

## WAITOMO DISTRICT COUNCIL

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### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 25 FEBRUARY 2025 AT 9.00AM

**PRESENT:** Mayor John Robertson  
Deputy Mayor Allan Goddard  
Dan Tasker  
Eady Manawaiti  
Gavin Todd  
Janene New  
Janette Osborne

**IN ATTENDANCE:** Rozel Coffin and Others  
Naomi Hughes, Managing Director; Chalet Bidois, Rangatahi Pathways Lead Coordinator; and Xavier Turner, Rangatahi Pathways Coordinator (Aotahi)

Chris Gardner, Reporter (Good Local Media)

**STAFF:** Chief Executive, Ben Smit  
Manager – Governance Support, Michelle Higgie  
General Manager – Community Services, Helen Beever  
General Manager – Strategy and Environment, Alex Bell  
General Manager – Infrastructure Services, Shyamal Ram  
Chief Financial Officer, Tina Hitchen  
Manager – Strategy and Policy, Charmaine Ellery  
Graduate Policy Advisor, Rajeshwari Mahadevappa

<b>1. Karakia Tuwhera</b>
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<b>2. Apology</b>
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No apologies.

<b>3. Hearing of Submitter to Land Transport Bylaw</b>
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Council noted the apology from Debra Habershon (Submission 5) and that the Submission will be considered as part of the Land Transport Bylaw deliberations paper later in this meeting.

<b>4. Deputation: Rozel Coffin and Others</b>
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Rozel Coffin and four other Te Kuiti residents made a deputation to Council raising concerns at the illegal driving behaviour/activities occurring in Te Kūiti and requesting Council to take steps to address the problem.

Rozel Coffin also tabled a letter including a petition with 41 signatures in support of the request for action to address the problem.

The General Manager – Infrastructure Services entered the meeting at 9.15am.

### Resolution

- 1 The Deputation from Rozel Coffin and Others be received.

New/Manawaiti Carried

Rozel Coffin and others left the meeting at 9.25am.

The General Manager – Strategy and Environment left the meeting at 9.25am.

## 5. Presentation: Rangatahi Pathways Programme

Council received a presentation from Aotahi representatives (Naomi Hughes, Managing Director; Chalet Bidois, Rangatahi Pathways Lead Coordinator; and Xavier Turner, Rangatahi Pathways Coordinator) providing an update on delivery of the Rangatahi Pathways Programme.

### Resolution

The Presentation from Aotahi Representatives on the Rangatahi Pathways Programme be received.

New/Tasker Carried

Naomi Hughes, Chalet Bidois and Xavier Turner (Aotahi) left the meeting at 10.04am.

The General Manager – Community Services left the meeting at 10.04am

## 6. Declarations of Member Conflicts of Interest

No declarations were made.

## 7. Confirmation of Minutes – 26 November 2024

### Resolution

The Minutes of the Waitomo District Council meeting of 26 November 2024, including the public excluded Minutes, be confirmed as a true and correct record.

Robertson/Goddard Carried

## 8. Confirmation of Minutes – 17 December 2024

### Resolution

The Minutes of the Waitomo District Council meeting of 17 December 2024, including the public excluded Minutes, be confirmed as a true and correct record subject to noting that Councillor Todd was in attendance for the full meeting and Councillor Tasker was absent.

Robertson/Goddard Carried

## 9. Receipt of Unconfirmed Minutes: Te Raangai Whakakaupapa Koorero Minutes – 10 December 2024

### Resolution

The Unconfirmed Minutes of the Te Raangai Whakakaupapa Koorero (Māori Relations Committee) meeting of 10 December 2024 be received.

Manawaiti/Tasker Carried

<b>10. Receipt of Unconfirmed Minutes: Audit and Risk Committee – 4 February 2025</b>
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**Resolution**

The Unconfirmed Minutes of the Audit and Risk Committee meeting of 4 February 2024 be received.

Robertson/Osborne Carried

<b>11. Mayor's Report – February 2025</b>
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Mayor Robertson presented his report for February 2025.

**Resolution**

The Mayor's Report – February 2025 be received.

Robertson/Goddard Carried

The Chief Financial Officer entered the meeting at 10.12am.

<b>12. Chief Executive's Report – November 2024 – February 2025</b>
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The Chief Executive presented his report for the period November 2024 to February 2025 and answered members' questions.

**Resolution**

The Chief Executive's Report – November 2024 – February 2025 be received.

Robertson/Manawaiti Carried

<b>13. Bi-Monthly Leadership/Governance, Finance and Information Services Activity Update Report</b>
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Council considered a business paper providing an update activities that form part of the Leadership/Governance Group including Finance and Information Services.

The Chief Financial Officer and Chief Executive expanded verbally on the business paper and answered Members questions.

**Resolution**

The business paper on Information Services, Finance and Leadership/Governance Activity Update Report be received.

Robertson/Tasker Carried

<b>14. Joint Submission by Waikato Water Done Well Councils on Local Water Done Well Bill #3 and Summary of Bill</b>
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Council considered a business paper providing an overview of the Local Government (Water Services) Bill #3, presenting a joint submission prepared for the Waikato Water Done Well participating councils and seeking Council's ratification of the joint submission in relation to this Bill.

The Chief Executive expanded verbally on the business paper and answered Members questions.

**Resolution**

- 1 The business paper on Joint Submission by Waikato Water Done Well Councils on Local Water Done Well Bill #3 and Summary of Bill be received.
- 2 The Joint Submission be received.
- 3 Council ratify the approval of the Joint Submission on behalf of Waitomo District Council by the Chief Executive (after consultation with the Mayor).
- 4 Council note the overview of Bill #3 as detailed in the business paper.

Goddard/Osborne      Carried

**15. Regional Deals Update**

Council considered a business paper –

- 1 Providing an update on the Waikato Region's progress towards developing a City and Regional Deals Proposal for Central Government approval; and
- 2 Seeking Council's support for the broad proposal detailed in the business paper; and
- 3 Seeking Council's delegation to the Mayor to make decisions on Council's behalf on this matter.

The Chief Executive expanded verbally on the business paper and answered Members questions.

**Resolution**

- 1 The business paper on City and Regional Deals Proposal be received.
- 2 Council support the Waikato Region's City and Regional Deals Proposal for Central Government approval.
- 3 Council delegate authority to the Mayor to make decisions on Council's behalf relating to the acceptance of the Waikato City and Regional Deals Proposal.

Goddard/Osborne      Carried

The meeting adjourned for morning tea at 10.32am and reconvened at 10.45am  
 The General Manager – Strategy and Environment entered the meeting at 10.45am.  
 The General Manager – Community and Services entered the meeting at 10.51am.

**16. Financial Report for the period ending 31 December 2024**

Council considered a business paper providing an overall progress report on Waitomo District Council's financial activities for the period ended 31 December 2024.

The Chief Financial Officer expanded verbally on the business paper and answered Members questions.

**Resolution**

- 1 The Financial Report for the period ended 31 December 2024 be received.

Robertson/Osborne      Carried

The Chief Financial Officer left the meeting at 10.56am.  
 The Manager – Strategy and Policy entered the meeting at 10.56am.

<b>17. Bi-Monthly Regulatory Update Report</b>
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Council considered a business paper providing an update on work programmes that form part of the Regulatory Activity.

The General Manager – Strategy and Environment expanded verbally on the business paper and answered Members questions.

**Resolution**

- 1 The Bi-Monthly Regulatory Update Report be received.

Robertson/New Carried

<b>18. Review of Council Lease Policy</b>
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Council considered a business paper seeking approval of a recommended amendment to Council's Lease Policy to extend the phrase in the Purpose and Scope section (Clause 2) to exclude charging market rentals on reserves used principally for public recreational purposes.

The Chief Executive expanded verbally on the business paper and answered Members questions.

**Resolution**

- 1 The business paper on Review of Council's Lease Policy be received.
- 2 Clause 2 of Council's Lease Policy be amended by adding the wording "and reserves used principally for public recreational purposes" as follows:

"The Policy applies to all land and buildings which are owned or administered by WDC and leased to the public but excludes pensioner flats, residential tenancies, quarries, easements, community halls and reserves used principally for public recreational purposes."

Todd/New Carried

The Graduate Policy Advisor entered the meeting at 11.03am.

<b>19. Review of Waitomo District Dog Control Policy and Bylaw - Determinations Report</b>
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Council considered a business paper seeking a decision from Council on the review of the Waitomo District Dog Control Policy 2015 and the Waitomo District Dog Control Bylaw 2015 and presenting the determinations report for consideration.

The General Manager – Strategy and Environment and Manager – Strategy and Policy expanded verbally on the business paper and answered Members questions.

**Resolution**

- 1 The business paper on Review of the Waitomo District Dog Control Policy 2015 and the Waitomo District Dog Control Bylaw 2015 and Determinations Report be received.
- 2 Council determines that a Bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to the matters addressed within the Waitomo District Dog Control Bylaw 2015 in accordance with section 155(1) of the Local Government Act 2002.

- 3 Council approves the initiation of a review of the Waitomo District Dog Control Bylaw 2015 in accordance with section 158 of the Local Government Act 2002.
- 4 Council approves the review of Waitomo District Dog Control Policy 2015.

Robertson/Osborne      Carried

**20. Deliberation and Adoption of Land Transport Bylaw including Road Encroachment Policy, Stock Underpass Policy, and Road Naming Policy**

Council considered a business paper providing an analysis of submissions received to the Land Transport Bylaw 2024 including the Road Encroachment Policy, Stock Underpass Policy, and Road Naming Policy for the purpose of deliberating submissions and adoption.

The General Manager – Strategy and Environment and Manager – Strategy and Policy expanded verbally on the business paper and answered Members questions.

Council deliberated the submissions as follows:

Submission 1

Council supports the submission.

Submission 2

Council noted the complex process required to reduce speed limits on rural roads to less than 80kph. The General Manager – Strategy and Environment advised Council that the matter of both speed limit and stock crossing signs on Pukerimu Road would be taken up with the Roading Manager and, if necessary, a paper brought back to Council for further consideration.

Submission 3 - Withdrawn

Submission 4

Council noted that issuing of road encroachments will consider road safety aspects and if thought to be unsafe, will not be approved.

Submission 5

Council supported the installation of signage restricting heavy vehicles from using Matai Street as a “through” road.

**Resolution**

- 1 The business paper on Deliberation and Adoption of Land Transport Bylaw including Road Encroachment, Stock Underpass, and Road Naming Policies be received.
- 2 Council adopt the Land Transport Bylaw 2025 with amendment as per the marked up draft Bylaw (Attachment 1 of the business paper) to come into effect on 10 March 2025. (Council notes in doing so this automatically revokes the 2015 Bylaw).
- 3 Council adopt the Road Encroachment, Stock Underpass and Road Naming Polices without amendment to come into effect on 10 March 2025.

Robertson/Manawaiti      Carried

The General Manager – Strategy and Environment, Manager – Strategy and Policy and Graduate Policy Advisor left the meeting at 11.24am.

**21. Request for Additional Funds – Carroll Street (SH3) Road Rehabilitation Contract 500/24/083**

Council considered a business paper seeking Council's approval of additional funding needed for the Carroll Street (State Highway 3) Three Waters Asset Relocation Contract 500/24/083.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members questions.

**Resolution**

- 1 The business paper on the Request for Additional Funds: Carroll Street (State Highway 3) Three Waters Asset Relocation Contract 500/24/083 be received.
- 2 Council approve additional funding of \$188,527 for Te Kuiti Water Reticulation Planned Renewals.
- 3 The unbudgeted amount of \$188,527 be funded from the Te Kuiti Water Asset Replacement Reserve.

Robertson/Tasker Carried

**22. Motion to Exclude the Public**

Council considered a business paper enabling Council to consider whether or not the public should be excluded from the consideration of business.

**Resolution**

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter, as specified by Section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Wastewater Sludge Budget Variation Approval	Section 7(2) - (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	Section 48(1)(a) (i) Where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i))
2. Proposed Universal Water Meter Installation	Section 7(2) - (i) To enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) (i) Where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i))

- 3 Council agree the following staff, having relevant knowledge to assist in the consideration of the items of business to be public excluded, remain in attendance to assist the Committee with its decision making:

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Infrastructure Services	Portfolio Holder
Chief Financial Officer	Portfolio Holder
Mansager – Strategy and Policy	Portfolio Holder

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

Robertson/Manawaiti Carried

Chris Gardner (Good Local Media) left the meeting at 11.30am

<b>23. Public Excluded Items to be made public following Council's decision taking</b>
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**Resolution**

Following Council's consideration and decision taking of the public excluded items -

**1 Wastewater Sludge Budget Variation Approval**

The Resolution only be made public as follows:

*The business paper on Wastewater Sludge Budget Variation Approval be received.*

*Robertson/Tasker Carried*

**2 Proposed Universal Water Meter Installation**

The Resolution only be made public as follows:

*The business paper on Proposed Universal Water Meter Installation be received.*

*Robertson/Manawaiti Carried*

Robertson/Tasker Carried

<b>24. Karakia Whakamutunga</b>
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There being no further business the meeting closed at 12.14pm.

Dated this        day of                    2025

JOHN ROBERTSON  
**MAYOR**



Confidential

Confidential

Document ID: 823165

## Report To: Council



**Meeting Date:** 25 March 2025  
**Subject:** Mayor's Report – March 2025  
**Type:** Information Only  
**Author(s):** John Robertson  
 Mayor

### 1. Purpose of Report

1.1 The purpose of this business paper is to present the Mayor's report for the current month.

### 2. Suggested Resolution

2.1 The following is a suggested resolution only and does not represent Council policy until such time as it is adopted by formal resolution.

1 The Mayor's Report – March 2025 be received.

### 3. Commentary

- 3.1 Today we are to consider the Council's draft Annual Plan for the year beginning 1 July 2025. If adopted, we will seek guidance from our constituents through a consultation process. Specifically, we will invite responses on three proposals, being the future of Te Kuiti landfill, a Mokau seawall, and a water-related rate. However, feedback is welcome on anything that is in the draft Annual Plan.
- 3.2 Front of mind for ratepayers will be the level of rates set and what impact that this will have on their rates bill.
- 3.3 We are proposing in this Annual Plan to increase total rates collected by 2.93 percent, from \$25.4 million to \$26.2 million. This is well below the forecast rates requirement of \$27.4 million in the Long Term Plan agreed just over a year ago, that being a rates increase of 7.78 percent.
- 3.4 Long Term Plans help us look out ten years. Annual Plans are where we fine tune the Long Term Plan forecasts using the most current information before us.
- 3.5 **The Executive of Council** have an important part to play in this exercise. They present revised forecasts supported by independent advice on matters like inflation expectations and interest rate projections. They also present revised forecasts on operational matters, such as the latest projections for capital expenditure.
- 3.6 **The Mayor** has a leadership role to play in the development of these Plans with respect to both policies and budgets. This role is defined in Section 41A of the Local Government Act.
- 3.7 **Elected Members** have a role to play in considering the various elements of these Plans and then finally deliberating on them following engagement and consultation processes with the public.
- 3.8 As Elected Members we have spent considerable time discussing the level of rates needed to fund the Council and meet affordability priority, as noted in our Long Term Plan - "We manage all our resources effectively delivering value to our community, keeping sustainability and affordability at the forefront of what we do."

- 3.9 I have learnt from my twelve years of governance experience with Councils that setting the level of rates is never straight forward. It requires finding a balance between several factors, some pulling in different directions.
- 3.10 So what is best practice?
- 3.11 My approach is to advise my preliminary views as early as possible. Typically this would be after receiving the first advice on where costs are heading from the Executive. Such a discussion should take place between the Mayor and the Chief Executive in November or December of the year preceding the Annual Plan year.
- 3.12 An iterative process should then follow, led by the Mayor, involving Elected Members and supported by the Executive.
- 3.13 For this part of the process I form my preliminary views after taking account of the advice on costs and inflation expectations, considering Government advice and elected member views on policy and expenditure priorities, and considering elected member and ratepayer views on the affordability question.
- 3.14 The increase in the rate take proposed at this meeting is 2.93 percent. While slightly higher than I would like, from what I am hearing from other Councils, this will be well below the increases proposed by most Councils in NZ.
- 3.15 On my calculations, if this is what is adopted by us today, it will mean that in the past six years this Council's average rate increases will be very close to the average increase of the Consumer Price Index over this same period.
- 3.16 This is an excellent achievement for our Council and for our ratepayers.

**Document No:** 823229

**Report To:** Council



**Meeting Date:** 25 March 2025

**Subject:** Documents Signed under Council's Common Seal

**Type:** Information Only

**Author(s):** Michelle Higgin  
Manager – Governance Support

## 1. Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of documents signed under the Common Seal of the Council.

## 2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.

1 The business paper on Documents Signed under Council's Common Seal be received.

## 3. Commentary

- 3.1 Council's Policy on Use of the Council Seal (Policy) provides that all documents authenticated or signed on behalf of the Council by way of affixing the Common Seal must be reported to the Council so that, if necessary, Council can ratify the sealing and pass appropriate resolutions to record the same.

- 3.2 Council's Policy also provides that any bylaws made by the Council must be authenticated or signed on behalf of the Council by way of affixing the Common Seal.

### 3.3 Land Transport Bylaw 2025

- 3.4 Council its meeting of 25 February 2025, adopted the Land Transport Bylaw 2025 following the required public consultation process.

- 3.5 The adopted Land Transport Bylaw 2025 has now been authenticated with the Council's Common Seal.

- 3.6 The Land Transport Bylaw 2025 is available for viewing on Council's website - <https://www.waitomo.govt.nz/council/publications/bylaws/>

**Document No:**

**Report To: Council**



**Meeting Date:** 25 March 2025

**Subject:** **Fraud and Corruption Policy Review**

**Type:** Decision Required

**Author(s):** Michelle Higgle  
Manager – Governance Support

## 1. Purpose of Report

- 1.1 The purpose of this business paper is to present a draft copy of the Fraud and Corruption Policy with recommended amendments highlighted for Council's review and feedback.

## 2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Fraud and Corruption Policy Review be received.
  - 2 The revised Fraud and Corruption Policy be adopted.

## 3. Background

- 1.1 The Fraud Policy was first implemented by WDC in 2011. At that time it was classed as an internal operational policy and was not considered for adopted by the Council.
- 1.2 Following Council's establishment of an Audit, Risk and Finance Committee in 2017 and the adoption of a Strategic Risk Register and Risk Management Framework, it was deemed appropriate that the Policy form part of Council's Risk Management Framework going forward.
- 1.3 The scope of the Policy evolved over time to clearly include bribery and corruption and to align with the framework developed by the Ministry of Justice. The name of the Policy was also changed from "Fraud Policy" to "Fraud and Corruption Policy" to better reflect its scope.

## 4. Commentary

- 1.4 The recommended amendments to the Policy as highlighted in the draft Policy attached to this business paper are minor in nature and include:
- Changing the review period from 2 years to 3 years
  - Changing the Responsibility to the Chief Executive (WDC no longer has a Group Manager – Corporate Services)
  - Improving wording consistency – the current policy refers to "staff" and "employees" with the same meaning for both.
  - Correcting the name of the Audit and Risk Committee.
  - Moving paragraph 6.3 to Section 3 as a new paragraph 3.5.

- Deleting Section 8 – Administration as this information is contained in the Policy Information Box on page 2
- Updating the list of Related Documents.

## 5. Considerations

### 6.1 **RISK**

6.2 There are no risks associated with adopting the revised Policy.

### 6.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

6.4 The proposed minor amendments to the Policy are consistent with Council's existing plans and policies.

### 6.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

6.6 The proposed minor amendments are not significant.

## 6. Attachments/Separate Enclosures

Attachment:

- 1 Draft Fraud and Corruption Policy (with amendments highlighted) (Doc #814204V1.0.7)

**DRAFT** (2025 Review)

**Waitomo District Council**

**Fraud and Corruption Policy**



Draft

<b>Adopted by:</b>	Council –
<b>Doc No:</b>	Doc #814204 Version <a href="#">1.0.7</a>
<b>Date of Next Review:</b>	<del>(2 Years)</del> <a href="#">(3 Years)</a> or as required
<b>Responsibility:</b>	<del>Group Manager – Corporate Support</del> <a href="#">Chief Executive</a>
<b>First Adopted:</b>	<a href="#">Frist implemented by WDC - May 2011</a> <a href="#">First adopted by Council – February 2022</a>
<b>Review History:</b>	September 2015 / September 2018 / February 2022

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Draft

## INTRODUCTION | KUPU ARATAKI

This policy reflects the obligations imposed by Sections 100 and 101 of the Local Government Act 2002 (Financial Prudence). Waitomo District Council (WDC) will apply public funds in a way that reflects the highest standards of probity and financial prudence, such that all related processes withstand public scrutiny.

WDC employees, and representatives of WDC, must maintain the highest possible standards of honesty and integrity in their work. A zero-tolerance approach to fraud or corruption, is employed and all suspected or actual incidences will be investigated. All investigations found to have substance will be forwarded to the Police or the Serious Fraud Office.

## PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. The purpose of this policy is to:
  - Provide WDC's position with respect to fraudulent or corrupt activities; and
  - Provide clear guidance to ~~staff~~ employees and stakeholders who encounter or suspect fraud or corruption; and
  - To raise awareness throughout the organisation about how to recognise fraud and corruption, as well as behaviours and circumstances known to be associated with fraud and corruption; and
  - To document a process by which WDC will respond to possible fraudulent, corrupt, dishonest and inappropriate actions.
2. In addition to this Policy, employees belong to professional bodies, such as the Institute of Professional Engineers and the Institute of Chartered Accountants of New Zealand, both of which bind their members to their profession's code of ethics concerning professional behaviour.
3. This Policy applies to any fraud, corruption, suspected fraud, or suspected corruption (alleged or proven) committed against the organisation by a person (legal or natural). For the avoidance of doubt, any reference to employees, ~~staff~~, or elected members in this Policy shall include:
  - The organisation's former employees, volunteers, employees, elected members, persons seconded to Council and as appropriate, contractors (individuals, contractor staff, sub-contractors or affiliated persons with third parties) members of the public and/other parties with a business relationship with Council, including Council Controlled Organisations.
4. Fraud and corruption prevention is about ensuring the overall integrity and performance of the Council.

## DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

<b>Collusion</b>	Any WDC employee that conspires, consents, supports, participates, incites or assists someone, either another WDC employee or an outsider, to commit any of the actions listed below.
<b>Deception</b>	Obtaining property or pecuniary advantage, obtaining services, or evading liability by deception.
<b>Dishonest</b>	An act that is not truthful.

<b>Fraud</b>	The International Standard on Auditing (New Zealand) 240 states the definition of fraud as: <i>An intentional act by one or more individuals among management, those charged with governance, employees or third parties, involving the use of deception to obtain an unjust or illegal advantage.</i>
<b>Inappropriate</b>	Behaviour that is deemed unacceptable.
<b>Misuse/ Misappropriation</b>	Unauthorised possession of WDC resources (money, property or services): either temporarily or permanently depriving WDC of them.
<b>Bribery and Corruption</b>	An act by which an individual(s) or organisation is influenced by bribery, which may or may not include a financial benefit.
<b>WDC</b>	Waitomo District Council

## POLICY | KAUPAPA HERE

### 1. Attitude towards Fraud and Corruption

- 1.1. WDC recognises that all of its assets are held for the benefit of the community and that there is an expectation and obligation that elected members and ~~staff~~ [employees](#) act honestly and with integrity to safeguard WDC resources. WDC is committed to protecting its revenue, property, information and other assets from any attempt to gain financial or other benefits from it by deceit.
- 1.2. WDC does not tolerate fraud or corruption. The 'zero tolerance' stance taken by WDC means that no level of fraud or corruption, in association with the organisation, its employees or stakeholders is accepted. Employees of WDC and those who work around them must pursue the highest possible standards of honesty and integrity whilst conducting their duties; this needs to be visible to the whole council community and external stakeholders.
- 1.3. WDC will uphold all laws and regulations relevant to countering fraud, corruption, and bribery in all areas of the organisation. Further, regardless of the guidelines and procedures set, WDC and those persons working for and with WDC, have an overriding obligation to comply with applicable laws and regulations.

### 2. Fraud and Corruption Prevention – Responsibility

- 2.1 The Senior Management Team is responsible for the detection and prevention of fraud, corruption, misappropriations, and other inappropriate conduct. Each member of the Senior Management Team shall be familiar with the types of improprieties that might occur within his/her area of responsibility and be alert for any indication of irregularity.
- 2.2 The Senior Management Team must, where appropriate, develop and maintain procedures and checks for the prevention of fraud in their area. An example of this is as follows:
  - a) The application of consistent policies and processes, and robust internal control frameworks, which are monitored and reviewed regularly, particularly in those areas susceptible to fraud and corruption;
  - b) External audits of WDC's financial statements, in accordance with legislative requirements; and
  - c) Promotion of ethical behaviour through induction, training and performance development programmes.

- 2.3 When recruiting or promoting employees to positions of trust, Human Resources must ensure that:
- a) Independent checks of the potential employee's employment history are undertaken;
  - b) Processes are undertaken to ensure the potential employee is suitable for the position.

### 3. Fraud and Corruption Reporting

- 3.1 All employees, elected members, consultants, vendors, contractors, and outside agencies with a business relationship with WDC have a responsibility to report any suspected activity relating to fraud or corruption.
- 3.2 Any suspected fraud or corruption must be reported directly to a member of the Senior Management Team or the Chief Executive.
- 3.3 Reports may be made anonymously or under the protection of the Protected Disclosures Act 2000 (also known as the Whistle Blowers Act), providing a safe, documented and widely available process for all employees to report fraud or corruption.
- 3.4 The Chief Executive will brief the Mayor and the Chairperson of the Audit ~~Risk and Finance Committee~~ and Risk Committee of any suspected fraud or corruption prior to commencement of an investigation and following the conclusion of the investigation.
- 3.5 The Chief Executive will notify the fraud and/or corruption, or suspected fraud and/or corruption, to Council's auditors and insurers as and when appropriate.
- 3.6 The Chief Executive will advise the Office of the Auditor General of any suspected fraud or corruption.

