

Document ID: 813214

## Report To: Audit and Risk Committee



**Meeting Date:** 4 February 2025

**Subject:** Progress Report: Risk Management

**Type:** Information Only

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

### 1. Purpose of Report

- 1.1 The purpose of this business paper is to provide an update on the progress of Waitomo District Council's Risk Management Programme.

### 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 Progress Report: Risk Management be received.

### 3. Background

- 3.1 Council adopted its first Risk Management Framework (RMF) and Risk Management Implementation Plan (RMIP) in May 2019.
- 3.2 Resourcing of risk management has been a problem for WDC. The Chief Executive had taken on the lead role for this, but other time commitments have meant that this activity needed more resource. The new Audit and Risk Chair suggested that Colab be approached to see whether a shared resource against councils could be procured. There is a significant difficulty for small councils procuring a part-time risk management specialist at an affordable cost.
- 3.3 Since the previous report to this Committee, WDC have invested in a new approach to its risk management framework and delivery through the engagement of Aon NZ as an external provider. The purpose of this relationship will be to review the existing Risk Management framework towards enhancement and improvement.

### 4. Commentary

#### RISK MANAGEMENT PLAN 2025

- 4.1 A road map has been developed for WDC's risk management programme. This plan has been developed to identify the key deliverables for the 2025 reporting year to this committee. This plan is informed by the findings of the risk maturity exercise which has been conducted with WDC's Senior Management Team. The plan articulates the key deliverables, but the committee should note that work on building culture and organisational capacity will form part of BAU and updates will be provided on these activities in future reporting.
- 4.2 The four key deliverables for 2025 are as follows, noting that the order of delivery is fluid.

Deliverable	Purpose	Status
Plan of key deliverables	A road map of key milestones and deliverables in order to strengthen and enhance WDC's risk management framework.	Completed
Risk Maturity Review	Senior Leaders are surveyed to ascertain WDC's current risk maturity levels. The findings will inform decision of levels that WDC wish to achieve, and what needs to be done to achieve this.	Completed
Review of existing risk management framework (RMF) document	A full review of the generic policy level document to tailor and better reflect WDC's risk management approach and practice.	TBC
Organisational Risk Register	A review of the organisational risk register to, not only consider content, but more importantly investigate a revised format to better display risks, as well as providing detail of their analysis/treatment. Consideration will also be given to the viability of automated dashboard visuals such as heat mapping of risks for reporting purposes.	TBC

### **RISK MATURITY ASSESSMENT**

- 4.3 The goal of the risk maturity assessment is to measure WDC's risk maturity against industry standards and best practices. The self-assessment measures five areas including process and culture, and the assessment was carried out by survey to the senior leadership team. The responses were collated and plotted against the maturity matrix. The following table provides the levels for WDC.

Criteria	Level
Strategy and Governance	Level 2 / bordering level 3
Process	Level 2
Systems and Intelligence	Level 3
Monitoring and Review	Level 2
Culture	Level 2

- 4.4 The findings indicate that the WDC is largely operating at a tier 2 'defined' level as well as some areas at level 3 'consistent – designed'. With level one associated with organisations that are at an initial/entry level of risk management, level 2 provides assurance that WDC's risk management programme is functional and at a common standard as other comparable TLAs across New Zealand Aotearoa.
- 4.5 The next step for the maturity assessment is to discuss the current levels and determine which levels will be the focus of improvement and identify what will need to be done and the associated time frames required by which to meet them. The findings of this discussion will be presented in the next report to this committee.
- 4.6 In conjunction with the review of the current risk register we will undertake a deep dive on a strategic risk to determine the most important risk factors to consider and manage.

## **5. Attachments/Separate Enclosures**

Attachment: Assessment of Risk Management Maturity Doc #813724

Maturity	Assessment Criteria	Strategy and Governance	Process	Systems and Intelligence	Monitoring and Review	Culture
	Optimised	Leading edge aligned risk management and mitigation strategies in place. Accountability and responsibilities for risk management functions clearly defined. Audit and risk committee are committed to regular assessment of the risk management function. Three lines of defence articulated and implemented. Risk management incorporated into daily operations. Risk appetite and tolerance levels are communicated.	Loss prevention and risk management processes are standardised and integrated organisation wide. A proactive audit program of stress testing is conducted regularly on all key risks. Risk management process is auditable. Key risk indicators are used extensively across the organisation.	Highly automated and reliable information sharing which enables organisational-wide quick response, remediation, and mitigation of risk incidents/issues. Fully integrated and advanced enterprise risk management system. Use of sophisticated tools and data collection to quantify risks. Predictive analytics used extensively across the risk management framework.	Aligned strategic methodologies that emphasise continuous improvement. Fully implemented formal escalation process for all key risks across the organisation on a real time basis is fully implemented and working. Risk appetite delegations exist for all levels of the organisation and used as a basis for risk acceptance or rejection. Governance and executive oversight and monitoring is visible.	Risk profiles are aligned to corporate and strategic goals. Governance and executives leading in risk management consciousness. Leading in key risk indicators which are related to strategic and corporate goals. There is clear ownership of all risks and controls. Risk is considered an opportunity as well as a threat. Risk management is seen as an enabler. Staff have some component of their personal KPIs related to risk.
	Consistent - Implemented	Strategic and risk management plans and policies drive actions in all levels of the organisation. There is organisational buy-in of risk management procedures. A dedicated Risk Manager or equivalent is appointed.	Risk management processes are standardised and enforced at all levels. Stress testing used in risk quantification and contingency planning. Risk management practices deliverables sustained, and key risk indicators are used as an early warning system.	A single main risk management system. High quality reporting of risk incidents and issues available through enabling technology solutions depending on the size and needs of the organisation. Improved controls and compliance reporting available for resource deployment and decision making.	Targeted and specialised programs focussing on elimination of root causes of loss/risk incident implemented. Exception reporting and predictive analysis improves resource allocation.	Governance has a specific focus on risk management in all audit and risk committee meetings. Risk incidents are dealt with consistently. Risk management is an explicit part of business planning. Effective education and communication strategies are integrated into organisational governance and risk programs.
	Consistent – Designed	Annual risk management plan is created. Risk appetite and risk tolerance is established. An articulated risk management methodology/policy. The three lines of defence are recognised across the organisation.	Risk and risk components are defined. Risk management processes defined at unit or divisional level.	There is some availability of risk incidents, issues, and trends reports. Risk analytics processes not fully implemented across the organisation.	Formalised risk monitoring and review methodologies allow improved analysis and response for critical decision making. Effective system of formal risk incident reporting and tracking. Formal escalation process for risk related matters exists but not fully operational.	Systematic risk monitoring. The risk management framework includes the requirement for all risks and controls to have an assigned owner. Most employees are neutral regarding the value of risk management as it is not fully understood or practised.
	Defined	A high-level risk management methodology is articulated. Internal audit and risk are unconnected functions. Risk appetite is articulated qualitatively.	Risk management processes and control management applied inconsistently. There is a small use of risk management and control assessment templates and risk register. Controls testing on an ad-hoc basis.	A range of systems used with minimum tailoring capability. No integration of risk systems. Limited analytics on historical data. Performance is measured manually on an annual basis.	Simple tools used inconsistently. Risk management captured but with control strategies reliant on verbal assurance. There are areas of the organisation use risk incidents to develop actions but are applied inconsistently.	Governance discusses a range risk matters but there is no specific agenda item for risk. There are risks that are not allocated specific owners. Poorly communicated/reported risk management which could be taken as conservatism/risk avoidance.
	Initial	Risk is not addressed as a strategic opportunity. The organisation provides minor risk management direction.	No standard risk management practices and procedures. No definition formalised and communicated to staff. Lack of operational controls leads to uncontrolled risk loss. Risk management is often ad-hoc and reactive. No formal process to track current levels of risk.	No capacity to track risk management and exposure through incidents and events. Risk controls and performance measured sporadically. Manual reporting with limited data integrity. No capability to conduct analytics.	Governance and executive management have no, or low level of involvement in risk related matters. No risk compliance or performance monitoring methodology. No process for continuous improvement for risk management.	No formal risk management and mitigation strategy. No clear ownership of risks and controls. Risk management is considered a hindrance and an overhead.

Assessment of Risk Management Maturity	
Initial	There is no or minimal awareness of risk management and there are no associated processes in place across the organisation. Risk management is usually left to the individual and performed on an ad-hoc basis. Risk management is reactive rather than proactive.
Inconsistent	There is organisational awareness of the importance of risk management. There are some formal processes in place for a few risks. There is limited standardisation of risk management processes and risk management is conducted inconsistently across each risk and across each business unit.
Consistent – Designed	An enterprise risk management framework exists covering all major risks. Standardised risk management principles are defined and documented, and basic training is conducted. Consistent risk management processes with communication and accountability exists throughout the business but not all processes have been fully implemented.
Consistent – Implemented	Enterprise risk management is fully implemented across the organisation, consistently applied, and used in decision making and day-to-day management. Risk management processes are measured, evaluated, and fed back into continuous improvement. Principles and policies are implemented and aggregated reports are prepared and reported governance. Risk management is proactive, and key risk indicators are collected and monitored consistently.
Optimised	Risk management is fully addressed and embedded into day-to-day management. Sophisticated and advanced risk management processes are used for all major risk types. Risk management is used as a key value driver supporting decision making and pursuit of opportunities. Risks, including emerging risks, are proactively identified and monitored through key risk indicators and predictive risk analytics.

## WAITOMO DISTRICT COUNCIL Audit and Risk Committee

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 15 OCTOBER 2024 AT 9:00AM

- PRESENT:** Independent Chair Kaydene Kana  
Mayor John Robertson (for part only)  
Deputy Mayor Allan Goddard  
Janette Osborne
- IN ATTENDANCE:** Miles O'Connor (Bancorp)  
Matt Laing, Partner and Callum Maxwell, Associate Director - Audit Services (Deloitte)
- STAFF:** Chief Executive, Ben Smit  
Manager – Governance Support, Michelle Higgie  
Chief Financial Officer, Tina Hitchen  
Asset Accountant, Wayne La Roche  
Health and Safety Coordinator, Tanchia Pitts-Brown  
Manager – Strategy and Policy, Charmaine Ellery  
Graduate Policy Advisor, Rajeshwari Mahadevappa  
Financial Accountant, Julie Mansell  
General Manager – Infrastructure Services, Shyamal Ram

#### 1. Karakia Tuwhera

#### 2. Apologies

##### Resolution

The apologies from Mayor John Robertson (who will leave the meeting at 10.45am) and Councillors Janene New and Gavin Todd be received and leave of absence granted.

Kana/Osborne      Carried

#### 3. Declarations of Member Conflicts of Interest

No declarations were made.

#### 4. Treasury Management Report for the year ended 30 September 2024

The Committee considered a business paper providing an update on WDC's debt position and compliance with borrowing limits for the period ended 30 September 2024.

The Asset Accountant expanded verbally on the business paper and answered Members questions.

Miles O'Connor, Bancorp Treasury Services Limited, spoke to the Bancorp Treasury Management Report.

##### Resolution

The business paper on Treasury Management Report for the period ended 30 September 2024 be received.

Kana/Goddard      Carried

Miles O'Connor and the Chief Financial Officer and Asset Accountant left the meeting at 9.34am.

<b>5. Confirmation of Minutes: 13 August 2024</b>
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**Resolution**

The Minutes of the Waitomo District Council meeting of 13 August 2024 be confirmed as a true and correct record.

Kana/Robertson Carried

<b>6. Chair Report – October 2024</b>
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The Committee considered a business paper prepared by the Independent Chairperson for August 2024.

The Chairperson expanded verbally on the business paper.

The Committee discussed the pros and cons of the timeline for reviewing of the Committee's Terms of Reference and agreed to review them in August 2025.

**Resolution**

The Chair Report – August 2024 be received.

Kana/Goddard Carried

<b>7. Mastercard Expenditure Report: July/August 2024</b>
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The Committee considered a business paper –

- 1 Presenting details of expenditure incurred via WDC issued Corporate Mastercard for the months of July and August 2024 for the Committee's information; and
- 2 To consider the future reporting of credit card expenditure.

The Manager – Governance Support expanded verbally on the business paper and answered Members questions.

**Resolution**

- 1 The business paper on Mastercard Expenditure Report: July – August 2024 and Future of Reporting on Credit Card Expenditure be received.
- 2 Reporting to the Audit and Risk Committee on corporate credit card expenditure continue.

Osborne/Goddard Carried

The Health and Safety Coordinator entered the meeting at 9.45am.  
Mayor Robertson left the meeting at 9.49am.

<b>8. Progress Report: Health and Safety</b>
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The Committee considered a business paper providing a brief on Waitomo District Council's health and safety performance during quarter four of the 2023/24 year.

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

**Resolution**

The Progress Report: Health and Safety be received.

Kana/Osborne Carried

The Health and Safety Coordinator left the meeting at 10.00am.

**9. Progress Report: Strategic Risk Management and Monitoring**

The Committee considered a business paper providing an update on the progress and status of the risk mitigation actions for Council's Strategic Risks.

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

**Resolution**

The Progress Report – Strategic Risk Management Monitoring be received.

Kana/Osborne Carried

The Manager- Strategy and Policy and Graduate Policy Advisor entered the meeting at 10.03am

**10. Progress Report: Key Performance Indicators for the period ended 30 September 2024**

The Committee considered a business paper presenting Waitomo District Council's delivery performance on non-financials for the 2023/24 financial year for the period ending 30 September 2024.

The Senior Strategy and Graduate Policy Advisor expanded verbally on the business paper and answered Members questions.

**Resolution**

The Progress Report: Key Performance Indicators for the period ended 30 September 2024 be received.

Kana/Osborne Carried

The Manager- Strategy and Policy and Graduate Policy Advisor left the meeting at 10.10am.

The General Manager – Infrastructure Services entered the meeting at 10.11am.

**11. Progress Report: Procurement Summary Schedule (July 2024 – September 2024)**

The Committee considered a business paper presenting a summary of the procurements made in the period 1 July 2024 to 30 September 2024 in accordance with Waitomo District Council's Procurement Policy.

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

**Resolution**

The business paper on the Progress Report: Procurement Summary Schedule (1 July 2024 to 30 September 2024 be received.

Kana/Goddard Carried

**12. Progress Report: WDC Resource Consents – Compliance Monitoring (July to September 2024)**

The Committee considered a business paper providing a brief on compliance reporting against Resource Consent conditions, due during the first quarter (2024/2025).

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

### Resolution

The business paper on WDC Resource Consents – Compliance Monitoring be received.

Kana/Goddard Carried

The Chief Financial Officer, Manager – Strategy and Policy, Asset Accountant and Financial Accountant entered the meeting at 10.45am

## 13. Draft Annual Report 2023/2024 – Recommendation to Council

The Committee considered a business paper presenting the Draft Annual Report 2023/24 for consideration and, subject to amendment, recommendation to Council for adoption.

The Manager – Strategy and Policy, Chief Financial Officer and Chief Executive expanded verbally on the Draft Annual Report 2023/2024 and answered Members questions.

The Chief Financial Officer noted that on page 14 of the Draft Annual Report 2023/2024 – the benchmark measure relating to cashflows is to be corrected before being presented to Council for adoption.

### Resolution

- 1 The business paper on Draft Annual Report 2023/24 – Recommendation to Council be received.
- 2 The Audit and Risk Committee recommend to the Council the adoption of the Annual Report 2023/24, subject to any amendments agreed at this meeting and any further immaterial changes required as a result of completing the audit.
- 3 Any matters of significance which may arise relating to the Draft Annual Report 2023/24 between this meeting and the Council meeting on 29 October 2024 be referred to the Independent Chairperson.

Kana/Osborne Carried

## 14. Motion to Exclude the Public

The Committee considered a business paper enabling the Committee to consider whether or not the public should be excluded from the consideration of Council 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 matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
Presentation: Deloitte – Annual Report 2023/2024	Section 7(2) (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1) (d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.



- 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:

<b>Staff Member</b>	<b>Reason for Remaining in Attendance</b>
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
Chief Financial Officer	Portfolio Holder
Manager – Strategy and Policy	Portfolio Holder
Asset Accountant	Portfolio Holder
Financial Accountant	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.

Kana/Osborne Carried

There being no further business the meeting closed at 11.40am

Dated this       day of

JAYDENE KANA  
**INDEPENDENT CHAIR**

Confidential

**Document No:** 813558

**Report To:      Audit and Risk Committee**



**Meeting Date:** 4 February 2025

**Subject:**      **Chair Report – February 2025**

**Type:**      Information Only

**Author(s):**      Jaydene Kana  
Independent Chairperson

**1.      Purpose of Report**

- 1.1      The purpose of this business paper is to present the Independent Chairperson's report for February 2025.
- 1.2      Attached to and forming part of this business paper is the Chair Report.

