

Guidance for completing Quarterly Monitoring Reports

Water Services Delivery Plan implementation

December 2025

This document has been prepared to support local authorities and/or council groupings to complete quarterly reporting on the implementation of their accepted Water Services Delivery Plan.

Introduction

Local Water Done Well plans to address New Zealand’s long standing water infrastructure challenges.

It recognises the importance of local decision making and flexibility for communities and councils to determine how their water services will be delivered in the future. It will do this while ensuring a strong emphasis on meeting economic, environmental and water quality regulatory requirements.

Now that your Water Services Delivery Plan (WSDP) has been accepted and your Council moves into the implementation phase, the Department will be monitoring the key activities, deliverables and milestones that you identify as you move towards full implementation of your plan as well as progress towards items noted in the Letter of Acceptance from the Secretary for Local Government.

Monitoring will be done by way of quarterly reporting and completion of a template report that is linked below. There is a separate template for councils that are using an Inhouse Business Unit to deliver water services and one for councils that are establishing a Water Services CCO (either singularly or in a joint arrangement).

Timelines for reporting are outlined in the following table:

Reporting Period	Report due to DIA
1 January 2026 – 31 March 2026	30 April 2026
1 April 2026 – 30 June 2026	31 July 2026
1 July 2026 – 30 September 2026	31 October 2026
1 October 2026 – 31 December 2026	31 January 2027

How to populate the quarterly monitoring report template

The intent of the quarterly monitoring report template (template) is to support councils to prepare the implementation monitoring information required by the Secretary for Local Government under section 24 of the Local Government (Water Services Preliminary Arrangements) Act 2024 (Act).

The template includes explanations of the specific information required by the Secretary, the type of information that could be provided, and the Department of Internal Affairs' ('the Department(s)') general expectation as to the level of detail to be provided. Please note that these explanations do not constitute legal advice.

There are two templates – one for councils that are establishing water service organisations (often referred to as a water services council-controlled organisation in plans e.g. CCOs), including organisations owned by a single council, or by two or more councils – as provided for in joint water service delivery plans/arrangements; and one for councils that will be continuing to deliver one or more water services directly (including through in-house business units). Please use the template relevant to your council.

Part A contains tables that are to be completed to provide updates on progress with implementing accepted water services delivery plans, including against the milestones and deliverables in implementation plans. Updates on planned activities for the next quarter will also be required.

Water services delivery plans were required to include an explanation of what the council proposes to do to ensure that the delivery of water services will be financially sustainable by 30 June 2028. The Tables in Part A above should include the actions being undertaken to achieve financially sustainable delivery of water services – as explained in the accepted plan – and progress with each of these actions

Examples of the actions including in the accepted plan may include:

- *Projected price path/revenue requirements – and how this ensures that water revenues cover the costs of service (including assumptions for recovery of depreciation);*
- *The level of investment required over 10-years to meet levels of service, regulatory requirements and provide for growth; and*
- *How levels of borrowing will be managed within borrowing limits.*

An accepted plan may also have included a summary of any issues, constraints and risks to delivery of financially sustainable water services. The progress update table should note any relevant issues, constraints and risks, and progress with addressing them.

If a council's plan involve a combination of approaches (e.g. delivering stormwater in-house and transferring water supply and wastewater services to a water organisation), both tables should be completed.

Part B contains tables for reporting progress on the matters noted in letters from the Secretary confirming acceptance of their water services delivery plans. Many of these letters indicated to councils that the Secretary/Department would be monitoring specific items. The Department will be using the quarterly reporting templates as a mechanism for collecting information for this purpose.

Councils with joint water services delivery plans may agree to submit joint quarterly monitoring reports, and should nominate a representative to do this.

Councils that require further information and/or support should contact the Department at wmdp@dia.govt.nz.

Please delete these explanations once each section has been completed.