

# **Freshwater Improvement Fund**

## **Annual Report**

### **Financial Year 22/23**

**Organisation:** Rotorua Lakes Council

**Project name:** Lake Tarawera Sewage Reticulation and Treatment

**Deed number:** 25760

**Project ID:** FIF1021

**Current year of project:** Year 1

## Official information and privacy

### Official Information Act 1982

Important: Information presented to the Minister for the Environment or the Ministry for the Environment is subject to disclosure under the Official Information Act 1982 (OIA). Certain information may be withheld in accordance with the grounds for withholding information under the OIA. Further information on the OIA is available at [www.ombudsmen.parliament.nz](http://www.ombudsmen.parliament.nz).

Information held by the Minister or Ministry may have to be released under the OIA in response to a request from a member of the public (or any other body) for that information. If you wish to provide sensitive information to the Minister or Ministry which you do not want released, it is recommended you consult with the Ministry as to whether the information is necessary for the application, and whether there may be grounds in the OIA for withholding the information. For instance, if release of the information would disclose a trade secret, or be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information, then there may be grounds to withhold the information. If an OIA request relating to your application is received, the Ministry will endeavour to contact you to discuss it, and what the implications of releasing your information are.

The grounds for withholding information must always be balanced against consideration of public interest that may justify release. Although the Ministry does not give any guarantees as to whether information can be withheld under the OIA, it may be helpful to discuss OIA issues with the Ministry in advance if information provided with an application is sensitive.

### Privacy Act 2020

The Ministry may collect, use, hold or disclose personal information for the purpose of evaluating project funding. Individuals have the right in accordance with the Privacy Act 2020 to request access to and correction of their personal information.

## Introduction

This report provides the Ministry for the Environment with information about how the delivery phase of your project is going.

Your report should be submitted within four weeks of the end of the last quarter of the financial year (ie, within four weeks of 30 June), unless otherwise agreed with your fund analyst.

The document is suitable for sharing with governance groups for approval purposes, and auditors for auditing purposes.

Please note, this information in this report has been exported from information provided in the Enquire reporting portal. However, it does not include any other uploaded documents such as deliverables/evidence of activity competition or the Summary of Expenses (for those who require one). It also currently doesn't include the Work Plan section which provides a breakdown of the projects progress, budget, and expenditure per activity. This can be downloaded in Enquire separately in an excel format.

Once the Ministry for the Environment is satisfied that your report meets the deed funding requirements, your assigned analyst will arrange payment (if applicable) with the Ministry's finance department.

## Progress Details

Progress to date	
Date Reported	Progress Statement
26/10/2022	Deed of Funding countersigned by Ministry for the Environment
31/10/2022	Copy of signed deed of funding sent to recipient
11/11/2022	Stage 1 (22-038) Construction contract awarded and executed
27/02/2023	Receipt of Archaeology Survey for reticulation area
12/04/2023	Receipt of Heritage NZ Authority for Stage 1 construction
17/04/2023	First pipe installed in ground
30/06/2023	3 Km of rising main sewer pipe installed

Planned Activities	
Period Planned	Commentary
30/06/2023	<p>Construction of trunk main to continue (horizontal drilling of pipe under Spencer Road)</p> <p>Procurement of long lead time items for pump stations (pumps, valves, instruments, drives)</p> <p>Tender evaluation for Stage 2 construction contract (to install grinder pumps on approx 450 properties)</p> <p>Council meeting for approval of Stage 2 contract 6th September 2023</p>