### 4. Fraud and Corruption Investigation

- 4.1 If, after preliminary enquiries, fraud and/or corruption is suspected then an investigation in accordance with WDC disciplinary procedures will be conducted to gain all relevant facts.
- 4.2 Human Resources will facilitate the investigation of all fraudulent and/or corrupt acts, except where the suspected fraud and/or corruption may involve:
- a) A member of the Senior Management Team, in which case the Chief Executive will have primary responsibility for conducting the investigation;
  - b) The Chief Executive, in which case the Mayor will have the primary responsibility for conducting the investigation; or
  - c) The Mayor or an elected member, in which case the Independent Member of the Audit ~~Risk and Finance Committee~~ and Risk Committee will have primary responsibility for conducting the investigation.
- 4.3 If the suspected fraud and/or corruption involves the Chief Executive, the Mayor will assume the responsibilities and actions of the Chief Executive under this Policy.
- 4.4 Upon notification of suspected fraud and/or corruption, the Chief Executive (as employer) shall, within 24 hours, request a confidential written statement from the Informant(s) detailing the nature of the fraud and/or corruption, the person(s) involved and the amount of cost or impact to WDC if known.
- 4.5 The Chief Executive will, on receipt of a written statement, make a determination on the appropriate next stage including but not limited to:
- a) External Legal Advice

- b) Further requirement to investigate
  - c) Referral to External Law Enforcement
  - d) Referral to external regulator
  - e) Any disciplinary action
- 4.6 The Chief Executive may, when of the opinion that an employee may have been guilty of serious misconduct or fraud, suspend the employee immediately from work in accordance with the employee's Employment Agreement. During this period of time, the Chief Executive will initiate the investigation into the circumstances of the alleged misconduct and give the employee an opportunity to comment on any allegations made against them.
- 4.7 Suspension is appropriate where there is a danger that evidence may be destroyed, altered or removed or that coercion of witnesses may occur.
- 4.8 In undertaking any investigation, the Chief Executive supported by Human Resources, may:
- a) Establish an investigation team to examine the suspected fraud and/or corruption. The Chief Executive must be a member of the investigation team; and/or
  - b) Use external resources for investigations, if deemed appropriate.
- 4.9 The following information will be sought as a minimum:
- a) Person(s) involved
  - b) Property or service misused
  - c) Amount of money involved
  - d) Potential Policy breaches
  - e) Potential legislative breaches
- 4.10 If the investigation substantiates that fraudulent, corrupt activities have occurred, the Chief Executive shall:
- a) Consult with legal counsel regarding the decision to prosecute, or refer the investigation results to the appropriate law enforcement and/or regulatory agencies for an independent investigation on completion of the disciplinary procedure;
  - b) Report the results of the investigation to the elected Council.
- 4.11 When investigating fraud and/or corruption, the investigation team will have free and unrestricted access to all records and premises, and the authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets, computers and other storage facilities on the premises without prior knowledge or consent of any individual who may use, or have custody of, any such items or facilities, when it is within the scope of their investigation.
- 4.12 Recovery of any misappropriated WDC property will be pursued whenever possible and practicable. Where recovery from an identified person is not possible, recovery from the WDC's insurers will be sought.

## 5. Confidentiality

- 5.1. Investigation results will not be disclosed or discussed with anyone other than those with a valid need to know. This is important in order to avoid damaging the reputations of persons suspected but held to be innocent of wrongful conduct until proven otherwise and to protect WDC from the risk of potential civil liability.

- 5.2. All enquiries concerning the activity under investigation from the suspected individual, his or her lawyer or representative, or any other person should be directed to Human Resources.
- 5.3. No information regarding the status of the investigation will be released. The proper response to any enquiries shall be "I am not at liberty to discuss this matter". Under no circumstances should any reference be made to "the allegation", "the crime", "the fraud", "the forgery", "the misappropriation" or any other specific reference.

## 6. External Communication

- 6.1. All statements to the media or public regarding fraud will be made by the Chief Executive in accordance with Section 5 "Confidentiality" above.

~~6.2. The Group Manager Business Support should notify the fraud and/or corruption, or suspected fraud and/or corruption, to Council's, external auditors and insurers as and when appropriate.~~

## 7. Disciplinary Issues

- 7.1. The Chief Executive may initiate disciplinary action at any time during a fraud investigation, in accordance with the Council's disciplinary procedures, or any other applicable procedures or policies.

## ~~8. Administration~~

~~8.1. The Chief Executive is responsible for the administration, revision, interpretation, and application of this Policy. The Policy will be reviewed on a bi-annual basis, or sooner if required.~~

## ~~9.8. Authorisation~~

~~9.1.8.1.~~ The Council has authorised implementation of this Policy.

## ~~10.9. Related Documents~~

~~10.1.9.1.~~ This Policy is to be read in conjunction with other Council Policies, specifically:

- ~~• Mobile Phone Policy~~
- [Information Services Technology Acceptable Use Policy](#)
- ~~• Code of Conduct~~
- [Code of Conduct \(and Code of Conduct Policy\)](#)
- Fuel Card Policy
- [Sensitive Expenditure Policy](#)
- Protected Disclosures (Whistle Blowers) Policy

~~10.2.9.2.~~ This Policy should be read and considered with related legislation, specifically:

- The Local Government Act 2002
- Protected Disclosures Act 2000
- Local Authorities (Members Interests) Act 1968
- The Secret Commissions Act 1910
- The Crimes Act 1961

## ~~11.10. Useful Resources~~

- Online anti-corruption training module developed by SFO & TINZ
- Serious Fraud Office: information for complainants
- Further information on protected disclosures/whistleblowing

Document No: 819290

## Report To: Council



**Meeting Date:** 25 March 2025

**Subject:** **Triennial Elections 2025 – Voting Document Arrangements**

**Type:** Decision Required

**Author(s):** Adrian Lindsay  
Legal Advisor

### 1. Purpose of Report

- 1.1 The purpose of this business paper is to provide information in relation to arrangements for the 2025 Triennial Elections, to be held on Saturday 11 October 2025, and for Council to make a decision on the order of the surnames of candidates in the voting documents for the 2025 Triennial Election and any subsequent by-elections.

### 2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.

- 1 The business paper on Triennial Elections 2025 – Voting Document Arrangements be received.
- 2 Pursuant to Section 31 of the Local Electoral Regulations 2001, Council resolve that the names of the candidates on the voting document for the 2022 Waitomo District Council triennial elections and any subsequent by-election shall be in -

(select one only):

- a. Alphabetical Order of Surname

**OR**

- b. Pseudo-Random Order

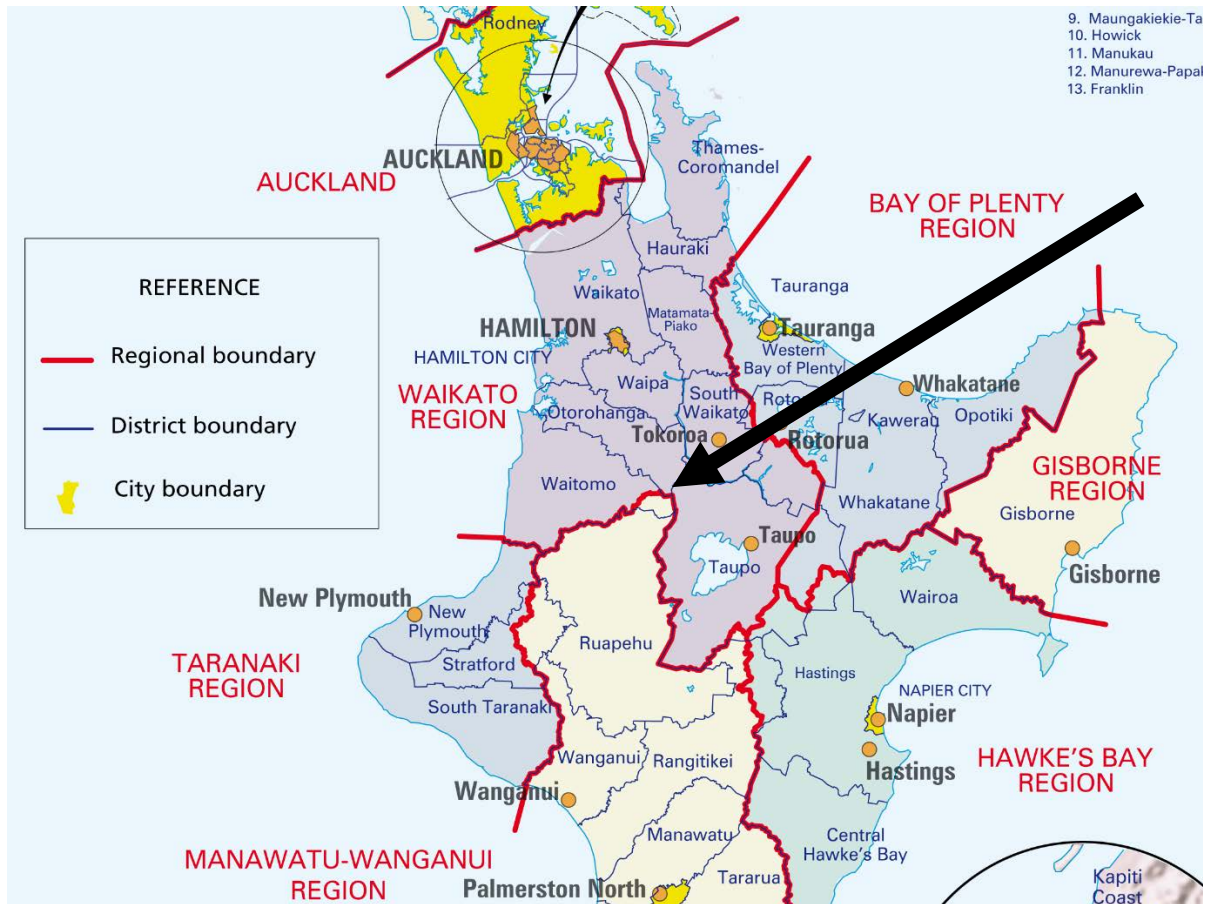
**OR**

- c. Fully Random Order

### 3. Background

- 3.1 Local Government triennial elections are run in accordance with the requirements of the Local Electoral Act 2001 and the Local Electoral Regulation 2001.
- 3.2 Elections for Mayor and Councilors in the Waitomo District as well as elections for Waikato Regional Council (WRC) and Horizons (Manawatu-Whanganui) Regional Council (HRC) are held every three years.
- 3.3 The elections for WRC and HRC (for those parts of the regions which overlap Waitomo District) will be undertaken by WDC on their behalf. Note as can be seen from the following image, only a small part of our District falls within HRC boundaries.





- 3.4 The elections are being held by postal vote on Saturday 11 October 2025, and preparations are underway.
- 3.5 As Council is aware, WDC has contracted Electionz.com as its provider for vote processing and electoral services. Warwick Lampp, from Electionz.com, is the Electoral Officer for Waitomo District Council and Adrian Lindsay, the Deputy Electoral Officer.
- 3.6 Key dates for the 2025 Triennial Election are:

Key Dates	
Friday 4 July 2025	Nominations open
Friday 1 August 2025	Nominations close at 12 noon. Electoral rolls close.
Tues 9 Sept – Mon 22 Sept 2025	Delivery of Voting Papers to electors by post.
Tues 9 Sept – Sat 11 October 2025	Voting Period
<b>Saturday 11 October 2025</b>	<b>Election Day.</b> Voting closes at 12 noon. Progress results will be available, and the declaration of the final results will be made as soon as possible.

## 4. Commentary

### 4.1 ORDER OF CANDIDATE NAMES

- 4.2 Council has until 30 June 2025 to resolve the order in which candidates' surnames are listed on the voting paper.

4.3 The three options are:

- **Alphabetical** Candidates are listed alphabetically by surname.
- **Pseudo Random** All voting documents have candidates in the same random order by surname, having been ordered by the drawing of lots.
- **Random** Every voting paper will have candidates ordered randomly by their surname.

Note: If Council does not adopt one of the above options prior to 30 June, then the default position will apply, which is that candidates are listed alphabetically by surname.

4.4 It is suggested that Council also determine the order in which candidates' surnames are listed on voting papers for any subsequent by-elections that may occur, to reduce administration time and costs.

4.5 Considerations for the three options are as follows:

Options	Advantages	Disadvantages
<b>Alphabetical</b>	<p>Less confusion as the names in the candidate profile booklet and voting papers are in the same order.</p> <p>Voters are easily able to find whom they wish to vote for.</p> <p>Council has, in the past, always listed candidate's names in alphabetical order of surnames.</p>	<p>Some argue that this approach favours those candidates with names in the first part of the alphabet.</p>
<b>Pseudo Random</b>	<p>The order of candidates is random and therefore less likely to favour candidates with names in the first part of the alphabet.</p>	<p>Candidates in the profile booklet are still listed alphabetically, and this could cause some confusion.</p> <p>Voters may not easily be able to find who they wish to vote for.</p> <p>The same random order is used for all voting papers and therefore, some may argue, the same advantage is given to those listed first, as with the alphabetical option.</p>
<b>Random</b>	<p>The order of candidates' names is different for each voting paper and therefore gives no potential for advantage to any candidate.</p> <p>This option used to be more expensive, but there is no longer any price differential.</p>	<p>Candidates in the profile booklet are still listed alphabetically, and this could cause some confusion.</p> <p>Voters may not easily be able to find who they wish to vote for.</p>

4.6 WRC and HRC will also feature on Waitomo's voting papers. We have not yet been informed of their order of candidate surnames for the 2025 election.

4.7 It is not necessary for all local bodies appearing on the same voting paper to use the same method of ordering candidate names.

- 4.8 A summary of the use of the three options by Councils and Regional Councils for the last three (2016, 2019 and 2022) triennial elections is as follows:

Options	2016	2019	2022
Random	47%	53%	73%
Alphabetical	46%	40%	24%
Pseudo-Random	8%	7%	3%

## 5. Analysis of Options

- 5.1 The three options (alphabetical, pseudo random and random) are provided under Section 31(1) of the Local Electoral Regulations 2001 for Council to choose from for how the names of each candidate seeking election may be arranged on the voting documents.
- 5.2 However, should Council not make a resolution of the option to be used, Section 31(3) states "If no applicable resolutions, the candidates' names must be arranged in alphabetical order of surname."

## 6. Considerations

### 6.1 **RISK**

- 6.2 There is no risk involved in Council considering which method is to be used, as in the event no resolution is passed, the Regulations provide that that candidates' names must be arranged in alphabetical order or surname.

### 6.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 6.4 A decision on the order of candidate surnames on voting papers is in accordance with the requirements of the Local Electoral Act 2001 and the Local Electoral Regulations 2001.

### 6.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 6.6 As any decision or inaction is dealt with by the relevant Act/Regulations there is no significance or community view considerations required.

Document ID: 806095

## Report To: Council



**Meeting Date:** 25 March 2025

**Subject:** **Community and Partnerships Bi-Monthly Activity Update Report**

**Type:** Information Only

**Author(s):** Helen Beever  
General Manager – Community Services

### 1. Purpose of Report

- 1.1 The purpose of this business paper is to update Council on activities that form part of the Community and Partnerships Group.
- 1.2 The business paper also provides an update on a range of Council recreation services and activities.

### 2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
  1. The business paper on Community and Partnerships Bi-Monthly Activity Update Report be received.

### 3. Background

- 3.1 At its meeting of 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 3.2 A reporting schedule was agreed with Infrastructure and Community reporting on the same bi-monthly agenda.
- 3.3 The Community and Partnerships report incorporates commentary on its activities.

### 4. Commentary

#### 4.1 COMMUNITY SUPPORT AND DEVELOPMENT

- 4.2 The Community Support and Development group of activities incorporates Safe Communities, Community Grants, Youth Engagement and Events.

#### 4.3 **CURRENT ACTIVITY**

#### 4.4 THE GREAT NZ MUSTER

- 4.5 The Great NZ Muster will be held on Saturday 29 March 2025 and planning for this event is well underway.
- 4.6 The Harmonic Resonators have been booked to perform, and we have confirmation that the Glenbrook Railway will be running a special train service to bring attendees for the day.

4.7 We are also working closely with the New Zealand Motor Caravan Association, who will once again be attending. A number of local businesses are offering special deals and discounts for the NZMCA members throughout the weekend.

4.8 MAYORS TASKFORCE FOR JOBS

4.9 The Mayors Taskforce for Jobs (MTFJ) programme continues to achieve excellent outcomes, with 35 employment outcomes already completed for the 2024/25 financial year. This is particularly significant given that we are only contracted to deliver 30 outcomes, highlighting the exceptional efforts of our contractor.

4.10 A proposal for the 2025/26 financial year has been submitted to MTFJ, with \$180K in funding confirmed.

4.11 NOVICE DRIVER TRAINING PROGRAMME

4.12 The Novice Driver Training Programme supports and provides a coordinated and collaborative approach to assist learner drivers to obtain their driver's license within the district.

4.13 Key objectives for the 2024/25 financial year include:

- Achieving the following pass rates with students aged 16-24 years of age with a target pass rate of 90% achieved:

➤	Learners	15 students per annum
➤	Restricted	25 students per annum
➤	Full	15 students per annum

4.14 As at the second quarter of this financial year, the following has been achieved:

➤	Learners	10 students
➤	Restricted	19 students
➤	Full	10 students

4.15 ACTIVATION OF RANGATAHI ENGAGEMENT PLAN

4.16 A meeting with rangatahi from local secondary schools has taken place to plan the first event for rangatahi, which will be led by our rangatahi. This event will be designed to offer meaningful and enjoyable experiences, encouraging participation and strengthening community ties.

4.17 AIR QUALITY CAMPAIGN

4.18 Waikato Regional Council (WRC) will be funding another Air Quality Campaign in Te Kuiti to improve the Te Kuiti Airshed.

4.19 The funding covers WRC promoting the campaign and educational awareness on air quality. A prize for survey participation is being offered by WRC, with a load of firewood delivered to the prize winner.

4.20 TECH STEP

4.21 A funding application was lodged with the Chamber of Commerce to support delivery of another Tech Step event in Te Kuiti. The application was successful with a grant of \$5,000.

4.22 The event will be held at the Les Munro Centre on 29 May 2025, with a focus of promoting pathways into digital technology careers.

4.23 The organising committee comprises representatives from:

- Number 12
- Ōtorohanga Employment Hub
- Rangatahi Pathways (Aotahi)

- MSD
- Matihiko (Māori Digi & Tech)
- Trojan Beatz (Leon Hemara)
- Te Nehenehenui

#### 4.24 **RISKS AND OPPORTUNITIES**

4.25 There are no immediate identified risks with these activities.

#### 4.26 **LOOKING FORWARD – THE NEXT 3 MONTHS**

4.27 Delivery of the 2025 Great NZ Muster.

4.28 Delivery of a Rangatahi Engagement Plan event.

4.29 Vibrant Waitomo meeting.

4.30 Delivery of the Tech Step event at the Les Munro Centre.

#### 4.31 **CUSTOMER SERVICES AND LIBRARY**

##### 4.32 **CURRENT ACTIVITY**

##### 4.33 **CUSTOMER SERVICES**

4.34 Improved signage for the WDC Customer Service and Visitor Hub will be installed over the coming weeks. The signage will help to direct visitors to the Visitor Hub.

4.35 Customer Services has re-purposed a large portable digital screen from the Les Munro Centre and are using it for after-hours information for residents and visitors. It promotes Council and Library services as well as district attractions and activities. The screen is placed in front of the automatic doors outside of office hours. Positive feedback has been received.

##### 4.36 **RATES REBATE**

4.37 Rate Rebate applications have increased. Applications processed to 10 March 2025 are sitting at 266, with 243 applications processed in the same period in 2024.

##### 4.38 **WAITOMO DISTRICT LIBRARY**

4.39 The newest addition to the library's collection of collaborative art books, *The Magic Bubble*, has arrived at the library and the kids who participated love it. A family from out of town even travelled to view the completed project; they participated because they were traveling through Te Kuiti during the holidays. Three copies were ordered, prepared, and assembled by the library to be added to the collection. It will become an annual or bi-annual event due to its popularity.

4.40 Upon returning to the library after Christmas, the staff started on the task of integrating the Adult and Young Adult fiction collections together. This choice was reached toward the end of last year, after recognising that the majority of the young adult collection readers are adults. The library has an excellent young adult collection, but we lack readers. This was done as a test to determine if it increased the use of the collection.

4.41 Staff have posted QR codes and other resources to help young adults find their reading material in this broader collection. If we notice an increase in usage and our users remain happy with this decision, it will continue going forward.

4.42 The Raumati Toa programme is going strong with 33 children actively collecting cards (42 signed up) with a month remaining in the programme. The feedback has been excellent with children creating their own card games, swapping cards between themselves and sending their parents in to get books out and collect their cards during school hours. We have even heard of a nonreader state "I never knew reading could be so much fun".

- 4.43 This term also marked the start of our new Robotic Lego Club. This event will take place weekly for eight weeks during each school term. It will be an eight-week course with a group of five youngsters per term. (There will be a registration period at the conclusion of each term). Over the course of eight weeks, they will learn to build four different robotic bases and code them to move, avoid obstacles, grab and release, detect colours and lines, and have some free building time at the end to create their own robot.
- 4.44 The library held the first Writers' Support Group in November of last year, with six attendees. This group will meet again in February, with a few additional people interested in attending. The first session was a huge success, with lots of shared ideas and even some writing homework to complete during the Christmas break.
- 4.45 Some reviews the library recently received on Google Reviews:

★★★★★ a week ago **NEW**

Friendly and helpful staff. Clean environment with really cool displays. They have a maker space and lots of activities and things you can hire. Really good range of books and services, including printing and 3-D printing. This is hands down the best library we have seen. They have a lot to offer!

★★★★★ 4 weeks ago

This place has lots to offer, Friendly helpful staff, clean environment well resourced and lots of activities for the children big small old and young.

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#### 4.46 **RISKS AND OPPORTUNITIES**

- 4.47 There are no immediate identified risks with this activity.

#### 4.48 **LOOKING FORWARD – THE NEXT 3 MONTHS**

- 4.49 It is time once again to work on some activity packs for the Easter holidays. The theme of these packs will be "Arts and Crafts". Approx 120 packs will be available for children to take home and work on in their own time over the holiday period. There will also be some library events run during this time. These are yet to be confirmed.
- 4.50 Staff are reviewing the processing of library books and intend to put changes into effect in the upcoming financial year. In addition to many other factors, staff are currently examining what other libraries are doing, what works and what doesn't, which of our collections sustain the most damage, and the best practice for children's picture and board books (hygienically speaking, because these are primarily used by infants). The goal is to use less plastic than we currently are while still maintaining the library collections.

#### 4.51 **COUNCIL RECREATION SERVICES**

- 4.52 Council Recreation Services incorporates the Waitomo Aquatic Centre and Gallagher Recreation Centre.

#### 4.53 **CURRENT ACTIVITY**

##### 4.54 **GALLAGHER RECREATION CENTRE (GRC)**

- 4.55 The GRC continues to be well utilised by the community and Te Kuiti High School.
- 4.56 Midget grade miniball is now played at the GRC, with four new portable basketball hoops introduced for players of that age group. Two full courts are utilised for the games.
- 4.57 One of the highlights of 2024 was the co-hosting of the Maniapoto Paa Wars, which was held over Labour Weekend. The stadium, multipurpose room, kitchen and officials' rooms were well utilised over the two-day event.

- 4.58 Approximately 600 visitors/whanau rotated between the sports being played on the fields, courts and in the school hall. Approximately 3,000 people attended/were on the school grounds over the weekend.
- 4.59 Te Kuiti High School continues to be a large participant group with their PE classes during school hours.
- 4.60 In early May Raglan Area School will be onsite at GRC for a two-day volleyball trial in the stadium. This provides a great opportunity to showcase the GRC to visitors from outside the district.
- 4.61 The gym membership currently stands at 382 members.
- 4.62 In addition to the gym and stadium, the multipurpose room has been booked frequently for step classes, seminars and training sessions.
- 4.63 Summer league basketball is in full swing, which will lead into winter league in the cooler months, led by Waitomo Basketball Association.
- 4.64 Initial discussion have taken place with the Waitomo Netball Association regarding the possibility of winter netball at the GRC. This would take place over two evenings for various grades.
- 4.65 WAITOMO DISTRICT AQUATIC CENTRE
- 4.66 A busy time at the Aquatic Centre with a 17.64% increase in patronage for the month of February, when compared to the same time last year.
- 4.67 There have been many school bookings, including school swimming events.
- 4.68 The Te Kuiti Swim Club is also a regular patron at the facility.
- 4.69 The number of early morning swimmers has increased this season, and the facility has been hired for a number of private events.
- 4.70 **RISKS AND OPPORTUNITIES**
- 4.71 There are no immediate identified risks with this activity.
- 4.72 HUMAN RESOURCES
- 4.73 WDC has been successful in recruiting the following positions:
- Mechanical Treatment Plant Operator
  - Administrator – Infrastructure Services
  - Parks and Facilities Operator
  - Community Services Administrator (Part Time, Fixed Term)
- 4.74 At the time of writing this business paper, 4 positions remain vacant: Graduate – IT Business Analyst, Roading Engineer, Programme Lead Procurement and Transfer Station Attendant.



**Document No:** 822230

**Report To: Council**



**Meeting Date:** 25 March 2025

**Subject:** **Co-Lab – Half-yearly Report to 31 December 2024 and Draft 2025/26 Statement of Intent**

**Type:** Decision Required

**Author(s):** Wayne La Roche  
Asset Accountant

Tina Hitchen  
Chief Financial Officer

**1. Purpose of Report**

- 1.1 The purpose of this business paper is to present the Half-yearly Report to 31 December 2024 for Co-Lab and the Draft 2025/26 Statement of Intent (Sol).

**2. Suggested Resolutions**

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Co-Lab Half-yearly Report to the 31 December 2024 and the Draft 2025/26 Statement of Intent be received.
  - 2 The Co-Lab Half-yearly Report to 31 December 2024 be received and be published on Council's website.
  - 3 The Draft 2025-26 Statement of Intent for the year ending 30 June 2026, be received.
  - 4 No changes are suggested to the Draft 2025-26 Statement of Intent for Co-Lab.

**3. Background**

3.1 **HALF YEARLY REPORT**

3.2 Section 66 of the Local Government Act 2002 determines that the Board of a Council Controlled Organisation (CCO) must deliver a half yearly report on the organisation's operations to the shareholder by the end of February of each year and this report must contain any information required under its Statement of Intent.

3.3 Attached to, and forming part of this business paper, is a copy of the Co-Lab half-yearly report for the six months ended 31 December 2024. (Attachment 1)

3.4 **STATEMENT OF INTENT**

3.5 Section 64 of Local Government Act 2002 (LGA 2002) requires all CCOs to have a Sol that must not be inconsistent with the constitution of the CCO.

3.6 The Board is required to approve a Draft Sol by 1 March each year for consideration by the Shareholders. The Board must consider any Shareholder comments by 1 May and deliver the completed Sol to Shareholders by 30 June.