**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 Chair Report – February 2025 be received.

**3.      Attachments/Separate Enclosures**

Attachment:

- 1      Chair Report – February 2025

## WAITOMO DISTRICT COUNCIL – AUDIT AND RISK COMMITTEE

### FEBRUARY 2025 – CHAIR REPORT

Teena koutou,

Rau rangatira maa, ngaa mihi nui o te tau hou 2025.

2025 will be another busy year in local government and I'm looking forward to collaborating with Audit and Risk Committee Members and the Waitomo District Council Team, to carry out the responsibilities outlined in the Committee's Terms of Reference.

Alongside the other Chairs of Audit and Risk Committee's for Waikato Region Councils, I have attended briefings/hui hosted by Co-Lab, to better understand the Coalition Government's plan, Local Water Done Well, to address Aotearoa New Zealand's water infrastructure challenges. These briefings have included discussion about Council Controlled Organisations, Waikato Water Done Well and associated risks to Councils. I expect Waitomo District Council's approach to Local Water Done Well and risks, will feature prominently on our Committee's 2025 agenda.

The table below outlines my reflections from the Office of the Auditor-General Forums I have attended following our final Audit and Risk Committee hui in October 2024:

Forum	Summary Reflections
<b>Strengthening government procurement</b> <b>18 October 2024</b> Speakers from <b>Audit New Zealand</b> and <b>MBIE</b>	<p>Questions for governors to consider on procurement:</p> <ul style="list-style-type: none"> <li>▪ Are your procurement policies up to date and aligned with public sector expectations?</li> <li>▪ Does your organisation have the right capability to allow you to comply with your policies and carry out the range of procurement you do?</li> <li>▪ Does your senior leadership team (and/or governors) receive regular reporting on procurement activities, value for money, contract management, and assurance that policies are being complied with?</li> <li>▪ Do you have comprehensive conflict of interest systems and processes to support procurement activities?</li> <li>▪ Do you understand who your strategically important suppliers are, and are there adequate plans in place to maintain service delivery in the event of an emergency or supplier failure?</li> <li>▪ Have you considered likely procurement activities in an emergency and how you will maintain process integrity in those circumstances?</li> <li>▪ Have you developed guidance and support for staff looking to carry out innovative procurement outside normal rules and processes?</li> <li>▪ Are you meeting public reporting requirements on your procurement activity?</li> <li>▪ Does your Risk and Assurance Committee receive reporting on your top 10 suppliers and how they are being proactively managed to realise both opportunities and manage risks to your organisation's goals?</li> <li>▪ Are your procurement processes simple (rightsized), making it easy for suppliers to do business with you?</li> </ul> <p>Key links for further guidance:</p> <ul style="list-style-type: none"> <li>▪ Audit New Zealand: <a href="https://auditnz.parliament.nz/resources/procurement/procurement">https://auditnz.parliament.nz/resources/procurement/procurement</a></li> </ul>

	<ul style="list-style-type: none"> <li>▪ NZ Government Procurement: <a href="https://learning.procurement.govt.nz/">https://learning.procurement.govt.nz/</a></li> <li>▪ Office of the OAG: <a href="https://oag.parliament.nz/2024/procurement-lessons/overview.htm">https://oag.parliament.nz/2024/procurement-lessons/overview.htm</a></li> </ul> <p>NZ Government Procurement also have an Advisory Team of highly experienced procurement practitioners in many areas including Infrastructure, Information Technology, Social Outcomes that can provide assistance with procurement.</p>
<b>Enhancing resilience to fraud and corruption</b> <i>15 November 2024</i> Speakers from the <b>Serious Fraud Office</b> and the <b>former Crown Prosecutor</b>	<p>International Fraud Awareness Week is observed globally in the third week of November. The aim is to raise awareness of fraud through fraud prevention campaigns and education.</p> <p>Guiding Principles of Public Sector Fraud:</p> <ul style="list-style-type: none"> <li>▪ There is always going to be fraud</li> <li>▪ Finding fraud is a good thing</li> <li>▪ There is no one single solution</li> <li>▪ Fraud and counter fraud practices evolve very quickly.</li> <li>▪ Prevention is the most cost-effective way to address fraud and corruption</li> </ul> <p>Some key fraud risk areas/considerations:</p> <ul style="list-style-type: none"> <li>▪ Procurement (e.g. Using position to secure procurement)</li> <li>▪ Conflict of interest (e.g. Conflicts not appropriately declared or managed)</li> <li>▪ Supplier onboarding (e.g. Weak process for approving suppliers into system)</li> <li>▪ Employee recruitment (e.g. Hiring employees under suspicion of fraud)</li> <li>▪ Scams and Artificial Intelligence (e.g. Deep fake technology)</li> <li>▪ Organisational internal controls impacted by staff turnover</li> </ul> <p>Some top tips:</p> <ul style="list-style-type: none"> <li>▪ Trust is not a control</li> <li>▪ Segregation of duties is critical (as is ensuring controls can't be circumvented)</li> <li>▪ Prevention is key (as cleaning-up after fraud is resource consuming)</li> </ul> <p>The Serious Fraud Office advise it is prudent to do a fraud risk assessment now if not already, and provide the following guidance: <a href="https://sfo.govt.nz/counterfraud/cfc/resources/guides-and-factsheets/fraud-risk-assessment">https://sfo.govt.nz/counterfraud/cfc/resources/guides-and-factsheets/fraud-risk-assessment</a> and they will be releasing a Managing Fraud and Procurement Guide in early 2025.</p>

No reira rau rangatira maa, teenaa koutou, teenaa koutou, teenaa koutou katoa.

#### Recommendation

That the Audit and Risk Committee receives the report.

Jaydene Kana  
Chair, Audit and Risk Committee  
23 January 2025

Document ID: 813180

**Report To: Audit and Risk Committee****Meeting Date:** 4 February 2025**Subject:** Mastercard Expenditure Report: September – December 2024**Type:** Information Only**Author(s):** Michelle Higgie  
Manager – Governance Support**1. Purpose of Report**

- 1.1 The purpose of this business paper is to report on expenditure incurred via WDC issued Corporate Mastercard for the period September to December 2024.

**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 Mastercard Expenditure Report: September – December 2024 be received.

**3. Commentary****3.1 Introduction**

- 3.2 In today's technological climate, the use of credit cards is an everyday norm. The issue of WDC Corporate credit cards is also deemed a prudent and sometimes necessary form of currency.

- 3.3 Many purchases can be made online with discounts not applicable through other purchasing avenues, necessitating the use of a credit card. In other circumstances the only purchase method available is online. Online purchases also significantly reduce staff time in making purchases.

- 3.4 From time to time WDC's Senior Management Team incur work related expenses where the use of a WDC corporate credit card is the most expedient method of payment. The use of corporate credit cards avoids time consuming processes for arranging pre-purchase cheques, petty cash or making payment personally and claiming back the expense after the fact.

**3.5 Acknowledgement of Risk**

- 3.6 However, it is also acknowledged that as with dealing with any type of cash equivalent, there is always a risk.

- 3.7 To mitigate the level of risk in WDC employees utilising credit cards, WDC has an implemented a policy relative to credit cards.

**3.8 Policy**

- 3.9 Credit card expenditure is classed as "sensitive expenditure" and the policy relating to credit card use is contained in Council's Sensitive Expenditure Policy which was last reviewed and adopted by Council on 24 September 2024.

- 3.10 The policy makes provision that copies of all Mastercard Statement Authorisation Forms shall (at the Committee's discretion) be presented to the Audit and Risk Committee for monitoring and public transparency purposes.

### **3.11 Presentation of Expenditure Details**

- 3.12 Historically, copies of the monthly "Mastercard Statement Authorisation Forms" have been presented to each Audit and Risk Committee Meeting.
- 3.13 Copies of the supporting invoices/receipts are not included in any Agendas, however, should a Committee Member wish to view any of this supporting information, that information can be made available by arrangement.
- 3.14 The publishing of credit card expenditure in public Agendas has also reduced requests made under the Local Government Official Information and Meetings Act for this information.

## **4. Considerations**

### **5.1 RISK**

- 5.2 There is no risk in reporting, or not reporting, on credit card expenditure.
- 5.3 Other than transparency, the only benefit of reporting publicly on credit card expenditure is the reducing of requests for the information under LGOIMA.

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

- 5.5 Council's Sensitive Expenditure Policy provides that reporting on credit card expenditure is "at the Committee's discretion," and is therefore consistent with Council's Policy.
- 5.6 Regardless of whether the Committee chooses to receive these reports or not, the Mastercard Authorisation Forms will still be prepared for audit purposes.

### **5.7 SIGNIFICANCE AND COMMUNITY VIEWS**

- 5.8 As credit card expenditure is of very low value in the overall scheme of Council's budgets, there are no triggers for community engagement as provided for in Council's Significance and Engagement Policy.





## **5. Attachments/Separate Enclosures**

Attachments:

- 1 Mastercard Authorisation Forms: September – December 2024 (Doc ID 774151)

Mastercard Expenditure Authorisation - 2024/2025

Cardholder	Position	Statement Date	Creditor	Date	Total Amount	Amount Detail	GL Code	Expenditure Detail
September 2024								
Michelle Higgie	Manager - Governance Support	27/09/2024						
			Waka Kotahi (NZ Transport Agency)	4/09/2024	\$58.44		82027766	3 months Registration for Sale Vehicle KBU339
			Waka Kotahi (NZ Transport Agency)	10/09/2024	\$392.44		82027740	5,000km Road User Charges for Fleet Vehicle (LHC171) - Waters
			Waka Kotahi (NZ Transport Agency)	18/09/2024	\$1,253.32	\$240.44	82027773	10,000km Road User Charges for Fleet Vehicle (NKG330) Water Services
						\$240.44	82027733	10,000km Road User Charges for Fleet Vehicle (JDQ986) Water Services
						\$772.44	82027777	10,000km Road User Charges for Fleet Vehicle (NLD334) - Water Services
			Waka Kotahi (NZ Transport Agency)	20/09/2024	\$772.44		82027777	10,000km Road User Charges for Fleet Vehicle (NLD334) - Water Services
			Waka Kotahi (NZ Transport Agency)	24/09/2024	-\$772.44		82027777	Refund of above duplicate purchase made in error
					\$1,704.20			
Helen Beever	General Manager - Community Services	27/09/2024						
			Bunnings Online	16/09/2024	\$53.15	\$7.00	230 24 700	Cartage - Boxsweden Wooden Pegs for Library School Holiday Activity Pack
						\$46.15	230 24 700	Boxsweden Wooden Pegs 100 pack for Library School Holiday Activity Pack
			Oaks Wellington	18/09/2024	\$408.00		817 38 700	Accommodation for H&S Officer to attend H&S Forum in Wellington (18-20 September 2024)
					\$461.15			
Shyamal Ram	General Manager - Infrastructure Services	27/09/2024						
			Bunnings Online	12/09/2024	\$208.60		62140700	Office Recycling Bins (2 x Red and 2 x Yellow)
			Novus Glass Te Awamutu	20/09/2024	\$183.59	\$179.99	82027781	Windscreen Chip Repair and New Wiper Blades (Fleet Vehicle - PME141) - GM - Infrastructure
						\$3.60	82027781	Credit Card Surcharge at 2%
			Engineering New Zealand	23/09/2024	\$575.00	\$183.59	82633530	2024/2025 Engineering New Zealand Annual Subscription - Shyamal Ram
					\$967.19			

Authorisation:	Position	Date	Signature
	Mayor	18/10/2024	
	Chief Executive	23/10/2024	
	Manager - Governance Support	11/10/2024	
	General Manager - Community Services		
	General Manager - Strategy & Environment		N/A
	General Manager - Infrastructure Services	11/10/2024	

**Note:**  
In accordance with Council's Sensitivity Expenditure Policy, approval for monthly credit card statement monitoring and authorisation is as follows:

<b>Position</b> Chief Executive Senior Management Team Members Manager – Governance Support Mayor	<b>Authoriser</b> Mayor (or Deputy Mayor in the Mayor’s absence) and Manager – Governance Support Chief Executive Mayor (or Deputy Mayor in the Mayor’s absence) and Chief Executive <u>Note:</u> The current Mayor does not hold a corporate credit card.
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In those months where no expenditure is incurred on a credit card, no authorisation signature is required.






Mastercard Expenditure Authorisation - 2024/2025

Cardholder	Position	Statement Date	Creditor	Date	Total Amount	Amount Detail	GL Code	Expenditure Detail
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October 2024

Michelle Higgie	Manager - Governance Support	27/10/2024	Waka Kotahi (NZTA)	7/10/2024	\$772.44	82027748	10,000km Road User Charges for Fleet Vehicle (LPS822) - ISBU
			Waka Kotahi (NZTA)	11/10/2024	\$240.44	82027741	3,000km Road User Charges for Fleet Vehicle (LHC171) - Water Services
			Air New Zealand	16/10/2024	\$245.80	11140551	Airfares (Hamilton to Wellington one way) Tainui Stephens - Attendance at TUJA in Wellington
			Air New Zealand	16/10/2024	\$259.80	11140551	Airfares (Wellington to Auckland one way) Tainui Stephens - Attendance at TUJA in Wellington
			Waka Kotahi (NZTA)	16/10/2024	\$772.44	82027792	10,000km Road User Charges for Fleet Vehicle (PFN108) - Water Services
			Waka Kotahi (NZTA)	18/10/2024	\$772.44	82027743	10,000km Road User Charges for Fleet Vehicle (LHC173) - Animal Control
			Waka Kotahi (NZTA)	21/10/2024	\$772.44	82027793	10,000Km Road User Charges for Fleet Vehicle (PFN109) - Water Services
			Waka Kotahi (NZTA)	25/10/2024	\$88.44	82027773	1,000km Road User Charges for Fleet Vehicle (NKG330) - Sale Vehicle
					<u>\$3,924.24</u>		

Authorisation:	Position	Date	Signature
	Mayor	8/11/2024	
	Chief Executive	8/11/2024	
	Manager - Governance Support	8/11/2024	
	General Manager - Community Services		N/A
	General Manager - Strategy & Environment		N/A
	General Manager - Infrastructure Services		N/A

**Note:**  
In accordance with Council's Sensitivity Expenditure Policy, approval for monthly credit card statement monitoring and authorisation is as follows:

<b>Position</b> Chief Executive Senior Management Team Members Manager – Governance Support Mayor	<b>Authoriser</b> Mayor (or Deputy Mayor in the Mayor’s absence) and Manager – Governance Support Chief Executive Mayor (or Deputy Mayor in the Mayor’s absence) and Chief Executive <u>Note:</u> The current Mayor does not hold a corporate credit card.
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In those months where no expenditure is incurred on a credit card, no authorisation signature is required.

Mastercard Expenditure Authorisation - 2024/2025

Cardholder	Position	Statement Date	Creditor	Date	Total Amount	Amount Detail	GL Code	Expenditure Detail
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November 2024

Michelle Higgie	Manager - Governance Support	27/01/2024					
			Air New Zealand	30/10/2024	\$795.60	11142700	Airfares (Hamilton to Wellington return) Mayor - Attendance at LGNZ Combined Sector and Rural & Provincial Section Meetings (21-22 November 2024)
			Air New Zealand	30/10/2024	\$782.60	82638310	Airfares (Hamilton to Wellington return) Legal Advisor - Attendance at Taituara (Society of Local Government Managers) Electoral Officer Training in Wellington (20-21 November 2024)
			ALL - Accor (Ibis Wellington)	30/10/2024	\$611.80	82638310	Accommodation (2 nights) Legal Advisor - Attendance at Taituara (Society of Local Government Managers) Electoral Officer Training in Wellington (20-21 November 2024)
			Waka Kotahi (NZTA)	5/11/2024	\$772.44	82027774	10,000km Road User Charges for Fleet Vehicle (NKQ165) ISBU Manager
			BP Te Kuiti	14/11/2024	\$115.79	82027777	Terminal Down - Unpaid Fuel (NLD334) - Water Services
			Oaks Wellington Hotel	12/09/2024	\$745.60	81638310	Accommodation (3 nights) - Saeed Jouzdani - Chief Information Officer - ALGIM Conference - 18 - 21 November
			Tauranga District Council	20/11/2024	\$70.00	82027791	Parking Infringement - Building Staff attending Training
					<u>\$3,893.83</u>		
Helen Beever	General Manager - Community Services	27/01/2024					
			Oaks Wellington Hotel	18/11/2024	\$1,400.64	\$700.32	Accommodation (3 nights) - Customer and Information Manager attendance at ALGIM Conference in Wellington (19-21 November)
						\$700.32	Accommodation (3 nights) - Information Management Officer attendance at ALGIM Conference in Wellington (19-21 November)
			Oaks Wellington Hotel	20/11/2024	-\$400.64		Refund of above overcharge - Accommodation (3 nights x 2) - Customer and Information Manager &
			Oaks Wellington Hotel	20/11/2024	-\$1,000.00		Information Management Officer attendance at ALGIM Conference in Wellington (19-21 November)
			Oaks Wellington Hotel	21/11/2024	\$70.00		Breakfast x 2 - H&S Officer attendance at H&S Forum in Wellington (18-20 September 2024
			Oaks Wellington Hotel	21/11/2024	-\$408.00		Refund overcharge - Accommodation (2 nights) H&S Officer attendance at H&S Forum in Wellington (18-20 September 2024
					<u>-\$338.00</u>		

Authorisation:	Position	Date	Signature
	Mayor	18/12/2024	
	Chief Executive	18/12/2024	
	Manager - Governance Support	18/12/2024	
	General Manager - Community Services	17/12/2024	
	General Manager - Strategy & Environment		N/A
	General Manager - Infrastructure Services		N/A


**Note:**  
In accordance with Council's Sensitivity Expenditure Policy, approval for monthly credit card statement monitoring and authorisation is as follows:

<b>Position</b> Chief Executive Senior Management Team Members Manager – Governance Support Mayor	<b>Authoriser</b> Mayor (or Deputy Mayor in the Mayor’s absence) and Manager – Governance Support Chief Executive Mayor (or Deputy Mayor in the Mayor’s absence) and Chief Executive <u>Note:</u> The current Mayor does not hold a corporate credit card.
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In those months where no expenditure is incurred on a credit card, no authorisation signature is required.