## Lessons Learned

Financial Year	Key lessons learned in last financial year
FY 2012-2013	GIS data (relevant to property details that are to benefit from the Tarawera scheme) is stored in several systems within Council. This has complicated the process of curating all information required to complete property engagement and design. RLC is taking the opportunity (during enterprise management system upgrade) to improve the interconnectivity of such data.
FY 2012-2013	The necessity to complete design elements in parallel with construction has been unavoidable and has put additional pressure on MSQA resources. The IFC drawings for the Cliff Road to Stoney Point pipe section did not include the required fibre-optic duct. An omission that was missed by the review process. Site observers noted that no fibre was being installed in this section during pipe drilling and paused the work until duct could be sourced. Fortunately a supply was available, but one day's construction was lost.
FY 2012-2013	Caution needed when reviewing designer's output. The footprint of the pump stations needs to be as small as possible in order to keep excavation works to a minimum and to allow the stations to sit safely within the Road Reserve. In this case, the designer added an additional contingency volume into the on-site storage calculation for each pump station. This had the effect of increasing the number of storage tanks needed and/or requiring bespoke FRP manufacture in order to meet the storage requirements. Thereby increasing the footprint of the pump stations. The issue has been rectified and will be noted for future design review processes.
FY 2012-2013	Start engagement with Unison early. RLC initially spoke to Unison in order to confirm that the supplies to Tarawera region are able to support the load presented by 450 LPGPs and three transfer pump stations. This conversation is on-going and requires significant pushing for answers. In future, make engagement with utility companies a high priority early in the project lifecycle

## Key Project Indicators

	Red	Amber	Green
<b>Timeline</b>	Project is behind schedule and likely to be delivered late. Project will require re-baselining.	Project is behind schedule but has realistic plans to recover.	No slippage against timelines.
<b>Budget</b>	>10% increase in costs against budget or >10% underspends.	<10% increase in costs against budget or <10% underspends.	Project costs are on budget.
<b>Objectives</b>	If issue(s) are not resolved more than one project objective will not be fully achieved by project end.	Experiencing some issues that could result in not all objectives being achieved – but plans are in place to mitigate.	>100% project objectives will be delivered.
<b>Results – Outcomes</b>	If issue(s) are not resolved most of the stated results/outcomes will not be delivered.	If issue(s) are not resolved some of the stated results/outcomes will not be delivered.	All results/outcomes are on track to be delivered during or post project.
<b>Capability and Capacity</b>	There are significant skill shortages, or lack of resources that are impacting project significantly on project's ability to deliver.	There are significant skill shortages, or lack of resources that are impacting project significantly on project's ability to deliver.	The project is full resourced, and there are no major skill gaps on any of the workstreams.
<b>Risks and Mitigations</b>	Major risks have been identified that are likely to cause severe impacts to project delivery if not adequately addressed. Mitigations are not achievable or currently implemented.	Identified risks and most mitigations have been actions. Risks have the potential to overwhelm the project if not adequately addressed.	Identified risks and mitigations have been actions. Risks are considered low severity to project delivery and low likelihood of occurrence.

	RAG Status	Context	Rectification
<b>Timeline</b>	Amber	Final probity review of scheme design revealed the potential for possible sub-optimum operating performance and the possibility for septicity and noxious odour production within the system. This was addressed by some re-working of aspects of the design, thereby introducing a slight delay to commencement of actual construction. Such a delay is acknowledged as a risk to MfE funding. However appropriate design provision focus must be given to ensuring the scheme is able to convey all expected flows without causing public nuisance from smells and (potential) gas releases and in general perform as required.	The constructor has been brought into the design optimisation process to ensure that detailed design information for the procurement of long lead time items meet the planned construction schedule. Weekly reviews of progress are underway with all involved parties. The constructor has verified that the proposed construction programme can be delivered as per schedule if design delivery dates remain unchanged. Subsequent discussion with MfE have provided an extension to funding availability, although efforts are to be made to minimise use of the extension.
<b>Budget</b>	Green	No variations to contract raised. Supporting activities are on budget	Continued monitoring. Variation expected in next period to cover increase in number of valves required for street main installation.
<b>Objectives</b>	Green	All objectives remain valid and achievable	Continued monitoring
<b>Results - Outcomes</b>	Green	Re-working of aspects of the design will result in an improved sewerage solution for the Tarawera area. This in turn is expected to better support the delivery of the targeted outcomes.	Continued monitoring
<b>Capability and Capacity</b>	Amber	The technical capability of the detailed scheme design service provider has been a challenge throughout the finalisation of the design phase of the scheme. This is highlighted by the need to provide in house quality assurance reviews that necessitated some re-working of aspects of the design.	A peer review process undertaken by in house staff and an independent consultant has helped to identify areas where the design presents operational and performance risks and led to design improvements.

