WW pond
<b>Project Status</b> 15% complete	Project started in July, establish site offices and laydown area for future construction works and stockpiling of materials and locate existing services for future connections



## Current Projects

# CORDE

<b>Project Name</b>	RWTM—Stage 2B
<b>Project Value</b>	\$1,182,214.48
<b>Project Details</b>	RWTM—Stage 2B is a continuation of the truck main works with this section in between state highway one and the West Rolleston Primary School. This section of Truck main is a 630 PE pipe
<b>Project Status</b> <b>25% complete</b>	The team have stage the first month of these works working from SH1 and towards Newman Road.



## Current Projects

# CORDE

<b>Project Name</b>	Mathias Street Darfield—AC renewals
<b>Project Value</b>	\$494,159.28
<b>Project Details</b>	New 355OD PE, 630D PE submains (sleeved inside existing AC mains), 150 & 200 mm PVC watermain s installed to renew the existing AC network
<b>Project Status</b> <b>50% complete</b>	355OD, tee detail and 200mm PVC main laid and restoration complete ready for sealing on Mathias St



## Current Projects

# CORDE

<b>Project Name</b>	Sheffield Reservoir site
<b>Project Value</b>	\$849,354.17
<b>Project Details</b>	Design, supply and installation of a new pumpstation to feed Sheffield connecting to a 500m <sup>3</sup> glass-fused-steel tank.
<b>Project Status</b> 50% complete	<p>The building is complete and fit out has begun with the installation of the pumpset. The reservoir foundation is also complete with Reliant establishing onsite end of July to begin the build of the structure.</p> <p>External pipework and ducting will begin to be installed shortly. Site fencing is also completed.</p>



## Current Projects

# CORDE

<b>Project Name</b>	Ridgeland Way WTP
<b>Project Value</b>	\$4,275,738.35
<b>Project Details</b>	Design and build of a new water treatment plant and reservoir for Ridgeland Way site in West Melton. This will include a 1500m <sup>3</sup> concrete reservoir, water treatment plant building, mechanical and electrical fitout and connection to the network.
<b>Project Status</b> 50% complete	The reservoir is now complete and in the final stages of sign off. The reservoir inlet valve and hydrant are also in ready for the reservoir to be filled with water mid July.  The remaining external pipework will get underway now Concrete Structures have disestablished from site as well as the building foundation.



## Current Projects

# CORDE

<b>Project Name</b>	Birchs Road Reticulation and Pumpstation Upgrade
<b>Project Value</b>	\$541,977.66
<b>Project Details</b>	Upgrade to the Birchs Road gravity reticulation and pump station. Includes new 180PE rising main and upgrading the existing gravity main to 225 dia. Alo includes pump station upgrades to upsize pipework to 150mm dia.
<b>Project Status</b> 78% complete	All works within the carriageway completed and road reinstated (texturing seal to go down in summer). Temporary connection between pump station and new rising main completed to allow pipe commissioning to proceed. Final works to complete pump station upgrades to be completed early August.



## Current Projects

# CORDE

<b>Project Name</b>	Leeston Lake Road-High Street Wastewater Renewal
<b>Project Value</b>	\$1,182,214.48
<b>Project Details</b>	Renewal and upsizing of the gravity sewer on Leeston and Lake Road/ High Street. Inclusive of all new manholes, connection to existing and relaying sewer lateral to the boundary.
<b>Project Status</b> 86% complete	Works progressing with two drainage teams working concurrently on High Street and Market Street. Final testing and lateral swap overs to occur in late July / early August before the team returns to Leeston Lake Road to decommission manholes and lay the final laterals. Forecast completion date for the 8th August.



## Current Projects

# CORDE

<b>Project Name</b>	Whitecliffs Pumpstation
<b>Project Value</b>	\$536,166.25
<b>Project Details</b>	Design, supply and installation of a new pumpstation with 2 x 30m <sup>3</sup> tanks for Whitecliffs. This will replace the 30m <sup>3</sup> up the hill and will be fed via the Hartleys-Hororata watermain.
<b>Project Status</b> 90% complete	With the building completed, mechanical and electrical fit out got underway and was completed for June. The tanks and external pipework inside the site boundaries we also completed along with the site fencing. The external pipes are currently installed up to the end of the road ready for when the trunk main comes through Whitecliffs for final connections.



## Current Projects

# CORDE

<b>Project Name</b>	Lincoln Lining
<b>Project Value</b>	\$3,289,657
<b>Project Details</b>	Supply and installation of new 500m <sup>3</sup> Glass-fused steel reservoir to replace the timber tank as a raw water storage tank.
<b>Project Status</b> 90% complete	Rodding Eyes 100% Mainline & LJR's 95% Complete (Lincoln CBD completed) Laterals 71% Complete Remaining Gerald Street, Leinster Tce and Farm Lane



## Current Projects

# CORDE

<b>Project Name</b>	Castle Hill Raw Water Reservoir
<b>Project Value</b>	\$937,456
<b>Project Details</b>	Supply and installation of new 500m <sup>3</sup> Glass-fused steel reservoir to replace the timber tank as a raw water storage tank.
<b>Project Status</b> 90% complete	The reservoir build is complete, pipe connections are underway in preparation for filling and testing.