- 3.7 Attached to, and forming part of this business paper, is a copy of the Co-Lab Draft Sol for 2025/26. (Attachment 2)

## 4. Commentary

### 4.1 HALF YEARLY REPORT

- 4.2 The financial performance for the six months to 31 December 2024 resulted in a net profit of \$77,000, which was more than the YTD forecast deficit of \$483,000.
- 4.3 Revenue was more and expenditure less than anticipated, both contributing to the net profit for the period.

\$000's	Dec 2024 Actual	Dec 2024 Budget	Variance to budget	Dec 2023 Actual
Total income	5,229	4,831	398	4,468
Total operating expenditure	5,151	5,314	(163)	4,788
<b>Net profit</b>	<b>78</b>	<b>(483)</b>	<b>(561)</b>	<b>(320)</b>

- 4.4 There are currently seven major initiatives operating under the Co-Lab umbrella:
- Road Asset Technical Accord (RATA)
  - Waikato Building Consent Group
  - Co-Lab Geospatial Services (CoGS)
  - Co-Lab Water Services
  - Co-Lab Procurement Support
  - Regional Infrastructure Technical Specifications (RITS)
  - Energy and Carbon Management
  - Waikato Regional Transport Model (WRTM)
- 4.5 In addition to the seven major initiatives listed above and in line with Co-Lab's performance framework, further Opportunity Development Projects are currently being investigated. These include Automated Building Plan Checks, Building Consent Processing Hub, Electric Vehicle (EV) Charging Network Collaboration and Waikato Waters Done Well.
- 4.6 The report noted that Co-Lab learning will be disestablished at 30 June 2025 due to low utilisation to date and insufficient interest moving forward.
- 4.7 An update on the progress against the performance targets set out in the current year's Sol is included on page 11-12 of Attachment 1.
- 4.8 **DRAFT 2025/26 STATEMENT OF INTENT**
- 4.9 The performance measures presented in the Draft Sol (which are the same as the prior year) are summarised in the following table:

Strategic goal	3-year objective	Annual KPI
Shareholding councils understand we provide them value	<ul style="list-style-type: none"> <li>• We know the value we provide shareholders has improved by 15%, by 30 June 2027* (baseline y/e 30 June 24).</li> <li>• By 30 June 2027, 80% of shareholders agree they get value from Co-Lab.</li> <li>• All shareholders take up at least one additional shared service.</li> </ul> <p><i>Based on the regional benefits of collaboration (not an individual council's benefits from collaboration).</i></p>	<ul style="list-style-type: none"> <li>• Year-on-year increase in the value we provide to councils.</li> <li>• 80%+ of council survey respondents believe those Co-Lab services they received meet or exceed their expectations (evidenced by an annual survey).</li> <li>• Year-on-year increase in the utilisation of services we provide to councils.</li> </ul>

Strategic goal	3-year objective	Annual KPI
Deliver value by growing the scale of our shared service function	<ul style="list-style-type: none"> <li>24 new instances of Co-lab shared services being utilised by June 2027 (Baseline y/e 30 June 24)</li> </ul>	<ul style="list-style-type: none"> <li>Year-on-year increase in the utilisation of services we provide to councils.</li> <li>Year on Year increase in the number of services available to councils</li> </ul>
Diverse, talented and motivated people work for us	<ul style="list-style-type: none"> <li>Maintain staff engagement above 85%.</li> <li>Staff turnover is less than 15%.</li> <li>Our vacancies are filled by suitable candidates within 3 months.</li> </ul> <p>All baselined y/e 30 June 24)</p>	<ul style="list-style-type: none"> <li>Maintain staff engagement above 85%.</li> <li>Staff turnover is less than 15%.</li> <li>Vacancies are filled by suitable candidates within 3 months.</li> </ul>

- 4.10 The funding needs for Co-Lab for the next three years are summarised in the following table. The full forecast financials are included on page 9-10 of Attachment 2.

\$000's	Sol 2024/25	Draft Sol 2025/26	Draft Sol 2026/27	Draft Sol 2027/28
Total income	10,118	12,090	10,926	11,570
Total operating expenditure	11,071	11,926	10,636	11,336
<b>EBITDA</b>	<b>(954)</b>	<b>164</b>	<b>290</b>	<b>234</b>
Depreciation/amortisation	51	50	52	54
<b>Net Surplus/(Deficit)</b>	<b>(1,005)</b>	<b>114</b>	<b>237</b>	<b>180</b>

- 4.11 Total revenue for 2025/26 is forecast at \$12.1 million, with 34% of revenue (\$4.1 million) forecast for Co-Lab Water Services followed by \$2.6 million from Road Asset Technical Accord (RATA) services.
- 4.12 Company management support revenue is budgeted to be increased back to "normal levels" compared to the 2024/25 amount. It was reduced for 2024/25 as a temporary, one-off adjustment through the utilisation of cash surpluses on hand.
- 4.13 Forecast revenue for the Road Asset Technical Accord (RATA) and Waikato Regional Transport Model (WRTM) programmes is forecast to increase for 2025/26 before decreasing in 2026/27. (WRTM is a strategic model to enable integrated planning of land use and transport. It is a programme that Council is not participating in or funding).
- 4.14 Total expenditure is forecast at \$11.9 million, with increases forecast for RATA and WRTM programmes.
- 4.15 Co-Lab are budgeting for modest surpluses over the next three years.
- 4.16 Council is now invited to consider the Draft Sol and provide comments should it choose to.

## 5. Analysis of Options

- 5.1 Council as a shareholder needs to consider the Draft Sol and has the option of agreeing to it as presented as per section 65 of the LGA 2002 or proposing amendments to the Sol for the Co-Lab Board to consider.
- 5.2 The Board must consider any comments by the shareholders on the Draft Sol by 1 May and then deliver the completed Sol to the shareholders on or before 30 June.

**6. Considerations****6.1 RISK**

6.2 If Council does not consider and decide to agree to the Draft Sol, then it may ultimately run the risk of non-compliance with legislative requirements around preparation and adoption of the Sol.

6.3 There is additional risk that Co-Lab Board and Management will not be able to plan well and in advance, any strategy or financial changes they might need to make to accommodate the suggestions of Council.

**6.4 CONSISTENCY WITH EXISTING PLANS AND POLICIES**

6.5 The decision to agree on the Draft Sol as presented will be consistent with Council's understanding of the future plans of Co-Lab and its objectives for the CCO.

**6.6 SIGNIFICANCE AND COMMUNITY VIEWS**

6.7 The Draft Sol is aligned to Co-Lab's constitution and its plans and forecasts discussed with the Council previously and is generally aligned with the expectations of Council from its shareholding. The decision is not considered to require public engagement as per Council's Significance and Engagement Policy.

**7. Recommendation**

7.1 Co-Lab Half-yearly Report to the 31 December 2024 be received and be published on Council's website.

7.2 The Co-Lab Draft 2025/26 Statement of Intent be received.

7.3 Council responds to the Board of Co-Lab, noting that no changes to the Draft Sol are suggested.

**8. Attachments:**

1. Co-Lab – Half Yearly Report to the 31 December 2024 (Id 822011).

2. Co-Lab – Draft 2025/26 Statement of Intent (Id 822012).



**Half-yearly report  
(un-audited)**

1 July 2024 to 31 December 2024

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### Collaboration & Partnership

**We are better together | *He hunga toa takitini***

**We collaborate and partner by:**

- Building kotahitanga and respect
- Delivering together
- Focussing on community benefits
- Valuing diversity

### Integrity

**We do the right thing | *He hunga whai i te tika***

**We act with integrity by:**

- Being accountable and honest
- Trusting and listening
- Having courage
- Behaving in good faith

### Innovation

**We transform ideas into results**

***He hunga whai i te tika***

**We innovate by:**

- Thinking boldly
- Being solution focused
- Challenging perceptions
- Embracing change

# Statement of service performance

Co-Lab<sup>1</sup> is a council-controlled organisation (CCO) owned by councils across Waikato and Bay of Plenty. Our vision is that council collaboration through Co-Lab maximises community outcomes.

To achieve this, we have three main functions:

1. We act as an “ideas laboratory” – working with councils to investigate and develop opportunities to work together
2. We deliver shared services to councils
3. We enter joint procurement arrangements.

By undertaking these activities, we provide three key benefits to councils:

1. Reduce costs through, for example, efficiency gains in FTE or time, procurement savings and reducing unit cost of product/ service
2. Create value, by improving levels and quality of service, increasing skills, expertise or compliance and improving decision making
3. Enable innovation and change for example via research & opportunity development, by providing centres of expertise/skills, by facilitating collaboration and regional insights and enabling councils to provide a consistent customer experience.

This report comments on projects and shared services that have substantial activity to report over the first half of the financial year.

## Opportunity development highlights

### Food & Alcohol Licensing Shared Service

We adopted a bold approach to exploring new shared service opportunities, aiming to either gain support quickly or 'fail fast.' Councils were presented with a Letter of Support to explore a shared service for *Food & Alcohol Licensing*. They were asked to commit to participating in a co-design process, with the understanding that they would adopt the shared service if specific success criteria were met at the completion of its design. While several councils expressed interest in the concept, there was ultimately not enough commitment to move forward.

### Right People Right Place

The Right People, Right Place project considered what councils can do (collectively and individually) to meet current and future workforce requirements. The significant shift in the employment market since this project commenced eased the urgency and motivation of councils to progress any initiatives identified during the investigation. However, two initiatives were considered in more detail. Although six councils were interested in establishing a joint Management Training Programme, ultimately, they decided not to proceed. There were also seven Councils interested in a regional approach to promoting council careers. This will be assessed further in 2025 but was deprioritised against other work commitments.

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<sup>1</sup> Co-Lab is the trading name of Waikato Local Authority Shared Services Ltd

### Automated Building Plan Checks

One way opportunity development has evolved is that we have undertaken some research to look beyond our borders seeking examples of shared services that could be beneficial to Councils. During this research we found a successful initiative in Victoria, Australia where planning submissions are initially checked automatically to speed up the approval process. Subsequently we have been investigating the feasibility of doing something similar for building consent applications and development of the opportunity is ongoing.

### Building Consent Processing Hub

Seven Councils explored options for a Building Consent Processing shared service. The group recommended that we establish a hub to handle building consent applications that exceed Council staff capacity. A high-level operational model was defined, and we are now progressing the opportunity.



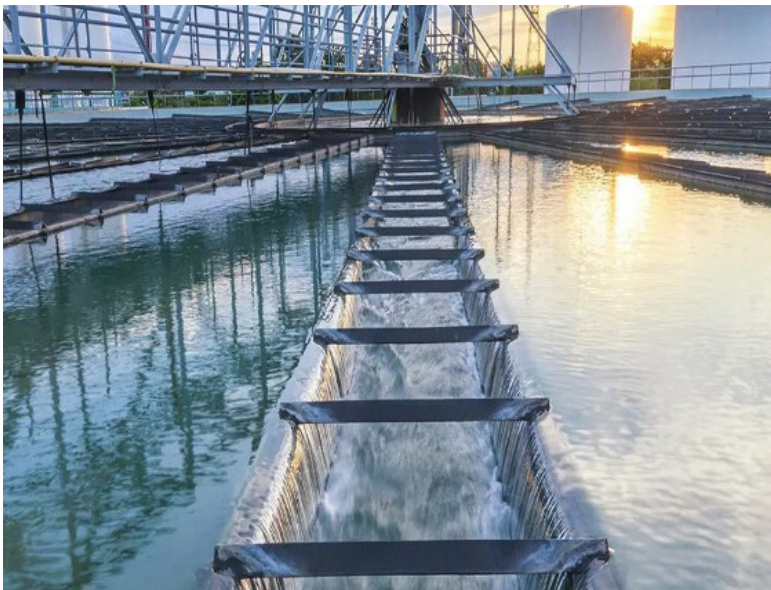
### Electric Vehicle (EV) Charging Network Collaboration

We investigated an opportunity for Councils to support economic development and the reduction in transport emissions by making Council land available for publicly accessible EV chargers. Working together will increase Councils' ability to attract investment in the region from EV charging infrastructure providers (charge point operators). We got support from nine Councils to undertake an expression of interest that will enable an assessment of the financial viability of taking a collective approach.

### Waikato Water Done Well

*This project was separately funded by the Participating Councils involved.*

For the regional Waikato Waters Done Well (WDDW) project, we supported councils and the lead consultant in investigating the merits of aggregating water services in response to the Government's Local Water Done Well policy. This work culminated in seven councils signing a Heads of Agreement in December to explore an aggregated water service delivery model. We provided project management, financial, communication and administrative support.





# Service delivery highlights

## Co-Lab Water Services

The Trade Waste team presented at the Trade and Industrial Waters Conference (TIWF) in August on improvements in trade waste breaches. Sirri Smith, Smart Water Coordinator, opened the Water Efficiency & Conservation Network (WE CAN) workshop at the Water NZ Conference in September. Sirri showcased Smart Water Schools alongside other water conservation education initiatives in New Zealand. Sirri also attended the Kirikiriroa Field Day where she was one of many environmental educators presenting to different schools across the Waikato.

Through the Compliance Network meetings that we facilitate, 45 people across 14 Councils and organisations met to discuss topics of interest including drinking water safety plans, quality assurance rules, cross connections and water demand. Presentations were from NIWA, Watercare and Taumata Arowai, among others.

During the period, the Sampling & Analysis Team played a pivotal role in the arsenic response for Councils. The Sampling & Analysis team collected approximately 5,300 samples and completed 43,000 tests over the period.

The Trade Waste Team managed approximately 3,000 active consents, 370 consents, 1,100 audits, and 130 non-compliances.

We worked with Councils' Environmental Health teams to ensure we had identified and consented all potential trade waste customers. Our list of potential customers started at approx. 1,700 and most of them were contacted and consented as required.

We reviewed options for the delivery of the Smart Water service and met with our Councils to discuss their water education requirements and how we can support them with this.

## RATA

During the period we progressed the programme of 46 Asset Management related projects and services on behalf of 10 Councils across the Waikato. Due to resource shortages, the focus for the first half of the financial year was on the delivery of core roading-related services.

We completed the re-tender of the core road data collection contracts for traffic counting, pavement strength testing (FWD), and footpath condition assessment) across 9820km of Waikato Council roads).

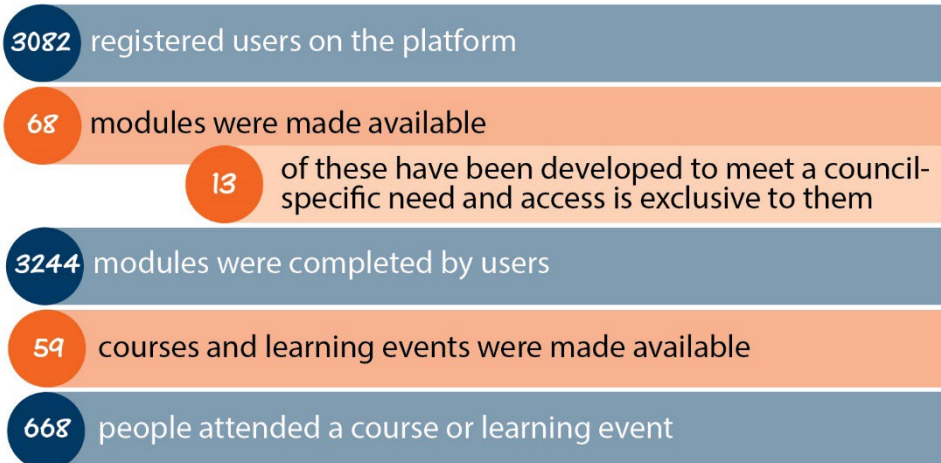
We also completed improved delivery and performance tracking of the traffic counting suppliers' contracts (delivering approximately 1200 counts per year). Western Bay of Plenty District Council also joined for the delivery of these contracts, resulting in a reduced cost of managing the contracts across the group of Councils.



The Spaces and Places Rōpu commenced (management of community assets), with good participation and feedback from participating Councils at the recent Spaces and Places Forum.

## Co-Lab Learning

### In numbers



During the period, we developed and launched a full suite of digital induction tools for Hauraki District Council, and bespoke modules for Waikato Regional Council, South Waikato District Council, Hauraki District Council, and Hamilton City Council.

Engagement with regional Health & Safety Managers supported the development of two new health & safety modules, with more in the pipeline for 2025.

### Future of Co-Lab Learning

Low utilisation of Co-Lab Learning (CLL) - in person training in particular - led to Management reviewing the service. It was suggested that Co-Lab Learning could pivot to provide a regional management training programme, and although a rough design was discussed, ultimately there was insufficient council interest to move forward. Management then met with Participating Councils to confirm their ongoing intention to utilise CLL for e-learning and/or training administration post the end of the initial term of the Service Level Agreement. Only three Councils confirmed they wanted to continue utilising the service. At the time of writing, the Co-Lab Board has agreed with Management's recommendation to disestablish the service. The service will still be operational until 30 June 2025.

This is a really disappointing outcome to what should be an obvious area to streamline activity and reduce duplication of effort.

## Regional Infrastructure Technical Specification (RITS)

The RITS (Regional Infrastructure Technical Specifications) is a set of engineering specifications managed by Co-Lab on behalf of Waikato Councils. Currently, nine Councils utilise the RITS. The existing version was developed in 2016/2017 and adopted in 2018.

Over the past 2 years (2023/2024), the RITS has undergone a thorough review, with proposed updates to its content, including text, drawings and links.

In November, version 2b was shared with stakeholders, including Councils and other key agencies, to gather feedback on the proposed changes. This feedback will be incorporated into RITS v2, which will then be submitted to member Councils for adoption. The RITS will then become an online e-document, designed with a structure and search functionality similar to a Council e-plan. It will be available at our website.



## Waikato Regional Transport Model (WRTM)

### Restructure & governance

During the period, significant progress was made in refining the governance structure of the WRTM programme. These efforts have been conducted collaboratively with our funding partners to ensure alignment and transparency across all stakeholders.

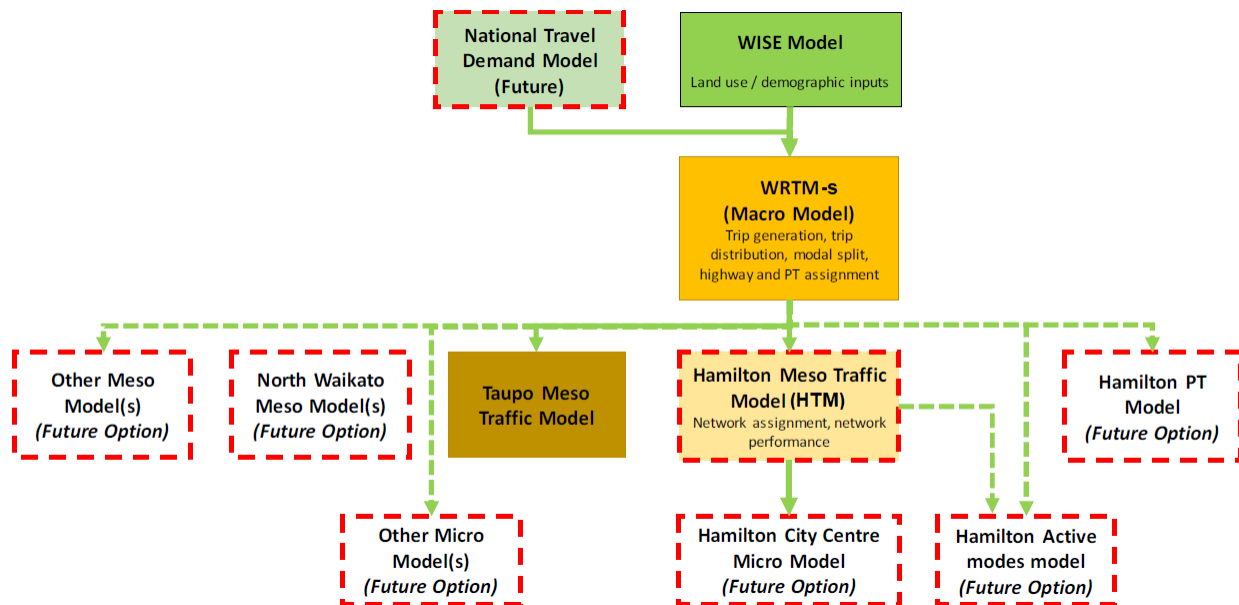
1. Governance Committee Terms of Reference:
  - A comprehensive Terms of Reference (ToR) document was developed and approved by the Governance Committee. This document clearly defines the roles, responsibilities, and decision-making processes for the committee, aligning with the strategic objectives of the WRTM program.
2. New Multi-Party Funding Agreement:
  - A revised Multi-Party Funding Agreement (MPFA) was created and circulated for review among the funding partners. This agreement outlines the shared financial responsibilities and collaboration mechanisms essential for the program's sustainable operation.
3. New Service Agreement:
  - A new Service Agreement was drafted to define the scope and quality of services provided under the WRTM program. The agreement emphasises accountability, clear reporting structures, and performance standards.

All these documents represent a collaborative effort with our funding partners, reflecting a shared commitment to enhancing the program's governance and operational efficiency.

## WRTM model suite

The WRTM consists of a suite of transport models tailored for the region (Figure 1). Demand modelling is conducted at the regional level, while lower-tier models assess the performance of various transport networks.

Figure 1- WRTM model hierarchy



During the period, the WRTM-s model was upgraded to include public transport and mode choice to accommodate high-growth scenarios for 2025, 2035, 2045, and 2055. The WRTM-s has provided demand data to the Hamilton Transport Model (HTM), which is expected to be completed by January 2025. A feasibility study was conducted as the first stage of the WRTM-s overhaul. We are now in the procurement phase for a new model to replace the existing WRTM-s, with delivery anticipated by 2026.

## Co-Lab Geospatial Services

During the period we continued our focus on achieving the service's Strategic Plan 2023 -2026, working towards the vision of *our people trust regional geospatial knowledge to make better decisions*.

Our activity was aligned to the following objectives:

1. Make geospatial information complete and trustworthy
  - Replaced retired datasets and updated FME flows.
  - Resolved broken links between data.govt.nz and Waikato Data Portal, so our data is now up to date on the service. Where required, information was provided to Councils to implement fixes.
  - Automated data copying to the Waikato Data Portal, saving Councils time and effort. This work will continue for the rest of the financial year.
2. Ensure a great user experience
  - Launched helpdesk system and implemented fortnightly triage meetings.
  - Error reporting process is created if an FME process breaks.
  - Undertook website review and launched enhancement project (more on this below).



3. Identify and initiate collaborative projects
  - Provided networking opportunities through the Geospatial Forums
  - Provided support for WaiGIS

### **Website enhancement project**

During the period, we commissioned a review of our current web presence, which identified issues and rated them based on their impact on the user experience.

The Advisory Group recommended that we remove all sub-sites and have all content reside only on the ArcGIS Hub. We are also migrating to ArcGIS Experience Builder and this is planned to launch in early 2025.

## **Regional Procurement**

### **Professional Services Panel renewal**

During the period, subject matter experts from the four Councils leading the renewal project (Hamilton City, Waikato District, Waikato Region and Waipa District) evaluated submissions to join the new Panel agreement, which this time round is made up of multiple tiers.

The Panel arrangement has a strong focus on building relationships with suppliers, which includes quarterly performance reporting for all suppliers and regular relationship meetings with the Tier One suppliers.

The Panel will provide benefit to Councils through pre-agreed rates and rate increases, a rebate structure, and a more efficient and relationship-based engagement process.

The old Professional Services Panel (PSP) concluded November 2024.

Currently, only the four lead Councils are users of the new Panel although the offer to join the new Panel was extended to the other Councils.



## Company support highlights

We celebrated the efforts of some of our people with our annual End of Year Colleague Awards in December 2024. The winners were:

- Integrity Award: Jenny Grace
- Innovation Award: Sarah Wilson
- Collaboration & partnership Award: Natalie Allam
- Team Member of the year: Tania Williams

We continued our Co-Lab Shouts to our Councils to increase awareness internally of what we do as their CCO. We met with 8 of the 12 shareholding Councils.

We focused on our own continuous improvement by kicking off an internal file management review and bedding in our use of Monday.com. The latter is supporting better relationship management, opportunity development project management, and day to day tasks for some of our shared services. We started reviewing our IT support and preparing a new intranet site.

We continued to facilitate our Working Party Groups, the Waikato Mayoral Forum and the Joint Mayors and Iwi Chairs Forum with administrative support.

Most of the corporate support are involved in the Waikato Water Done Well project.

## Performance framework (our 3-year strategy)



## Assessment of performance against targets

An update on performance against the targets set in our Statement of Intent, as at 31 December 2024, is shown in the table below.

Strategic goal	3-year Objective	Annual KPI	Progress towards annual KPI
Shareholding Councils understand we provide them value	<ul style="list-style-type: none"> <li>We know the value we provide shareholders has improved by 15%, by 30 June 2027* <i>(baseline y/e 30 June 23).</i></li> <li>By 30 June 2027, 80% of shareholders agree they get value from Co-Lab.</li> <li>All shareholders take up at least one additional shared service.</li> </ul> <p><i>*Based on the regional benefits of collaboration (not an individual Councils' benefits from collaboration).</i></p>	<ul style="list-style-type: none"> <li>Year-on-year increase in the value we provide to Councils.</li> <li>80%+ of council survey respondents believe those Co-Lab services they received meet or exceed their expectations (evidenced by an annual survey).</li> <li>Year-on-year increase in the utilisation of services we provide to Councils.</li> </ul>	<ul style="list-style-type: none"> <li>Due to the PSP renewal, we are unable to fully calculate the increase in value YoY at the time of writing. We hope to have the required data from all councils shortly.</li> <li>As usual, this will be measured by our annual shareholder survey in May 2025. In May 2024 we achieved 84%.</li> <li>To date, the utilisation of services has increased by 2:</li> </ul>
Deliver value by growing the scale of our shared service function	<ul style="list-style-type: none"> <li>24 new instances of Co-Lab shared services being utilised, by June 2027 <i>(baseline y/e 30 June 23)</i></li> </ul>	<ul style="list-style-type: none"> <li>Year-on-year increase in the utilisation of services we provide to Councils.</li> <li>Year on Year increase in the number of services available to Councils.</li> </ul>	<ul style="list-style-type: none"> <li>As above, to date, the utilisation of services has increased by 2.</li> <li>No new shared services were available to shareholding Councils in the 6 months to 31/12/24 (and as noted earlier Co-Lab Learning will be wound up by the middle of this year). Despite interest,</li> </ul>

Strategic goal	3-year Objective	Annual KPI	Progress towards annual KPI
			ultimately Councils chose not to collaborate on a management training programme.
Diverse, talented and motivated people work for us	<ul style="list-style-type: none"> <li>• Maintain staff engagement above 85%</li> <li>• Staff turnover is less than 15%.</li> <li>• Our vacancies are filled by suitable candidates within 3 months.</li> </ul> <p><i>All baselined y/e 30 June 23)</i></p>	<ul style="list-style-type: none"> <li>• Maintain staff engagement above 85%</li> <li>• Staff turnover is less than 15%.</li> <li>• Vacancies are filled by suitable candidates within 3 months.</li> </ul>	<ul style="list-style-type: none"> <li>• As usual, this will be measured by our annual staff survey in May 2025. In May 2024 we achieved 87%.</li> <li>• Staff turnover was 0% in the 6 months to 31/12/24 (Co-Lab employed staff).</li> <li>• There were no vacancies in the 6 months to 31/12/24 (Co-Lab employed staff).</li> </ul>



## Co-Lab's financial position

### Summary

The financial results for the six months to 31 December 2024 are favourable to budget. This is largely due to savings made in Company Management & Support, RATA and Co-Lab Water Services. For the full year we are currently forecast to be on budget, however, we will be looking to identify more areas where savings can be made to have a surplus to carry into the next financial year to reduce member charges in FY26.