Mastercard Expenditure Authorisation - 2024/2025

Cardholder	Position	Statement Date	Creditor	Date	Total Amount	Amount Detail	GL Code	Expenditure Detail
December 2024								
Michelle Higgie	Manager - Governance Support	27/12/2024						
			The Oaks Wellington	30/10/2024	\$638.40		11142700	Accommodation and Breakfast (2 nights) Mayor - Attendance at LGNZ Combined Sector and Rural & Provincial Section Meetings (21-22 November 2024)
			Waka Kotahi (NZ Transport Agency)	2/12/2024	\$1,544.88	\$772.44	82027792	10,000km Road User Charges for Fleet Vehicle PFN108 (Water Services)
			Waka Kotahi (NZ Transport Agency)			\$772.44	82027515	10,000km Road User Charges for Fleet Vehicle QPA8 (ISBU)
			Waka Kotahi (NZ Transport Agency)	3/12/2024	\$392.44		82027778	5,000km Road User Charges for Fleet Vehicle NMK783 (Property)
			Waka Kotahi (NZ Transport Agency)	15/12/2024	\$392.44		82027752	5,000km Road User Charges for Vehilcel MGA224 (ISBU)
					<u>\$2,968.16</u>			
Helen Beever	General Manager - Community Services	27/12/2024						
			Snapfish	6/12/2024	\$193.55		230 24 700	Printing of three books made up of local childrens artwork to add to Library collection
					<u>\$193.55</u>			

Authorisation:	Position	Date	Signature
	Mayor	22/01/2025	
	Chief Executive	22/01/2025	
	Manager - Governance Support	21/01/2025	
	General Manager - Community Services	22/01/2025	
	General Manager - Strategy & Environment		N/A
	General Manager - Infrastructure Services		N/A

**Note:**  
In accordance with Council's Sensitive Expenditure Policy, approval for monthly credit card statement monitoring and authorisation is as follows:

**Cardholder**  
Chief Executive  
Senior Management Team Members  
Manager – Governance Support  
Mayor

**Authoriser**  
Mayor (or Deputy Mayor in the Mayor’s absence) and Manager – Governance Support  
Chief Executive  
Mayor (or Deputy Mayor in the Mayor’s absence) and Chief Executive  
Note: The current Mayor does not hold a corporate credit card.

In those months where no expenditure is incurred on a credit card, no authorisation signature is required.

Document No: 813628

**Report To: Audit and Risk Committee****Meeting Date:** 4 February 2025**Subject:** Treasury Management Report for the period ended 31 December 2024**Type:** Information Only**Author(s):** Wayne La Roche  
Asset AccountantTina Hitchen  
Chief Financial Officer**1. Purpose of Report**

- 1.1 The purpose of this business paper is to provide an update on WDC's debt position and compliance with borrowing limits for the period ended 31 December 2024.

**2. Suggested Resolutions**

- 2.1 The following are suggested resolutions only and do not represent the Committee's decision until such time as they are adopted by formal resolution.

- 1 The business paper on Treasury Management Report for the period ended 31 December 2024 be received.

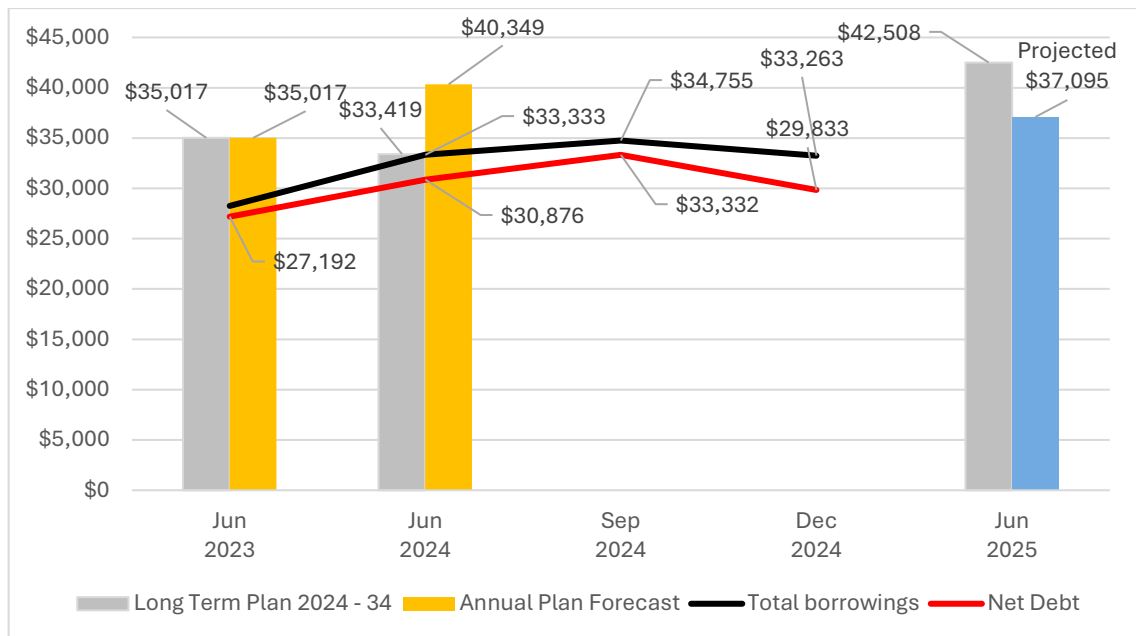
**3. Background**

- 3.1 The total borrowings and net debt position are regularly reviewed, monitored and compared to the LTP 2024-34 (LTP). This includes monitoring WDC's borrowing limits as set out in the Financial Strategy, with reporting to the Audit and Risk Committee on a quarterly basis.
- 3.2 Bancorp, Council's external treasury advisors, prepare a quarterly Treasury Reporting Dashboard and the report for the period ended 31 December 2024 is enclosed separately and forms part of this business paper.

**4. Commentary****4.1 PUBLIC DEBT**

- 4.2 At 31 December 2024 public debt was **\$33.3 million** and net debt was \$29.8 million. The projected debt at 30 June 2025 is estimated at \$37.1 million. This is lower than budget mainly as a result of delays in completing capital expenditure such as the Te Kuiti water resilience project landfill cell development and cash receipts from property sales.
- 4.3 At 30 June 2024 public debt was \$33.3 million (2023: \$28.3 million) and net debt<sup>1</sup> was \$30.9 million (2023: \$27.2 million).
- 4.4 The following graph shows the total borrowings and net debt position compared to forecast debt from the LTP.

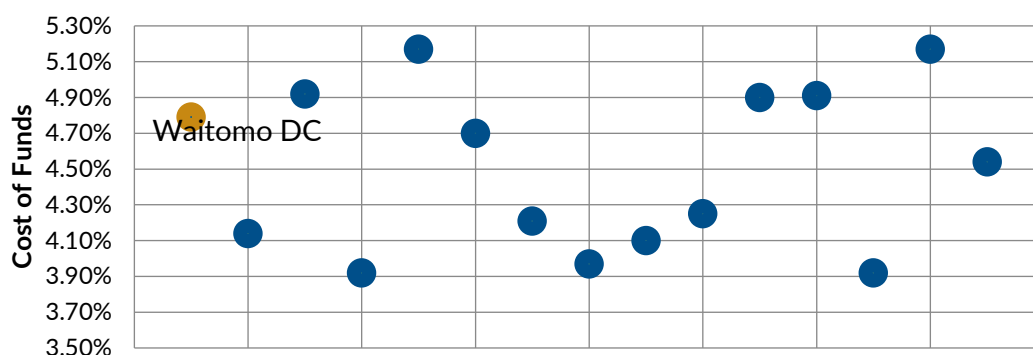
<sup>1</sup> Net debt is total public debt less NZLGA Borrower notes and unrestricted cash.



#### 4.5 INTEREST EXPENSE

- 4.6 Total interest expense for the period ended 31 December 2024 was \$842,000 which was \$31,000 more than the year to date budget of \$811,000. Although interest costs are tracking more than budget, it is expected of this over expenditure will reduce by the end of the financial year.
- 4.7 The assumed interest rate in the LTP for the 2024/25 year was 4.90%. The weighted average interest rate at 31 December 2024 was 4.75%, and including the Westpac call advance credit facility fee is 4.79%.
- 4.8 A comparison of the weighted average cost of funds relative to a number of other councils is shown in the following graph below. (This information was provided by Bancorp Treasury Services Ltd and is from a few of their councils, they act for).

#### Council Costs of Funds



- 4.9 The costs of funds for each council may differ for a number of reasons including the timing of when councils are in a borrowing or repayment cycle of their debt, relative to each other.
- 4.10 Current interest rates have and are still decreasing. With the first Monetary Policy Statement for 2025 due on 18 February, the market is expecting a 50 basis points decrease, with that decrease impacting interest rates of debt on a floating rate profile.
- 4.11 Of the total borrowings of \$33.3 million, the floating interest rate debt totals \$12 million at 31 December 2024 which is impacted by any interest rate changes. The remaining \$21 million of public debt is on a fixed interest rate exposure is unaffected by short term interest rate changes, up until the date fixed rate arrangement expires. (The remaining amount is accrued interest and finance lease liability).

#### 4.12 BORROWING LIMITS

4.13 The borrowing limits set in the Financial Strategy are:

- The ratio of net debt to total revenue will not exceed 165%
- Net interest will not exceed 20% of annual rates.

4.14 WDC is currently well below these limits so has adequate borrowing capacity should this be required.

	Limit	Actual June 2024	Actual Dec 2024
Net debt to total revenue	<165%	65%	Measured at the end of the year.
Net interest to annual rates	<20%	7%	6%

4.15 A standby credit facility with Westpac bank with a credit limit of \$6 million is in place of which none was drawn at 31 December 2024.

4.16 The Westpac credit facility has a maturity date of 1 July 2025. Review and renewal of this facility will be carried out in April and it is expected to be extended for a further year as this is usually the most economical option.

#### 4.17 INTEREST RATE FIXING DURING THE QUARTER

4.18 For the December quarter no new interest rate swaps were executed. In response to falling interest rates, the Commercial Paper of \$6 million that matured in November 2024 was rolled for three months to February 2025, rather than a roll for the usual six months.

#### 4.19 DEBT AND COVER PROFILE

4.20 Council's interest rating hedging profile is shown in the chart on page 4 of the Bancorp Treasury Reporting Dashboard report. It shows that under the current projected debt profile, Council is compliant with its Treasury Management Policy. The forecast debt profile was modified slightly from the LTP for delays in significant capital projects for the first few years of the profile.

4.21 The debt profile will be revisited when the 2025/26 annual plan is confirmed and when more information becomes available on the impact on debt levels from the Local Water Done Well programme.

#### 4.22 INTEREST RATE SWAP VALUATIONS

4.23 Included in the balance sheet is the valuation of the interest rates swaps that are in place at balance date for both current and forward starting swaps. These are included as "Derivative Financial Instruments" and recognised at market value at balance date. The valuation at 30 June 2024 was an asset of \$336,000.

4.24 The valuation is formally undertaken by Bancorp for annual reporting purposes, however during the year for each quarter indicative values are provided. As at 31 December 2024 the indicative valuation was \$500,000 liability. The change in valuation from an asset at 30 June to a liability at 31 December 2024 is due to the decrease in interest rates, for both the medium and long term.

### 5. Attachments/Separate Enclosures

Attachment:

- 1 Bancorp Dashboard Treasury Management Report as at 31 December 2024 (813629).





# Treasury Reporting Dashboard

As at 31 December 2024

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**BANCORP**

BANCORP TREASURY SERVICES LIMITED

23



# Economic Commentary (for the December 2024 quarter)

## Global

2

	10 Year Government Bond Rates					
	US	NZ	Australia	UK	Germany	China
30-Sep-24	3.85%	4.24%	4.00%	4.00%	2.12%	2.17%
31-Dec-24	4.60%	4.41%	4.36%	4.57%	2.36%	1.67%
Change	+0.75%	+0.17%	+0.36%	+0.57%	+0.24%	-0.50%

As the above table shows, US long-term rates have moved significantly higher in the December quarter. Behind this move is a view that Trump's pro-growth policies will make the US Fed more cautious in delivering further rate cuts. Trump's inauguration was on the 20<sup>th</sup> of January was closely watched as he rolled out his policies, focusing on tariffs, geopolitics, immigration settings and future US government debt levels. Market expectations of further Fed rate cuts have been paired back with no rate cut expected at the next meeting on 29 January. However, there remain expectations of at least two rate cuts in 2025.

The US remains the global economy's bright spot, with China and Europe remaining weak. China is particularly vulnerable, given the threat of significant US tariffs. Europe is emerging from a period of stagnation, a Ukrainian/Russian-induced energy crisis and is exposed to protectionist US trade policies.

In Australia, the Reserve Bank of Australia ("RBA") has continued with a cautious approach to monetary policy, saying that inflation remains too high. This has resulted in continued restrictive policy settings. However, the market is pricing in 50 basis points of cuts by August 2025.

## New Zealand

	OCR	90 day	2 year swap	3 year swap	5 year swap	7 year swap	10 year swap
30-Sep-24	5.25%	4.87%	3.58%	3.47%	3.55%	3.70%	3.89%
31-Dec-24	4.25%	4.17%	3.38%	3.38%	3.52%	3.72%	3.93%
Change	-1.00%	-0.70%	-0.20%	-0.09%	-0.03%	+0.02%	+0.04%

Over the December quarter, the Reserve Bank of New Zealand ("RBNZ") cut the Official Cash Rate ("OCR") by 50 basis points in October and a further 50 basis points in November to take it to 4.25%. In delivering the *Monetary Policy Statement* ("MPS") on 27 November, the RBNZ expressed confidence that inflation was near the midpoint of the 1.0-3.0% inflation target, while indicating that economic activity is subdued and that the economy has excess productive capacity. The shock September quarter Gross Domestic Product ("GDP") released in mid-December reinforced that the RBNZ has more work to do with the market now expecting a 50 basis point cut in February. The GDP result revealed a 1.0% decline in the September quarter (compared to market expectations of -0.4%) while the annual measure fell 1.5%, and included a downward revision to the June quarter fall to -1.2%, representing the weakest 6-month period since 1991 (excluding Covid periods).

