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**Audit and Risk Management Committee**  
**ATTACHMENTS UNDER SEPARATE COVER**

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**Date:** Friday 19 February 2021  
**Time:** 3pm  
**Venue:** Council Chambers, Level 2, Civic Offices,  
53 Hereford Street, Christchurch

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<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>7</b>	
<b>Consideration of the Council's Long Term Plan 2021-31 Process</b>	
A. LTP 2021 - Management Sign off for Process.....	3

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# Christchurch City Council Long Term Plan 2021-31 - Management Sign-off

## CHECKLIST AND SIGN-OFF BY MANAGEMENT FOR THE 2021-31 LONG TERM PLAN PROCESS

Initial	Person Responsible	Number of sign-offs
CFO	General Manager, Finance and Commercial (Acting)	43
GMCS	General Manager, City Services (Acting)	✓6
GMC&C	General Manager, Citizen & Community	✓1
GMConsent	General Manager, Consenting & Compliance	✓1
GMCorp	General Manager, Corporate Services (Acting)	✓1
GMS&T	General Manager, Strategy & Transformation	✓1

Initial	Person Responsible	Number of sign-offs
HFM	Head of Financial Management (Acting)	✓38
F&FPM	Funds & Financial Policy Manager	✓12
P&RM	Planning & Reporting Manager	✓14
MERG	External Reporting and Governance Manager	✓4
HPM	Head of Performance Management	✓1
BP-CS	Finance Business Partner for City Services	✓1
LEGAL	Head of Legal Services	3

AREA	COMMENTS	ASSESSMENT	
		Person Responsible	Sign-Off
1. Financial Strategy			
1.1. Does the financial strategy meet the purpose as defined in LGA 2002, section 101A(2)?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
1.2. Does the Long Term Plan comply with the financial strategy?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
1.3. Does the Long Term Plan comply with the Infrastructure Strategy?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		GMCS	<input checked="" type="checkbox"/>

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1.4. Are the “stories” that the financial and infrastructure strategies still consistent?  A robust financial strategy cannot be developed in isolation from intended levels of service and the opex and capex programs associated with these.	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		GMCS	<input checked="" type="checkbox"/>
2. Revenue and Financing Policy (RFP)			
2.1. Does the LTP include the revenue and financing policy as required by clause 10 of Schedule 10 of the LGA?	Yes.	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		F&FPM	<input checked="" type="checkbox"/>
2.2. If not, have you planned a review of the RFP so that it is adopted before the Long Term Plan?	N/A	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		F&FPM	<input checked="" type="checkbox"/>
3. Funding Impact Statement (FIS)			
3.1. Does your Long Term Plan contain a funding impact statement (FIS) for the whole of council? (LGA 2002, sch 10 cl 15 (2)/Financial Reporting Regulations 2014)	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		F&FPM	<input checked="" type="checkbox"/>

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3.2. Does your FIS contain two components: 3.2.1. a financial statement as per 3.1 above 3.2.2. information about funding sources ( “funding disclosure”). (LGA 2002, sch 10 cl 15(3))	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>
3.3. Does the whole-of-council FIS have a “nil” balance (Financial Reporting Regulations 2014)?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>
3.4. Does the funding disclosure contain details of each of the rates your local authority proposes to set and how these will be calculated (including specifying the relevant matters from Schedule Two and factors from Schedule Three of the Rating Act)?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		F&FPM	<input checked="" type="checkbox"/>
3.5. Is the funding disclosure specified with enough particularity that ratepayers can, for example, determine whether they are liable for any particular rate and what differential categories they are in?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		F&FPM	<input checked="" type="checkbox"/>
3.6. Does the funding disclosure include sample models of the impact of the rating proposals for the Long Term Plan?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		F&FPM	<input checked="" type="checkbox"/>