<b>Risks and Mitigations</b>	Green	Risks relating to resident objections to the scheme are most likely to surface at Stage 2 construction which is separate from this construction stage (which installs the street mains and transfer systems). If such issues materialise, they are considered to be relatively low in number and would be addressed through standard Council processes. At a broad level, engagement with the community has highlighted a 95% support for the reticulation scheme with concerns revolving around the net capital costs to individual property owners. Council has both the ability to moderate final net capital costs and to apply the Local Government Act provisions to compel any property owner to join the scheme within the benefit zone.	Mitigations for current risks are in accordance with entries in the Risk Management section of this report.
<b>Overall Project Rating</b>	Amber	Selection of Amber status acknowledges the partial design re-work requirement issues discussed in the Timeline and Capability sections.	This is being managed through close cooperation between Council, the scheme designer and constructor. Focus is on ensuring the construction delivery programme is not delayed by ensuring that key design information that is critical to each stage of construction is delivered on time to maintain adherence to the target critical path.

## Results - Indicators

Metric	Total project target	Total project results (excluding this quarter)	This quarter's result	Comments
No details				

## Methodology for Nature based employment

*We would prefer you to use actual counts for nature based employment. If you are unable to provide actual figures, please explain below your methodology for calculating nature based employment*

## Quarterly Co-Funding Information

Co-Funder name	Period	Planned in-kind contribution	Planned cash contribution	Actual in-kind contribution	Actual cash contribution	Total amount paid towards activities this period
Bay of Plenty Regional Council	FY 2022-2023 <b>Q4</b>	0	187500	0	187500	187500
Rotorua Lakes Council Debt (from Rates)	FY 2022-2023 <b>Q4</b>	0	1486750	0	250628.41	250628.41
Bay of Plenty Regional Council	FY 2022-2023 <b>Q2</b>		93750			0
Bay of Plenty Regional Council	FY 2022-2023 <b>Q3</b>		93750	0	0	0
Rotorua Lakes Council Debt (from Rates)	FY 2022-2023 <b>Q2</b>		743375			0
Rotorua Lakes Council Debt (from Rates)	FY 2022-2023 <b>Q3</b>		743375	0	99053	99053

## Quarterly Funding Information (Payment Request)

Financial Year	Your organisations actual contribution	Actual 3 <sup>rd</sup> party co-funding contribution	Actual MfE contribution spent	Total cost for payment period
FY 2022-2023 Q4	250628.41	187500	550647.72	988776.13
FY 2022-2023 Q2				0
FY 2022-2023 Q3	99052	0	105303	204355
<b>Totals</b>	<b>349,680.41</b>	<b>187,500.00</b>	<b>655,950.72</b>	<b>1,193,131.13</b>