The cash position as at 31 December 2024 is made up as follows:

	Cash balance @ 1/07/2024	Cash surplus / (deficit)	Cash balance @ 31/12/2024
Company Management & Support	296,354	115,050	411,405
RITS	153,105	28,330	181,435
Working Parties   Projects	62,860	(25,551)	37,309
Information Technology	0	0	0
Energy Management	49,061	79,762	128,822
Shared Valuation Data Service (SVDS)	544,174	0	544,174
Road Asset Technical Accord (RATA) & Waters Collaboration	180,923	(45,337)	135,585
Waikato Regional Transport Model (WRTM)	2,217	(17,096)	(14,879)
Waikato Building Consent Group (WBCG)	246,906	(32,689)	214,217
Mayoral Forum	(17,906)	11,346	(6,559)
Co-Lab Water Services	0	0	0
Co-Lab Learning	72,680	8,307	80,987
Procurement	0	(872)	(872)
Geospatial Services	99,303	(13,808)	85,495
Communications Shared Resource	589	(19,970)	(19,381)
Accounts Receivables	(1,516,869)	(579,692)	(2,096,561)
Accounts Payables	3,161,089	(1,522,959)	1,638,130
<b>Total</b>	<b>3,334,487</b>	<b>(2,015,179)</b>	<b>1,319,308</b>

Note: Cash balances for each workstream vary from the actual cash position as a result of accounts receivable / payable which are not tracked on an activity by activity basis.

We will be reforecasting in March and will reassess the likely year-end cash position for each workstream at that time and take this into account in the company's finalised Statement of Intent issued in June 2025.

## Statement of financial performance

### Co-Lab

#### Statement of Financial Performance

For the six months ending 31 December 2024

	Financial year 2025 YTD Actuals	Financial year 2025 YTD Budget	Financial year 2024 YTD Actuals
<b>Revenue</b>			
SVDS Data & Software Sales	169,660	191,618	167,272
Interest	48,047	35,238	1,191
<b>Other Revenue</b>			
User Charges	5,011,217	4,604,561	4,299,678
<b>Total Other Revenue</b>	<b>5,011,217</b>	<b>4,604,561</b>	<b>4,299,678</b>
<b>Total Revenue</b>	<b>5,228,924</b>	<b>4,831,417</b>	<b>4,468,141</b>
<b>Expenditure</b>			
Depreciation and amortisation expense	13,329	25,371	16,443
Personnel costs	842,315	907,755	754,360
Other expenses	4,295,839	4,380,572	4,016,988
<b>Total Expenditure</b>	<b>5,151,483</b>	<b>5,313,698</b>	<b>4,787,791</b>
<b>Net Profit</b>	<b>77,441</b>	<b>(482,281)</b>	<b>(319,650)</b>

## Statement of financial position

<b>Co-Lab</b>		
<b>Statement of Financial Position</b>		
<b>As at 31 December 2024</b>		
	Financial year 2025 Actual at 31/12/2024	Financial year 2024 Actual at 31/12/2023
<b>Assets</b>		
<b>Current Assets</b>		
<b>Bank</b>		
Transaction Account	220,217	482,800
Call Account	30,643	29,837
Rapid Save Account	1,068,448	700,785
Term Deposit	0	950,000
<b>Total Bank</b>	<b>1,319,308</b>	<b>2,163,422</b>
<b>Accounts Receivable</b>		
Accounts Receivable	759,588	1,098,465
Accounts Receivable Accruals	1,327,579	1,159,051
GST Receivable	7,036	116,761
<b>Total Accounts Receivable</b>	<b>2,094,203</b>	<b>2,374,277</b>
Prepayments	0	0
Deferred Tax Asset	2,358	2,358
<b>Total Current Assets</b>	<b>3,415,869</b>	<b>4,540,057</b>
<b>Non-current Assets</b>		
SVDS - Original Cost	0	0
WRTM - Original Cost	2,296,855	2,296,855
MoneyWorks Software	1,195	1,195
IT equipment	113,400	110,101
Accumulated Depreciation	(2,401,914)	(2,372,700)
Office Furniture	66,751	66,751
<b>Total Non-current Assets</b>	<b>76,287</b>	<b>102,202</b>
<b>Total Assets</b>	<b>3,492,156</b>	<b>4,642,259</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	446,197	1,077,418
Accounts Payable Accrual	669,285	533,030
<b>Total Accounts Payable</b>	<b>1,115,483</b>	<b>1,610,448</b>
RWT on Payments	0	0
Credit Card Balance	1,580	2,296
Revenue in Advance	336,090	828,695
Employee Entitlements	184,978	24,070
GST Payable	0	0
<b>Total Current Liabilities</b>	<b>1,638,130</b>	<b>2,465,509</b>
<b>Total Liabilities</b>	<b>1,638,130</b>	<b>2,465,509</b>
<b>Net Assets</b>	<b>1,854,026</b>	<b>2,176,750</b>
<b>Equity</b>		
Contributed Capital	2,957,001	2,957,001
Retained Earnings	(1,102,975)	(780,251)
<b>Total Equity</b>	<b>1,854,026</b>	<b>2,176,750</b>

## Statement of cashflows

Co-Lab

As at 31 December 2024

For the six months ending 31 December 2024

	Financial year 2025 YTD Actuals	Financial year 2024 YTD Actuals
<b>Cashflows from Operating Activities</b>		
Interest Received	48,020	1,071
Receipts from Other Revenue	4,342,299	4,748,701
Payments to Suppliers and Employees	(6,111,654)	(4,464,435)
Taxes Paid	0	0
Goods & Services tax (net)	(158,360)	(416,883)
<b>Net cash from operating activities</b>	<b>(1,879,695)</b>	<b>(131,546)</b>
<b>Cashflows from Investing Activities</b>		
Capital enhancements	0	0
Purchase of PPE	(3,299)	(18,147)
Purchase of investments	0	0
<b>Net cash from investing activities</b>	<b>(3,299)</b>	<b>(18,147)</b>
<b>Net increase in cash, cash equivalents and bank accounts</b>	<b>(1,882,994)</b>	<b>(149,693)</b>
Opening cash and cash equivalents and bank overdrafts	3,202,302	2,313,115
<b>Closing cash, cash equivalents and bank accounts</b>	<b>1,319,308</b>	<b>2,163,422</b>
<b>Summary of Bank Accounts</b>		
BNZ - Transaction Account	220,217	482,800
BNZ - Call Account	30,643	29,837
BNZ - Rapid Save Account	1,068,448	700,785
BNZ - Term Deposit	0	950,000
<b>Closing Balance of Bank</b>	<b>1,319,308</b>	<b>2,163,422</b>

## Policies

The accounting policies on which the preceding financial statements have been prepared are consistent with those used in preparing the Financial Statements for the year ended 30 June 2024, included in the company's Annual Report.

## Financial forecasts

Latest financial forecasts are contained in the company's 2025 Statement of Intent issued for shareholder comment in February 2025.

## Governance

Co-Lab is owned in equal portion by 12 Local Authorities:

- Hamilton City
- Hauraki District
- Matamata-Piako District
- Ōtorohanga District
- Rotorua Lakes
- South Waikato District
- Thames-Coromandel District
- Waikato District
- Waikato Regional
- Waipā District
- Waitomo District
- Western Bay of Plenty District

During the period, the Directors of Co-Lab were:

Director	Representing
Peter Stubbs	Independent Chair
Chris McLay	Waikato Regional Council
Lance Vervoort	Hamilton City Council
Ben Smit	Ōtorohanga, Rotorua Lakes, South Waikato and Waitomo District Councils
Gavin Ion	Waikato and Waipa District Councils
John Holyoake	Hauraki, Matamata-Piako, Thames-Coromandel and Western Bay of Plenty District Councils

The independent Chair of Co-Lab receives director fees and reimbursed expenses. Directors representing the councils will not receive any fees or reimbursed expenses for work undertaken on behalf of the company.

## Nature & scope of activities

The principal initiatives operating under the Co-Lab umbrella are:

### Services

- Co-Lab Water Services
- Co-Lab RATA
- Co-Lab Learning
- Energy & Carbon management
- Co-Lab Procurement Services
- Co-Lab Geospatial Services: Waikato Data Portal and Waikato One View
- Waikato Building Consent Group (WBCG)
- Waikato Regional Transportation Model (WRTM)
- Regional Infrastructure Technical Specification (RITS)

### Other

- Waikato Regional Infrastructure Procurement (WRIP)
- Health & safety pre-qualification
- LiDAR (Light Detection and Ranging) technology
- Shared Valuation Data Services (SVDS)
- Waikato Regional Aerial Photography Service (WRAPS)

Information on these activities is included in the company's Statement of Intent.



## **2025 Statement of intent**

**For the year ended 30 June 2026**

**Council collaboration through Co-Lab  
maximises community wellbeing.**

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This SOI is a public declaration of the activities and intentions of the Council Controlled Organisation, Waikato Local Authority Shared Services Ltd trading as Co-Lab (Co-Lab). It outlines the nature and scope of the work it will undertake, the Directors' accountabilities to the shareholders for corporate performance and financial forecasts, as required by Schedule 8 of the Local Government Act 2002. This information is provided in relation to the financial years ended 30 June 2026 to 30 June 2028.



## Message from the Chair



As we continue to navigate the dynamic impact this government is having on local government, we remain focused on our three-year strategy underpinned by our three-pronged approach: delivering shared services well, leveraging international research into shared services to identify and help establish the case for new opportunities, and collaborating with smaller, willing coalitions of shareholders.

Our role in supporting the Waikato Water Done Well initiative is a testament to shareholding councils' foresight to have a vehicle for working together. While we have played an important role in getting this long-term project off the ground, we also recognise there will be a need for greater shared service arrangements covering activities

councils undertake in areas other than water service delivery. We will enable you to explore these to their fullest potential.

A significant change this year is that our forecasts now reflect the disestablishment of Co-Lab Learning by 30 June 2025. This is a really disappointing outcome. With the exception of Waikato Regional Council, you all undertake the same activities and operate under the same legal and regulatory framework. Given that, the opportunity to reduce duplication of effort in upskilling your staff must be significant. The fact that councils have not seen the value in doing so is perplexing. It is understandable that, in at least one instance, the service was a victim of broader cost-cutting by Council. We have previously said that shared services will succeed where councils lean in to make it happen. The case of Co-Lab Learning has highlighted the cost of when they do not, despite significant time and effort invested to get it up and running.

Central government has made it clear that regional collaboration is essential, with shared services cited as a prime example. We are excited by the opportunities that regional deals might bring and believe that shareholding councils are well placed to mobilise by having a collaboration CCO already in place.

Last financial year, we supported you by reducing council member charges from what they otherwise would have been, by ~\$900k across our various workstreams. We were able to do this by using cash-on-hand. We signalled at the time that this reduction was a 'one-off' measure. To remain in a sustainable financial position longer term, charges are returning to 'normal' levels and we are pleased to reflect only a small increase of 2.6% in expenditure which is slightly above CPI at 2.2%<sup>1</sup>. Due to the one-off use of cash-on-hand that substantially lowered member charges last year, we recognise that the member charges may seem significantly higher by comparison. To address this, we are planning additional communications with Councils to ensure this context is clearly understood.

We will continue to identify opportunities that will reduce Councils costs in the long term by councils working together to make a dollar, save a dollar, or improve the deliverables to Councils and their communities.

Yours Sincerely,

**Peter Stubbs**  
Chair

<sup>1</sup> CPI as at December 2024, Statistics NZ.

## Statement of Intent at a glance - our 3-year strategy



### Commentary

Co-Lab will continue to operate under its 3-year strategy which was adopted from the 2024 Statement of Intent.

## Performance measures

To ensure we deliver against our 3-year strategy, consistent with last year, we are using the following annual Key Performance Indicators (KPI).

Strategic goal	3-year Objective	Annual KPI
Shareholding councils understand we provide them value	<ul style="list-style-type: none"> <li>We know the value we provide shareholders has improved by 15%, by 30 June 2027* <i>(baseline y/e 30 June 24)</i>.</li> <li>By 30 June 2027, 80% of shareholders agree they get value from Co-Lab.</li> <li>All shareholders take up at least one additional shared service.</li> </ul> <p><i>*Based on the regional benefits of collaboration (not an individual councils' benefits from collaboration).</i></p>	<ul style="list-style-type: none"> <li>Year-on-year increase in the value we provide to councils.</li> <li>80%+ of council survey respondents believe those Co-Lab services they received meet or exceed their expectations (evidenced by an annual survey).</li> <li>Year-on-year increase in the utilisation of services we provide to councils.</li> </ul>
Deliver value by growing the scale of our shared service function	<ul style="list-style-type: none"> <li>24 new instances of Co-Lab shared services being utilised, by June 2027 <i>(baseline y/e 30 June 24)</i></li> </ul>	<ul style="list-style-type: none"> <li>Year-on-year increase in the utilisation of services we provide to councils.</li> <li>Year on Year increase in the number of services available to councils.</li> </ul>
Diverse, talented and motivated people work for us	<ul style="list-style-type: none"> <li>Maintain staff engagement above 85%</li> <li>Staff turnover is less than 15%.</li> <li>Our vacancies are filled by suitable candidates within 3 months.</li> </ul> <p><i>All baselined y/e 30 June 24)</i></p>	<ul style="list-style-type: none"> <li>Maintain staff engagement above 85%</li> <li>Staff turnover is less than 15%.</li> <li>Vacancies are filled by suitable candidates within 3 months.</li> </ul>

## Nature & scope of services

Co-Lab has three main functions. It:

1. Acts as an “ideas laboratory” – working with councils to investigate and develop opportunities to work together;
2. Delivers shared services to councils; and
3. Enters joint procurement arrangements.

### Opportunity Development

Co-Lab seeks to develop opportunities that will reduce costs, create value for councils, and/or enable innovation.

If you'd like more information on the Opportunity Development Projects we are currently investigating, please get in touch.

### Shared Services

A list of our shared services follows below. We also facilitate other shared initiatives but do not actively manage them as a shared service. This includes the Shared Valuation Data Scheme and the Health and Safety Pre-Qualification Scheme.

Some services have evolved but for the most part, they remain largely unchanged from prior years.

A change to the services from past years that should be highlighted is the disestablishment of Co-Lab Learning by 30 June 2025.

Co-Lab Water Services has been forecast to remain with Co-Lab for the period. This may be impacted by the outcome of the water reforms. Certainly, over time there will be some consolidation of the customer base. But with at least two water services CCOs being established in the Waikato during the forecast period we think it makes sense that Co-Lab continues to provide these services to the CCOs and the councils who are not part of them. We will be discussing this with participating councils in the near future but want to assure them that there will be continuity of service.

For more information on our services, please visit our website [www.colabsolutions.govt.nz](http://www.colabsolutions.govt.nz)

### Joint procurement

Co-Lab enters joint procurement arrangements for the benefit of councils, with a focus on value for money and supply certainty. As part of this Co-Lab operates two panels - a professional services panel and a legal services panel - to provide easy and compliant access to these services. It also manages a number of joint contracts with suppliers that councils can be part of.



## Financials

### Overview

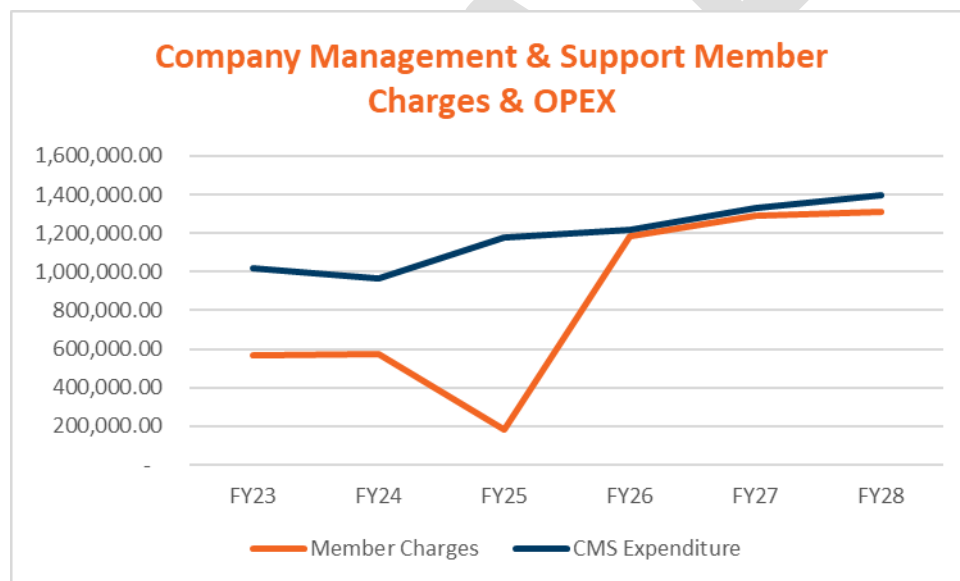
#### Services

Revenue from services increases in the 2025/26 financial year (FY), as historically we have utilised cash surpluses across the workstreams wherever possible to minimise the cost to councils.

#### Member charges

In FY2025, while we utilised cash reserves and surplus revenue from some services to significantly lower member charges as a “one-off” measure for that year, we did indicate that member charges would return to “normal levels” for FY2026 and beyond. For some councils that does result in a significant increase in member charges when compared to last year. However, we are pleased to reflect only a 2.6% increase in expenditure which is only slightly above CPI at 2.2%.

Having utilised cash reserves in part for the last four years and then fully utilising cash reserves in FY25, we now need to at least break even within Company Management & Support to remain financially sustainable. The utilisation of cash reserves is reflected in the historical gap between expenditure and member charges in the below chart. However, we are still operating as a very lean organisation as reflected by expenditure in the chart.



A large part of the expenditure increase in FY2025 is attributed to the way we fund cross-council infrastructure procurement. We brought this resource under Company Management & Support and accordingly funded through member charges. We committed to an 18-month trial and are now in the process of conducting a review of its success or otherwise.

There are opportunities to reduce member charges in the future:

1. Where possible, we are incorporating the cost of Co-Lab’s company management and administration into Shared Services charges to better reflect the true cost of delivery.
2. If more Shared Services are taken up, our scale of operation increases, allowing us to share operational costs across a broader base, without necessarily increasing overhead costs. For reference, over the last six years, nine opportunities have been declined.
3. Our financial forecasts do not assume any new revenue from growing the services with councils outside the shareholding base as this cannot be accurately predicted. However, as you will

know from our 3-year strategy, we are actively pursuing such opportunities provided they don't undermine our ability to deliver value to you.

Our goal remains to minimise member charges.

## Statement of Financial Performance

Co-Lab Company Summary for the forecast financial years ended 30 June 2026-2028					
	Budget 2024/25	Forecast 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Income</b>					
Company Management / Support <sup>(1)</sup>	589,962	590,125	1,575,153	1,700,149	1,736,413
Working parties   projects	628,741	1,087,069	687,214	712,797	748,436
RITS	-	-	27,244	28,606.62	30,037
Energy Management	94,421	152,190	118,116	176,522	185,348
Shared Valuation Data Service (SVDS)	392,892	344,423	409,638	425,251	425,251
Road Asset Technical Accord (RATA)	2,082,874	2,279,118	2,615,840	2,209,250	2,500,000
Waikato Regional Transport Model (WRTM)	1,163,990	1,128,592	1,846,242	566,286	582,089
Waikato Building Consent Group	160,194	281,103	353,263	426,805	448,709
Waikato Mayoral Forum	10,130	10,130	10,960	11,508	12,083
Co-Lab Water Services	4,260,948	3,841,862	4,092,428	4,297,049	4,511,902
Procurement Support	193,442	194,370	200,748	210,785	221,324
Geospatial	31,677	92,539	87,006	91,356	95,924
Communications Resource	62,484	61,869	65,603	68,883	72,327
<b>Total Income</b>	<b>9,671,754</b>	<b>10,063,390</b>	<b>12,089,454</b>	<b>10,925,248</b>	<b>11,569,844</b>
<b>Operating Expenditure</b>					
Company Management / Support <sup>(1)</sup>	1,480,105	1,444,826	1,519,112	1,643,445	1,728,983
Working parties   projects	628,741	1,119,497	687,214	721,575	757,653
RITS	24,469	40,650	27,244	28,607	30,037
Energy Management	144,421	136,547	168,116	176,522	185,348
Shared Valuation Data Service (SVDS)	302,063	289,755	310,618	320,407	330,512
Road Asset Technical Accord (RATA)	2,078,443	2,555,685	2,616,864	2,210,450	2,503,376
Waikato Regional Transport Model (WRTM)	1,163,990	1,078,593	1,846,242	566,286	582,089
Waikato Building Consent Group	360,194	372,577	405,323	426,805	448,709
Waikato Mayoral Forum	10,130	10,130	10,960	11,508	12,083
Co-Lab Water Services	4,021,258	3,634,293	3,983,494	4,161,669	4,369,752
Procurement Support	193,442	189,988	198,876	208,820	219,561
Geospatial	82,863	92,175	86,992	91,342	95,909
Communications Resource	64,001	60,710	64,756	68,293	71,393
<b>Total operating expenditure</b>	<b>10,554,119</b>	<b>11,025,425</b>	<b>11,925,811</b>	<b>10,635,728</b>	<b>11,335,407</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITDA)</b>	<b>(882,365)</b>	<b>(962,035)</b>	<b>163,643</b>	<b>289,520</b>	<b>234,437</b>
<b>Depreciation / amortisation</b>					
Company Management / Support	44,087	18,623	44,087	46,292	48,606
WBCG	3,072	2,559	3,072	3,072	3,072
Procurement Support	1,872	2,793	1,872	1,872	1,872
Communications	840	840	840	840	840
WRTM	0	1,105	-	-	-
<b>Total Depreciation / amortisation</b>	<b>49,871</b>	<b>25,920</b>	<b>49,871</b>	<b>52,076</b>	<b>54,390</b>
<b>Earnings before interest and tax (EBIT)</b>	<b>(932,236)</b>	<b>- 987,955</b>	<b>113,772</b>	<b>237,444</b>	<b>180,047</b>
<b>Net Surplus (Deficit) before tax</b>	<b>(932,236)</b>	<b>(987,955)</b>	<b>113,772</b>	<b>237,444</b>	<b>180,047</b>

We are budgeting in all the forecasted years to utilise cash surplus on hand and future surplus from SVDS and Co-Lab Waters.

## Statement of Financial Position

Co-Lab					
Financial Position					
for the forecast financial years ended 30 June 2026-2028					
	Budget 2024/25	Forecasted 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>CAPITAL</b>					
Shares - SVDS	1,607,001	1,607,001	1,607,001	1,607,001	1,607,001
Shares - WRTM	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000
Retained Earnings	(759,319)	(1,180,419)	(2,168,374)	(2,054,602)	(1,817,157)
Plus Current Year Operating Surplus/(Deficit)	(1,004,542)	(987,955)	113,772	237,444	180,047
<b>TOTAL CAPITAL FUNDS</b>	<b>1,193,140</b>	<b>788,627</b>	<b>902,399</b>	<b>1,139,844</b>	<b>1,319,890</b>
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
Prepayments	3,300	0	6,350	6,668	7,001
Accounts Receivable	505,883	503,170	604,473	546,262	578,492
Bank	1,845,494	1,466,919	1,080,642	1,325,595	1,588,179
GST Receivable / (Payable)	(30,554)	(75,700)	59,933	64,322	69,143
<b>TOTAL CURRENT ASSETS</b>	<b>2,324,124</b>	<b>1,894,389</b>	<b>1,751,398</b>	<b>1,942,847</b>	<b>2,242,815</b>
<b>NON-CURRENT ASSETS</b>					
WRTM - Intangible Asset	2,296,855	2,296,855	2,296,855	2,296,855	2,296,855
MoneyWorks Software	1,195	1,195	1,195	1,195	1,195
Accumulated Depreciation	(2,298,050)	(2,298,050)	(2,298,050)	(2,298,050)	(2,298,050)
IT Equipment & Office Furniture	197,500	185,000	197,500	197,500	197,500
Accumulated Depreciation - IT equipment & Office Furniture	(92,281)	(117,322)	(142,152)	(189,312)	(238,675)
<b>TOTAL NON-CURRENT ASSETS</b>	<b>105,219</b>	<b>67,678</b>	<b>55,348</b>	<b>8,188</b>	<b>(41,175)</b>
<b>TOTAL ASSETS</b>	<b>2,429,343</b>	<b>1,962,067</b>	<b>1,806,745</b>	<b>1,951,035</b>	<b>2,201,640</b>
<b>LESS CURRENT LIABILITIES</b>					
Accounts Payable	1,084,708	1,007,836	726,224	619,310	665,684
Accounts Payable Accrual	37,244	37,426	39,106	41,062	43,115
Employee Benefits	114,251	128,177	139,016	150,820	172,951
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,236,202</b>	<b>1,173,439</b>	<b>904,346</b>	<b>811,191</b>	<b>881,750</b>
<b>NET ASSETS</b>	<b>1,193,141</b>	<b>788,628</b>	<b>902,399</b>	<b>1,139,844</b>	<b>1,319,890</b>

## Statement of Cashflows

Co-Lab					
Statement of Cashflows					
for the forecast financial years ended 30 June 2026-2028					
	Budget 2024/25	Forecasted 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Cashflows from Operating Activities</b>					
Interest Received / (Paid)	80,625	70,442	59,484	62,736	65,760
Receipts from Other Revenue	11,868,628	10,765,872	11,925,793	10,920,458	11,471,464
Payments to Suppliers	(11,879,652)	(12,488,792)	(12,200,737)	(10,728,936)	(11,264,792)
Taxes Paid	0	0	0	0	0
Goods & Services tax (net)	30,937	(75,623)	(135,633)	(4,389)	(4,821)
<b>Net cash from operating activities</b>	<b>100,538</b>	<b>(1,728,102)</b>	<b>(351,093)</b>	<b>249,869</b>	<b>267,611</b>
<b>Cashflows from Investing Activities</b>					
Capital enhancements	0	0	0	0	0
Purchase of PPE	(30,334)	(8,148)	(37,541)	(4,916)	(5,027)
Purchase of investments	0	0	2,358	0	0
<b>Net cash from investing activities</b>	<b>(30,334)</b>	<b>(8,148)</b>	<b>(35,183)</b>	<b>(4,916)</b>	<b>(5,027)</b>
<b>Net increase in cash, cash equivalents and bank accounts</b>	<b>70,205</b>	<b>(1,736,250)</b>	<b>(386,276)</b>	<b>244,952</b>	<b>262,584</b>
Opening cash and cash equivalents and bank overdrafts	2,164,346	3,202,301	1,466,919	1,080,642	1,325,595
<b>Closing cash, cash equivalents and bank accounts</b>	<b>2,234,551</b>	<b>1,466,051</b>	<b>1,080,642</b>	<b>1,325,595</b>	<b>1,588,179</b>
<b>Summary of Bank Accounts</b>					
BNZ - Call a/c	2,234,551	1,466,919	1,080,642	1,325,595	1,588,179
<b>Closing Balance of Bank</b>	<b>2,234,551</b>	<b>1,466,919</b>	<b>1,080,642</b>	<b>1,325,595</b>	<b>1,588,179</b>

1. Cross-council infrastructure procurement was brought under Company Management & Support in the 2024 Sol. We committed to an 18-month trial and are now in the process of conducting a review.