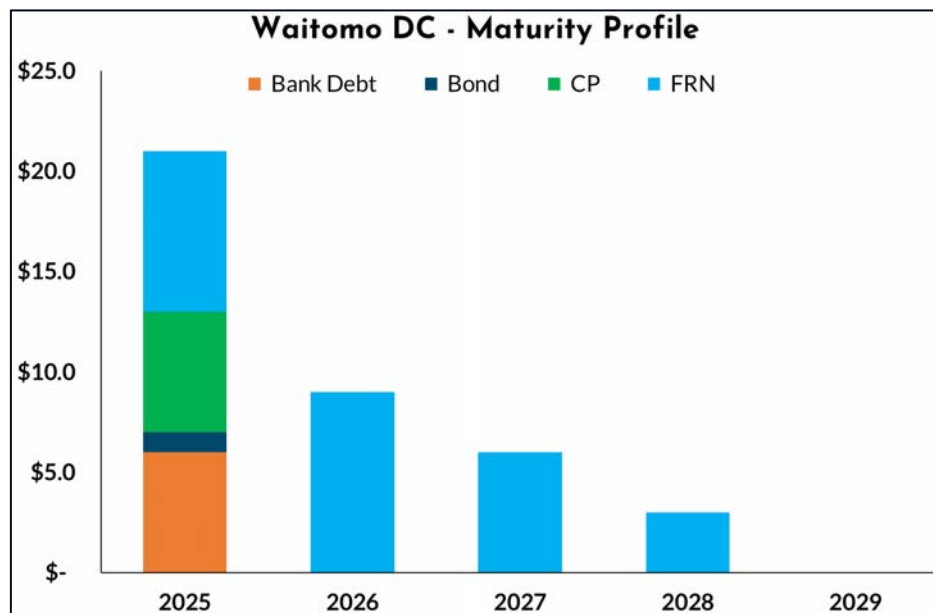
Over the quarter, the upward movement in US long-term rates saw significant changes in the shape of the NZ yield curve, resulting in substantial changes in forward-start swap pricing. However, the typical correlation between NZ and US longer-term rates has temporarily broken down following the GDP numbers, which has helped deliver more attractive swap rates. Current market expectations are for 1.0% of cuts by August 2025 and an OCR low of 3.00% by October 2025.





# Funding, Liquidity and Hedging Bands<sup>25</sup>

3



Policy Compliance	Compliant
Have all transactions been transacted in compliance with policy?	Yes
Is fixed interest rate cover within policy control limits?	Yes
Is liquidity within LGFA control limits?	Yes
Are swaps transacted with approved counterparties?	Yes

Total WDC Debt

**\$33.0m**

External Council Drawn Debt (LGFA + Bank)

Core WDC Debt (all drawn from the LGFA)

**\$33.0m**

Headroom = undrawn bank facility + cash in bank

**\$9.97m**

Liquidity Ratio (must be >110%)

**130.21%**

Definition: Includes Cash Reserves + Undrawn lines of Credit + Drawn Debt)/Drawn Debt (excludes Borrower Notes and restricted cash).

Cost of Funds as at 31 December 2024

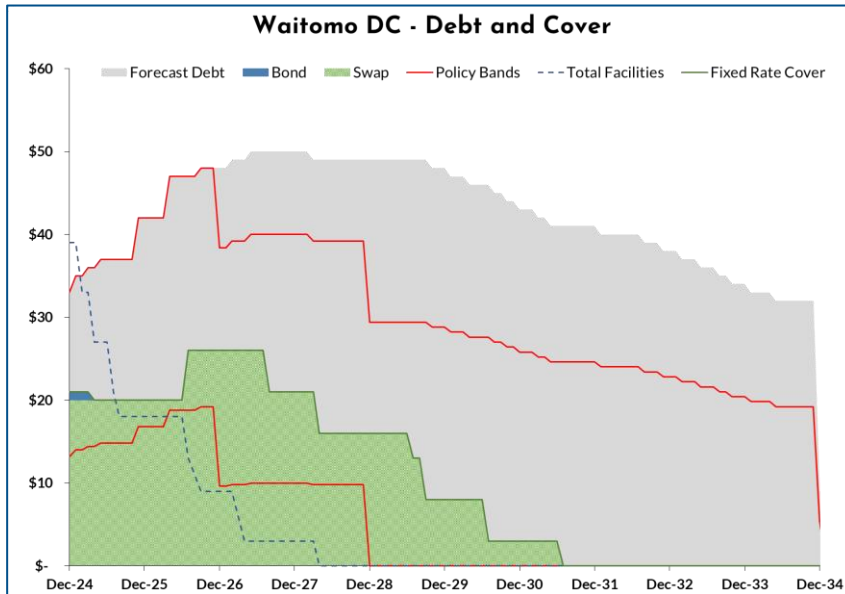
**4.79%**

Fixed Rate Hedging Bands			
	Minimum	Maximum	Policy
0 - 2 years	40%	100%	Compliant
2 - 4 years	20%	80%	Compliant
4 - 10 years	0%	60%	Compliant

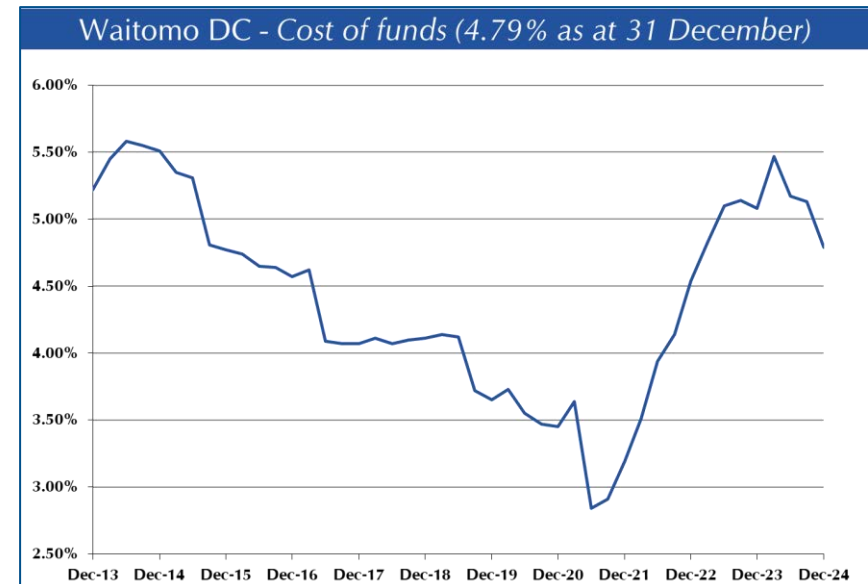
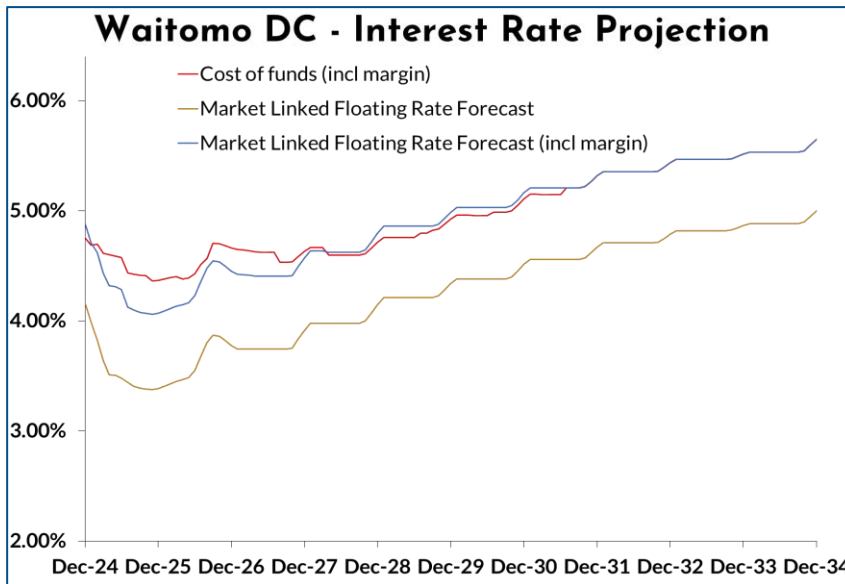


# Interest Rate Risk Management<sup>26</sup>

4



<b>Current % of Debt Fixed</b>	63.6%
<b>Current % of Debt Floating</b>	36.4%
<b>Value of Fixed Rate (m)</b>	\$21.0
<b>Weighted Average Cost of Fixed Rate Instruments</b>	3.99%
<b>Value of Forward Starting Cover</b>	\$21.0
<b>Weighted Average Cost of Forward Starting Cover</b>	3.91%
<b>Value of Floating Rate (m)</b>	\$12.0
<b>Current Floating Rate</b>	4.16%
<b>Current Floating Rate (incl margin)</b>	4.88%
<b>All Up Weighted Average Cost of Funds Including Margin</b>	4.79%
<b>Total Facilities In Place</b>	\$39.0



# LGFA Borrowing Rates

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## As at 31 December

5

Listed below are the credit spreads and applicable interest rates as at 31 December 2024 for Commercial Paper ("CP"), Floating Rate Notes ("FRN") and Fixed Rate Bonds ("FRB"), at the Waitomo District Council could source debt from the Local Government Funding Agency ("LGFA").

Maturity	Margin	FRN (or CP Rate)	FRB
3 month CP	0.20%	5.07%	N/A
6 month CP	0.20%	5.19%	N/A
April 2025	0.57%	5.44%	5.10%
April 2026	0.65%	5.52%	4.30%
April 2027	0.77%	5.64%	4.18%
May 2028	0.91%	5.78%	4.30%
April 2029	1.06%	5.93%	4.49%
May 2030	1.17%	6.04%	4.68%
May 2031	1.25%	6.12%	4.84%
April 2033	1.35%	6.22%	5.07%
May 2035	1.42%	6.29%	5.25%
April 2037	1.49%	6.36%	5.42%



# WDC - LGFA Borrowings <sup>28</sup>

As at 31 December 2024, WDC had \$33.0 million of core debt, all of which is sourced from the LGFA using Commercial Paper, FRNs, and FRBs. WDC also has a bank facility with Westpac Bank for \$6.0 million that matures on 1 July 2025, which has a margin of 100 basis points and a line fee of 40 basis points. Details of WDC's drawn core debt as at 31 December is as follows:

Instrument	Maturity	Yield	Margin	Amount
LGFA CP	20-Feb-25	4.53%	0.20%	\$6,000,000
LGFA FRB	19-Apr-25	3.68%	N/A	\$1,000,000
LGFA FRN	22-Apr-25	6.03%	0.49%	\$5,000,000
LGFA FRN	30-Aug-25	5.80%	0.57%	\$3,000,000
LGFA FRN	24-Jul-26	6.19%	0.66%	\$5,000,000
LGFA FRN	30-Aug-26	5.89%	0.66%	\$2,000,000
LGFA FRN	11-Sep-26	5.81%	0.70%	\$2,000,000
LGFA FRN	18-Mar-27	5.88%	0.77%	\$3,000,000
LGFA FRN	18-Apr-27	5.37%	0.78%	\$3,000,000
LGFA FRN	22-Apr-28	5.42%	0.85%	\$3,000,000



# Swap details and valuation<sup>29</sup>

## As at 31 December

7

As at 31 December, WDC had ten interest rate swaps, five of which were current and five forward starting, which convert a portion of the floating interest rate exposures into a fixed rate. Details of the swaps are contained in the following table.

Waitomo District Council											
Hedge effectiveness testing as at 31 December 2024											
Bank Ref	Derivative Product	Currency	Notional Amount at Inception	Inception Date	Effective Date	Maturity Date	Fixed Rate	Clean Value	+	Accrued Interest	= Total Swap Value
INTEREST RATE SWAPS											
WPAC 4293625	IR Swap	NZD	5,000,000	31-Mar-15	20-Apr-20	22-Apr-25	3.93%	3,306		6,419	9,726
WPAC 7189464	IR Swap	NZD	5,000,000	13-Dec-18	11-Sep-20	11-Sep-26	2.89%	45,269		3,863	49,132
WPAC 10370267	IR Swap	NZD	5,000,000	20-Apr-23	22-Apr-25	22-Jul-26	3.96%	-52,622		0	-52,622
WPAC 10968070	IR Swap	NZD	5,000,000	2-Feb-24	11-Sep-26	11-Sep-29	3.96%	-61,511		0	-61,511
WPAC 11271805	IR Swap	NZD	3,000,000	26-Jun-24	27-Jun-24	30-Aug-27	4.65%	-97,246		-763	-98,008
WPAC 11271761	IR Swap	NZD	5,000,000	26-Jun-24	22-Jul-26	22-Jul-30	4.11%	-89,447		0	-89,447
WPAC 11271848	IR Swap	NZD	5,000,000	26-Jun-24	27-Jun-24	24-Apr-28	4.55%	-182,029		47	-181,983
WPAC 11271834	IR Swap	NZD	2,000,000	26-Jun-24	27-Jun-24	30-Aug-27	4.65%	-64,830		-508.49	-65,339
WPAC 11361626	IR Swap	NZD	3,000,000	2-Aug-26	22-Jul-26	23-Jul-29	3.57%	-7,674		0	-7,674
WPAC 11361569	IR Swap	NZD	3,000,000	2-Aug-26	18-Jul-26	18-Jul-31	3.74%	-2,769		0	-2,769
Totals		NZD	41,000,000					-509,553		9,058	-500,495



## Disclaimer

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**Report To: Audit and Risk Committee****Meeting Date:** 4 February 2025**Subject:** Progress Report: Health and Safety**Type:** Information Only**Author(s):** Tanchia Pitts-Brown  
Health and Safety CoordinatorHelen Beever  
General Manager – Community Services**1. Purpose of Report**

- 1.1 The purpose of this business paper is brief the Committee on Waitomo District Council's (WDC) health and safety performance during quarter three of the 2023/24 year.

**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 The Progress Report: Health and Safety be received.

**3. Background**

- 3.1 Elected Members are provided ongoing progress reports to provide visibility of health and safety performance and agreed Key Performance Indicators. This report covers the January to March period.
- 3.2 This report has been structured to align with the SafePlus Programme developed by WorkSafe NZ, ACC and MBIE in 2017. The programme is voluntary and aims to support organisations wanting to improve their health and safety culture and exceed minimum compliance requirements.

**4. Commentary****4.1 LEADERSHIP COMMITMENT**

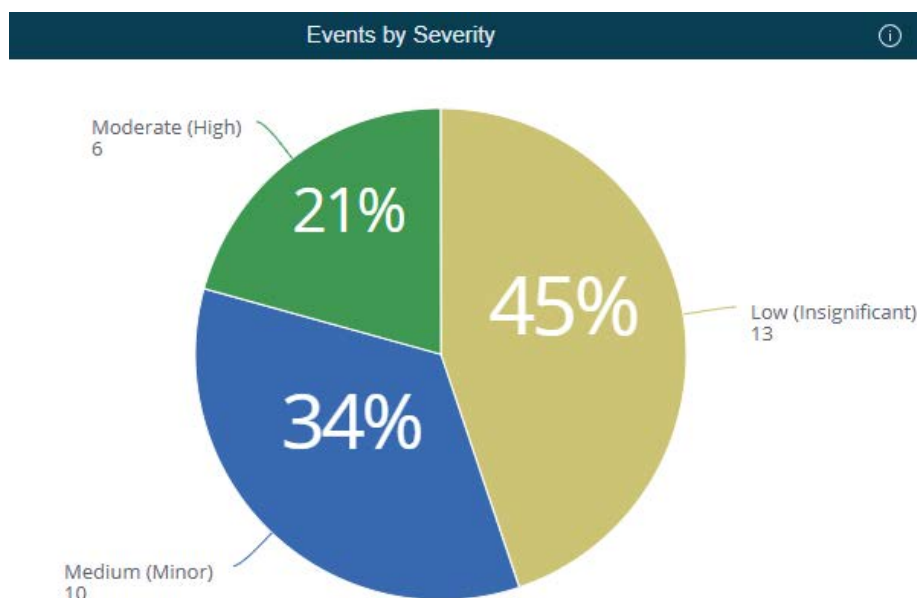
- 4.2 Under the Health and Safety at Work Act 2015, "Officers" are required to exercise due diligence to provide them with a level of assurance that health and safety is being effectively managed. Due diligence requires the need for "Officers" to keep up to date with health and safety matters and information; ensure critical risks are effectively controlled; ensure health and safety is adequately resourced; ensure appropriate monitoring and reviews are conducted to provide assurance and verify that health and safety matters are being appropriately addressed.
- 4.3 A staff survey was launched in mid-2024, enabling employees to provide anonymous, confidential feedback on all aspects of the organisation. The health and safety of employees ranked second in the top five, with the question 'Health, Safety and Wellbeing of staff are important in how we do business'. This result provides the Senior Management Team with the assurance that we are on the right track with respect to health and safety.

- 4.4 Contractor inspections have increased due to works being awarded and further education regarding the importance of regular site safety inspections to ensure work is completed safely.
- 4.5 There are no overdue actions recorded in WDC's Health and Safety system, Tomo. These are constantly monitored and followed up with managers to ensure they are completed within a timely manner and closed out once completed.
- 4.6 Near miss reporting for this quarter was down and is common across industries during the month of December. Measures have been taken to remind staff of what a near miss may look like in each relevant work area.