## Risk Register

Risk	Category	Impact	Impact Details	Likelihood / Severity	Mitigation	Residual Risk	Status	Justification
Project not completed within the target timeframe	Progress, Quality, Benefit	Medium	Would require negotiation with funders to adjust cash-flows, and would create some difficulties for regulatory and practical transition from septic tanks to reticulation; Would cause some delay in desired environmental improvement.  Would cause unfavourable community reaction.	Medium / Medium	Effective monitoring and reporting of project progress and sharing of this information with funders, regulators and community stakeholders to ensure there is plenty of advance notice of any transitional difficulties that might arise.		Monitoring	Delay to construction start required to ensure that the constructed scheme is the correct, optimum solution. Construction schedule has been aligned with the design programme to ensure long lead time elements and those likely to hold up construction are correctly prioritised in design. Spend forecast has altered to match these changes.
Loss of confidence and support for the project from the affected community	Progress, Financial, Benefit	Medium	The Project's progress could be hindered through community non-collaboration.	Low / Low	Extensive community engagement has taken place and on-going timely and responsive culture in the project team as well as effective project communication will be undertaken to keep the community informed and relevant.		Monitoring	Regular communications are undertaken with ratepayer groups, Mana whenua and individuals who contact Council for information. Formal information is provided by letter (several examples supplied with this report submission)
Some landowner potential objections to the requirement to connect to the constructed scheme	Progress, Scope	Low	Local connection delays with some additional costs to resolve via hearing process and in accordance with Local Government Act	Low / Medium	Only 3 properties have indicated sustained objection to an installation of a system. This will be managed via our powers under the LGA 2002. Behaviour will also be influenced as BOPRC seeks to enforce its OSET rule which means not connecting will become illegal.		Monitoring	Risks from the LGA process are expected to mostly affect Stage 2 construction (non-MfE funded activity). However the situation is being monitored as access objections to installation of boundary kits at property boundaries may arise (although are low probability)
Discovery of archaeological sites during construction	Progress	Medium	Additional time and costs to affect possible design changes	Low / Low	Through the effective involvement of mana whenua and undertaking of preliminary archaeological investigation prior to construction. All statutory and non-statutory permission and consents will be identified in Year 0 and approved in Year 1 prior to any construction taking place. Involve Iwi with on-going construction monitoring.		Action	Cultural inductions have taken place for Workers with clear instructions on what to look for and how to proceed if a suspect artefact is discovered. The programme has a dedicated architect engaged. Adherence to agreed protocols will not prevent accidental discovery, but will

								allow investigation processes to be as expedient as possible.
Poor ground condition for reticulation construction	Progress, Financial, Quality	Medium	Unforeseen adverse ground conditions has a high contractor risk threshold but it could cause some time delays and contested costs	Medium / Medium	Clear contractual risk clarity so contractor has to undertake geotechnical investigation on the full extent of reticulation to inform the price offer from the consultant/contractor		Monitoring	Geotechnical testing has been completed. Some areas of rock (potentially affecting directional drilling) have been found and 'extra over' allowances within the scheduled works pricing have been built into the construction contract.
Substandard electrical systems at properties	Progress, Financial	Low	Electrical upgrades required to properties for connection of pumps with some cost effects	Low / Low	All houses are operational but undertake electrical audits/inspections of properties within the scheme area. If significant electrical upgrades are required, then this will be rectified at the early stages of the project.			
Various health and safety related risks during construction	Progress	Medium	Personal injury, illness or death as a result of operations. Statutory investigations and possible time delays.	Low / High	A detailed Health and Safety Plan is being developed for the project and will be provided by the successful contractor. This will outline the various roles and responsibilities in relation to the project, including contractors employed through the construction phase.  Require robust contractor health and safety plans and methodologies and provide good construction supervision.		Monitoring	Health and Safety plan has been supplied by the constructor. This covers the most significant risks and provided a robust basis for health and safety management. Performance in this area will be a key consideration of the Principal.
Poor contractor performances	Progress, Financial, Scope, Quality, Benefit, Other	Low	Time and costs effects as well as community negativity.	Low / Medium	Expect to engage only competent contractors and include scrutiny on non-price attributes.  Sufficient project progress payment retention to incentivise performance.			
Cost escalation of scheme equipment procured from overseas because of supply chain issues and inflation	Progress, Financial, Quality, Benefit	Medium	Additional delivery time and time and costs effects on the project.	High / Medium	The use of fixed rates/ price contract to avoid mid project escalations risks.			

## Contract Variations and Change Requests

Effective Date	Variation/Change Title	Requested change	Reason for change
No details			

## Health and Safety activities completed

Reporting Period	Details of health and safety activities completed
31 March 2023	Receipt of and approval of construction contractor's Safety Plan. Has been received.
31 March 2023	HAZOP and SiD (Safety in Design) workshops completed for sewer system pump stations (requiring access of personnel during future operations)

## Health and Safety incidents

Date of incident	Description	Location	Action taken and outcome	Reported to regulatory authority?	Follow up action taken
No details					

## RMA Notices

Date	Issuer	Reason	Type of Notice
No details			

## Capital Assets

Description	Capital cost	Portion paid for by MfE %	ID Number (if applicable)	Estimated purchase date	Restriction period end date
No details					