## Appendix I: Governance

Co-Lab is owned in equal portion by the 12 Local Authorities:

- Hamilton City
- Hauraki District
- Matamata Piako District
- Ōtorohanga District
- Rotorua Lakes District
- South Waikato District
- Thames-Coromandel District
- Waikato District
- Waikato Regional
- Waipa District
- Waitomo District
- Western Bay of Plenty District

Co-Lab's vision is that council collaboration through Co-Lab maximises community wellbeing. The company's purpose is to achieve this vision by helping councils identify and realise shared opportunities. It achieves these outcomes by:

- Acting as an ideas laboratory for developing opportunities that create value to councils;
- Providing shared services to councils; and
- Entering joint procurement arrangements for the benefit of councils.

Co-Lab conducts itself in accordance with its constitution, its annual Statement of Intent, the provisions of the LGA and Co-Lab policies.

The Board is made up five council representative directors and an independent Chair. There is also a standing Audit & Risk Committee.

The current Directors of Co-Lab (noting this will change in the final SOI) are:

Director	Representing
Peter Stubbs	Independent Chair
Chris McLay	Waikato Regional Council
Lance Vervoort	Hamilton City Council
Ben Smit	Ōtorohanga, Rotorua, South Waikato and Waitomo District Councils
Gavin Ion	Waikato and Waipā District Councils
John Holyoake	Hauraki, Matamata-Piako, Thames-Coromandel District and Western Bay of Plenty District Council

The independent Chair of Co-Lab receives director fees and reimbursed expenses. Directors representing the councils will not receive any fees or reimbursed expenses for work undertaken on behalf of the company.

## Appendix II: Policy Statements

### Statement of accounting policies

#### Reporting entity

Waikato Local Authority Shared Services Limited (“the Company”) is a Company incorporated in New Zealand under the Companies Act 1993 and is domiciled in New Zealand. The company is a Council Controlled Organisation as defined under section 6 of the Local Government Act 2002 (LGA), by virtue of the shareholding councils’ right to appoint the Board of Directors.

The primary objectives of the Company are to:

- Develop opportunities that benefit the Waikato region's local authorities; and
- Act as a vehicle to deliver value-added services to those local authorities.

The Company has designated itself as a public benefit entity (PBE) for financial reporting purposes.

### Summary of significant accounting policies

#### Basis of preparation

Financial statements are prepared on the going concern basis, and the accounting policies are applied consistently throughout the period.

#### Statement of Compliance

Financial statements are prepared in accordance with the requirements of the LGA, which include the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

Financial statements are prepared in accordance with and comply with Tier 2 PBE Standards reduced disclosure regime (RDR). WLASS is eligible to report under the RDR as it:

- is not publicly accountable; and
- has expenses more than \$2 million, but less than \$30 million.

The accounting policies set out below are consistent with the prior year, other than the inclusion of policy:

- on operating leases, related to the lease of commercial premises;
- employees; and
- property, plant and equipment.

#### Measurement base

The financial statements are prepared on a historical cost basis.

#### Presentation currency and rounding

The financial statements are presented in New Zealand dollars, and all values are rounded to the nearest dollar unless otherwise stated. The functional currency of the Company is New Zealand dollars.

#### Goods and services tax

All items in the financial statements are stated exclusive of goods and services tax (GST), except for receivables and payables, which are presented on a GST-inclusive basis. Where GST is not recoverable as input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue (IR) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the cash flow statement.

Commitments and contingencies are disclosed exclusive of GST.

### **Critical accounting estimates and assumptions**

In preparing the financial statements the Company makes estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There are no areas requiring estimate or assumptions made that are considered to carry a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

#### **Intangible assets**

##### **Useful lives and residual values**

At each balance date the Company reviews the useful lives and residual values of its intangible assets. Assessing the appropriateness of useful life and residual value estimates of intangible assets requires the Company to consider a number of factors such as the expected period of use of the asset by the Company and expected disposal proceeds from the future sale of the future sale of the asset.

An incorrect estimate of the useful life of residual value will impact the amortisation expense recognised in the income statement and carrying amount of the asset in the balance sheet. The Company minimises the risk of this estimation uncertainty by reviewing that the asset technology is still relevant and there is no alternative options to recreate the asset at a lower price.

##### **Impairment of intangible assets**

Intangible assets measure at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the assets carrying amount exceeds its recoverable amount. The recoverable amount is higher of an assets fair value less costs to sell and value in use.

If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit. The reversal of an impairment loss is recognised in the surplus deficit.

### **Revenue**

#### **Revenue**

Revenue comprises the fair value of the considerations received or receivable for the sale of goods and services, excluding GST, rebates and discounts and after eliminating sales within the Company. No provisions have been recorded as all revenue and trade receivables are expected to be received.

#### **Other Revenue**

Member charges for all activities are recognised when invoiced to the user (i.e. councils). The recorded revenue is the net amount of the member charges payable for the transaction.

Contributions received for projects that were not completed in a financial year are recognised when the Company provides, or is able to provide, the service for which the contribution was charged. Until such time, contributions are recognised as liabilities.

### Operating expenses

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

### Personnel costs

Defined contribution schemes

Employer contributions to KiwiSaver, the Government Superannuation Fund, and other defined contribution superannuation schemes are accounted for as defined contribution schemes and are recognised as an expense in the surplus or deficit when incurred.

### Receivables

Short-term receivables are recorded at the amount due, less any provision for amounts not considered collectable.

Receivables are initially measured at nominal or face value. Receivables are subsequently adjusted for penalties and interest as they are charged and impairment losses. Non-current receivables are measured at the present value of the expected future cash inflows.

Debtors are amounts due from customers. If collection is expected in one year or less, they are classified as current assets. If not, they are presented as non-current assets.

### Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, with original maturities of three months or less, and bank overdrafts.

### Income tax

Income tax expense includes components relating to both current tax and deferred tax.

Current tax is the amount of income tax payable based on the taxable surplus for the current year, plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the statement of financial position and the corresponding tax bases used in the computation of taxable profit.

Deferred tax is measured at the tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at balance date. The measurement of deferred tax reflects the tax consequences that would follow from the manner in which the entity expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable surpluses will be available against

which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset or liability in a transaction that is not a business combination, and at the time of the transaction, affects neither accounting profit nor taxable profit.

Current and deferred tax is recognised against the surplus or deficit for the period, except to the extent that it relates to a business combination, or to transactions recognised in other comprehensive income or directly in equity.

### **Intangible assets Other financial assets**

Investments in bank deposits are measured at fair value plus transaction costs.

At each balance date the Company assesses whether there is any objective evidence that an investment is impaired. Any impairment losses are recognised in the income statement.

### **Payables and deferred revenue**

Short-term creditors and other payables are recorded at their face value.

Trade and other payables are non-interest bearing and are normally settled on 30-day terms, therefore the carrying value of trade and other payable approximates their fair value.

Contributions received for projects that were not completed in a financial year are recognised as deferred revenue until the Company provides, or is able to provide, the service for which the contribution was charged.

### **Employee benefits liabilities**

#### **Short-term employee entitlements**

Employee benefits expected to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay.

These includes salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, and sick leave.

A liability for sick leave is recognised to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent it will be used by staff to cover those future absences.

A liability and an expense are recognised for bonuses where there is a contractual obligation or where there is a past practice that has created a constructive obligation.

A liability and an expense are recognised for bonuses where there is a contractual obligation or where there is a past practice that has created a constructive obligation.

#### **Presentation of employee entitlements**

Sick leave, annual leave, vested long service leave, and non-vested long service leave and retirement gratuities expected to be settled within 12 months of balance date, are classified as a current liability. All other employee entitlements are classified as a non-current liability.

### Reconciliation of equity

Equity is the shareholders interest in WLASS and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components:

#### Contributed equity

Contributed equity is the net asset and liability position at the time the company was formed. The allocation of capital amongst shareholders is explained in this note.

#### Retained earnings

Retained earnings is the company's accumulated surplus or deficit since formation.

DRAFT

Document No: 822301

## Report To: Council



**Meeting Date:** 25 March 2025

**Subject:** **Inframax Construction Ltd – Half Annual Report to 31 December 2024 and Draft Statement of Intent for Year Ending 30 June 2026**

**Type:** Decision Required

**Author(s):** Wayne La Roche  
Asset Accountant

Tina Hitchen  
Chief Financial Officer

### 1. Purpose of Report

- 1.1 The purpose of this business paper is to present the Half Annual Report to 31 December 2024 and the draft Statement of Intent (SoI) for Inframax Construction Ltd (ICL) for the year ending 30 June 2026.

### 2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Inframax Construction Ltd – Half Annual Report to 31 December 2024 and the draft Statement of Intent for year ending 30 June 2026 be received.
  - 2 The Half Annual Report for Inframax Construction Ltd for the period 31 December 2024, be received.
  - 3 The Inframax Construction Limited – Half Annual Report to the 31 December 2024 be published on Council's website.
  - 4 The draft Statement of Intent for Inframax Construction Ltd for year ending 30 June 2026, be received.
  - 5 No changes are suggested to the draft Statement of Intent for the year ending 30 June 2026 for ICL **OR** Council requests the following changes to the Statement of Intent for 2026.

### 3. Background

#### 3.1 HALF ANNUAL REPORT

- 3.2 Section 66 of the Local Government Act 2002 (LGA 2002) determines that the Board of a Council Controlled Organisation (CCO) must deliver a half yearly report on the organisation's operations to the shareholder by end of February of each year and this report must contain any information required under its SoI.
- 3.3 Attached to, and forming part of this business paper, is a copy of the ICL half annual report for the six months ended 31 December 2024. (Attachment 1).

### **3.4 STATEMENT OF INTENT**

3.5 Section 64 of LGA 2002 requires all CCO's to have a Sol that must not be inconsistent with the constitution of the CCO.

3.6 The purpose of an Sol as set out in Schedule 8 of LGA 2002 is to:

- a) State publicly the activities and intentions of a CCO for the year and the objectives to which those activities will contribute.
- b) Provide an opportunity for shareholders to influence the direction of the organisation.
- c) Provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

3.7 The Sol must specify the following information for the CCO and any subsidiaries for next year (i.e. 2025/26) and the following two financial years:

- a) The objectives of the group.
- b) A statement of the board's approach to governance of the group.
- c) The nature and scope of the activities to be undertaken by the group.
- d) The non-financial performance targets and other measures by which the performance of the group may be judged in relation to its objectives.
- e) The major accounting policies of the group.
- f) The ratio of consolidated shareholders' funds to total assets, and the definition of those terms.
- g) An estimate of the amount or proportion of accumulated profits and capital reserves that is intended to be distributed to the shareholders.
- h) The board's estimate of the commercial value of the shareholders' investment in the group and the manner in which, and the times at which, that value is to be reassessed.
- i) Any other matters that are agreed by the shareholders and the board.

3.8 Attached to, and forming part of this business paper, is a copy of the ICL draft Sol for 2025/26. (Attachment 2)

3.9 The Board of a CCO must deliver to its shareholders a draft Sol by 1 March each year for consideration. The Shareholders are invited to provide comments on the draft Sol and the Board must consider any Shareholder comments by 1 May and deliver the completed Sol to Shareholders by 30 June.

3.10 Council is now invited to consider the draft Sol 2025 and provide comments should it choose to.

## **4. Commentary**

### **4.1 HALF ANNUAL REPORT TO 31 DECEMBER 2024**

4.2 The Chairperson's report provides an overview of the first half of the 2024/25 financial year, the key points are:

- Conclusion of the Taupo District maintenance contract, which contributed to the maintenance revenue reducing.



- Securing the long-term maintenance contract with Waitomo District Council. Noted was the short lead-in time from tender award to commencement, requiring an additional staff effort and investment in new vehicles and plant and equipment.
- Continuation of the second stage of SH43 Forgotten Highway, being the seal extension of the Tangarakau Gorge. The project is on target for completion March 2025.
- Noted also is the challenging economic conditions affecting all New Zealand businesses. ICL has noted reduced 'pipelines of work', slowing of land development and major highway projects in the Waikato coming to completion. This has led to heightened levels of competition and aggressive pricing from companies.

4.3 Overall revenue is down by 10% (\$2.2 million) on the same period last year and EDITDA decreased by \$319,000 compared to December 2023. Total assets and equity have both increased during the period, with assets up by \$1.5 million and equity increased by \$0.5 million.

4.4 The six-month results provide an indication of progress towards the full year target during the period and are shown in the following table. The full year result against Sol targets will be reported in the 2024/25 annual report.

SoI Measure	2024/25 Full Year Target	Dec 2024 Result
Equity Ratio (Shareholder funds as % of total assets)	51%	50%
Current Ratio (current assets as a % of current liabilities)	Positive	Positive
EBITDA (earnings before tax, interest, depreciation and amortisation)	\$3.5m	\$1.4m
Revenue Target	\$45.0m	\$21.0m
Bank Covenants	Met	Met
Lost Time Injury Frequency Rate	Zero	32
Accident compensation days – new injuries	0	392
Accident compensation days – prior year injuries	100	510
Achievement of ISO9001 accreditation	Standard achieved	Standard achieved
Achievement of ISO45001 accreditation	Standard achieved	Standard achieved
Environmental consent compliance	Full compliance	2 Partially compliant, 6 Fully compliant 1 Not assessed
Number of broader outcome initiatives	15	9

#### 4.5 **DRAFT STATEMENT OF INTENT 2025/26**

4.6 The Board has presented a draft 2026 Sol for consideration.

4.7 The key financial performance measures from the draft Sol 2026 have been included in the table below, with the measures from the Sol 2025 for comparative purposes. There is no change between the adopted 2025 Sol forecast for the 2026 financial year and this draft Sol for the same year.

Measure	Current Sol 2025	Draft Sol 2026	Draft Sol 2027	Draft Sol 2028
Equity Ratio (shareholders' funds as a % of total assets)	51%	52%	53%	54%
Current Ratio (current Assets expressed as a % of current liabilities)	Positive	Positive	Positive	Positive
EBITDA (earnings before interest, tax, depreciation and amortisation)	\$3.5m	\$3.6m	\$3.7m	\$3.8m
Revenue targets	\$45m	\$46m	\$47m	\$48m
Bank covenants	Met	Met	Met	Met

4.8 Consistent with the Sol for 2025, this draft 2026 Sol indicates a dividend may be payable to the shareholder in the medium term in the order of \$0 to \$250,000 per annum, dependent on financial performance, cashflows and future capital investments and a satisfactory solvency test.

4.9 The non-financial performance measures tabled below are in comparison to the targets set in the Sol 2025.

Measure	Current Sol 2025	Draft Sol 2026	Draft Sol 2027	Draft Sol 2028
Lost Time Injury Frequency Rate	Zero			
Accident Compensation days	New Injuries 0			
	Prior years injuries 100			
Health and safety observations (leadership) per year	n/a	700	700	700
Field safety inspections (critical risk controls check) per year	n/a	450	450	450
ISO 9001 Accreditation	Standard Achieved	Standard Achieved	Standard Achieved	Standard Achieved
ISO 45001 Accreditation	Standard Achieved	Standard Achieved	Standard Achieved	Standard Achieved
Environmental Consent Compliance	Full Compliance	Full Compliance	Full Compliance	Full Compliance
Number of Broader Outcome Initiative	15 (Waitomo district 9 other 6)	15 (Waitomo district 9 other 6)	15 (Waitomo district 9 other 6)	20 (Waitomo district 10 other 10)

4.10 Two performance measures are proposed to be discontinued (Lost time injury frequency rate and Accident compensation days) and replaced with two new measures; number of health and safety observations and number of field safety inspections. Apart from this change there is no other change proposed for performance measures.

## **5. Analysis of Options**

### **5.1 DRAFT STATEMENT OF INTENT**

- 5.2 Council, as the 100% shareholder, needs to consider the draft Sol 2025 and has the option of agreeing to it as presented as per s65 of the LGA 2002 or Council has the option of proposing further amendments to the draft Sol for the ICL Board to consider.
- 5.3 The Board must consider any comments by the shareholders on the draft Sol by 1 May then deliver the completed Sol to the shareholders on or before 30 June.

## **6. Considerations**

### **6.1 RISK**

- 6.2 If Council does not consider and decide either to agree to the draft Sol 2026 or propose changes to the draft Sol 2026, then it runs the risk of non-compliance with legislative requirements around preparation and adoption of the Sol.
- 6.3 There is additional risk that ICL Board and Management will not be able to plan well and in advance, any strategy or financial changes they might need to make to accommodate the suggestions of Council.

### **6.4 CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 6.5 The decision to agree on the draft Sol 2026 as presented will be consistent with Council's understanding of the future plans of ICL and its objectives for the CCO.

### **6.6 SIGNIFICANCE AND COMMUNITY VIEWS**

- 6.7 The draft Sol 2026 is aligned to ICL's constitution, and its plans and forecasts discussed with the Council previously and is generally aligned with the expectations of Council from its shareholding. The decision is not considered to require public engagement as per Council's Significance and Engagement Policy.

## **7. Recommendation**

- 7.1 The Inframax Construction Limited – Half Annual Report to the 31 December 2024 be received and be published on the Council's website.
- 7.2 The draft Statement of Intent for 2025/26 be received and no changes to the draft Sol are recommended.

## **8. Attachments:**

1. Half Annual Report to 31 December 2024 – Inframax Construction Ltd (Id 822960)
2. Draft Statement of Intent Year Ending 30 June 2026 – Inframax Construction Ltd (Id 822961)



**Inframax Construction Limited**  
**Half Annual Report**  
**For the six months ended 31 December 2024**

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## Report from the Chairman

### For the six months ended 31 December 2024

Revenue for the first half of the reporting year was down \$2.2M (being 9.6%) on the same period prior year, attributable to a reduction in maintenance revenue due to the conclusion of the Taupō District Council contract in June 2024. EBITDA for the same period was down \$319K (being down 18.3%) on prior year.

Key highlights in the first six months of the 2024-25 reporting year were:

- Commencing the newly secured long-term maintenance contract with Waitomo District Council. With a shorter than normal lead time from tender award to contract commencement, it was great to see the Inframax team rise to the challenge to ensure a smooth transition to the new contract. This transition included delivering on a capital investment programme to ensure our team have fit for purpose vehicles, plant and equipment to safely and efficiently deliver services and outcomes.
- Continuing to deliver, ahead of programme, the second stage of the SH43 Forgotten Highway, Tangarakau Gorge Seal Extension project (stage 2). On track for completion in March 2025, the significance of transforming New Zealand’s last unsealed highway, into a high quality sealed pavement, has not been lost on our team and they can be proud of the work they have delivered.

The economic environment continues to be challenging for New Zealand businesses. Inframax has noticed the compounding impact of reduced pipelines of work, significant slowing of land development and the completion of large highway projects within the Waikato region. The cyclical contraction of work opportunities is fuelling heightened levels of competition and aggressive pricing as companies look to keep their people, plant and equipment utilised. Funding and budget constraints is one of the biggest challenges that local authorities and government agencies are facing and this, in turn, is impacting the flow and phasing of work across some of our customers and contracts. The business continues to monitor and work closely with our customers to navigate these challenges. A risk-based approach is being applied to all tendering to ensure work secured is of quality revenue ensuring the business achieves sustainable risk return outcomes.

## Summary of Financial Results

Dollars in Thousands	six months ended	six months ended
	31-Dec-24	31-Dec-23
Revenue	20,894	23,111
EBITDA	1,425	1,744
Net cash inflow / (outflow) from operating activities	140	2,798
Net cash inflow / (outflow) from investing activities	(4,037)	(1,065)
Net cash inflow / (outflow) from financing activities	3,917	(792)
<b>Net Cash Flow Movement</b>	<b>21</b>	<b>940</b>
Total Assets	26,944	25,421
Total Equity	13,542	13,000
Equity Percentage	50%	51%

Earl Rattray  
**Chairman**

## Statement of Performance Measures

### For the six months ended 31 December 2024

The Statement of Corporate Intent states the Company will endeavor to exceed the targets of the Projected Business Plan. The results achieved compare with performance criteria in the Statement of Corporate Intent as follows:

Statement of Intent 31 December 2024			Statement of Intent 31 December 2023	
	Achieved six months	Full Year Target	Achieved six months	Full Year Target
<b>Performance Measures</b>				
Equity Ratio	50%	51%	52%	50%
Current Ratio	Positive	Positive	Positive	Positive
Revenue (millions)	\$21	\$45	\$23	\$44
Bank Covenants	Met	Met	Satisfied	Satisfied
EBITDA (millions)	\$1.4	\$3.5	\$1.7	\$3.1

Statement of Intent 31 December 2024			Statement of Intent 31 December 2023	
	Achieved six months	Target	Achieved six months	Target
<b>Non-Financial Performance Measures</b>				
LTI Frequency Rate	32	Zero	24	Zero
Accident Weekly Compensation Days	<b>Prior injuries - 510 New Injuries - 392</b>	Prior injuries - 100 New Injuries - 0	Prior injuries - 0 New Injuries - 205	Prior injuries - 100 New Injuries - 0
ISO 9001 Accreditation	<b>Standard Achieved</b>	Standard Achieved	Standard Achieved	Standard Achieved
ISO 45001 Accreditation	<b>Standard Achieved</b>	Standard Achieved	Standard Achieved	Standard Achieved
Environmental Consent Compliance				
Non-compliant	-		-	
Partially compliant	2		3	
Highly compliant	-	All	-	All
Fully compliant	6		5	
Not Assessed	1		1	
Number of Broader Outcome Initiatives	9	15	9	15

#### Note

1. Accident compensation days – are measured on a 1 April to 31 March year.

**Inframax Construction Limited****STATEMENT OF INTENT****FOR THE YEAR ENDING 30 JUNE 2026****1.0 INTRODUCTION****1.1** Inframax Construction Limited is –

- a limited liability company pursuant to the Companies Act 1993.
- a Council Controlled Organisation pursuant to Section 6 of the Local Government Act 2002.

**1.2** This Statement of Intent is prepared to meet the requirements of Section 64 and Schedule 8 of the Local Government Act 2002.**1.3** It outlines the activities and intentions of Inframax Construction Limited and the objectives to which those activities will contribute. Performance targets and measures are specified, along with the Company's policies relating to governance and other matters.**1.4** The Statement of Intent is reviewed annually by the Company following consultation with Waitomo District Council.**2.0 NATURE AND SCOPE OF ACTIVITIES****2.1** The core business of the Company will be roading maintenance and construction, quarrying and crushing of aggregates and maintenance and construction of utilities and infrastructure assets.**2.2** The Company will compete for infrastructure contracts in the central western North Island Districts and in other areas where it is identified that such contracts will yield an appropriate rate of return or where the Company believes that there are sound commercial reasons for doing so.**2.3** The Company may expand into other ventures and/or activities that are consistent with the Company's objectives and the provisions of the Local Government Act 2002.**3.0 OBJECTIVES**

The principal objective of Inframax Construction Limited is to operate as a successful business and to contribute to the wellbeing of the communities in which it operates.

In pursuing the principal objective, the Company and Directors shall:

- Maximise the long-term viability and profitability consistent with the Shareholder's objectives for ownership and value creation.
- Seek and develop profitable business opportunities that make best use of the people, technical and financial resources of the Company.
- Continue to review the available options for the share ownership of the Company, to be able to provide informed advice to the Shareholder as to the most efficient arrangements to enhance both profitability and Shareholder value.



- Ensure assets and liabilities are prudently managed consistent with the nature of a contracting business.
- Ensure transparent and informed relationships are maintained with the shareholder within the spirit of 'no surprises'.
- Act as a good employer by:
  - Providing a work environment that recruits, fosters and maintains safe, competent, motivated, committed and productive employees
  - Recognising and rewarding excellent performance of any staff.
- Act in an environmentally and socially responsible manner and implement sustainable business practices.

#### 4.0 CORPORATE GOVERNANCE

Pursuant to Section 57 of the Local Government Act 2002, the Board of Directors is appointed by the shareholder to govern and direct the activities of the Company.

All Directors are required to comply with a formal Code of Conduct, which is based on the Institute of Directors in New Zealand's Code of Practice for Directors.

##### (a) **Role of the Board of Directors**

The Directors' role is defined in Section 58 of the Local Government Act 2002. This section states that all decisions relating to the operation of the CCO shall be made pursuant to the authority of the directorate of the Organisation and its Statement of Intent. The Board consults with the Company's shareholder in preparing and reviewing the Statement of Intent.

The Board meets on a regular basis and is responsible for the proper direction and control of the Company's activities. This responsibility includes such areas of stewardship as the identification and control of the Company's business risks, the integrity of management information systems and reporting to the shareholder.

The Board accepts that it is responsible for the overall control system operating within the Company but recognises that no cost-effective internal control system will permanently preclude all errors or irregularities. The control systems reflect the specific risks associated with the business of the Company.