KPI	PERFORMANCE OUTCOMES	PROGRESS
Site Inspections - H&S inspections carried out on physical works' sites (contractors and staff) Target: 5 per month	<ul style="list-style-type: none"> <li>24 Contractors</li> <li>2 Site Safety (internal operational areas)</li> <li>6 TTM (Temporary Traffic Management)</li> </ul>	
Workplace Inspections Target: 1 per month	<ul style="list-style-type: none"> <li>4 Workplace – Operational e.g. Treatment Plants</li> <li>1 Workplace – Non-operational e.g. Offices</li> </ul>	
Worker Engagement Target: 1 HSR meeting per month	<ul style="list-style-type: none"> <li>Scheduled meetings completed</li> <li>Christmas Stress Free Plan of Attack resources</li> </ul>	
Outstanding Actions in Tomo Target: Zero	<ul style="list-style-type: none"> <li>Zero</li> </ul>	
Near Miss Reporting Target: 10% increase on same period last year (target 7 per month)	<ul style="list-style-type: none"> <li>16 for Q2</li> </ul>	

Red light = target not reached – management focus required  
 Yellow light = target almost reached – maintain management focus  
 Green light = target achieved or exceeded

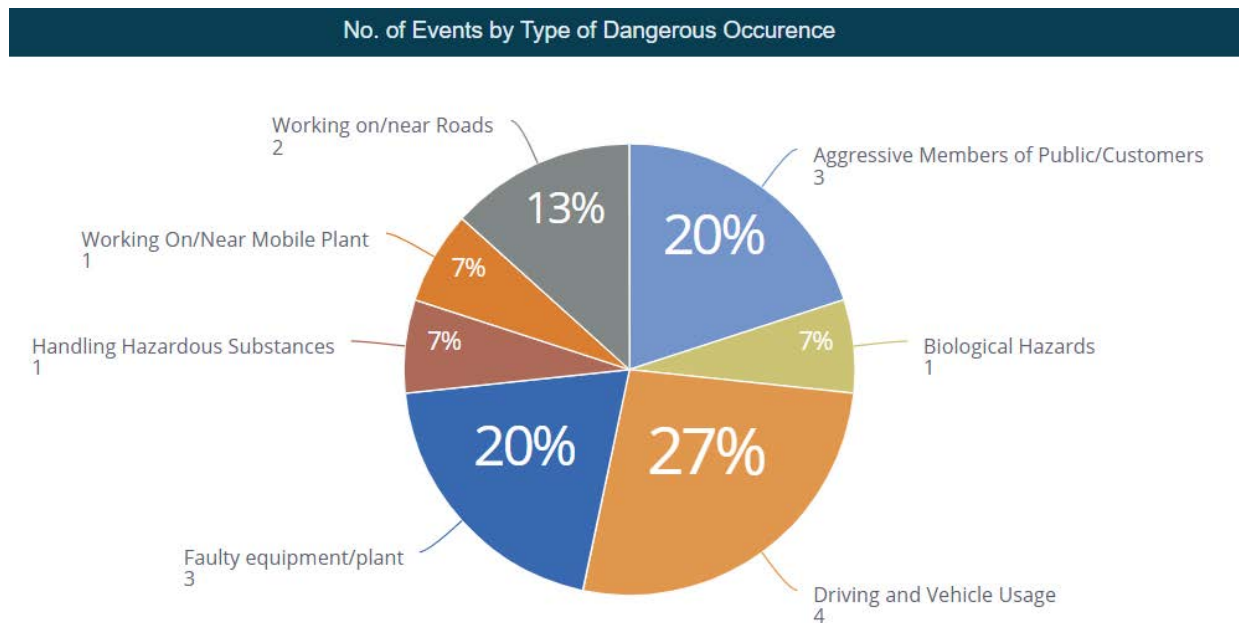
**Figure 1: Key Performance Indicators**



**Figure 2: Events by Severity**



- 4.7 Of the 29 events reported, seven events occurred while completing works associated with two of our top five critical risks. The measures outlined below have been put in place to reduce the likelihood of a recurrence.



**Figure 3: Critical Risk Event Types**

- **Aggressive Members of Public/Customers:**
  - Stolen property - locks upgraded.
  - Unauthorised access – locks upgraded.
  - Inebriated member of public inappropriate behaviour outside Customer Service Centre - incident reported to police, CCTV repositioned for improved visibility and window privacy films put in place.
- **Driving and Vehicle Usage:**
  - Loading/stowing of equipment - modifications to new vehicles to carry specific equipment.
  - Courier driver excessive speed – spoke with driver and reinforced speed restrictions.
  - Unsafe driving - reminder of the look left-right-left again guideline.
  - Trailer fault – Toolbox talk, regular pre-start checks.

#### 4.8 **RISK MANAGEMENT**

- 4.9 A review of the top five critical risks is underway. This includes consideration of the top five critical risks (i.e. are the top five still valid), and that measures in place are appropriate.

Critical Risk	Status
Confined Space	Underway. With staff for feedback.
Working Alone	To be reviewed.
Aggressive Behaviour	Underway. To Senior Management Team for review.
Driving and Vehicle Usage	Completed. To remain as an organisational top five critical risk.
Contractor Management	Completed. To remain as an organisational top five critical risk.

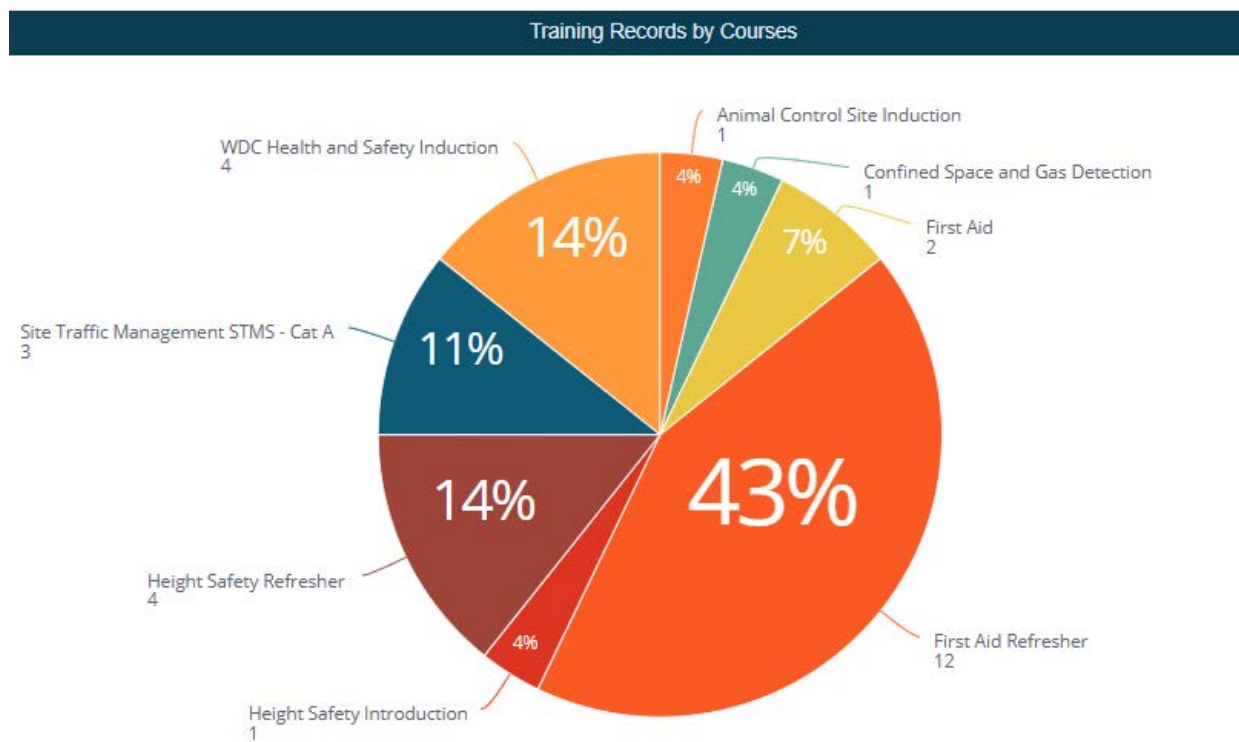
4.10 Conducting emergency drills ensures the overall safety and preparedness of individuals and departments during potential emergencies. The following drills were conducted for this period:

- Earthquake drill Queen Street Office - with the revised procedures very successful, a clearer understanding of what is required for each zone was achieved.
- Fire drill Queen Street Office and Les Munro Centre.
- Chemical Spill drill Piopio Water Treatment Plant.
- Panic alarm activation Customer Service Centre.
- Monthly Lone Worker Device SOS activation.

4.11 A Location Compliance Certificate is not required for the Piopio Water Treatment Plant. This was confirmed by way of an Audit under Part 13 Health and Safety (Hazardous Substance) Regulations 2017. The Emergency Response Plan for this site has been submitted to FENZ as required under Part 5 of the regulations.

#### 4.12 **STAFF COMPLIANCE TRAINING**

4.13 Information as outlined in the graph below. Inductions have been added in Tomo as a training requirement, allowing us to have an electronic record for new employees and the opportunity to include refresher induction when and where needed. Previously this was manually recorded as part of the induction process.



**Figure 1 Training completed for this period**

#### 4.14 **WORKER ENGAGEMENT PARTICIPATION AND REPRESENTATION**

4.15 Three Health and Safety Committee meetings were held during the quarter. All Health and Safety Representatives (HSRs) are engaged in the meetings bringing suggestions and improvement opportunities. Minutes are recorded and held on file.

4.16 Representatives of the Health and Safety Committee continue to conduct workplace safety inspections to identify potential hazards and areas for improvement. HSRs have identified two further sites to be included in the Workplace Inspection Schedule.

4.17 **STAFF WELFARE AND WELLBEING**

4.18 An increase in wellbeing awareness continues, with staff actively participating and promoting national health campaigns. The following campaign was run during the period:

- Summer Awareness video developed by HSR

4.19 The My Everyday Wellbeing report April – September 2024 indicates staff engagement has increased significantly in the last year. The most viewed health themes were - exercise motivation, meal planner, financial wellbeing and mental health resilience. This information assists the Health and Safety Committee to further promote resources in these areas.

<b>5. Continuous Improvement – Quarter Four Focus</b>
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5.1 Obtain Fire Evacuation Scheme for Te Kuiti Wastewater Treatment Plant.

5.2 Review FENZ regulatory requirements for council owned public facilities.

5.3 Review staff and contractor induction processes.

5.4 Risk Register review for all departments.

5.5 Develop Respiratory Protection programme.

5.6 Fatigue Management Desk File consultation process and finalise.

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**Report To: Audit and Risk Committee****Meeting Date:** 4 February 2025**Subject:** Progress Report: Key Performance Indicators for the period ended 31 December 2024**Type:** Information Only

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

Charmaine Ellery  
Manager Strategy and Policy

**1. Purpose of Report**

- 1.1 The purpose of this business paper is to present Waitomo District Council's delivery performance on non-financials for the 2024/25 financial year for the period ending 31 December 2024 (Quarter 2).
- 1.2 A copy of the KPI (Key Performance Indicator) Progress Report is included as an attachment to this business paper.

**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 Progress Report: Key Performance Indicators for the period ended 31 December 2024 be received.

**3. Background**

- 3.1 The WDC Long Term Plan (LTP) 2024-2034 was adopted in June 2024 which includes the outcomes Council is aiming to deliver for the community through each activity area. Each group of activities has a level of service that we have agreed with the community to deliver.
- 3.2 These outcomes and levels of service are reported on to the community via the Annual Report at the end of each financial year.
- 3.3 Each quarter a report is produced to monitor the performance of the activities and levels of service by way of the KPI's developed through the LTP 2024-2034.
- 3.4 This is the second progress report for the 2024/25 year, covering period 1 October to 31 December 2024 (Quarter 2).

**4. Commentary****4.1 SERVICE PERFORMANCE SUMMARY**

- 4.2 Of the 74 key performance indicators measured, 55 (74%) are on track, 2 (3%) have been achieved, 2 (3%) are off track, 3 (4%) are not achieved, and 12 (16%) with no data available.

The KPIs whose results will be available in June 2025 Resident Survey (Quarter 4) are reported as 'no data' for Quarter 2.

#### 4.3 **Leadership**

4.4 Three of the four measures are on track, these are for Council agendas, communicating with our community regularly and getting back to the customers requiring feedback.

4.5 The effectiveness of Council communications measure is based on 2025 Resident Survey results and is reported as no data (2024 Resident Survey result 90%).

#### 4.6 **Community and Partnerships**

4.7 Out of five measures, one measure is achieved, this is for contestable grant funding with all grants allocated in accordance with the Community and Partnerships Fund Policy.

4.8 Two measures are on track with planning underway for projects likely to occur in later quarters and increasing number of participants in library programmes and activities.

4.9 Library's active membership measure is off track. For this quarter, we had 898 active library members (target is 956). Although participation numbers and satisfaction for the library have been consistently high, active membership has dropped. Staff are working to convert the participants to active members.

4.10 The KPI for helpfulness and friendliness of the customer services team is based on 2025 Resident Survey results and is reported as no data (2024 Resident Survey result 95%).

#### 4.11 **Recreation and Property**

4.12 One of the three measures is on track, all facilities have current Building Warrant of Fitness (BWOFF).

4.13 Two measures, satisfaction with parks and open spaces, and cleanliness of public toilets are based on 2025 Resident Survey results and are reported as no data (2024 Resident Survey results 87% and 90% respectively).

#### 4.14 **Regulatory Services**

4.15 One of the seven measures is achieved, with accreditation of building consent authorities (BCA) being met, covering the period June 2024 to June 2026.

4.16 Four measures are on track, these are for building consents, alcohol licenses, food licenses and Land Information Services (LIMs) applications.

4.17 Two measures are reported no data, one is satisfaction with animal control services based on 2025 Resident Survey (2024 Resident Survey result 81%) and the other is the annual exercise of Civil Defence training which is scheduled to be held on 22 May 2025.

#### 4.18 **Resource Management**

4.19 The one measure in this area is on track with all resource consents processed within statutory timeframes.

#### 4.20 **Solid Waste**

4.21 Two of the four measures are on track for complaints about uncollected rubbish and waste diversion rate. The diverted rate is currently estimated at 46.57%, work in progress towards increasing the rate of diverted waste is to carry out recycling bin audits and education on kerbside standardisation, this will reduce contaminated recycling going to landfill.

4.22 Two measures, satisfaction with the rural transfer stations and landfill are based on 2025 Resident Survey results and are reported no data (2024 Resident Survey results 94% and 93% respectively).

4.23 **Stormwater**

4.24 All six measures are on track with no flooding events, no notices received, and no complaints received in the second quarter.

4.25 **Wastewater**

4.26 All seven measures are on track with response and resolution time for callouts within the target, no notices received, number of complaints and dry weather overflows remained within the target.

4.27 **Water Supply**

4.28 24 out of 31 measures are on track. Three measures were not achieved, and four measures related to water loss had no data.

4.29 Drinking water standards for bacteria for both Te Kūiti and Piopio were not achieved. This is due to incorrect chlorine values recorded by faulty instruments. The instrument has now been fixed.

4.30 Drinking water standards for protozoa for Piopio were not achieved. This is because one reading taken on 17 October 2024 exceeded the turbidity value 1.0 NTU by three seconds (Nephelometric Turbidity unit, unit to measure turbidity).

4.31 Four measures related to the percentage of water loss for the current financial year to be provided by the contractor based on readings taken during winter season. It was also noted that flow meters in Hetet Reservoir (Te Kūiti) and in Maniaiti/Benneydale were faulty, they are now scheduled to be repaired.

4.32 **Roads and Footpaths**

4.33 Out of six measures, five measures are on track and one measure is off track. This is for the customer service requests relating to roads and footpaths responded to within 10 working days. Out of 194 service requests received, 164 requests were responded to within 10 working days. Given this quarter conflicts with the shutdown period over Christmas, the response time for a few requests exceeded 10 working days. However, the rolling average is still on track at 90% year to date.