## Current Projects

# CORDE

<b>Project Name</b>	Hartleys to Hororata Pipeline Stage 1A
<b>Project Value</b>	\$939,929.27
<b>Project Details</b>	Installation of new 250OD PE watermain on Hartleys Road from Hartleys WTP to Whitecliffs Road. This is the first stage of pipelaying for the new Hartleys to Hororata Pipeline. A duct for future comms connection between the WTP is also being installed.
<b>Project Status</b> 100% complete	All pipe has been installed up to the end of Stage 1A this includes the fibre conduit and the 63OD from the tank opposite the campgrounds. All reinstatement up to this point is complete.



# Board Report

10 September 2025

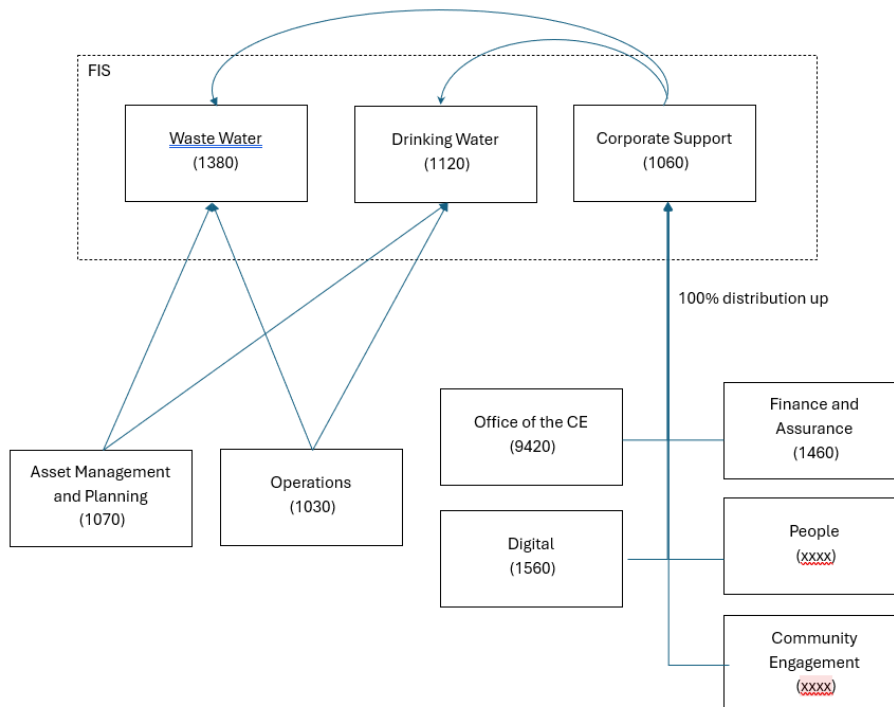
## FINANCE

**Presenter:** Gavin Brown, Chief Financial Officer

**RECOMMENDATION:** That the Board **NOTE** the Finance Report for this period.

### Reporting Structure

There has been a focus on realigning the reporting structure to be more fit for purpose for now and future structure.

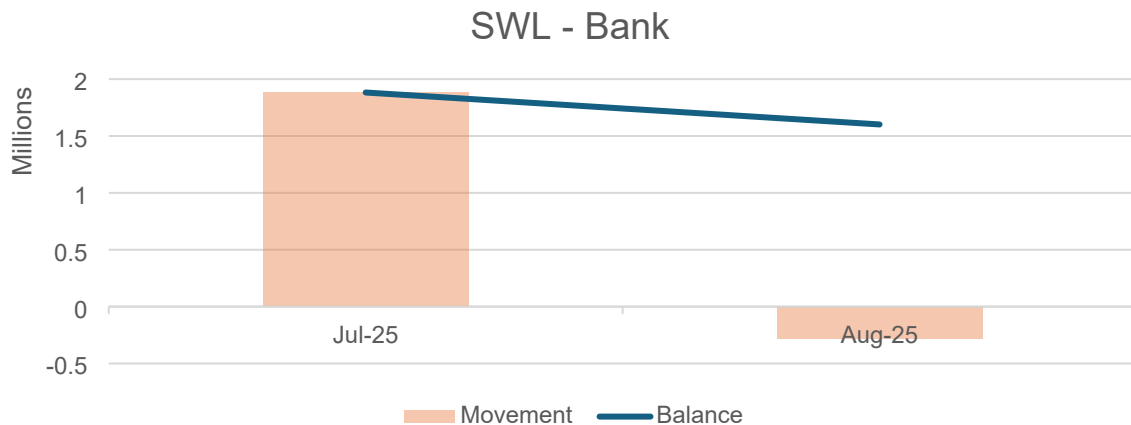


Separate cost centres for each business unit to allow for managers to have their specific costs centres and relevant budgets to monitor.

For annual reporting purposes the various corporate support costs centres will flow up to the Corporate Support FIS which will then be allocated across to Wastewater and Drinking Water.

This structure will enable additional costs centres under Corporate Support to be established as and when required.

## Cash On Hand



As at the end of August only one drawdown has been required from SDC (\$2m). The approach is to have two months buffer in the bank account.

A number of larger invoices (Datacom) were anticipated for July which have been received for September.

September will also include our first payroll for the employees.

**Intention will be to do a second drawdown this month**  
(noting we have the ability to drawdown once a month)

## Next Month Focuses

- Finalising reporting structure
  - Including GL codes etc
- Loading budgets
  - Now have clarity over the ongoing payroll