To achieve this governance the Board will:

- Conduct regular briefings with the designated shareholder representatives to discuss emerging risk and opportunities of the business, the general forecast performance expectations and to learn of relevant changes in council policies, expectations and risk appetite.
- Act on a fully informed basis, in good faith, with due diligence and care, and in the best interests of the company.
- Act in accordance with the Constitution and Statement of Intent.
- Ensure compliance with applicable legislation, regulation, codes and accounting standards.
- Structure itself to utilise the expertise of Directors to add value.
- Monitor the effectiveness of overall governance and make changes as needed.

- Monitor and manage potential conflicts of interest of management, board members and shareholder.
- Appoint and monitor the performance and remuneration of the Chief Executive Officer and oversee succession planning.
- Ensure the Company's financial management is consistent with good business practice.
- Decide on necessary actions to protect the Company's financial position and the ability to meet its debts and other obligations when they fall due, and ensure such actions are taken.
- Ensure the Company's goals are clearly established, and that strategies are in place for achieving them (such strategies being expected to originate, in the first instance, from management).
- In the spirit of 'no surprises', keep the shareholder informed on significant events and issues, including those sensitive to publicity that may arise from Council being a political organisation.
- Promote a culture which requires all employees to adhere to high levels of ethical behaviour.
- Ensure the Company has appropriate risk management/regulatory compliance policies in place and that these are monitored on a regular basis.

**(b) The Role of the Shareholder**

The Board aims to ensure that the shareholder is informed in a timely manner of all major developments affecting the Company's state of affairs. The shareholder is consulted on the review of the Company's Statement of Intent and is responsible for the appointment of Directors. Information is communicated to the shareholder in the Annual Report, the Half-Annual Report and special meetings where required.

The shareholder is expected to:

- Deal with issues raised by the Company in a prompt and expedient fashion.
- Maintain a high level of communication with the Company on relevant matters.
- Ensure transparent and collaborative relationships are maintained with the Company.

## 5.0 PERFORMANCE INDICATORS

In its half-year and annual report, the Company will record its performance relating to its goals and objectives.

## 6.0 PERFORMANCE MEASURES AND TARGETS

The Company will endeavour to exceed the targets of the Projected Business Plan.

### 6.1 Ratio of Shareholder's Funds to Total Assets

The Ratio of Shareholder's Funds to Total Assets shall not be less than that set out in this Statement of Intent.

### 6.2 Current Ratio

The Current Ratio measures solvency. The Company will maintain a positive Current Ratio. For the purposes of this measure, "Positive" means equal to or greater than 100%.

### 6.3 EBITDA

Earnings before interest, tax, depreciation and amortisation gives an indication on the underlying operational profitability of the business.

### 6.4 Revenue

Measuring revenue growth gives a good indication of the rate at which the company has expanded the business.

### 6.5 Bank Covenants

The Company will meet all bank covenants.

	30 June 26	30 June 27	30 June 2028
<b>6.1 Equity Ratio</b> Shareholders Funds expressed as a % of Total Assets	52%	53%	54%
<b>6.2 Current Ratio</b> Current Assets expressed as a % of Current Liabilities	Positive	Positive	Positive
<b>6.3 EBITDA</b> Earnings Before Interest, Tax, Depreciation and Amortisation	\$3.6m	\$3.7m	\$3.8m
<b>6.4 Revenue</b> Revenue Targets	\$46m	\$47m	\$48m
<b>6.5 Bank Covenants</b> As agreed with the Bank from time to time	Met	Met	Met

## **7.0 NON-FINANCIAL PERFORMANCE MEASURES**

### **7.1 Health and safety observations (leadership) per year**

Safety observations are a health and safety lead indicator which allow managers and front-line workers to have conversations about how effectively health and safety risks are being controlled and how Inframax can continue to improve. Safety observations require managers to engage with workers to get feedback on risk controls and the effectiveness of them and to actively follow up on improvements. They provide assurance to managers that hazard controls are fit for purpose taking into account the working environment, operational pressures or other factors.

### **7.2 Field safety inspections (critical risk controls check)**

Field safety inspections are a health and safety lead indicator. A field safety inspection is a planned examination of a sample of an Inframax workplace or work activity to assess the effectiveness of health and safety management. Field safety inspections are focussed on the activities identified as critical risks on Inframax's risk register.

### **7.3 ISO 9001 Accreditation**

ISO 9001 is a quality accreditation standard verifying that the company has systems and processes in place to operate to industry best practices. It confirms that issues within the company are identified, recorded and information used to generate continual business improvement.

### **7.4 ISO 45001 Accreditation**

ISO 45001 is a global standard for Occupational Health and Safety (OS&S) Management Systems that provides a practical solution to improve the safety and health of both employees and other personnel by preventing work-related injury and ill health, as well as by proactively improving the Company's OH&S performance.

### **7.5 Environmental Consent Compliance**

There are three measures of environment consent compliance - full, partial and non-compliance. Full compliance of consents held by the Company indicates that all conditions of consents are met in full and the organisation is acting in an environmentally responsible manner.

### **7.6 Number of Broader Outcome Initiatives**

The Local Government (Community Well-being) Amendment Act 2019 provides for local authorities to play a broad role in promoting social, economic, environmental and cultural well-being of their communities. Broader Outcome Initiatives are initiatives the Company deploys that contribute to the wider social, economic, cultural and environmental well-being of the communities for which it operates in.

	30 June 26	30 June 27	30 June 28
<b>7.1 Health and safety observations (leadership) per year</b>	700	700	700
<b>7.2 Field safety inspections (critical risk controls check) per year</b>	450	450	450
<b>7.3 ISO 9001 Accreditation</b>	Standard Achieved	Standard Achieved	Standard Achieved
<b>7.4 ISO 45001 Accreditation</b>	Standard Achieved	Standard Achieved	Standard Achieved
<b>7.5 Environmental Consent Compliance</b>	Full Compliance	Full Compliance	Full Compliance
<b>7.6 Number of Broader Outcome Initiatives</b>	15 (Waitomo District 9, Other 6)	15 (Waitomo District 9, Other 6)	20 (Waitomo District 10, Other 10)

## 8.0 DIVIDEND POLICY

- 8.1** Subject to the Directors being satisfied as to the solvency of the Company, the meeting of its bank covenants and the integrity of its asset replacement and investment programme, the Company is committed to the provision of annual distributions to the Shareholder.
- 8.2** The Company may declare dividends as approved by the Directors.
- 8.3** The Directors may from time to time pay interim dividends.
- 8.4** The Directors are delighted to advise that given the improvement in the Company's financial performance over the past two financial years, the prospect of making dividend payments can be contemplated. Directors now believe a dividend payment in the range of \$0 - \$250,000 per annum may be paid in the medium horizon, depending on the Company's financial performance (profitability), cash flows from operations and the Company's future capital investment needs.
- 8.5** Should a distribution to the Shareholder occur, it will be made, after consultation with the Shareholder, and after taking account of all tax considerations.

## 9.0 ACCOUNTING POLICIES

- 9.1** The Company will maintain accounting records in accordance with the Companies Act 1993 and the Financial Reporting Act 2013.

Significant accounting policies adopted by the Company in its Annual Report are –

- Compliance with New Zealand generally accepted accounting practice (NZ GAAP).
- Preparation on a historical cost basis, apart from Land and Buildings and Heavy Quarry Equipment which are stated at their fair value.
- Preparation on a going concern basis.
- Financial assets, other than those at fair value, are assessed for impairment at each balance date.
- Revenue and profit are primarily recognised based on value earned.
- Trade and other receivables are stated at their expected realisable value after providing for impairment.
- Aggregate stocks are valued using standard costs based on the estimated average cost of production.
- Property, plant and equipment other than Land and Buildings and Heavy Quarry Equipment (which are measured at fair value), are carried at cost less accumulated depreciation and impairment losses.
- Trade and Other Payable are recognised when the Company becomes obliged to make future payments.

## **10.0 INFORMATION TO BE PROVIDED TO SHAREHOLDERS**

- 10.1** Annual Report and half-yearly operational report will be submitted in accordance with the Local Government Act 2002.
- 10.2** The half-yearly report will include details as are necessary to enable an informed assessment of the Company's performance during the reported period. This report will be accompanied by the Chairman's review of the period. The half-yearly report will be made available to the Shareholder no later than 1 March in every year.
- 10.3** The Annual Report will include all items required by the Companies Act 1993, the Financial Reporting Act 2013 and such other information as the Directors deem necessary for the Shareholder to measure performance of the Company against performance targets as agreed in the Statement of Intent.

## **11.0 SIGNIFICANT ACQUISITIONS**

- 11.1** Procedure to be followed as per Schedule 8, Clause 9(1)(i) of the Local Government Act 2002 regarding share transactions will be at the discretion of the Directors unless the acquisition qualifies as a major transaction as defined in 10.3.
- 11.2** The Board will consult with the Shareholder before making any significant acquisition including investment in another entity.
- 11.3** Acquisitions involving more than 10% of the total assets of the company will constitute a "major transaction" under Section 129 of the Companies Act 1993 and will require a special resolution of the Shareholder.

## **12.0 ESTIMATED COMMERCIAL VALUE OF SHAREHOLDER'S INVESTMENT**

- 12.1** Net Assets in the Annual Report as at 30 June 2024 stood at \$13.24m.
- 12.2** An independent valuation of the shares in the company was undertaken in September 2024. The valuation method adopted for the valuation was an earnings capitalisation valuation (as opposed to an asset based valuation method). The valuation, using the earnings based approach, assessed that the fair value of 100% of the shares in the Company at 30 June 2024 was between \$11.0m and \$14.8m, with a midpoint of \$12.9m.
- 12.3** The Directors believe that as the business continues to deploy and realise value from business improvement initiatives, the company's operating performance and, in turn, the earnings based valuation of the shares will continue to grow.

## **13.0 CAPITAL SUBSCRIPTION**

- 13.1** No capital will be required from the Shareholder.
- 13.2** No capital injections from the Shareholder are expected in the current period.



Document ID: 823062

## Report To: Council Meeting



**Meeting Date:** 25 March 2025

**Subject:** **Determinations of Draft Waitomo District Alcohol Fees Bylaw 2025 and Adoption of Statement of Proposal for Consultation**

**Author(s):** Rajeshwari Mahadevappa  
Graduate Policy Advisor

Charmaine Ellery  
Manager – Strategy and Policy

Alex Bell  
General Manager – Strategy and Environment

### 1. Purpose of Report

- 1.1 The purpose of this business paper is to seek Council's direction on setting alcohol licensing fees, thereby determining if a Draft Waitomo District Alcohol Fees Bylaw is required.
- 1.2 To seek Council's approval of the Statement of Proposal for Consultation on Draft Waitomo District Alcohol Fees Bylaw 2025.

### 2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
  - 1 The business paper on Determinations of Draft Waitomo District Alcohol Fees Bylaw 2025 and Adoption of Statement of Proposal for Consultation be received.
  - 2 Council proposes to set alcohol licensing fees and determines that a Draft Waitomo District Alcohol Fees Bylaw is therefore required.
  - 3 Council adopts the Statement of Proposal, which includes the Draft Waitomo District Alcohol Fees Bylaw 2025, for public consultation.
  - 4 Council approves that the public consultation period begins on 28 March 2025 and concludes on 30 April 2025.
  - 5 Council authorises the Chief Executive to make any editorial or layout changes to the Statement of Proposal that may be necessary before it is made publicly available.

### 3. Background

- 3.1 The fees for alcohol licences are currently set by the Sale and Supply of Alcohol (Fees) Regulations 2013 (the Regulations) (this means the fees are not set by the Waitomo District Council).
- 3.2 The Regulations provide default fees that are payable by users of the licensing function under the Sale and Supply of Alcohol Act 2012 (the Act). The fees set by the Regulations have not increased since they came into force in 2013 and do not cover the full cost of the processes associated with licensing activities.
- 3.3 Ratepayers have been subsidising these costs and this is expected to grow year on year. Therefore, it is imperative to introduce the Waitomo District Alcohol Fees Bylaw (the Bylaw) to enable greater cost recovery.

### 3.4 LEGISLATIVE CONTEXT

#### 3.5 Sale and Supply of Alcohol (Fees) Regulations 2013

3.6 The Regulations specify the fees that can be charged and how fees are established for alcohol licensing related functions of territorial authorities.

#### 3.7 Sale and Supply of Alcohol Act 2012

3.8 Section 405 of the Act provides the legal framework for the sale, supply and consumption of alcohol and the associated systems of control and licensing. This section permits making an alcohol fees bylaw to increase the fees and charges prescribed for alcohol licensing matters.

3.9 Under section 405(4) of the Act, Council must consult with affected persons including the Council's licensees and relevant stakeholders.

#### 3.10 Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013

3.11 This allows local authorities to enact bylaws to prescribe their own alcohol licence fees. The Order does not apply to Manager Certificates. Because section 11 Regulations states that if fees for Manager's Certificate applications were to increase, they would need to change uniformly across the country. As Manager's Certificates can be issued by any District Licensing Committee and used anywhere in the country irrelevant of where they are issued.

## 4. Commentary

### 4.1 DETERMINATIONS

4.2 Under section 155 of the Local Government Act 2002 (LGA), the Council is required to determine whether a bylaw is the most appropriate way of addressing the perceived problem, determine whether the proposed bylaw is the most appropriate form of bylaw, and determine that the proposed bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990 (NZBORA). The deliberations report fulfils the first requirement of section 155, an assessment against the NZBORA to be completed when a proposed draft bylaw is presented to the Council for consideration.

### 4.3 PERCEIVED PROBLEM ANALYSIS

4.4 Council staff have undertaken a comprehensive review of the current alcohol licensing costs. The current fees cover less than half of the total costs associated with the administration and monitoring of alcohol licences with the remainder of the shortfall being funded through rates.

4.5 It is proposed to increase the fees and charges prescribed for alcohol licensing matters by making an alcohol fees bylaw.

4.6 The Draft Waitomo District Alcohol Fees Bylaw 2025 is included as **Attachment 2**.

4.7 The proposed new Bylaw ensures that the Council can continue to provide essential services without as much reliance on the ratepayer.

4.8 Making a bylaw of this nature is permitted under section 405 of the Act and the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013 (Order).

4.9 The alcohol licensing fees are comprised of two components:

- The application fee paid when obtaining or renewing an already issued licence; and
- The annual fee paid annually for premises licences.

4.10 The application fee/renewal fee is paid on the initial application, then the first renewal (after one year), then every three years after that. There are also application fees for special licences, temporary authorities and temporary licences.

4.11 The annual fee covers monitoring of the licence to make sure conditions set on the licence are being met.

- 4.12 Expenditure for alcohol licensing in the 2023-2024 financial year totalled approximately \$111,404.15<sup>1</sup>. The Council received \$46,557.00 (including GST) through fees. This means the current fees cover less than 50% of the total cost of the administration and monitoring of alcohol licences.
- 4.13 The current fees cover less than half of the total cost of the administration and monitoring of alcohol licences. The purpose of introducing an alcohol fees bylaw is to reduce the current shortfall of processing alcohol licences, taking into consideration that some of this cost is considered a public good and so covered by rates.
- 4.14 The public good refers to Council assisting with the administration of alcohol licence hearings, enabling anyone to make their case for or against a licence application without cost creating a barrier to this process and responding to general complaints and enquiries outside of the application process. It is also recognised that there are efficiency improvements required.
- 4.15 The costs associated with the activities relate to employing the alcohol licensing inspectors, associated administration functions, the cost of reimbursing the expenses of the District Licencing Committee and overhead costs. The only exception to this is the fees for Managers' Certificates which cannot be changed and any cost shortfall for this area cannot be directly recovered from these applications certificate under section 11(2) of the Regulations.
- 4.16 The proposed bylaw will increase fees for alcohol premises annual and application fees as well as application fees for special licences and temporary authorities. The Bylaw will not impact Manager's Certificate fees.
- 4.17 Fees will be set in proportion to the costs to Council for each category of licence (on-licence, off-licence, or club licence). The proposed bylaw seeks to increase the current licence fees by 35% in 2025-26, followed by a further 35% in 2026-27, and then a review will be undertaken to determine what future increases are required to ensure appropriate cost recovery thereafter.
- 4.18 Introducing the Bylaw would ensure those who use the alcohol licensing services contribute an appropriate share of the costs of licensing, education, monitoring, and enforcement.
- 4.19 Below table shows the estimated worst-case costs associated with the processing of a licence application. The proposed fees increase is set at 35%. This is in line with the increase in labour market inflation since 2013 when the fees were set by the Regulations as well as taking into account the original fees not covering costs and the bylaw review period. The risk-based nature of the fees also fails to recognise that all licence applications follow the same process so use similar amounts of time. There is also no direct cost recovery, such as when hearings are required.

**Table 1: Estimate of hours and costs associated with processing an alcohol licence application**

Application	Initial Admin (hours)	Inspector (hours) Includes report, visit, review of application requiring very little effort, interview	Admin (hours)	DLC (hours)	Secretary (hours)	Total Hours	Approximate Cost
New licence	1.25	10	1.25	1	0.5	14	\$2243
Licence renewal	1	9	1.25	1	0.5	12.75	\$922
Special (large)	1	10	1.25	1	0.5	13.75	\$2215
Special (small)	0.75	4	1	1	0.25	7	\$500
Managers Certificate	0.75	2.5	1	1	0.25	5.5	\$400

#### 4.20 Future cost recovery

- 4.21 If the Bylaw is adopted, it is anticipated to come into effect 1 July 2025. It is proposed to include a stepped approach to increases, meaning a further 35 percent increase of the fees

<sup>1</sup> This costing includes fees paid to the Alcohol Regulatory Licencing Authority, District Licencing Committee, Waipa District Council for providing the Licencing Inspector service, and Waitomo District Council staff time.

on 1 July 2026 to bring the total cost recovery closer to 100 per cent, taking into consideration a percentage of public good.

4.22 After the initial and secondary increases, it is intended that the Bylaw will be reviewed as part of any review of Council's Fees and Charges Schedule, with the next review anticipated coming into effect on 1 July 2027.

4.23 The tables below shows the application of proposed fee increases.

**Table 2: Special licence fees (including GST)**

Special Licence Class	Description	Current Fee	Proposed Fee From 1 July 2025 (+35%)	Proposed Fee From 1 July 2026 (+70%)
Class 1	1 large event*: more than 3 medium events**: more than 12 small events***	\$575.00	\$776.25	\$977.50
Class 2	3 to 12 small events: 1 to 3 medium events	\$207.00	\$279.45	\$351.90
Class 3	1 or 2 small events	\$63.25	\$85.38	\$107.53
<p>* large event means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people</p> <p>** medium event means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people</p> <p>*** small event means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.</p>				

**Table 3: On, off, and club licences (including renewals) (including GST)**

Fees category for premises	Number of licences in category (April 2024)	Current Application Fee	Proposed Application Fee from 1 July 2025 (+35%)	Proposed Application Fee from 1 July 2026 (+70%)	Current Annual Fee	Proposed Annual Fee from 1 July 2025 (+35%)	Proposed Annual Fee from 1 July 2026 (+70%)
Very low	4	\$368.00	\$496.80	\$625.6	\$161.00	\$217.35	\$273.70
Low	14	\$609.50	\$822.82	\$1036.15	\$391.00	\$527.85	\$664.70
Medium	12	\$816.50	\$1102.27	\$1388.05	\$632.50	\$853.87	\$1075.25
High		\$1023.50	\$1381.72	\$1739.95	\$1035.50	\$1397.92	\$1760.35
Very High		\$1207.50	\$1630.12	\$2052.75	\$1437.50	\$1940.62	\$2443.75
<p>A territorial authority must assign a fees category (very low to very high) to any premises for which an on-licence, off-licence, or club licence is held or sought, based on the type of premises, its trading hours and its enforcement history.</p>							

**Table 4: Other fees (including GST)**

Type	Description	Current Fee	Proposed Fee From 1 July 2025 (+35%)	Proposed Fee From 1 July 2026 (+70%)
Temporary Authority	Section 136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol	\$296.70	\$400.54	\$504.39
Temporary licence	Under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates during	\$258.00	\$348.30	\$438.60

	repairs etc.			
Permanent club charters	The holder of a permanent club charter (as described in section 414 of the Act)	\$550.00	\$742.50	\$935.00
Extract from register	Under section 66(2) of the Act for an extract from a register	\$50.00	\$67.50	\$85.00

4.24 The proposed new alcohol fee is not expected to result in substantial increase in revenue. Hence the impact on Revenue and Financing Policy is low.

4.25 **Consultation**

4.26 Council must consult with affected persons including the Council's licensees and relevant stakeholders. Under section 405(4) of the Act, Council must, to the extent that is reasonably practicable having regard to the circumstances of the particular case, consult the persons the authority has reason to believe are representative of interests likely to be substantially affected by the bylaw. Prior to public engagement, we will send a letter to all licensed premises to advise them that Council is consulting on the Bylaw and inviting them to submit.

4.27 **Other Councils**

4.28 **There are a number of other councils who either have, or are consulting on the introduction of an alcohol fees bylaw. These include:**

- (a) Waipa District Council is in the final stages of introducing an alcohol fees bylaw. If the Bylaw is adopted, it is anticipated to come into effect from 1 July 2025. It has proposed to increase 35 percent of the fees on 1 July 2025, 70 percent of the fees on 1 July 2026.
- (b) Hamilton City Council is currently consulting on an alcohol fees bylaw and are proposing to increase alcohol licensing charges by 34% in July 2025 to recover 95% of current costs. The remaining 5% would continue to be covered by rates.
- (c) Whangarei District Council introduced an alcohol fees bylaw in 2016, increasing fees in two stages. The application fees and annual fees were increased an average of more than 87 per cent from those specified by the Sale and Supply of Alcohol (Fees) Regulations 2013. This brought their fees revenue up to recover 70 percent of incurred costs from alcohol licensing.
- (d) Hutt City Council adopted an alcohol fees bylaw in 2019, taking a stepped increase approach over three years. The steps increased the fees by roughly 23.5% each year. Before the bylaw was introduced Hutt City Council were running at a cost recovery rate of 41 percent and by 2023 it was running at a cost recovery rate of 93 percent.
- (e) Kapiti Coast District Council is in the process of developing a fees bylaw. They are proposing to take a stepped increase approach, bringing their total cost recovery to approximately 89 per cent by the end of year 5.

4.29 The Bylaw is the only way Council can change alcohol licensing fees, aligning the charges with the actual costs and inflation. Therefore, emphasising the importance of a new Bylaw as the most appropriate way to set alcohol licensing fees.

4.30 **STATEMENT OF PROPOSAL**

4.31 The special consultative procedure in section 86 of the LGA is required to be used when Council makes Bylaws under the LGA. Section 86(2) of the LGA requires a statement of proposal for a Bylaw to include:

- A draft of the bylaw as proposed to be made.
- The reasons for the proposal.

4.32 The statement of proposal in **Attachment 1** to this report complies with these requirements.

- 4.33 **Determinations under section 155 of the LGA.**
- 4.34 Before adopting a Draft Waitomo District Alcohol Fees Bylaw for consultation, Council must make the following determinations:
- That the draft Bylaw is the most appropriate way to address the perceived problem
  - That the draft Bylaw is the most appropriate form of Bylaw.
  - That the draft Bylaw does not give rise to implications under the New Zealand Bill of Rights Act 1990 (NZBORA).
- 4.35 There are no other mechanisms to set the alcohol licensing fees other than introducing a new Bylaw. The Council has Bylaw-making powers that allow it to make Bylaws to address the perceived problems.
- 4.36 Staff do not consider the draft Bylaw gives rise to any implications under the NZBORA.

## 5. Analysis of Options

- 5.1 Should the Council choose not to set the alcohol licensing fees and retain the fees as set by the Sale and Supply of Alcohol (Fees) Regulations 2013, ratepayers would continue to subsidise these costs, and this is expected to grow year on year.
- 5.2 If the Council proposes to set the alcohol licensing fees, thereby determining a Draft Waitomo District Alcohol Fees Bylaw as the most appropriate way to set alcohol licensing fees.

## 6. Considerations

- 6.1 **Risk**
- 6.2 There is very little risk involved in undertaking a Bylaw review. The Statement of Proposal has been prepared to fulfil the requirements of sections 83 and 87 of the LGA. A consultation period of 1 month allowing public submissions has been suggested which meets the legislative requirement.
- 6.3 **Consistency with existing plans and policies**
- 6.4 Adopting a Draft Waitomo District Alcohol Fees Bylaw 2025 for consultation retains consistency with the historical Council position to maintain a bylaw on this matter.
- 6.5 **Significance and Community Views**
- 6.6 The Council's Significance and Engagement Policy requires the Council to assess the degree of significance of proposals and decisions, which informs the appropriate level of engagement.
- 6.7 Based on the list of criteria for significance listed in the Significance and Engagement Policy, this draft Bylaw is considered to be of medium significance for the people of the District, which corresponds to the 'consult' level of engagement.
- 6.8 Additionally, the Significance and Engagement Policy states that Council will use the special consultative procedure set out in section 83 of the LGA for reviewing Bylaws.
- 6.9 Staff therefore recommend that Council undertake public consultation in accordance with the requirements of the LGA and its Significance and Engagement Policy.
- 6.10 Section 83 of the LGA requires the Council to make some specific decisions which are summarised as follows:
- Prepare and adopt a Statement of Proposal.
  - Ensure the Statement of Proposal is publicly available.

- Ensure a description of how the Council will provide persons interested in the Proposal with an opportunity to present their views is publicly available.
- Ensure a statement of the period (not less than 1 month) within which views on the Proposal may be provided to the Council is publicly available.
- Provide an opportunity for persons to present their views to the Council in a manner that enables spoken interaction between the person and Elected Members (or delegated representatives) and ensure that any such person is informed about how and when they may take up that opportunity.

6.11 The proposed timetable for consultation and the adoption process is:

Key Milestone	Planned timeframe
<b>Council Meeting</b> – adoption of the proposed Bylaw for public consultation	25 March 2025
<b>Letter to current license holders</b>	26 March – 27 March 2025
<b>Consultation Period</b>	28 March to 30 April 2025
<b>Hearing</b> of submitters who wish to speak to their submissions	15 May 2025
<b>Deliberations Council</b> discusses feedback from the community and changes are agreed to if appropriate	10 June 2025
<b>Council Meeting</b> – adoption of a final bylaw	30 June 2025

## 7. Recommendation

7.1 It is recommended that:

- 1 The business paper on Determinations of Draft Waitomo District Alcohol Fees Bylaw 2025 and Adoption of Statement of Proposal for Consultation be received.
- 2 Council proposes to set alcohol licensing fees and determines that a Draft Waitomo District Alcohol Fees Bylaw is therefore required.
- 3 Council adopts the Statement of Proposal, which includes the Draft Waitomo District Alcohol Fees Bylaw 2025, for public consultation.
- 4 Council approves that the public consultation period begins on 28 March 2025 and concludes on 30 April 2025.
- 5 Council authorises the Chief Executive to make any editorial or layout changes to the Statement of Proposal that may be necessary before it is made publicly available.