<b>5. Attachments/Separate Enclosures</b>
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Attachment: Quarter 2 KPI Progress Report for period ending 31 December 2024 (812916)



# Key Performance Indicators

## Annual Progress Report Q2

For the period 1 October to 31 December 2024



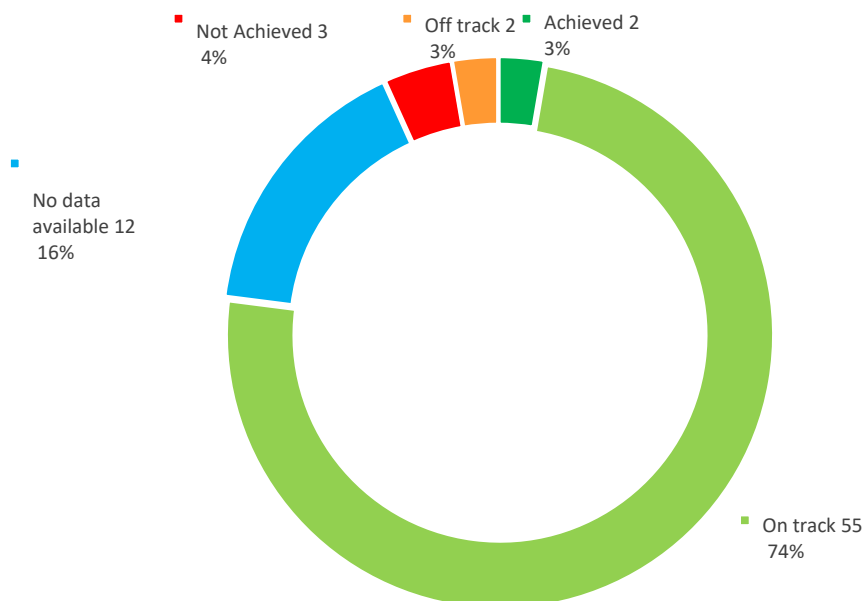
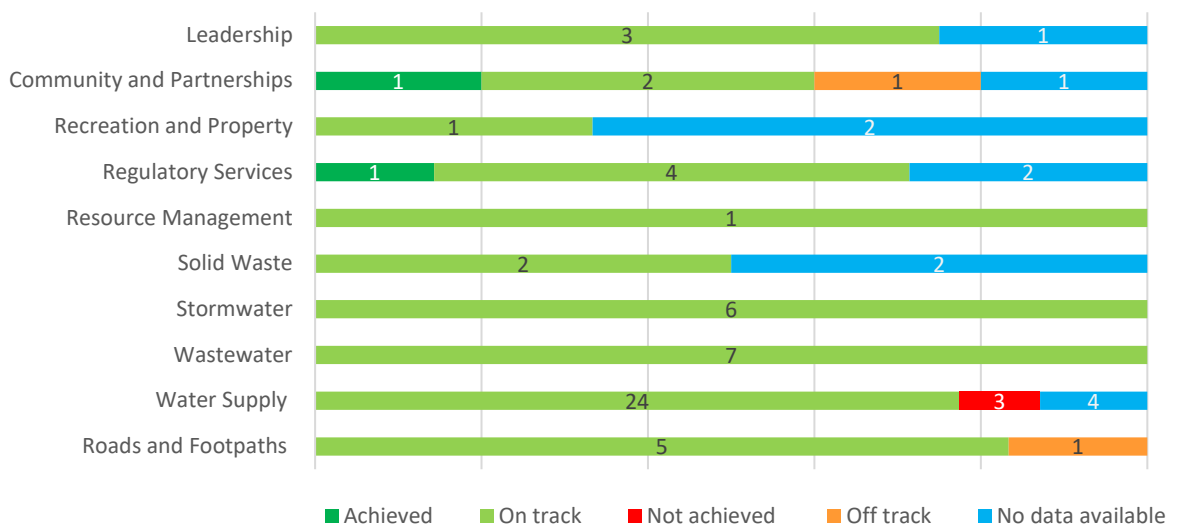
## INTRODUCTION

The 2024-2034 Long Term Plan (LTP) was adopted in June 2024. It sets out outcomes we aim to deliver for our community, through the activities we undertake. Within each group of activities outlined in the LTP, we have outlined the levels of service we intend to deliver.

The purpose of this report is to provide high-level updates of these Council activities for the months of 1 October to 31 December 2024. The report covers progress on groups of activities non-financial KPI (Key Performance Indicators).

Each KPI reported on in the progress report is given a result of either achieved, on track, not achieved, off track, nearly achieved, and no data available. Where an off track result may still be achieved by the year end, a nearly achieved result is shown when a KPI has not been achieved but was close to achieving. This occurs when a result is within 5% of the target, this being within the margin of error for Resident Survey results.

### SERVICE PERFORMANCE SUMMARY AS AT 31 DECEMBER 2024









Of the 74 key performance indicators measured, 55 (74%) are on track, 2 (3%) have been achieved, 2 (3%) are off track, 3 (4%) are not achieved, and 12 (16%) with no data available.











## SERVICE PERFORMANCE MEASURES











### Performance Measure Status

					
Not Achieved	Off Track	Achieved	On Track	Nearly achieved*	Data not available







\* A nearly achieved result occurs when a result is within 5% of the target, this being within the margin of error for Resident Survey results.











### Leadership

You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
Our governance services are robust and transparent.	The percentage of Council agendas that are publicly available before a Council meeting.					<b>Target:</b> ≥ 60% available 4 working days prior and 100% available 2 working days prior  <b>Result:</b> 100%  <b>Previous result:</b> 100%	Total 7 meetings in Quarter 2, all meetings agendas were available 2 days prior (100%), 5 out of 7 meetings agendas were available 4 days prior (71%) to the scheduled Meeting – Target met.
We communicate effectively with our community.	Percentage of residents satisfied that they received or could find Council information when they needed it.					<b>Target:</b> Between 60 - 100%  <b>Result:</b> No data  <b>Previous result:</b> 90%	Result of the June 2024 Resident Survey was 90%.
We communicate regularly with our community about what matters.	The number of posts on our Facebook page per week.					<b>Target:</b> ≥ 5 week for at least 45 weeks  <b>Result:</b> On track  <b>New Measure</b>	Out of the 13 weeks in Quarter 2, 12 weeks exceeded the number of required Facebook posts. There was only one week where there were only 4 posts. This was due to the communications lead being away at a Civil Defence Emergency Management course.
We get back to our customers to let them know the outcome of their service requests.	The percentage of service requests where an officer has contacted the customer to inform them of the outcome of the request.					<b>Target:</b> Set baseline  <b>Result:</b> 100%  <b>New Measure</b>	All customers that required feedback had been contacted.

Community and Partnerships							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We facilitate strong and sustainable partnerships to support improved outcomes for our community.	All contestable grant funding <sup>1</sup> is disseminated fairly and equitable in accordance with our Policy.					<b>Target:</b> Achieved <b>Result:</b> Achieved <b>Previous result:</b> Achieved	All grants allocated following Community and Partnerships Fund Policy.
We will work in partnership with others on projects or events that enhance the culture and wellbeing of residents.	The number of projects or events that promote culture or wellbeing delivered in partnership with other organisations.					<b>Target:</b> ≥ 2 <b>Result:</b> 1 <b>New Measure</b>	The Waitomo District Christmas Parade was held on Friday 13 December 2024. Planning underway for the Great NZ Muster.
We provide a comprehensive and well used Library service for our community.	The number of active library members.					<b>Target:</b> ≥ 2% on the year previous (937 active members in 2023) <b>Result:</b> off track <b>New Measure</b>	Library's active membership measure is off track. For this quarter, we had 898 active library members (target is 956). Although the participation numbers and satisfaction for the library have been consistently high, active membership has dropped. Staff are working to convert the participants to active members.
We deliver a range of well attended activities and programmes at the Waitomo District Library.	The number of participants in Library programmes and activities.					<b>Target:</b> ≥ 5% on the year previous (1091 participants in 2023) <b>Result:</b> on track <b>New Measure</b>	691 participants in library programmes and activities. This has been helped by the two new monthly groups (home schoolers and Writers club) that have been created over the last 6 months.  To achieve 5% more than the previous year, we need at least 286 participants per Quarter.
Our customer service team are friendly and helpful.	The percentage of residents satisfied their initial interaction with council customer services was friendly and helpful.					<b>Target:</b> set baseline <b>Result:</b> No data <b>Previous result:</b> 95%	Result of the June 2024 Resident Survey was 95%.

<sup>1</sup> Contestable grant funding is the Multi-Year Community Partnership Grant.

Recreation and Property							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We provide parks and open spaces across our district.	Percentage of residents satisfied with our parks and open spaces.					<b>Target:</b> ≥ 85% <b>Result:</b> No data <b>Previous Result:</b> 87%	Result of the June 2024 Resident Survey was 87%.
We provide community facilities that are compliant with legislative standards.	Ensure facilities with compliance schedules have current Building Warrant of Fitness (BWOF).					<b>Target:</b> Achieve <b>Result:</b> on track <b>Previous Result:</b> Achieved	All facilities have current Building Warrant of Fitness (BWOF).
We provide clean public toilets for our community and visitors.	Percentage of residents satisfied with the cleanliness of public toilets.					<b>Target:</b> ≥ 85% <b>Result:</b> No data <b>Previous Result:</b> 90%	Result of the June 2024 Resident Survey was 90%.



Regulatory Services							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
Building consents are processed in a timely fashion.	All building consents are processed within 20 working days.					<b>Target:</b> 100% <b>Result:</b> 100% <b>Previous Result:</b> 97%	All building consents processed within 20 working days.
We provide regulatory services for alcohol licences.	All premises that sell alcohol are licensed.					<b>Target:</b> 100% Compliance <b>Result:</b> 100%, on track <b>Previous Result:</b> 100%	All premises that sell alcohol are licensed.
We provide regulatory services for food licences.	All premises that sell food are licensed and registered.					<b>Target:</b> 100% Compliance <b>Result:</b> 100%, on track <b>New measure</b>	All premises that sell food are licensed.
We provide Land Information Services (LIMs) efficiently.	LIM applications are processed within 10 working days.					<b>Target:</b> 100% Compliance <b>Result:</b> 100%, on track <b>Previous Result:</b> 99%	32 applications were received and processed within 10 days.
We will process, inspect, and certify building work in the Waitomo District.	WDC maintains building control systems and process to meet IANZ Audit requirements.					<b>Target:</b> BCA accreditation maintained <b>Result:</b> 100%, Achieved <b>Previous Result:</b> 100% Compliance	BCA accreditation maintained, next assessment is due in 2026.









Regulatory Services							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We provide an effective Animal Control service.	Percentage of residents satisfied with the provision of the Animal Control service.	●	●			<b>Target:</b> ≥ 75% <b>Result:</b> No data <b>Previous Result:</b> 81 %	Result of the June 2024 Resident Survey was 81%.
WDC is resourced and staff trained to effectively support operations of Civil Defence Headquarters during an emergency.	The evaluation of the annual exercise as a measure of effectiveness of training.	●	●			<b>Target:</b> ≥ 61% (comprehensive score) <b>Result:</b> No data <b>Previous Result:</b> 68 %	The 2025 Annual Exercise is going to be held in Te Awamutu on 22 May 2025.

Resource Management							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
Resource consents are processed in accordance with legislation.	All non-notified land use consent and subdivision consents are processed within 20 days.	○	○			<b>Target:</b> 100% <b>Result:</b> 100%, on track <b>Previous Result:</b> 100%	All non-notified resource consents and subdivision consents were processed within statutory timeframes.

Solid Waste							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We will provide a reliable kerbside rubbish collection to stop rubbish becoming a health risk. <sup>2</sup>	The number of justifiable complaints per week about uncollected rubbish.	○	○			<b>Target:</b> < 7 per week <b>Result:</b> 1.5 complaints per week (Q1 and Q2) <b>Previous Result:</b> 1.2 per week	17 justifiable complaints received for Quarter 2 (1.3 complaints per week). Most of the complaints were related to rubbish not being collected, this is because Enviro NZ had recently onboarded several new drivers, leading to a noticeable increase in customer complaints.
We provide effective and fit for purpose solid waste facilities.	Percentage of users that are satisfied with the rural transfer service stations.	●	●			<b>Target:</b> ≥ 90% <b>Result:</b> No data <b>Previous Result:</b> 94%	Result of the June 2024 Resident Survey was 94%.
	Percentage of users that are satisfied with the Waitomo District Landfill.	●	●			<b>Target:</b> ≥ 90% <b>Result:</b> No data <b>Previous Result:</b> 93%	Result of the June 2024 Resident Survey was 93%.

<sup>2</sup> Kerbside collection services offered in Te Kūiti, Waitomo Village, Piopio, and Mōkau.

Solid Waste							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We encourage waste minimisation by providing recycling services to reduce waste sent to landfill.	Diversion rate <sup>3</sup> of the District's waste to landfill.					<b>Target:</b> Increasing trend of diversion rate to $\geq 50\%$ (2022/23 diversion rate 43%) <b>Result:</b> on track <b>New measure</b>	46.57% diversion rate for Quarters 1 and 2.









Stormwater							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We maintain and operate the stormwater network in a way that minimises the likelihood of stormwater entering habitable buildings.	The number of flooding events <sup>4</sup> that occur in the district in a financial year.					<b>Target:</b> $\leq 2$ <b>Result:</b> on track <b>Previous result:</b> 1	There were no flooding events in the second Quarter.
	For each flooding event the number of habitable floors affected in a financial year.					<b>Target:</b> $\leq 5$ per 1000 properties (1,851 properties) <b>Result:</b> on track <b>Previous result:</b> 6 per 1000 properties	There were no flooding events in the second Quarter.
We comply with our resource consent conditions and minimise the impact of stormwater on the environment.	The number of infringement notices related to the management of the stormwater system.					<b>Target:</b> $\leq 2$ <b>Result:</b> on track <b>Previous result:</b> 0	No notices have been received this quarter.
	The number of abatement notices, enforcement orders or convictions related to the management of the stormwater system.					<b>Target:</b> 0 <b>Result:</b> on track <b>Previous result:</b> 0	No notices have been received this quarter.

















<sup>3</sup> Diversion rate means not sending unwanted materials to disposal facilities. Instead, materials are repurposed through the process of **reuse, recycling, or recovery**. The diversion rate is found by dividing the weight of diverted waste only by the weight of all waste and multiplying this by 100 to get a percentage.

<sup>4</sup> A flooding event means an overflow of stormwater from a territorial authority's stormwater system that enters a habitable floor. Habitable floor refers to the floor of a building (including a basement) but does not include ancillary structures such as stand-alone garden sheds or garages.













Stormwater							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We will respond within a reasonable timeframe to flooding.	The median response time to attend a flooding event (measured from the time that the notification is received to the time that service personnel reach the site).	○	○			<b>Target:</b> ≤ 180 minutes (3hrs) <b>Result:</b> on track <b>Previous result:</b> 28 mins	There were no flooding events in the second Quarter.
We provide a reliable stormwater system.	The number of complaints received about the performance of the Council's urban stormwater system per 1,000 properties connected.	○	○			<b>Target:</b> ≤ 5 complaints per 1000 properties (1,851 properties) <b>Result:</b> 1 complaint per 1000 properties <b>Previous result:</b> 8	No complaints received in the second Quarter.

Wastewater							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We will attend and resolve issues with the wastewater system within a reasonable timeframe.	The median attendance time for callouts, from the time that we received notification to the time that our service personnel reach the site.	○	○			<b>Target:</b> ≤180 minutes (3hrs) <b>Result:</b> 1.53 hrs <b>Previous result:</b> 30 mins	55 minutes for rest of the district, 58 minutes for Piopio, district wide total median response time is 1.9 hours
	The median resolution time of callouts, from the time that we received notification to the time that our service personnel confirm the fault or interruption has been resolved.	○	○			<b>Target:</b> <u>Rest of District</u> ≤540 minutes (9hrs) <b>Result:</b> 4.12 hrs <b>Previous result:</b> 4 hrs 29 mins	4.12 hours rest of the district
		○	○			<b>Target:</b> <u>Piopio</u> ≤540 minutes (9hrs) <b>Result:</b> 3.43 hrs <b>Previous result:</b> 9 hrs	3.43 hours for Piopio

Wastewater							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We comply with our resource consent conditions and minimise the impact of wastewater on the environment.	Zero abatement, infringement, enforcement or convictions issued.					<b>Target:</b> 0 <b>Result:</b> 0  <b>Previous result:</b> Achieved	No notices received
Our wastewater system is operated and maintained to minimise odour and blockages.	The number of complaints about wastewater odour, system faults or blockages and complaints about our response to issues with its wastewater system.					<b>Target:</b> <u>Piopia</u> ≤200 complaints per 1,000 connections (202)  <b>Result:</b> 128.71  <b>Previous result:</b> 246 per 1000 connections	12 complaints in Quarter2 for Piopia (Q1: 14 complaints), total 26 complaints, which is 128.71 complaints per 1000 connections
						<b>Target:</b> <u>Rest of District</u> ≤35 complaints per 1,000 connections (2067)  <b>Result:</b> 7.74  <b>Previous result:</b> 16 per 1000 connections	9 complaints in Quarter 2 (Q1: 7 complaints), total 16 complaints, which equates to 7.74 complaints per 1000 connections
Our wastewater system is optimised to reduce the risk of harm to the community and environment.	Number of dry weather overflows in a financial year					<b>Target:</b> ≤5 complaints per 1,000 connections (2269)  <b>Result:</b> 3.87  <b>Previous result:</b> 3.7	3 complaints for rest of the district in Quarter 2 (Q1: 5 complaints), total 8 complaints which equates to 3.87 complaints per 1000 connections.  No dry weather overflow complaints received for Piopia for quarter 1 and 2.