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3.7. Have sample models been included in the consultation document? (LGA 2002, s93C(2)(g))	Yes	CFO	<input checked="" type="checkbox"/>
		LEGAL	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		F&FPM	<input checked="" type="checkbox"/>
3.8. Has the entire Funding Impact Statement, but especially the funding disclosure, been reviewed for legal compliance by someone conversant with the LGA 2002 and the Rating Act?	Yes	CFO	<input checked="" type="checkbox"/>
		LEGAL	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		F&FPM	<input checked="" type="checkbox"/>
3.9. Has the funding disclosure been checked for consistency with the RFP?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		F&FPM	<input checked="" type="checkbox"/>
3.10. Is the funding disclosure complete (i.e., is every rate that your local authority proposes to set included)?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		F&FPM	<input checked="" type="checkbox"/>

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4. Financial Statements			
4.1. Does the Long Term Plan include forecast financial statements for each of the financial years covered by the plan? (LGA 2002, sch 10 cl 12)	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>
4.2. Has the Long Term Plan included the financial statements for the year preceding the Long Term Plan?  If yes, are these in the same format as the financial statements for the Long Term Plan? (LGA 2002, sch 10 cl 13).	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>
4.3. Do all of the forecast financial statements comply with Generally Accepted Accounting Practice? (LGA 2002, s 111)	Yes; MERG: The nature of the forecast financial statements within the LTP allow for reduced disclosure opportunities for reporting financial performance and position.	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		MERG	<input checked="" type="checkbox"/>
4.4. Has the Long Term Plan included the rating base disclosures? (LGA 2002, sch 10 cl 15A)	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		F&FPM	<input checked="" type="checkbox"/>
4.5. Has the Long Term Plan included a statement showing the objectives for reserves, the starting and end balance for reserves and any movements in reserves? (LGA 2002, sch 10 cl 16)	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>

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4.6. Have disclosures been made with respect to the Council’s intended level of performance against the so-called fiscal benchmarks and indicators? (Financial Reporting Regulations 2014)?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>
4.7. Are the prospective financial statements in the Long Term Plan prepared in accordance with the appropriate financial reporting standards? <ul style="list-style-type: none"><li>LGA 2002, Schedule 10, Section 12 – Forecast</li><li>PBE FRS 42</li></ul>	Yes; MERG: The nature of the forecast financial statements within the LTP allow for reduced disclosure opportunities for reporting financial performance and position.	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		MERG Accounting Policies Only	<input checked="" type="checkbox"/>
4.8. Has review of required disclosures in the prospective financial statements been performed?  LGA 2002, Schedule 10	Yes; MERG: The nature of the forecast financial statements within the LTP allow for reduced disclosure opportunities for reporting financial performance and position.	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		MERG Accounting Policies Only	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>
5. Balanced Budget Statements			
5.1. Is the Council running a balanced budget in the Long Term Plan year? (LGA 2002, s 100)	No, borrowing for some Covid-19 impact in 2022. Also not in 2025, otherwise yes.	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>



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5.2. If there is an unbalanced budget does the Long Term Plan explain the reasons for the unbalanced budget, and the implications of the decision? (LGA 2002, s 10 cl 14)	Yes – council resolved to borrow for Covid-19 costs. FS / Benchmarks explains 2025	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>
5.3. Is running an unbalanced budget prudent? (NB: Assessing prudence will necessitate consideration of the impacts beyond the life of the plan)	Yes – Short term due to Covid-19. For 2025 rating for renewals is being addressed over time.	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>
5.4. Has the Council resolved to operate an unbalanced budget? (That resolution should ideally be made before adoption of the Long Term Plan.)	No  Will do in report – should look to get it adopted on 23 February 2021	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>
5.5. Has the necessary analysis been performed with respect to the levels of service and the financial impacts in order to provide the Council and the auditors with assurance that the unbalanced budget is prudent?	Yes – long standing strategy issue that is being addressed since 2015	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>
5.6. Are appropriate disclosures considered and / made in the Long Term Plan regarding the unbalanced budget?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		P&RM	<input checked="" type="checkbox"/>
5.7. Is an unbalanced budget an issue that warrants inclusion in the financial strategy?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>