## 8. Attachments

- 1 Draft Statement of Proposal – Draft Waitomo District Alcohol Fees Bylaw 2025 (821536)
- 2 Draft Waitomo District Alcohol Fees Bylaw 2025 (818822)

# REVIEW OF ALCOHOL FEES BYLAW 2025

## Draft STATEMENT OF PROPOSAL

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*Council wants your feedback on this Bylaw.  
Tell us what you think!*

## OVERVIEW

Waitomo District Council (Council) is seeking feedback following the development of the Draft Alcohol Fees Bylaw 2025 (the Bylaw).

Council is proposing the new Bylaw to set fees and charges for alcohol licences in Waitomo District. Introducing this Bylaw would allow Council to set the amount it charges to alcohol licence holders (e.g. bars, alcohol stores and supermarkets), to help cover costs relating to alcohol licensing.

Council is proposing to increase alcohol licensing charges by 35% in July 2025, followed by a further 35% in July 2026 to bring the total cost recovery closer to 100%. After the initial and secondary increases, the Bylaw will be reviewed as part of review of Council's Fees and Charges Schedule, with the next review anticipated coming into effect on 1 July 2027.

If the Bylaw is adopted alcohol licensing fees would increase as shown in the Draft Alcohol Fees Bylaw 2025 (provided as part of this Statement of Proposal).

### **Key considerations**

Council currently use the fees set by legislation; however, these fees have not increased since they came into force in 2013 and do not cover the full cost of the processes associated with licensing activities. This means every time Council processes an alcohol licence it costs more than the fee paid by the licensee.

Ratepayers have been subsidising these costs and this is expected to grow year on year. Therefore, it is imperative to introduce the Bylaw to enable greater cost recovery.

Costs are increasing due to inflation and an increase in alcohol licensing activities, including more District Licensing Committee hearings, education, monitoring, and enforcement. Costs are expected to continue to increase, in part because of legislative changes. The Bylaw would enable Council to set fees that would recover the costs of undertaking these licensing activities.

Consulting on these options provides an opportunity for the Council to discuss the intention of the draft Bylaw, hear community opinions, and consider feedback to the proposal.

## 1. OPTIONS CONSIDERED

Below is a summary of the options considered, and reasons given for the chosen option.

**Option 1 (Council preferred option):** increase alcohol licensing fees by 35% in July 2025, followed by a further 35% in July 2026.

**Option 2 (status quo):** do not adopt an Alcohol Fees Bylaw and continue to charge the alcohol licence fees set by fees regulations.

## 2. SUMMARY OF THE PROPOSED CHANGES

### Option 1 (preferred): Creating the Bylaw would mean:

- Council would increase the fees and charges for alcohol licences by 35% in 2025-26.
- Fees would increase another 35% in 2026-27.
- Cost recovery would increase from approximately 45% in the financial year 2025/26 to 60% in the financial year 2026/27 of the Bylaw.
- A portion of the costs would continue to be subsidised by ratepayers – but less than Option 2

### Option 2 (status quo): Not adopting the Bylaw would mean:

- Fees and charges for alcohol licences would not increase.
- Council's cost recovery rate would decrease year-on-year.
- Alcohol licensing activities undertaken by Council would continue to be largely funded with ratepayer contributions.

## LEGISLATIVE FRAMEWORK

The development of the Draft Alcohol Fees Bylaw 2025 is in accordance with the Sale and Supply of Alcohol Act 2012 (the Act), the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, Sale and Supply of Alcohol (Fees) Regulations 2013, and the Local Government Act 2002 (LGA 2002).

The Regulations specify the fees that can be charged and how fees are established for alcohol licensing related functions of territorial authorities. Section 405 of the Act provides the legal framework for the sale, supply and consumption of alcohol and the associated systems of control and licensing. This section permits making an alcohol fees bylaw to increase the fees and charges prescribed for alcohol licensing matters.

Bylaws do not have the authority to override primary legislation but rather seek to supplement and support national rules with local rules. Bylaws must focus on providing a remedy to the identified problem.

All bylaws must be reasonable. The requirement to be reasonable relates to the bylaw not unnecessarily impacting upon a person's freedoms and rights, as protected by the New Zealand Bill of Rights Act 1990 (NZBORA). Our assessment of the proposed bylaw is that there are no implications under the NZBORA, and this assessment will be reviewed before a final bylaw is made.

In reviewing and developing bylaws, the Council must follow both the decision making and consultation requirements set out in the LGA. Each bylaw must be evaluated in terms of its costs and benefits to the community, as well as an assessment of the other options available to the Council to regulate or remedy the problem.

## KEY DATES

WHEN	WHAT
28 March 2025	Submissions open
30 April 2025	Submissions close
15 May 2025	Hearings (should people wish to speak to their submissions)
10 June 2025	Deliberations – Council discusses feedback from the community and changes are agreed to if appropriate.
30 June 2025	Council adopts the final Bylaw

## HAVE YOUR SAY

Please read this document and the proposed bylaw carefully and then have your say by 30 April 2025.

## Submission Form

### Draft Review of Alcohol Fees Bylaw 2025

Submissions close 30 April 2025

You can share your views by:

- Visiting our website: [waitomo.govt.nz/haveyoursay](https://waitomo.govt.nz/haveyoursay) and complete an online Submission Form
- or
- Completing this Submission Form and returning it to us by:
    - Visiting our office on 160 Rora Street, Te Kuiti
    - Emailing it to: [haveyoursay@waitomo.govt.nz](mailto:haveyoursay@waitomo.govt.nz) (scan and pdf or take a photo)
    - Posting to: FREEPOST 112498, Waitomo District Council, PO Box 404, Te Kuiti 3941

<b>Full Name:</b>	
<b>Organisation:</b> <i>(if responding on behalf of)</i>	
<b>Phone:</b> (home/mobile)	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Email:</b>	

*The Local Government Act 2002 requires submissions to be made available to the public. Your name and/or organisation will be published with your submission and made available in a report to elected members and to the public. Other personal information supplied (such as address / email address) will be removed from the public copy.*

**I wish to speak to Council about my submission.**

*(Hearings are scheduled for 15 May 2025. We will contact you to arrange a time.)*

Yes  No

#### **YOUR FEEDBACK**

Do you agree that Council should set alcohol licensing fees?

YES  NO

If not, what reason do you have, or other suggestions/approach?

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# Waitomo District Council

## Draft Waitomo District Alcohol Fees Bylaw 2025

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Draft

Draft

<b>First Adopted:</b>	2025
<b>Review History:</b>	
<b>Date of Next Review:</b>	2030
<b>Responsibility:</b>	GM - Strategy and Environment
<b>Adopted by:</b>	2025
<b>Associated Documents:</b>	Waitomo District Council Local Alcohol Policy (716260)

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Draft



This Bylaw is made pursuant to the Sale and Supply of Alcohol Act 2012, the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, and the Local Government Act 2002.

## TITLE | TAITARA

This Bylaw may be cited as the Waitomo District Alcohol Fees Bylaw 2025.

## COMMENCEMENT | TĪMATA

The initial resolution to make this Bylaw was passed by the Waitomo District Council at an ordinary meeting of the Council held on 2025 and was adopted following consideration of submissions received during the special consultative procedure, by a resolution at a meeting of the Council on 2025. The Bylaw came into force on 2025. The Bylaw was then publicly notified on 2025.

## PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. The purpose of this Bylaw is to set fees for any matter for which fees payable to territorial authorities are prescribed in the Sale and Supply of Alcohol (Fees) Regulations 2013.
2. This Bylaw applies to the district of Waitomo District Council.

## DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

<b>Act</b>	means the Sale and Supply of Alcohol Act 2012.
<b>Application fee</b>	has the meaning given by the Sale and Supply of Alcohol (Fees) Regulations 2013 and means the fee for any of the following: <ol style="list-style-type: none"> <li>(a) an application for an on-licence, off-licence, or club licence:</li> <li>(b) an application to vary an on-licence, off-licence, or club licence:</li> <li>(c) an application to renew an on-licence, off-licence, or club licence</li> </ol>
<b>25/26 year</b>	means the period commencing 1 July 2025 and ending 30 June 2026.
<b>Subsequent years</b>	means the period commencing 1 July 2026 onwards.
<b>Council</b>	means Waitomo District Council

## BYLAW | PĀERO

Unless the context requires another meaning, a term of expression that is defined in the Act and used in this Bylaw, but not defined, has the meaning given by the Act.

Any guidance or explanatory notes do not form part of this Bylaw, and may be made, amended and revoked without formality.

To avoid doubt, the Legislation Act 2019 applies to this Bylaw.

### 1. Fees payable for premises in each fees category

- 1.1 The application fees and annual fees are:

1.2 Regulations 5 and 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 provides information on how the Council must assign the cost/risk rating and fees category to any premises for which an on-licence, off licence or club licence (including renewals) is held or sought.

Period fee applies:	25/26 year		Subsequent years	
Fees category for premises	Application fee	Annual fee	Application fee	Annual fee
Very low	\$432.00	\$189.00	\$544.00	\$238.00
Low	\$715.50	\$459.00	\$901.00	\$578.00
Medium	\$958.50	\$742.50	\$1207.00	\$935.00
High	\$1201.50	\$1215.00	\$1513.00	\$1530.00
Very high	\$1417.50	\$1687.50	\$1785.00	\$2125.00

## 2. Fees payable for special licences

2.1 The fee payable to the Council for a special licence is as follows:

Period fee applies:	25/26 year	Subsequent years
Special Licence class	Fee	Fee
Class 1	\$675.00	\$850.00
Class 2	\$243.00	\$306.00
Class 3	\$74.25	\$93.50

### Guidance note:

Regulation 9 of the Sale and Supply of Alcohol (Fees) Regulations 2013 sets out how Council must assign classes for special licenses. Under this provision, every special licence issued by a territorial authority must be one of the following classes:

Special Licence class	Issued in respect of
Class 1	1 large event More than 3 medium events More than 12 small events
Class 2	3 to 12 small events 1 to 3 medium events
Class 3	1 or 2 small events

For this purpose:

- **Large event** means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.
- **Medium event** means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.
- **Small event** means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

### 3. Temporary Authority

3.1 The fee payable under section 136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol is:

- (a) for the 25/26 year, \$348.30; and
- (b) for subsequent years, \$438.60.

### 4. Temporary Licence

4.1 A person applying under section 74 of the Act to sell alcohol pursuant to a licence from premises other than premises to which the licence relates must pay an application fee to the Council of:

- (a) for the 25/26 year, \$348.30; and
- (b) for subsequent years, \$438.60.

### 5. Permanent Club Charter

5.1 The holder of a permanent club charter (as described in section 414 of the Act) must, if the club's premises are located in the district of the Council, pay an annual fee to the Council of:

- (a) for the 25/26 year, \$742.50; and
- (b) for subsequent years, \$935.00.

### 6. Extract from Register

6.1 The fee payable to a licensing committee under section 66(2) of the Act for an extract from a register is:

- (a) for the 25/26 year, \$67.50; and
- (b) for subsequent years, \$85.00.

### 7. Goods and Services Tax Exclusive

7.1 The fees prescribed by this Bylaw are exclusive of goods and services tax.

This Bylaw was made by the WAITOMO DISTRICT COUNCIL, under the Sale and Supply of Alcohol Act 2012, the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, and the Local Government Act 2002 at a meeting of the Council held on the XXXXXX 2025.

The Common Seal of the WAITOMO DISTRICT COUNCIL was hereunto affixed pursuant to a resolution of Council passed on the XXXXXX 2025.

The Common Seal of the Waitomo District Council was hereto affixed in the presence of:

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Mayor

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Chief Executive

Document No: 822241

**Report To: Council**



**Meeting Date:** 25 March 2025

**Subject:** **Proposed 2025-2026 Dog Registration Fees and Charges schedule for adoption**

**Type:** Decision Required

**Author(s):** Charmaine Ellery  
Manager – Strategy and Policy

Alex Bell  
General Manager – Strategy and Environment

## 1. Purpose of Report

- 1.1 The purpose of this business paper is to present to Council, for consideration and adoption the proposed Dog Registration Fees and Charges Schedule 2025-2026.

## 2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
1. The business paper on Proposed 2025-2026 Dog Registration Fees and Charges schedule for adoption be received.
  2. The Proposed Dog Registration Fees and Charges for 2025-2026 be adopted as set out in Attachment 1.

## 3. Background

### 3.1 REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 2002

- 3.2 Council's Revenue and Financing Policy (RFP) provides information on funding sources that are available to the Waitomo District Council and provides the rationale for the use of each funding source. Fees and Charges (FCs) are a legitimate source for funding activities (or parts of activities), and the rationale for their use in funding certain activities is set out in detail in the RFP.
- 3.3 In setting FCs Council must do so in a manner set by section 150 of the Local Government Act 2002 (LGA), namely that the FCs must represent the recovery of fair and reasonable costs incurred by Council in the matter for which the fee is charged. The legislative requirements for dog specific fees and charges are defined in the Dog Control Act 1996.
- 3.4 FCs are one funding source evaluated as part of the construction of the annual planning and budgeting process. This annual review provides the opportunity to reflect the changing circumstances in the operating environment.
- 3.5 Dog FCs can be adopted by Council resolution without the need to undertake the special consultative procedure (SCP). However, if the change is deemed significant then an SCP process would need to be followed.
- 3.6 The proposed dog fees and charges schedule is attached in Attachment 1 and forms part of this business paper.

## 4. Commentary

### 4.1 **ANNUAL FEES AND CHARGES REVIEW**

- 4.2 The annual review of the current (2024/25) FCs has been carried out as part of the annual planning process, to determine whether any changes are required for the next financial year (2025/26). In reviewing the current FCs, the need for alignment with the Revenue and Financing Policy has been kept in mind and proposed changes have been incorporated into budgeted revenue in the draft Annual Plan 2025/26.
- 4.3 The outcome of this review was that due to the increase in operating costs most FCs needed to be increased by 3% in line with inflation of Council operational expense (Local Government Cost Index) to ensure that costs are recovered so that Council services are not subsidised further by rates. Fees indicated in red text increased slightly more to recover actual costs or be a stronger deterrent.
- 4.4 Additional fees have been included to ensure veterinary costs are able to be recovered.
- 4.5 The variations from Council's 2022/23 fees and charges schedule are set out in the table below. The 3% increase has been applied with practical rounding. The fee for owners with a Gold card has been maintained at \$117.
- 4.6 Table 1: Proposed Dog Registration Fees

Description	2024/25 fee or charge (\$)	Updated 2025/26 fee or charge (\$)
<b>Animal and Dog Control Fees</b>		
<b>All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.</b>		
Urban (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	130.00	<b>134.00</b>
Spayed or Neutered Dogs in the Urban Area	98.00	<b>101.00</b>
Special Owner (Dog Control Policy) Dogs	77.00	<b>79.00</b>
Gold card discount of 10% for urban dogs	117.00	117.00
Rural Dogs	55.00	<b>57.00</b>
Rural Dogs > 5 For every 5 rural dogs you register the 6th dog registration is free if paid on or before registration date.	Multiple rural dog discount	Multiple rural dog discount
Late registration	50% of the fee that would have been payable if that dog had been registered on the first day of the registration	50% of the fee that would have been payable if that dog had been registered on the first day of the registration
Dangerous Dogs registration	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.
Disability Assist Dog registration <i>Note: To be eligible, the dog must be certified as a disability assist dog in accordance with Schedule 5 of the Dog Control Act 1996.</i>	No charge	No charge
Replacement Registration Tag	5.25	<b>5.40</b>

Description	2024/25 fee or charge (\$)	Updated 2025/26 fee or charge (\$)
<b>Impounding Fees</b> The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees, <b>veterinary costs</b> , irrespective of the fate of the dog.		
Seizure (per dog seized)	68.00	<b>70.00</b>
First Impounding (registered dog)	75.00	<b>80.00</b>
First Impounding (unregistered dog)	110.00	<b>115.00</b>
Second Impounding	150.00	<b>154.00</b>
Third and subsequent impounding	220.00	<b>230.00</b>
Plus Sustenance fees - per day	18.00	<b>20.00</b>
<b>Veterinary charges</b>		<b>Actual cost</b>
<b>Re-Homing</b> Re-homing of unwanted/ unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro-chipping fee <b>and all other reasonable associated costs.</b>	Applicable costs	Applicable costs
Surrender/disposal (in addition to applicable impounding charges and sustenance)	80.00	<b>90.00</b>
Micro-chipping	30.00	<b>35.00</b>
<b>Permits</b>		
Consent to keep more than 2 dogs in the urban area. Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection.	60.00	<b>65.00</b>
<b>Special Owner property check</b>		<b>40.00</b>
<b>Dog Collars</b>		
Barking collars	40.00	<b>45.00</b>
Batteries for barking collars	6.00	<b>8.00</b>
<b>Small</b>	new	10.00
<b>Medium</b>	new	12.00
<b>Large</b>	new	14.00
<b>Extra large</b>	new	16.00

- 4.7 The early adoption of the dog FCs will allow plenty of notice to our dog owners of the 2025/26 registration fees and reduce the risk of late penalties being applied (from 1 August) which add 50% to the registration cost. This is considered more beneficial to dog owners than adopting dog FCs with the other FCs on 30 June 2025 after public consultation.
- 4.8 Council is also required to inform dog owners by way of public notice in a circulating newspaper at least once during the month prior to the new registration year of the fixed dog registration fees.
- 4.9 **COMMUNITY CONSULTATION**
- 4.10 By adopting the dog FCs there would be no opportunity for dog owners to give feedback on the proposed changes to the FCs. However, it is considered that Council is not required to consult on all FCs, so it is able to resolve to approve the FCs without the need to consult.
- 4.11 Council officers have also ensured that the increases in FCs have been kept to a minimum to ensure that we are not further increasing rate subsidisation. It should also be noted that historically, Council has not received submissions on the proposed dog registration fees when consulted on in previous years.

## 5. Analysis of Options

- 5.1 **Option 1:** Adoption of the Proposed Dog Registration Fees and Charges for 2025-2026 be adopted as set out in Attachment 1 (recommended).
- 5.2 **Option 2:** Adoption after public consultation (month of April) at May Council meeting, any submissions to the Dog Registration Fees and Charges would need to be heard, deliberated and then a decision made to adopt the fees at this meeting to allow public notification in June.

## 6. Considerations

### 6.1 **RISK**

- 6.2 There are no significant risks associated with adopting the proposed changes to the dog fees and charges for the 2025/26 year as the charges are proposed to move in keeping with inflation to ensure cost recovery as per legislation.
- 6.3 The risk of not adopting the dog registration FCs at this time would be that dog registration notices may not be sent in a timely manner prior to the registration date, and this may lead to more dog owners facing late payment penalties.
- 6.4 As dog registration fees need to be publicly notified at the latest in June, adoption prior to this is required.

### 6.5 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 6.6 The proposed dog fees and charges for the 2025/26 year are consistent with, and are required to fund delivery of, current Council plans or policies, specifically the Revenue and Financing Policy and the draft 2025/26 Annual Plan.

### 6.7 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 6.8 The changes proposed are not considered to be significant, and submissions on FCs are usually very low.
- 6.9 An assessment under Council's Significance and Engagement Policy was undertaken and Council considers that consultation should be undertaken in accordance with the Special Consultative Procedure under LGA.

## 7. Recommendation

- 7.1 It is recommended that Council adopt the Proposed Dog Registration Fees and Charges for 2025-2026 be adopted as set out in Attachment 1.

## 8. Attachments

1. Proposed Dog Registration Fees and Charges 2025-2026 (Doc #822639 V1.0.3)

COMPLIANCE	
Description	Updated 2025/26 fee or charge (\$)
<b>Animal and Dog Control Fees</b>	
All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.	
Urban (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	134.00
Spayed or Neutered Dogs in the Urban Area	101.00
Special Owner (Dog Control Policy) Dogs	79.00
Gold card holder for urban dogs	117.00
Rural Dogs	57.00
Rural Dogs > 5 For every 5 rural dogs you register the 6th dog registration is free if paid on or before registration date.	Multiple rural dog discount
Late registration	50% of the fee that would have been payable if that dog had been registered on the first day of the registration
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Disability Assist Dog registration <i>Note: To be eligible, the dog must be certified as a disability assist dog in accordance with Schedule 5 of the Dog Control Act 1996.</i>	No charge
Replacement Registration Tag	5.40
<b>Impounding Fees</b>	
The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees, veterinary costs, irrespective of the fate of the dog.	
Seizure (per dog seized)	70.00
First Impounding (registered dog)	80.00
First Impounding (unregistered dog)	115.00
Second Impounding	154.00
Third and subsequent impounding	230.00
Plus Sustenance fees - per day	20.00
Veterinary charges	Actual cost
<b>Re-Homing</b> Re-homing of unwanted/ unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro-chipping fee <b>and all other reasonable associated costs.</b>	Applicable costs
Surrender/disposal (in addition to applicable impounding charges and sustenance)	90.00
Micro-chipping	35.00
<b>Permits</b>	
Consent to keep more than 2 dogs in the urban area. Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection.	65.00
Special Owner property check	40.00
<b>Dog Collars</b>	
Barking collars	45.00
Batteries for barking collars	8.00
Small	10.00
Medium	12.00
Large	14.00
Extra large	16.00



Document ID: 806094

## Report To: Council



**Meeting Date:** 25 March 2025

**Subject:** **Infrastructure Services Group Bi-Monthly Activity Update Report**

**Type:** Information Only

**Author(s):** Shyamal Ram  
General Manager – Infrastructure Services

### 1. Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the activities that form part of the Infrastructure Services Group.

### 2. Suggested Resolutions

- 2.1 The following is a suggested resolution only and does not represent Council policy until such time as it is adopted by formal resolution.

- 1 The business paper on Infrastructure Services Group Bi-Monthly Activity Update report be received.

### 3. Background

- 3.1 At its meeting on 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 3.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly Agenda, and Business Support and Leadership / Governance and Regulatory reporting on the other month.
- 3.3 The Infrastructure Services report provides commentary on activities and operational projects covering three waters, roading, waste management, housing, and other property.
- 3.4 The report provides relatively high-level detail and will provide commentary on significant, not 'business as usual' matters.
- 3.5 Each sub-group will cover the following:
1. **Current Activity** - This narrative will cover operational projects, any further narrative on Capex projects not covered in the bi-monthly financial report, issues, and operational topics in these activities.
  2. **Risks and Opportunities** that are important to note.
  3. **Looking Forward** - What is happening in the next 1-3 months to give a picture of what is coming up.

## 4. Commentary

### 4.1 ROADS AND FOOTPATHS

4.2 The Roads and Footpaths group of activities incorporates maintenance and renewal of the road surface, pavement, footpaths and other roading assets such as bridges and structures.

### 4.3 **CURRENT ACTIVITY**

4.4 The capital works programme is progressing well with sites at Mangaotaki Rd, Walker Rd and Te Anga Rd being worked on at this time

### 4.5 DRAINAGE RENEWALS

4.6 The latest drainage inspection report has been received. This will help form the basis for the drainage renewals programme going forward. We are currently identifying sites, and the programme will be completed soon.

### 4.7 LOW-COST LOW-RISK

4.8 The Kent Street slip repair project falls within the LCLR funding. This funding has now been granted through the Government Resilience Fund. Design, building consent and property access is currently being finalised and work will be completed this financial year.

4.9 The slips along Mapara South Road, are being discussed with FMNZ as we look to find a resolution to the maintenance of the sites and any potential future issues. Any possible funding from NZTA, will be confirmed after discussions with FMNZ are complete.

4.10 The resealing programme has been finalised and work started on 14 February 2025.

### 4.11 SPEED MANAGEMENT

4.12 Speed Management had two previous papers submitted to Council for review and recommendation. These were a Council Workshop paper on the 15 October 2024, (780902) and a Council Meeting paper on the 29 October 2024 (783349), where the updated programme and budgets were discussed.

4.13 The Speed Management scope was reduced to only focus on speed limits around schools, due to the change in government and priorities.

4.14 In the October business papers, there was no funding available for Speed Management, but it was still mandated to be completed. It was agreed at the Council Meeting that this would be fully Council funded.

4.15 Since the October meeting NZTA have reversed their decision around funding and confirmed that funding is available for Speed Management (mandated portions only).

4.16 The updated Speed Management Plan requires approval from the Director of Land Transport. This was submitted for approval on the 7 March 2025. Once approval is given NZTA will access the application and provide funding.

4.17 Te Wharekura o Maniapoto (Oparure Road): Direction was given that a permanent speed reduction is still the preferred treatment here. There are provisions within the updated Speed Management Guidelines for permanent reduction of speed limits, however these require re-consultation, which is targeted, as well as further supporting information showing support for the change.

4.18 The consultation process requires a minimum of six weeks. Te Wharekura O Maniapoto has been removed from the application so that the funding can be secured. Consultation and an updated application will be undertaken whilst the current submission is being reviewed.

4.19 Site-specific drawings have been completed along with a set of contract documents ready to be advertised. If funding is secured the works will be completed this financial year.

#### 4.20 CYCLONE RECOVERY

- 4.21 Since February 2022 there have been four major storm events that have caused significant damage to the roading network. These events have been Cyclone Dovi in February 2022, the July-August 2022 weather event, and the Mangarino Road and North Island Weather Events (NIWE) in January-February 2023. The Repair works have been ongoing.
- 4.22 Cyclone Dovi, in February 2022, had nine Category C & D sites which required fully engineered design solutions and 34 Category A & B sites which required less engineering input. These sites have all been completed with the exception of one smaller site on Mapara Road. The total costs, including the initial recovery costs are just under \$7 million.
- 4.23 The larger sites for Cyclone Dovi included:
- View Terrace – MSE Wall
  - Kopaki Road – Road Retreat
  - Mangatoa Road (x4) - Two Timber Pile Walls, one Earth Buttress and one Road Retreat
  - Taumatotara West – Road Retreat
  - Taharoa Road – Road Retreat
- 4.24 The July-August 2022 (Winter Storm Event) has 13 Category B & C sites, and 16 Category A sites. The winter storm recovery works have been split between two construction seasons being 2023/24 and 2024/25.
- 4.25 The completed 2023/24 season included seven Category B & C sites and 15 Category A sites. The 2024/25 season includes six Category B & C sites and one Category A site. These are all currently either under construction or about to start construction and will be completed this financial year. The total costs for year one, including the initial response is approximately \$3.4 million, with approximately another \$2 million to be spent this season.
- 4.26 The larger sites for the Winter Storm Event include,
- Fullerton Road (x2) - Pavement Reconstruction and Steel H Pile Retaining Wall (Year 1)
  - Mairoa Road – Timber Pile Retaining Wall (Year 1)
  - Mangaotaki Road (x2) - Pavement Reconstruction (Year 1)
  - Oparure Road – Timber Pile Retaining Wall (Year 1)
  - Ngapaenga and Walker Roads (x2) - Pavement Reconstruction (Year 2)
  - Te Anga (x2) & Te Waitere Roads - Pavement Reconstruction (Year 2)
  - Rangitoto Road - Pavement Reconstruction (Year 2)
- 4.27 The North Island Weather Event (NIWE) was the storm event that occurred during Auckland Anniversary weekend and Cyclone Gabrielle in 2022. Due to the proximity of these events, they have been grouped together for funding purposes.
- 4.28 The NIWE has seven Category B & C sites which are to be completed withing the 24/25 financial year. These are all currently either awarded contracts or in the process of being awarded. The approximate recovery costs of these sites including the initial responses is approximately \$4.9 million.