Water Supply							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We provide water that is safe to drink and hygienic to use which meets the drinking water standards.	Water quality complies with the drinking water standards for T2 Treatment Monitoring Rules.					<b>Target:</b> <u>Mōkau</u> Achieve Compliance  <b>Result:</b> Achieved  <b>New Measure</b>	Compliance achieved
						<b>Target:</b> Maniaiti/Benneydale Achieve Compliance  <b>Result:</b> Achieved  <b>New Measure</b>	Compliance achieved
	Water quality complies with the drinking water standards for T2 Filtration Rules.					<b>Target:</b> <u>Mōkau</u> Achieve Compliance  <b>Result:</b> Achieved  <b>New Measure</b>	Compliance achieved
						<b>Target:</b> Maniaiti/Benneydale Achieve Compliance  <b>Result:</b> Achieved  <b>New Measure</b>	Compliance achieved
	Water quality complies with the drinking water standards for T2 UV Rules.					<b>Target:</b> <u>Mōkau</u> Achieve Compliance  <b>Result:</b> Achieved  <b>New Measure</b>	Compliance achieved
						<b>Target:</b> Maniaiti/Benneydale Achieve Compliance  <b>Result:</b> Achieved  <b>New Measure</b>	Compliance achieved
	Water quality complies with the drinking water standards for T2 Chlorine Rules.					<b>Target:</b> <u>Mōkau</u> Achieve Compliance  <b>Result:</b> Achieved  <b>New Measure</b>	Compliance achieved
						<b>Target:</b> Maniaiti/Benneydale Achieve Compliance  <b>Result:</b> Achieved  <b>New Measure</b>	Compliance achieved



Water Supply							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We provide water that is safe to drink and hygienic to use which meets the drinking water standards.	Water quality complies with the drinking water standards for T3 Bacteria Rules.					<b>Target:</b> Te Kūiti Achieve Compliance  <b>Result:</b> Not Achieved  <b>Previous Result:</b> Not Achieved	On 11 November 2024, chlorine contact time (CT) was not achieved due to faulty instrument calculating incorrect CT value. On the 23 November 2024, free available chlorine was not compliant due to instrument error causing to record the chlorine value at zero.
						<b>Target:</b> Piopio Achieve Compliance  <b>Result:</b> Not Achieved  <b>Previous Result:</b> Not Achieved	24 Dec 2024, the free available chlorine equivalent (FACe) was not recorded for 40 minutes due to instrument failure. Instrument was fixed immediately.
	Water quality complies with the drinking water standards for T3 Protozoa Rules.					<b>Target:</b> Te Kūiti Achieve Compliance  <b>Result:</b> Achieved  <b>Previous Result:</b> Not Achieved	Compliance achieved.
						<b>Target:</b> Piopio Achieve Compliance  <b>Result:</b> Not Achieved  <b>Previous Result:</b> Not Achieved	On 17 October 2024, filtered turbidity was not compliant, exceeded 1.0 NTU value for three seconds.
	Water quality complies with the drinking water standards for D2 Distribution System Rule.					<b>Target:</b> <u>Mōkau</u> Achieve Compliance  <b>Result:</b> Achieved  <b>New Measure</b>	Compliance achieved.
						<b>Target:</b> Maniaiti/Benneydale Achieve Compliance  <b>Result:</b> Achieved  <b>New Measure</b>	Compliance achieved











Water Supply							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
						<b>Target:</b> Piopio Achieve Compliance  <b>Result:</b> Achieved  <b>New Measure</b>	Compliance achieved
	Water quality complies with the drinking water standards for D3 Microbiological Monitoring Rule.					<b>Target:</b> Te Kūiti Achieve Compliance  <b>Result:</b> Achieved  <b>New Measure</b>	Compliance achieved
We provide an efficient and effective water supply. We will achieve this by undertaking activities such as water leakage detection and maintaining the network of water pipes. <sup>5</sup>	Percentage of real water loss from the Council's networked reticulation system in a financial year in:						
	Te Kūiti					<b>Target:</b> ≤ 20% <b>Result:</b> No data <b>Previous result:</b> 18.76%	The water loss data for the current financial year to be provided by the contractor based on readings taken during winter season.
	Mōkau					<b>Target:</b> ≤ 5% <b>Result:</b> No data <b>Previous result:</b> 1.98%	
	Piopio					<b>Target:</b> ≤ 5% <b>Result:</b> No data <b>Previous result:</b> 1.01%	
	Maniaiti/Benneydale					<b>Target:</b> ≤ 5% <b>Result:</b> No data <b>Previous result:</b> 1.87%	It was also noted that the flow meters in Hetet Reservoir (Te Kūiti) and in Maniaiti/Benneydale were faulty, they are now scheduled to be repaired.  (Percentage calculated using Minimum Night Flow which assumes that there is little consumption overnight, therefore remaining flow is attributed to water loss).
We provide efficient management of demand for water for our community.	The average consumption of drinking water per Waitomo District resident, per day.					<b>Target:</b> ≤ 400 litres per person per day  <b>Result:</b> 354.55 litres/day <b>Previous result:</b> 487 litres/day	Average consumption of water is 354.55 litres per person per day.

<sup>5</sup> Water Losses includes real losses through leaks in the network and apparent losses through metering inaccuracies or water theft. This does not include unauthorised consumption.

Water Supply							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We will respond within a reasonable timeframe to issues with the water supply.. <sup>6</sup>	The median attendance time for urgent callouts, from the time that we received notification to the time that our service personnel reach the site.	○	○			<b>Target:</b> ≤ 180 minutes (3hrs)  <b>Result:</b> on track <b>Previous result:</b> 18 mins	No urgent calls received in this quarter.
	The median resolution time of urgent callouts, from the time that we received notification to the time that our service personnel confirm the fault or interruption has been resolved.	○	○			<b>Target:</b> ≤ 540 minutes (9hrs)  <b>Result:</b> on track <b>Previous result:</b> 49 mins	No urgent calls received in this quarter.
	The median attendance time for non-urgent callouts, from the time that we received notification to the time that our service personnel reach the site.	○	○			<b>Target</b> ≤ 24 hrs (1 day) <b>Result:</b> 2.05 hrs  <b>Previous result:</b> 2 hr 30 mins	On track
	The median resolution time of non-urgent callouts, from the time that we received notification to the time that our service personnel confirm the fault or interruption has been resolved.	○	○			<b>Target:</b> ≤ 96 hours (4 days)  <b>Result:</b> 24.17 hrs <b>Previous result:</b> 20 hrs 5 mins	On track
We provide water that is wholesome and is reliably supplied. The measure indicates customers and community satisfaction with	The total number of complaints received by Council in a year for:.. <sup>7</sup>						
	Drinking water clarity.	○	○			<b>Target:</b> ≤ 5 per 1000 connections (2659 connections) <b>Result:</b> 0.38 <b>Previous result:</b> 3.3	One complaint in Quarter 2.

<sup>6</sup> Resolution and attendance based on working days are defined as Monday – Friday, excluding public holidays. If notification is received on the weekend or public holiday the timeframes start from the next working day.

<sup>7</sup> Total number of connections is 2659





Water Supply							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
the quality of the water.	Drinking water taste.					<b>Target:</b> ≤ 2 per 1000 connections (2659 connections) <b>Result:</b> 0 <b>Previous result:</b> 1.8	No complaints in Quarter 2.
	Drinking water odour.					<b>Target:</b> ≤ 2 per 1000 connections (2659 connections) <b>Result:</b> 0 <b>Previous result:</b> 2.2	No complaints in Quarter 2.
	Drinking water pressure flow.					<b>Target:</b> ≤ 10 per 1000 connections (2659 connections) <b>Result:</b> 1 <b>Previous result:</b> 2.6	No complaints in Quarter 2. (three complaints in first quarter which equates to one complaint per 1000 connections).
	Continuity of supply.					<b>Target:</b> ≤ 5 per 1000 connections (2659 connections) <b>Result:</b> 0 <b>Previous result:</b> 3.3	No complaints in Quarter 2.
	Council's response to any of these issues.					<b>Target:</b> New measure ≤ 7 per 1000 connections (2659 connections) <b>Result:</b> 0 <b>Previous result:</b> 0	No complaints in Quarter 2.

Roads and Footpaths							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We are working towards a safe network with a vision of a decreasing trend of deaths and serious injuries on Waitomo District roads within ten years. We aim to achieve this by delivering projects that are focused on maintaining, upgrading, or changing the conditions of the roading environment to keep our community safe.	The change from the previous financial year in the number of fatalities and serious injury crashes on Waitomo District's local road network.. <sup>8</sup>					<b>Target:</b> maintain or decrease from previous year <b>Result:</b> 1 serious crash <b>Previous result:</b> 3	One serious crash in Quarter 2.
We aim for a smooth road that provides comfort for road users and improves the safety of the roads.	The average smooth travel exposure rating across the sealed road network.. <sup>9</sup>					<b>Target:</b> ≥ 80% (of total network) <b>Result:</b> 90% <b>Previous result:</b> 90%	New data was added in 2023. This high speed data is updated every 3 years.
We will maintain the road network by resealing it as needed. Resurfacing is only undertaken as required depending on the condition of the surface in that financial year.	The percentage of Waitomo District's sealed local road network that is resurfaced each year.					<b>Target:</b> 5% (of total network) <b>Result:</b> 0% <b>Previous result:</b> 4.1%	The programme surfacing quantity is 42.605km which equates to 9.3%. The programme is set to commence in January 2025, so Quarter 3 should show results.
We will provide footpaths that are well maintained. The measure is the percentage of footpaths that meet the service level.	The percentage of footpath network that falls within a condition rating of 3.. <sup>10</sup>					<b>Target:</b> ≥ 85% <b>Result:</b> 97% <b>Previous result:</b> 97%	Last survey was done in 2022, this survey is done once in five years.

<sup>8</sup> This is using NZTA Crash Analysis System definitions: fatal is defined as a death occurring as the result of injuries sustained in a road crash within 30 days of the crash, serious is defined as injury (fracture, concussion, severe cuts or other injury) requiring medical treatment or removal to and retention in hospital.

<sup>9</sup> Percentage of measured sealed road lane kilometres not exceeding a NAASRA roughness count rating of 150 to be at least 90%. NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicates an acceptable level of ride comfort.

<sup>10</sup> Acceptable ratings being 1-very good 2-good and 3-fair as assessed by industry trained raters.

Roads and Footpaths							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We will investigate and respond to the customer about their request for service relating to road and footpath issues.	The percentage of customer service requests relating to roads and foot paths responded to within 10 working days.					<b>Target:</b> ≥ 90% <b>Result:</b> 85% <b>Previous result:</b> 98%	194 service requests were lodged for quarter 2. 164 requests were responded to within 10 working days. Given this quarter conflicts with the shutdown period over Christmas, the response time for few requests exceeded 10 working days. However, the rolling average is still on track at 90% year to date.
We will maintain the overall condition of the unsealed roads to a specified adequate standard.	Percentage of unsealed road metaled each year.					<b>Target:</b> ≥ 15% (of total) <b>Result:</b> 8.25% <b>Previous result:</b> 18.6%	A total of 12.39km of metalling done for this quarter. The need for metalling will start to taper off with the dry weather and start to continue towards the end of Q3.

**Document No:** 812804

**Report To: Audit and Risk Committee**



**Meeting Date:** 4 February 2025

**Subject:** **Progress Report: Procurement Summary Schedule (October 2024 – December 2024)**

**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 present to the Committee a summary of the procurements made in the period 1 October 2024 to 31 December 2024 in accordance with Waitomo District Council's Procurement Policy.

## 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 the Progress Report: Procurement Summary Schedule (1 October 2024 to 31 December 2024) be received.

## 3. Background

- 3.1 Waitomo District Council's (WDC) Procurement Register (Register) provides a formal "one stop" reference to record WDC's procurement decisions.
- 3.2 The Register, at an operational level, provides a summary of the procurement decisions together with the associated financial components.
- 3.3 The Register provides procurement information including:
- Procurement Description
  - Type of Contract: Physical Works, or Professional services, or goods and services
  - Term of contract
  - Procurement Selection process adopted: All of Government (AOG), Syndicated, Tender, Quote or Direct Appointment
  - Reason for exemption (if applicable)
  - Number of tenders/quotes received
  - Tender/quote range
  - Evaluation method
  - Awarded contract value
  - Contractor/supplier
  - The Register provides key financial information for each procurement including:
    - Total cumulative value
    - Price range of Tenders/Quotes received

- 3.4 The keeping of records is part of an overall Risk Management Framework and assists in the early identification of risks.
- 3.5 All procurement documents such as the quotes, tender responses, notices to tenderers and related correspondence are held in the relevant physical contract folder, captured electronically, and the detail added to the Register.

#### 4. Commentary

- 4.1 WDC's Procurement Policy (the Policy) was last reviewed and adopted with amendments by Council on 31 May 2022.
- 4.2 Changes made to the Policy include amending policy thresholds and procurement requirements.
- 4.3 The Tenders Subcommittee (a subcommittee of WDC's Senior Management Team) operates to assist the Chief Executive in undertaking the management of procedures to ensure sound probity methods are followed, risks are mitigated, and quality documentation is produced in relation to the procurement of goods and services necessary to deliver WDC's work programme and operations as provided for in adopted 10 Year Plans and Annual Plans.

#### 5. Procurement Summary Schedule

- 5.1 The attached Procurement Summary Schedule (PSS) Report provides details of procurements that result in a total contract award over \$200,000 + GST, and/or where the supplier selection method has deviated from the Procurement Policy, and a procurement exemption has been approved by the Chief Executive.
- 5.2 **EXEMPTION REASON**
- 5.3 The Audit, Risk and Finance Committee have requested that the reason for granting a Procurement Exemption be included in the PSS. As a result, the Headings of the five criteria provided for in the Policy will now be included in the PSS as the reason for granting an exemption.
- 5.4 The Policy extract below provides detail of those five criteria, of which at least one must be met for a Procurement Exemption to be granted.

##### ***Procurement Exemption***

*The supplier selection method and process for the relevant threshold should be followed fully. If deviation from the process is required, the reason for the deviation should comply with one or more of the following criteria:*

1. ***Monopoly or limited supplier situation:*** *Where there is a monopoly or very limited supplier situation and only one or two Suppliers capable of supplying the requirements (e.g. engaging an arrangement for the supply of electricity on a network where the network is owned by a single party); or*
2. ***Proprietary technology:*** *Where a Supplier is the sole Supplier and/or patent holder of a specific product that is required by WDC. WDC must be satisfied that the proprietary technology is the most appropriate for the needs of WDC; or*
3. ***High Risk Activities:*** *The risks of a competitive process outweigh the benefits of competition and would potentially create risk for WDC; or*



4. **Unique business proposition:** *Where a Supplier has a unique business proposition that can minimise risks or costs to WDC. This could include existing knowledge relevant to a project; or*
5. **Existing contract:** *If goods, services and/or works are in addition to, or necessary for the completion of, delivery of an existing contract, provided that the original contract was publicly advertised, and a change of Supplier cannot be made for economic, technical, legal, or practical reasons.*

*The key requirement is the direct appointment represents best value for WDC. Poor planning or organisation of procurement is not justification for deviation from the framework. In all instances a procurement exemption must be signed off by the Chief Executive.*

<b>6. Attachments/Separate Enclosures</b>
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Attachments:

- 1 Procurement Summary Schedule (Doc #812809)

Contract / Order No.	Contract Title / Procurement Description	Type of Contract (Physical Works, Professional Services or Goods and Services)	Term of Contract	One-off or Ongoing Supply	Selection Process (AOG, Syndicated, Panel, Tender, Quote or Direct Appointment)	Exemption Reason	No. of Tenders / Quotes Received	Tender / Quote Range (GST exclusive)	Evaluation Method	Awarded Contract Value (Total cummulative)	Awarded To	Meeting Date	GM	Remarks
PO82428	Level Crossing Renewal - Rora St	Goods and Services)	N/A	One-off	Direct Appointment	Monopoly or limited supplier situation	N/A	N/A	N/A	\$86,753	KiwiRail Holdings Limited	N/A	Infrastructure Services	
500/24/083	Carrol Street Three Waters Relocation	Goods and Services)	N/A	One-off	Quote	Deviation from Policy	4	\$610,924 - \$784,305	LPC	\$636,102	Cambridge Excavators Ltd	N/A	Infrastructure Services	
500/24/079	Novice Driver Training Programme 2024-2027	Services	3 years	One-off	Direct Appointment	Limited supply	N/A	N/A	N/A	\$70,000	Te Kuiti Community House	N/A	Community Services	
500/24/077	Resource Consents Renewal	Services	N/A	One-off	Direct Appointment	High Risk Activity	N/A	N/A	N/A	\$115,000	Te Miro Water	N/A	Infrastructure Services	
500/24/046	Te Kuiti Stormwater Catchment Modelling	Professional Services	N/A	One-off	Direct Appointment	High Risk Activities	N/A	N/A	N/A	\$162,700	WSP	N/A	Infrastructure Services	
500/24/045	Mangaotaki Road and Lawrence St Rehab	Goods and Services)	N/A	One-off	Tender	N/A	7	\$1,270,547 - \$1,743,063	PQM	\$1,270,547	Schick Civil	18/12/24	Infrastructure Services	
500/23/029	TKWWTP Sludge Removal and Disposal	Goods and Services)	3 Years	One-off	Tender	N/A	4	\$1,117,127 - \$2,740,406	LPC	\$1,943,930	Conhur Ltd	20/12/24	Infrastructure Services	
500/24/043	Centennial Park Grandstand Upgrade	Goods and Services)	N/A	One-off	Quote	N/A	2	\$353,955 - \$380,742	LPC	\$269,200	R B Thomas Ltd	N/A	Infrastructure Services	

Document ID: 812894

**Report To: Audit and Risk Committee**

**Meeting Date:** 4 February 2025

**Subject:** **Progress Report: WDC Resource Consents – Compliance Monitoring (October to December 2024)**

**Type:** Information Only

**Author:** Shyamal Ram  
General Manager – Infrastructure Services

**1. Purpose of Report**

- 1.1 The purpose of this business paper is to brief the Committee on compliance reporting against Resource Consent conditions, due during the second quarter (2024/25).