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6. Forecasting Assumptions – See also Sign-off for Forecasting Assumptions where individual assumptions are signed off			
6.1. Has the Long Term Plan identified all of the significant forecasting assumptions and risks? (LGA 2002, sch 10 cl 17(a))	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
6.2. Has the Long Term Plan disclosed the useful life of significant assets and funding sources for the replacement of significant assets? (LGA 2002, sch 10 cl 17(b))	Yes; MERG: Use life of assets confirmed to latest Annual Report.	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
		MERG	<input checked="" type="checkbox"/>
6.3. Are there any disconnects between the assumptions disclosed in this section and those disclosed in the infrastructure strategy and the financial strategy?	No	CFO	<input checked="" type="checkbox"/>
		GMCS	<input checked="" type="checkbox"/>
6.4. Did management review the assumptions and their significance afresh, or did it “roll over” the assumptions from the previous Long Term Plan?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
6.5. Has management checked economic assumptions with those others are making (e.g., is there a reason management is assuming interest rates of 10 percent when others are assuming 6-7)?	Yes	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>
6.6. Should Council undertake scenario modelling of the impact if significant assumptions fail to materialise or are significantly different from those you expected?  For example, a local authority reliant on central government funding for a particular large project might consider whether it needs a “plan B”; a growth council might want to forecast different scenarios for the receipt of development contributions revenue.	If significant funding sources failed associated projects would be put on hold until alternative funding was secured.	CFO	<input checked="" type="checkbox"/>
		HFM	<input checked="" type="checkbox"/>

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6.7. Does the Long Term Plan include the following (if not, should it)?	Yes	CFO	<input checked="" type="checkbox"/>
6.7.1. service level assumptions		GMCS	<input checked="" type="checkbox"/>
6.7.2. demand assumptions (note that this includes demand driven by population growth and change, economic growth and transformation, and changing preferences)	Yes	CFO	<input checked="" type="checkbox"/>
		GMCS	<input checked="" type="checkbox"/>
6.7.3. economic assumptions (interest rates both for council investments and council borrowing, investment/dividend flows from council assets, forecast changes in key costs.	Yes	HFM	<input checked="" type="checkbox"/>
7. Capital Expenditure			
7.1. Does the capital expenditure show the following detail for each group of activity? (LGA 2002, sch 10 cl 3)	Yes	CFO	<input checked="" type="checkbox"/>
• amount to meet additional demand		HFM	<input checked="" type="checkbox"/>
• amount to improve levels of performance		P&RM	<input checked="" type="checkbox"/>
• amount to replace existing assets		BP-CS	<input checked="" type="checkbox"/>
8. Statement of service provision			
8.1. Does the Long Term Plan include statement of levels of service provision (LGA 2002, sch 10 cl 4) that specifies:-	Yes	CFO	<input checked="" type="checkbox"/>
(a) any performance measures specified in a rule made under section 261B for a group of activities described in clause 2(2); and		HPM	<input checked="" type="checkbox"/>
(b) the performance measures that the local authority considers will enable the public to assess the level of service for major aspects of groups of activities for which performance measures have not been specified under paragraph (a); and			

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(c) the performance target or targets set by the local authority for each performance measure; and  (d) any intended changes to the level of service that was provided in the year before the first year covered by the plan and the reasons for the changes; and  (e) the reason for any material change to the cost of a service.			
9. Proposed Fees and Charges			
9.1. Fees and charges schedules - have these been prepared in line with LGA 2002 Section 12 and LGA 2002 Section 150 or other relevant legislation (eg. Dog Control Act 1990, Building Act 2004, Food Act 2014, etc.)	Yes	CFO	<input checked="" type="checkbox"/>
		GMCS	<input checked="" type="checkbox"/>
		GMC&C	<input checked="" type="checkbox"/>
		GMConsent	<input checked="" type="checkbox"/>
		GMS&T	<input checked="" type="checkbox"/>
		GMCorp	<input checked="" type="checkbox"/>
		F&FPM	<input checked="" type="checkbox"/>
10. Significance and Engagement Policy			
10.1. Does the draft Consultation Document and the special consultative procedure proposed to be used in adopting the 2021-31 LTP comply with the requirements of the LGA02 and the Council’s significance and engagement policy?	Yes	CFO	<input type="checkbox"/>
		LEGAL	<input type="checkbox"/>