4.29 The sites include:

- Mangaokewa North Road – Culvert Extension
- Te Anga Road – Mass Block Wall
- Rangitoto Road – Timber Pile Retaining Wall
- Kawhia Harbour Road – Rock Revetment
- Te Waitere Road (x2) - Road Retreat and Rock Revetment
- Ramaroa Road - Stream Protection works and Culvert Lining.

4.30 Mangarino Road was damaged during heavy rain in September 2023. There was no other significant damage caused during this event. The Road had completely slipped away and was no longer passable. The repair was a fully engineered Earth Buttress which was completed in August 2024 with a total cost of \$1.3 million.

4.31 Further to the above major events there have been some smaller events that have just required initial response and minor repairs being undertaken by our maintenance contractor, these have included:

- Pukerimu Road - November 2022 - \$240,000
- Pukerimu & Mapara South Roads - October 2024 - \$200,000

4.32 All the storm event works have been funded generally at our current funding assistance rate (75%) plus an additional 20% funding for a total of 95% funding.

#### 4.33 **RISKS AND OPPORTUNITIES**

4.34 The NZTA rehab work on Carroll Street has been delayed until later this year. NZTA and their contractor, Fulton Hogan, have made this decision as they deem it too close to the Autumn / Winter period to be able to confidently complete the work without additional risk due to the weather. After the completion of the watermain work, the site will be left and just maintained until the rehab starts. This also avoids any potential traffic issues during the Muster and the Maori Queen's visit to the area during late March.

4.35 Lawrence Street rehab has been postponed until later in the year. This is due to the NZTA rehab on Carroll St being delayed and the site possibly sustaining damage from the detour route. We will progress Walker Road this year instead of Lawrence Street.

#### 4.36 **LOOKING FORWARD – THE NEXT 3 MONTHS**

4.37 Within the next three months the six Cyclone Recovery Emergency Works identified at sites on Kawhia Harbour, Te Waitere, Rangitoto, Te Anga, and Ramaroa Roads will have been awarded and had varying degrees of work undertaken.

4.38 Work is ongoing on the Bridge Maintenance Forward Works Programme. Resource Consent for five sites has been applied for and is currently being processed by Waikato Regional Council.

4.39 The resealing programme began on 14 February 2025.

#### 4.40 **THREE WATERS**

4.41 The Three Waters group of activities includes drinking water, wastewater, stormwater, and management of treatment plants and the reticulation network. This section will also cover a summary of transition activities relating to the three waters reform.

#### 4.42 **CURRENT ACTIVITY**

#### 4.43 **THREE WATERS REFORM**

- 4.44 WDC has signed the Heads of Agreement relating to Waikato Water Done Well. Our position is to go directly to Stage 2. The CEOs and staff of the seven participating councils are now developing plans to consider the formation of a Waikato Waters Council Controlled Organisation.
- 4.45 DRINKING WATER
- 4.46 Tenders are closed for the Te Kuiti Water Resilience Project. A preferred tenderer has been selected, however due to the project being above budget, we are currently working with the tenderer for alternative options to present to Council.
- 4.47 A Pressure Reducing Valve (PRV) was supplied and installed at the Piopio public toilets to help with water conservation.
- 4.48 All Water Treatment Plants, and supply schemes coped well during the high summer period.
- 4.49 The Carrol Street 3 Waters Relocation project was awarded to Camex Contracting Ltd and started on 23 January 2025. It is on track to be completed mid-March. Approximately 560 metres of water main has been replaced along Carrol Street/SH3.
- 4.50 We submitted the Annual Water Quality Report for 2023/24 to Taumata Arowai on 25 February 2025. The report covers the performance of our treatment and reticulation network.
- 4.51 Supplied and installed a reliable and faster 2 degree, 4G router communication system at Piopio Water Treatment Plant. This system enables continued communication and data transfers from Piopio to Te Kuiti Water Treatment Plant for compliance purposes.
- 4.52 WASTEWATER
- 4.53 On 18 December 2024, the Tenders Subcommittee considered a business paper presenting details of tenders received on Contract 500/23/029 TKWWTP Sludge Removal and Disposal.
- 4.54 The Contract has been awarded to Conhur Ltd to remove sludge over a period of three years. The awarded contract value is \$2,147,199.90.
- 4.55 Application for the renewal of the Benneydale Wastewater Treatment Plant Resource Consent to discharge treated wastewater into the stream and on land was submitted to Waikato Regional Council on Friday 8 November 2024.
- 4.56 Waikato Regional Council have been notified to put on hold the Benneydale WWTP Resource Consent application due to upcoming central government changes related to treatment plant design and discharge requirements.
- 4.57 The Cultural Impact Assessment (CIA) report for the Benneydale WWTP Resource Consent has also been put on hold due to future changes to the requirements and also higher costs of assessing and producing the report.
- 4.58 STORMWATER
- 4.59 Inspections of the critical stormwater reticulation network, such as open channels, wingwalls and screens will continue to be monitored before, during, and after heavy rainfall events.
- 4.60 Planned cleaning and remedial work for open channels, wingwalls, and scruffy domes will be implemented before winter and rainy periods set in.
- 4.61 All four open channel level sensors can be monitored from the 3 waters SCADA system.
- 4.62 Configuration to send a text or sound an alarm from the SCADA system when the water level reaches a pre-set level is yet to be completed.

- 4.63 Site inspection and confirmation of stormwater manholes for 3D modelling work in Te Kuiti started on 20 February 2025 and is expected to be completed end of April 2025.
- 4.64 After the initial investigation into the stormwater attenuation ponds on Ward Street was completed it was decided to put the project on hold due to the high ground water table and the overall size of the catchment. Another assessment will be completed after the stormwater modelling is completed.
- 4.65 Te Kuiti and Piopio Stormwater Improvement project work is fully completed.
- 4.66 **RISKS AND OPPORTUNITIES**
- 4.67 Risk: The new national wastewater discharge standard requirement could be more stringent which would require higher cost to improve the Benneydale WWTP.
- 4.68 Central government is looking for a more standardised wastewater treatment process that could be more cost effective and will meet the new wastewater discharge standards.
- 4.69 Opportunity: We are in communication with a specialist Telemetry and SCADA contractor to provide us with a cost of monitoring and managing our system. Waipa District Council has also engaged the same contractor to manage their Telemetry and SCADA system.
- 4.70 Opportunity: We have employed one treatment plant/mechanical technicians, who will also be in-house go-to persons for preventative and scheduled maintenance of critical mechanical assets, including Piopio Septic Tank schedule maintenance. This will reduce the external contractor's callouts and engagement.
- 4.71 **LOOKING FORWARD – THE NEXT 3 MONTHS**
- 4.72 Work is continuing on inspections and servicing of all 199 domestic sewer pumps for each property in the Piopio township. So far, 121 properties have been serviced and returned to normal operations. This is unbudgeted but must be undertaken for operational and resource consent reasons. We are currently looking to see if this work can be brought in-house with an additional resource.
- 4.73 We will be applying Granulated Activated Carbon on top of the sand filters at Te Kuiti Water Treatment Plant around April 2025. This will prevent potential taste and odour arising from organic matter caused by low water level at Mangaokewa stream.
- 4.74 Inspection and confirmation continue for the six stormwater outlet locations for Piopio, Mokau, Maniaiti/Benneydale, Marokopa, Te Waitere and Waitomo Village. These will be updated on GIS Maps. This will provide accurate sampling and monitoring of stormwater discharges.
- 4.75 Carrying out routine and planned inspection and preventative maintenance for the Reticulation network.
- 4.76 **WASTE MANAGEMENT**
- 4.77 The Waste Management activity incorporates Landfill, Kerbside Collections and Transfer Station operations.
- 4.78 Waitomo District Council staff are planning to commence the Kerbside audit with our Waste Minimisation Officer, leading the process. This is to educate the public on what can actually be recycled.
- 4.79 **CURRENT ACTIVITY**
- 4.80 The main leachate line which runs through the landfill was unblocked. We suspect this to be the main cause of our high reading in the ring drain.
- 4.81 Streamline conducted jetting of wastewater and leachate lines, with a total of one cube of debris collected. This has inadvertently increased the leachate flow.

4.82 The batter slope of the landfill has been reshaped to comply with Resource Consent conditions.

4.83 **RISKS AND OPPORTUNITIES**

4.84 The primary risk for this quarter would be if the ring drain still shows high readings.

4.85 The Stormwater nova coils that are surrounding the landfill face will need to be replaced due to sediment buildup in the lines.

4.86 **LOOKING FORWARD – THE NEXT 3 MONTHS**

4.87 We are looking forward to the consultation on the future of the landfill.

4.88 We continue to monitor the leachate levels in the stormwater near the landfill.

4.89 Kerbside collection areas outside urban areas are to be reviewed.

4.90 The recycling crates are being audited.

4.91 **PROPERTY AND FACILITIES**

4.92 The Property and Other Facilities activity covers:

- Parks and Reserves
- Public Amenities
- Residential and Elder Housing
- Library
- i-Site
- Railway and Administration Buildings
- Aerodrome
- Holiday Parks

4.93 **CURRENT ACTIVITY**

4.94 The Centennial Park Grandstand is now having external painting, new railings and downpipes which are due to be completed by the end of March.

4.95 A CCTV camera has been installed on the Mokau Museum, giving security to the village.

4.96 Piopio toilets are having Fibre connection installed to bring the camera images back to Council.

4.97 The air conditioning at Les Munro Centre is being installed and should be completed by the end of March.

4.98 The Redwood trees situated at 2A Julian Street, Te Kuiti, are scheduled for removal, with the operation commencing on March 31, 2025.

4.99 **RISK AND OPPORTUNITIES**

4.100 The primary risk during this period is that the Chorus timeframes keep changing, delaying our ability to install new remote cameras.

4.101 **LOOKING FORWARD – THE NEXT 3 MONTHS**

4.102 The completion of the cricket wicket and pitch at Centennial Park and the rugby goal posts to be installed.

4.103 We are looking forward to the completion of the CCTV project, Year 1 stage.

4.104 Fieldwork for our asset management project will soon begin for the second phase of integrating information into our RAMM Asset Management register.

**Document ID:** 822653

**Report To: Council**



**Meeting Date:** 25 March 2025

**Subject:** **Dangerous Driving and Related Anti-social Behaviour Issues, Te Kuiti East**

**Type:** Decision required

**Author(s):** Darren Laycock  
Roading Manager

Shyamal Ram  
General Manager Infrastructure Services

## 1. Purpose of Report

- 1.1 The purpose of this business paper is to respond to the dangerous driving and related anti-social behaviour issues raised in a Deputation by Rozel Coffin at the 25 February 2025 Council Meeting.

## 2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Dangerous Driving and Related Anti-social Behaviour Issues, Te Kuiti East be received.
  - 2 Council authorise council staff to initiate a work stream, involving Rozel Coffin, to further investigate the option to provide security cameras to property owners for the purpose of capturing footage of dangerous driving and related anti-social behavior to assist police with ongoing enquiries.
  - 3 Council approve up to \$15,000 in debt funding to purchase and install the domestic cameras.

## 3. Background

- 3.1 There is an ongoing issue with cars being driven in an anti-social and dangerous manner around the Te Kuiti East area, mainly late at night or in the early morning hours. This includes drivers doing donuts, skids, driving at excessive speed and just generally putting residents and property at risk. This is causing a lot of upset and anger amongst local residents.
- 3.2 These incidences have been reported to the Police but as presented in the deputation to the 25 February 2025 Council Meeting, residents consider there has been little positive outcome. Residents state the drivers have usually left the scene by the time police arrive.
- 3.3 The deputation advised Council that during the regular incidents, local residents have taken to trying to scare off the drivers by threatening them, hurling rocks at cars, chasing them down the street and just generally putting themselves in potential danger by their actions. A petition calling for action was presented to Council at the time the deputation was presented at the Council Meeting.
- 3.4 Council has received a number of service requests recently regarding dangerous driving and boy racer activity with one resident coming into the office to speak to staff directly.



#### 4. Commentary

- 4.1 Council staff have looked into possible options of what can be done to stop the issues and have considered various possible solutions.
- 4.2 Mayor John Robertson is in talks with the Waikato Police, at a regional level, looking at ways to help. This is ongoing and further details will be shared on any progress.

#### 5. Analysis of Options

##### 5.1 **OPTION ONE - TRAFFIC CALMING**

- 5.2 Traffic calming, in the form of speed humps is an option that has been tried many times before in different areas, with varying degrees of success.
- 5.3 Speed humps would not prevent skids or donuts at the intersections. To minimize the risk at the three intersections along Te Kuiti Road, the intersections would need to be narrowed through raised kerbs or gardens with costs expected to be over \$100,000.
- 5.4 There is risk with this option, that the antisocial behaviour would just move to another road after the capital work had been completed.
- 5.5 Speed humps are no longer funded by NZTA under the new Government Policy Statement on Land Transport 2024. This activity would have to be Council funded and is estimated to cost between \$75,000 to \$100,000 for three speed humps.

##### 5.6 **OPTION TWO - CCTV CAMERAS**

- 5.7 CCTV cameras located at strategic spots where the worst of the offending is happening has been considered as Option two.
- 5.8 New cameras could be linked to the existing council system and could be Police National Computer (PNC) recognition cameras, or the usual surveillance cameras which are mounted on streetlights. The streetlight ones don't specifically target the vehicle registration number like the PNC ones do but would be better for recording driver images.
- 5.9 PNC recognition cameras cost approximately \$6,000 each with streetlight surveillance CCTV cameras costing approximately \$8,000 each.
- 5.10 It is expected that six cameras would be required to pick up the worst spots. Depending on the location, there could be additional enabling costs.
- 5.11 Another alternative is to provide property owners with domestic security cameras at a cost of less than \$1,500 per camera. The property owners can then provide their evidence directly to the police.
- 5.12 It is anticipated that only five or six properties will be interested in hosting these cameras and as such it is considered to be the most cost effective solution.
- 5.13 Note all options are reliant on police taking action once the footage evidence is provided.

##### 5.14 **OPTION THREE ANGLE PARKING – TE KUITI ROAD**

- 5.15 We looked at the possibility of adding some angle parking along Te Kuiti Rd, near the netball courts.
- 5.16 This would narrow the road, which could assist in slowing vehicles down as well as adding additional parking for the netball courts.
- 5.17 However, the road was measured and if angle parking was implemented it would not leave enough width to meet roading standards for two way traffic.
- 5.18 For this reasons Option three is not considered a viable solution.

**6. Considerations****6.1 SIGNIFICANCE AND COMMUNITY VIEWS**

6.2 There is significant resident interest in resolving the issue. This has been demonstrated by a number of residents speaking to Council directly as well as to staff and also through service requests.

**6.3 RISK**

6.4 The role that Council plays in this issue needs to be carefully considered so that a wrong precedent is not set. Council could end up with similar requests from the residents on other roads.

6.5 While the Council can take the options mentioned above, it either does not address the root cause of the anti social behaviour or is reliant on the police to take further actions from the gathered evidence or the anti social behaviour just moves to another road.

6.6 There is a risk that council owned security cameras will be vandalized or inadvertently subject host properties to vandalism.

6.7 Further investigation and discussion with affected and concerned community members is required to work through these risks and either identify ways to mitigate them or determine whether they are risks worth taking.

**7. Recommendation**

7.1 The business paper on Dangerous driving and related anti-social behaviour issues, Te Kuiti East, be received

7.2 Council authorise council staff to initiate a work stream, involving Rozel Coffin, to further investigate the option to provide security cameras to property owners for the purpose of capturing footage of dangerous driving and related anti-social behavior to assist police with ongoing enquiries.

7.3 Council approve up to \$15,000 in debt funding to purchase and install the domestic cameras.

MagiQ Document No: 813608

## Report To: Council



**Meeting Date:** 25 March 2025

**Subject:** **Benneydale Wastewater Treatment Plant Discharge Resource Consent Renewal – Update**

**Type:** Decision Required

**Author(s):** David Karrol  
Three Waters Manager

Shyamal Ram  
General Manager Infrastructure Services

### 1. Purpose of Report

- 1.1 The purpose of this business paper is to update the Council on the Benneydale Wastewater Treatment Plant Discharge Resource Consent Renewal and seek approval for additional funding.

### 2. Suggested Resolution

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Benneydale Wastewater Treatment Plant Discharge Resource Consent Renewal Update be received
  - 2 The additional funding of \$78,200 excl. GST is approved using loan funding.

### 3. Background

- 3.1 Benneydale Wastewater Treatment plant was constructed in 1942 by State Coal Mining. At the time of design, the treatment plant was intended to serve a population of around 1000 residents.
- 3.2 The treatment plant is essentially a settling (Imhoff tank) and a trickling filter.
- 3.3 Historic consenting processes for this treatment plant took place in two lots between 2002 and 2010.
- 3.4 In March 2002, Waitomo District Council (WDC) applied for a new wastewater discharge consent which was granted by Waikato Regional Council (WRC) in March 2006 for a short term of 3 years. Conditions of consent included improvements to the treatment process, such as the construction of a new wetland treatment process and process control system.
- 3.5 The 3-year short term consent expired on 1 March 2009; a further application was lodged on the 1 of September 2008 and granted in May 2010 for a term of 15 years.
- 3.6 The Treatment plant has undergone two upgrades in 1976 and lately in 2009. These upgrades were related to improving the treatment process when applying for resource consent renewal.
- 3.7 The current resource consent will expire in May 2025.

#### 4. Commentary

- 4.1 Application for the renewal of Benneydale Wastewater Treatment Plant resource consent to discharge treated wastewater into stream and land was lodged with WRC on Friday 8 November 2024.
- 4.2 WRC have been asked to put the application on hold, as implications relating to the new national wastewater environmental performance standards are worked through.
- 4.3 A Cultural Impact Assessment (CIA) report is required as part of the application, this has also been put on hold due to the future changes to the national wastewater environmental performance standards and higher cost of assessing and producing the report.
- 4.4 The 2024/25 budget included \$55,000 for the renewal of the resource Consent.
- 4.5 Work to inform the application includes investigations, testing, drafting reports, and undertaking consultation with stakeholders and affected parties. These application requirements and consultation processes are projected to cost \$133,200 (excl. GST) which is \$78,200 over budget.
- 4.6 We are seeking an additional budget of \$78,200 to cover the cost of work already been carried out by consultants.
- 4.7 We have budgeted \$100,000 for next financial year 2025/26, as we may expect more work to continue from the submitted application when the Central Government decide on the new wastewater discharge standards.

#### 5. Analysis of Options

##### 5.1 DO NOTHING

- 5.2 Keep the application on hold until the new directive from the National Government. This is likely to be next year 2026.
- 5.3 Potentially wait for the new Water Entity to take over at water and wastewater operations.

##### 5.4 CONTINUE WITH RESOURCE CONSENT

- 5.5 The Council is seen to be serious about protecting the environment.
- 5.6 The Council is seen implementing one of its community outcomes.
- 5.7 Investigate, collect all information and prepare documents ready to re-submit when the latest development is received from Waikato Regional Council.

#### 6. Considerations

##### 6.1 RISK

- 6.2 Waikato Regional Council may not approve the resource consent application, based on recommended improvements, requiring additional investigations and information.

#### 7. Recommendation

- 7.1 The business paper on Benneydale Wastewater Treatment Plant Resource Consent Renewal Funding be received.
- 7.2 That additional funds of \$78,200 (excl GST) as loan funded is approved.

Document No: 820340

## Report To: Council



**Meeting Date:** 25 March 2025

**Subject:** No Exit Rural Roads Maintenance Options

**Type:** Information only

**Author(s):** Darren Laycock  
Roading Manager

Shyamal Ram  
General Manager Infrastructure Services

### 1. Purpose of Report

- 1.1 The purpose of this business paper is to provide information to Council on the range of options relating to maintenance on No Exit Rural Roads.

### 2. Suggested Resolutions

- 2.1 The following are suggested resolution only and do not represent Council policy until such time as they are adopted by formal resolution.

1 The business paper on No Exit Rural Roads Maintenance Options be received.

### 3. Background

- 3.1 The current contractual works programme ensures all unsealed roads receive six monthly maintenance. This includes grading and reshaping as required. Additional metaling is done as required.
- 3.2 It has been inferred that on a no exit road, the only property that benefits from maintenance beyond the second to last property, is the very last property. This, in effect, implies that the road from the boundary of the second to last property, to the end of the road, is a private driveway for the benefit of the last property only.

### 4. Commentary

- 4.1 Analysis has been undertaken to determine what degree of savings could be achieved if Council were to consider a change in service level to not maintain no exit rural roads beyond the third, second or last property boundary.
- 4.2 This approach is not without precedent as both Ruapehu and Otorohanga have a number of roads in their districts where they stop the maintenance at the start of the last property. Otorohanga delineates the extent of the maintained section with road signage.

### 5. Analysis of Options

- 5.1 There are a number of no exit roads in the district and a number of different maintenance options that can be considered.

1. Continue as per existing contractual and service level agreements and maintain to the end of the formed road.
2. Stop maintenance at either the last, second to last or third to last property. The potential savings are noted on the grading savings table for each option. The cost savings are based on our maintenance rate for unsealed roads. This works out at \$267 per km, and to note that each road is re-graded twice a year.

## 5.2 Grading past last dwelling

- Only legal roads will be affected
- Farm sheds after the last dwelling will be affected
- Private dwellings after the last dwelling will be affected

## 5.3 Grading past second to last dwelling

- Only legal roads will be affected
- Farm sheds after the last dwelling will be affected
- Private dwellings after the last dwelling will be affected
- One dwelling on the legal road will be affected

## 5.4 Grading past third to last dwelling

- Only legal roads will be affected
- Farm sheds after the last dwelling will be affected
- Private dwellings after the last dwelling will be affected
- Two dwellings on the legal road will be affected.



Options - No Maintenance after	Annual Savings	Local Share Savings (25%)	KMs no longer maintained	No of properties affected	No of roads affected
Last property	\$24,030	\$6,008	45	41	87
Second to last property	\$41,118	\$10,280	77	66	66
Third to last property	\$65,148	\$16,287	122	120	60

## 6. Considerations

### 6.1 **RISK**

6.2 There is a risk that unmaintained sections of road become dangerous to other users such as people accessing walking tracks, DOC land, paper roads, etc., that do join a number of our no exit roads.

### 6.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

6.4 Given the 'information only' nature of this paper, detailed analysis on the potential impacts has not been undertaken. However, it could be expected that any changes to the current maintenance schedule, would have to be approved by Council and agreed with Inframax as our maintenance contractor. It could make a reasonable difference to the length of road they based their pricing on.

6.5 It could also be expected that proposed changes to exclude portions of no exit roads from the maintenance programme would be considered a change in the current levels of services provided in the Long Term Plan 2024-34, which would have revenue and financing policy implications.

### 6.6 **SIGNIFICANCE AND COMMUNITY VIEWS**

6.7 The actual local share (25%) savings to be made are small and this has to be weighed up against public reaction if this is released for public consultation.

6.8 A lot of residents would probably support the savings, unless they are affected by it and in that case, it would be anticipated that the rate payer not having their section of road maintained would probably have objections to it.

6.9 In most cases, the properties at the ends are large farms paying significant rates. A reduction in such a level of service could have a strong opposition.

**Document No:** 823434

**Report To: Council**



**Meeting Date:** 25 March 2025

**Subject:** Update on Forestry Agreement

**Type:** Information Only

**Author(s):** Ben Smit  
Chief Executive

## 1. Purpose of Report

- 1.1 The purpose of this business paper is to update Elected Members on the status of the agreement with parties to the Mapara South Road Maintenance agreement.

## 2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.

1 The business paper on Update on Forestry Agreement be received.

## 3. Background

- 3.1 Staff have been working on the finalization of an agreement with parties on the transfer of maintenance obligations of Mapara South Road during the logging period of the exotic forest located on the upper part of the road.

## 4. Commentary

- 4.1 The final agreement has been drafted with one party agreeing to sign. The questions on the agreement from the other party have been answered so we expect the agreement to be signed in the very short term.

## 5. Recommendation

- 5.1 The business paper on Update on Forestry Agreement be received.



Document ID: 823222

**Report To: Council**

**Meeting Date:** 25 March 2025

**Subject:** **Motion to Exclude the Public**

**Type:** Decision Required

**Author(s):** Michelle Higgie  
Manager – Governance Support

**1. Purpose of Report**

1.1 The purpose of this business paper is to enable Council to consider whether or not the public should be excluded from the consideration of Council business.

Note: It is Council's choice whether to consider any of the business listed below in the public or public excluded portion of the meeting.

**2. Suggested Resolutions**

2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter, as specified by Section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Release of Council Property for Housing Development – Esplanade and Mangarino Street, Te Kuiti (Riverview Heights)	Section 7(2) - (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	Section 48(1)(a) (i) Where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i))
2. Performance of Recently Installed Three Waters Infrastructure	Section 7(2) - (i) To enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) (i) Where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i))
3. Adoption of the Consultation Document and the Supporting Information for the 2025/26 Draft Annual Plan for Public Consultation	Section 7(2) - (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	Section 48(1)(a) (i) Where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i))

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
4. Adoption of the Consultation Document and the Supporting Information for the Water Services Consultation for Public Consultation	Section 7(2) - (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	Section 48(1)(a) (i) Where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i))

- 3 Council agree the following staff, having relevant knowledge to assist in the consideration of the items of business to be public excluded, remain in attendance to assist the Council with its decision making:

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Infrastructure Services	Portfolio Holder
Chief Financial Officer	Portfolio Holder

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

### 3. Commentary

- 3.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right, by resolution, to exclude the public from the whole or any part of the proceedings of any meeting, only on one or more of the grounds contained within that Section.