**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 Progress Report, WDC Resource Consents – Compliance Monitoring, be received.

**3. Risk Considerations**

- 3.1 This is a progress report only, and as such no risks have been identified regarding the information contained in this business paper.

**4. Compliance Risks**

- 4.1 Below is the list of compliance risks and their definitions.

Full Compliance	Full compliance with all relevant conditions, plan rules and regulations.
Low Risk Non-Compliance	Non-compliance with some of the relevant consent conditions, plan rules and regulations. Non-compliance has a low risk of adverse environmental effects or is technical in nature.
Moderate Non-Compliance	Non-compliance with most of the relevant consent conditions, plan rules and regulations, where there are some environmental consequences and/or there is a moderate risk of adverse environmental effects.
Significant Non-Compliance	Non-compliance with many of the relevant consent conditions, plan rules and regulations, where there are significant environmental consequences and/or a high risk of adverse environmental effects.

## 5. Commentary

- 5.1 Waitomo District Council (WDC) is required to report on resource consent compliance to Waikato Regional Council (WRC) in accordance with the conditions that regulate the various resource consents held by WDC.
- 5.2 The following tables set out details of the compliance reporting requirements for WDC's resource consents:

RESOURCE CONSENT	REPORT DUE
<b>Monthly</b>	
No. 116844 - Benneydale Water Treatment Plant Condition 9 (Surface Water Take)	Monthly
No. 117290 - Piopio Wastewater Treatment Plant Condition 26 (Discharge)	Monthly
No. 140685 - Rangitoto Quarry Landfill, William Street, Te Kuiti Conditions 65 & 66	<i>Not yet commenced</i>
<b>Quarterly</b>	
No. 112639 - Te Kuiti Wastewater Treatment Plant Conditions 7 - 19 (Discharge) Condition 30	Jan, April, July and Oct
No. 140685 - Te Kuiti Landfill, William Street, Te Kuiti Conditions 65 & 66	<i>Not yet commenced</i>
No. 101753 - Te Kuiti Landfill, William Street, Te Kuiti Ring Drain Condition 11 (Within 2 months of sampling)	April, July, October and Jan
No. 124718 - Te Kuiti Landfill, William Street, Te Kuiti (SW 2) Conditions 7 & 14	February, May (included to annual report of Surface or Stormwater), August and November
<b>Six Monthly</b>	
No. 133317 - Te Kuiti Water Treatment Plant Conditions 5, 6, 10 & 11	January/July
No. 118813 - Benneydale Wastewater Treatment Plant Conditions 16 - 23	January/July
No. 117945 - Benneydale Water Treatment Plant (Backwash) Condition 3	April/October
No. 107477 - Piopio Water Treatment Plant Conditions 6, 7, 8 & 9	Jan/July
No. 107478 - Piopio Water Treatment Plant Conditions 10, 15 & 16	May/December
No. 120048 - Te Kuiti Wastewater Treatment Plant Discharge to Land (via seepage)	Feb/Aug
No. 140685 - Te Kuiti Landfill, William Street, Te Kuiti Conditions 62 & 63 (Within 2 months of sampling)	<i>Not yet commenced</i>
No. 124718 - Te Kuiti Landfill, William Street (Groundwater) Conditions 7 & 14	April/October

RESOURCE CONSENT	REPORT DUE
<b>Annual</b>	
No. 118813 - Benneydale Wastewater Treatment Plant Condition 26	31 March
No. 120340 - Mokau Closed Landfill Conditions 3, 6 & 10	Monitoring ceased by mutual agreement with WRC (11/2017)
No. 105054/55/56/57/58/59/60 - Waitomo Stormwater Schedule A (22) Conditions 4 - 6	31 May
No. 105054 - Te Kuiti Stormwater Condition 6	31 May
No. 116274 - Benneydale Water Treatment Plant Conditions 2, 3, 4 & 7 (Groundwater Take)	1 June
No. 113544 - Mokau Water Treatment Plant (Water Take) Conditions 2 & 4	July
No. 113545 - Mokau Water Treatment Plant (Backwash) Conditions 2 - 8	July
No. 140685 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report Condition 71	Not yet commenced
No. 124718 - Te Kuiti Landfill Annual Report (Condition 13)	August 1
No. 101753 - Te Kuiti Landfill, William Street Annual Report Condition 4 <b>Independent Peer Reviewer</b>	September 1
No. 120048 - Te Kuiti Wastewater Treatment Plant Condition 7	1 December
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 20 (Discharge)	September
No. 138063 - Te Waitere Wastewater Condition 16	July
No. 124718 - Te Kuiti Landfill – Surface/Stormwater Annual Report (Leachate Monitoring) Conditions 7 & 14	May
No. 103287, 103288 and 103289 - Te Kuiti, Walker Road - Closed Landfill	November
No. 103193 - Benneydale Closed Landfill SH30 Conditions 2, 3 & 5 No. 103194 - Conditions 2 & 3	Monitoring ceased by mutual agreement with WRC (08/2018)
No. 103196 - Piopio Closed Landfill Conditions 2, 3 & 4	Monitoring ceased by mutual agreement with WRC (08/2018)
No. 103198 - Aria Closed Landfill Conditions 2 & 4	Monitoring ceased by mutual agreement with WRC (08/2018)
<b>Biennial</b>	
No. 117290 - Piopio Wastewater Treatment Plant Conditions 7 & 9 (Discharge) (Review Operations and Management)	September 2014 (and every two years after)
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 24 (Review Operations Management Plan)	June 2015 (and every two years after)

RESOURCE CONSENT	REPORT DUE
No. 118813 - Benneydale Wastewater Treatment Plant Condition 27 (Review Management Plan Review)	From 2010 every two years
Other	
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 28 (Complete Passage/Migration Barrier Assessment within 3 years of commencement date)	Within 3 years: 18 December 2017 Completed: 1 July 2020

## 6. Resource Consent Compliance Reports: October to December 2024

6.1 The following Resource Consent Compliance Reports have been made to WRC during the second quarter of 2024/25:

**6.2 AUTH116844.01.01 / AUTH143938.01.01– Maniaiti/Benneydale Water Treatment Plant - Condition 9 (Surface Water and Groundwater Take)**  
**Report Due: Monthly**

<b>Activity Description</b>	Take up to 180 cubic metres per day of water from an unnamed tributary of the Mangapeehi Stream for Benneydale water supply purposes.
<b>Reporting Period:</b>	October 2024
<b>Compliance Status:</b>	<u>Full Compliance</u> All flow and sample limits are well below the consented limits for October 2024
<b>WDC Reference:</b>	D790678
<b>Activity Description</b>	Take up to 180 cubic metres per day of water from an unnamed tributary of the Mangapeehi Stream for Benneydale water supply purposes.
<b>Reporting Period:</b>	November 2024
<b>Compliance Status:</b>	<u>Low Risk Non-Compliance</u> The extraction limit in L/sec was exceeded 3 times for this reporting period. These exceedances were just split seconds, caused by air entrapment inside the pipeline creating the flow meter to record these 3 spikes.
<b>WDC Reference:</b>	D796355
<b>Activity Description</b>	Take up to 180 cubic metres per day of water from an unnamed tributary of the Mangapeehi Stream for Benneydale water supply purposes.
<b>Reporting Period:</b>	December 2024
<b>Compliance Status:</b>	<u>Full Compliance</u> All water take and abstraction rate were below the limit for December 2024
<b>WDC Reference:</b>	D802957

**6.3 AUTH117290.01.01 – Piopio Wastewater Treatment Plant- Condition 26 (Discharge)**  
**Report Due: Monthly**

<b>Activity Description</b>	Discharge up to 135.4 cubic metres of treated municipal sewage in any 24-hour period from the Piopio Wastewater Treatment System to the Mokau River.
<b>Reporting Period:</b>	October 2024
<b>Compliance Status:</b>	<p><u>Moderate Non-Compliance</u></p> <p>Total ammoniacal nitrogen has continued to exceed the consented limit of 10mg/l for October 2024.</p> <p>There are several reasons why this may have occurred, such as:</p> <ol style="list-style-type: none"> <li>1. Caustic dosing system has not been working properly, this is fundamental during winter as the nitrification process won't function properly under low temperatures unless we increase the water temperature or alkalinity.</li> <li>2. Sequencing valves were not working properly, this reduces the effectiveness of the treatment as some pods was not effectively sprayed.</li> <li>3. Recirculation pumps were not working effectively, this reduces the recycled water for further treatment causing some pods to be overloaded.</li> <li>4. Recirculation tanks were not cleaned causing sludge, suspended solids and other impurities to be carried over into the blankets, then to the pods and finally to the UV reducing effective treatment.</li> </ol> <p>Also, we have increased the frequency of preventative maintenance of the treatment plant, regular checking and cleaning of the recirculation tanks to address this on going issue.</p> <p>In addition to rectifying the four above issues, Waitomo District Council has since engaged additional resources to perform preventative maintenance to all the STEP/STEG systems at the 200 properties in Piopio. This preventative maintenance is to mitigate poor wastewater entering the treatment plant. It is expected the wastewater quality parameters, including Total ammoniacal nitrogen values will continue to improve in the following weeks, as the maintenance of the STEP/STEG system progresses.</p>
<b>WDC Reference:</b>	D790627
<b>Activity Description</b>	Discharge up to 135.4 cubic metres of treated municipal sewage in any 24-hour period from the Piopio Wastewater Treatment System to the Mokau River.
<b>Reporting Period:</b>	November 2024
<b>Compliance Status:</b>	<p><u>Moderate Non-Compliance</u></p> <p>Total ammoniacal nitrogen value exceeds the consented limit of 10mg/l for November 2024.</p> <p>Tests results have continued to decrease as the preventative maintenance of the STEP/STEG system continues and the operations team conducting daily maintenance of the plant including the UV systems, sprayers, cleaning of the pods and checking the chemical dosing system.</p>
<b>WDC Reference:</b>	D796373



<b>Activity Description</b>	Discharge up to 135.4 cubic metres of treated municipal sewage in any 24-hour period from the Piopio Wastewater Treatment System to the Mokau River.
<b>Reporting Period:</b>	December 2024
<b>Compliance Status:</b>	<u>Full Compliance</u>  The Total Ammoniacal Nitrogen for December 2024 was 9.5 mg/L which is below the consent limit of 10 mg/L.
<b>WDC Reference:</b>	D799380

**6.4 AUTH112639.01.01 – Te Kuiti Wastewater Plant Discharge to Mangaokewa Stream**  
**Report Due: Quarterly**

<b>Activity Description</b>	To discharge treated wastewater to the Mangaokewa Stream from the Te Kuiti Wastewater Treatment Plant
<b>Reporting Period</b>	July to September 2024
<b>Compliance Status</b>	<u>Full Compliance</u>  Daily discharged volume remained under the consent limit of 7000 m <sup>3</sup> /day.  There was a transgression on one of the test results for the Total Nitrogen parameter. However, given that this parameter is only monitored from December to March period, this transgression is irrelevant and will not be considered as a non-compliant matrix for this reporting period.  All other monitored parameters are below the limits.
<b>WDC Reference</b>	D790631

**6.5 AUTH10753.01.01 – Te Kuiti Landfill Condition 11 (Leachate Monitoring)**  
**Report Due: Quarterly**

<b>Activity Description</b>	Place up to 232,000 tonnes of municipal solid waste onto or into land in Rangitoto Quarry Landfill, William Street Te Kuiti.
<b>Reporting Period</b>	April – June 2024
<b>Compliance Status</b>	<u>Significant Non-Compliance</u>  Electrical Conductivity, Total Ammoniacal Nitrogen, and Chloride had exceeded the limits in April and June 2024.  Results of the samples collected in May 2024 exceeded the Total Ammoniacal Nitrogen.  WDC had engaged WSP to investigate on the landfill structure more specifically for the leachate and ring drain.
<b>WDC Reference</b>	A730820
<b>Activity Description</b>	Place up to 232,000 tonnes of municipal solid waste onto or into land in Rangitoto Quarry Landfill, William Street Te Kuiti.
<b>Reporting Period</b>	July – September 2024

<b>Compliance Status</b>	<p><u>Significant Non-Compliance</u></p> <p>The monitored parameters: Electrical Conductivity, Total Ammoniacal Nitrogen, and Chloride had been exceeded for all the samples collected during this quarter</p> <p>The result of the investigation done by WSP was shared to Waikato Regional Council. WDC will do the recommendation given by WSP and will monitor the effectiveness through the results of the samples collected in the succeeding months.</p>
<b>WDC Reference</b>	D790487

<b>Activity Description</b>	Place up to 232,000 tonnes of municipal solid waste onto or into land in Rangitoto Quarry Landfill, William Street Te Kuiti.
<b>Reporting Period</b>	October – December 2024
<b>Compliance Status</b>	<p><u>Significant Non-Compliance</u></p> <p>The monitored parameters: Electrical Conductivity, Total Ammoniacal Nitrogen, and Chloride had been exceeded for all the samples collected during this quarter</p> <p>WDC is no longer diverting the ring drain discharge to the wastewater treatment plant.</p> <p>CCTV inspection was done on the pipework and WDC is finding a solution to address the current issue.</p>
<b>WDC Reference</b>	D802879

**6.6 AUTH117945.01.01 – Maniaiti / Benneydale Water Treatment Plant - Backwash Discharge**  
**Report Due: Six Monthly**

<b>Activity Description</b>	Discharge up to 5 m3 per day of filter backwash into an unnamed tributary of the Mangapeehi Stream
<b>Reporting Period</b>	May to October 2024
<b>Compliance Status</b>	<p><u>Full Compliance</u></p> <p>The suspended solids for the backwash discharge remained below the consent limit of 100mg/L.</p>
<b>WDC Reference</b>	D790678

**6.7 AUTH112639.01.01 – Te Kuiti Wastewater Treatment Plant – Condition 20 Discharge**  
**Report due: Annually**

<b>Activity Description</b>	To discharge treated wastewater to the Mangaokewa Stream from the Te Kuiti Wastewater Treatment Plant
<b>Reporting Period</b>	September 2023 to August 2024
<b>Compliance Status</b>	<p><u>Moderate Non-Compliance</u></p> <p>The results of the monitored parameters for the groundwater were consistent with the historical trends.</p> <p>Groundwater Bore samples were taken on a quarterly basis. Total Ammoniacal Nitrogen results for GWB3 for this period were exceeded on two consecutive sample against the 2.54 mg/L. In October 2023, result was 10.2 mg/L and in January 2024, result was 7.7 mg/L.</p>

	<p>Same parameter had been exceeded three times in GWB4 results for this period. October 2023, January 2024 and July 2024's results were 13.5 mg/L, 9.4 mg/L and 6.95 mg/L respectively.</p> <p>GWB3 is located on the farm adjacent to the oxidation pond whilst GWB4 is located near the sludge pond. Hence this is a big factor to the exceedance of the Total Ammoniacal Nitrogen.</p> <p>GWB7 showed an elevated E. Coli for this reporting period. E-coli could have entered water ground water caused by stocks grazing within the area of the GWB7.</p>
<b>WDC Reference</b>	D792378

Document ID: 813610

**Report To: Audit and Risk Committee****Meeting Date:** 4 February 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 the Committee to consider whether or not the public should be excluded from the consideration of Council business.

Note: It is the Committee'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
Progress Report: Deloitte – Audit Findings 30 June 2024	Section 7(2) (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1) (d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

- 3 The Committee 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
Chief Financial Officer	Portfolio Holder
Manager – 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.

### 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.



MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**