

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 13 MAY 2025 AT 9.00AM

PRESENT: Independent Chair Jaydene Kana
Mayor John Robertson
Deputy Mayor Allan Goddard
Gavin Todd
Janette Osborne

IN ATTENDANCE: Matt Laing and Callum Maxwell (Deloitte) via ZOOM

STAFF: Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgle
General Manager – Community Services, Helen Beever
Health and Safety Coordinator, Tanchia Pitts-Brown
General Manager – Infrastructure Services, Shyamal Ram
Manager – Strategy and Policy, Charmaine Ellery
Graduate Policy Advisor, Rajeshwari Mahadevappa
Chief Financial Officer, Tina Hitchen
Asset Accountant, Wayne La Roche

1. Karakia Tuwhera

2. Apology

Resolution

The apology from Councillor Janene New be received and leave of absence granted.

Kana/Osborne Carried

3. Declarations of Member Conflicts of Interest

No declarations made.

4. Confirmation of Minutes: 4 February 2025

Resolution

The Minutes of the Waitomo District Council meeting of 4 February 2025, including the public excluded items, be confirmed as a true and correct record.

Kana/Goddard Carried

5. Amendments to the Order Paper

The Chair advised that with the agreement of the Committee, and after discussion with Deloitte representatives, the following two public excluded items would be moved into the public meeting:

- 1 Annual Report and Summary Annual Report 2024/25 – Audit Engagement, Proposal, Service Plan and Timeline
- 2 Progress Report – Audit Findings for year ended 2024

6. Chair Report – May 2025

The Committee considered the Chair's report for May 2025.

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

Resolution

The Chair Report – May 2025 be received.

Kana/Osborne

Carried

7. Mastercard Expenditure Report (January – March 2025)
--

The Committee considered a business paper presenting details of expenditure incurred via WDC issued Corporate Mastercard for the period January to March 2025.

The Manager – Governance Support expanded verbally on the business paper, highlighting the while the Mayor has signed off on the March 2025 spreadsheet and he is a minor shareholder in the Fishpond Company, as per the Note, his authorisation relates solely to the expenditure of the Manager- Governance Support's expenditure, not the General Manager – Community Services who's expenditure is authorised by the Chief Executive. Therefore there is no conflict of interest associated with the Mayor's signature occurring on the March spreadsheet.

Resolution

The Mastercard Expenditure Report: January to March 2025 be received.

Kana/Robertson

Carried

8. Policy and Bylaw Reviews

The Committee considered a business paper presenting details of Council adopted policies and bylaws, including a brief summary of each, their respective review timelines and any additional notes relating to review progress, for the Committee's information and oversight.

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

Resolution

- 1 The business paper on Policy and Bylaw Reviews be received.
- 2 This report be presented to the Audit and Risk Committee on an annual basis going forward.
- 3 The Independent Chair liaise with the Chief Executive on other policies relative to the Audit and Risk Committee.

Kana/Osborne

Carried

9. Risk Management Framework Update
--

The Committee considered a business paper providing an update on the progress of Waitomo District Council's Risk Management Programme.

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

The General Manager – Infrastructure Services, General Manager – Community Services and Health and Safety Coordinator entered the meeting at 9.24am.

Resolution

- 1 The business paper on Risk Management Framework Update be received.
- 2 The feedback provided by the Committee be incorporated into further review of the Risk Management Framework for consideration at the next meeting of the Audit and Risk Committee.

Kana/Osborne Carried

10. Progress Report: Health and Safety

The Committee considered a business paper providing a brief on Waitomo District Council's health and safety performance during quarter three of the 2024/25 financial year.

The Health and Safety Coordinator and General Manager – Customer Services expanded verbally on the business paper and answered Members questions.

Resolution

The Progress Report: Health and Safety be received.

Kana/Goddard Carried

11. Progress Report: WDC Resource Consents – Compliance Monitoring

The Committee considered a business paper providing a brief on compliance reporting against Resource Consent conditions due during the second 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/Todd Carried

12. Progress Report: Procurement Summary Schedule (January – March 2025)

The Committee considered a business paper presenting a summary of the procurements made in the period January – March 2025 in accordance with Waitomo District Council's Procurement Policy.

The Chief Financial Officer and Asset Accountant entered the meeting at 10.15am.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members questions, advising that the first six in the Schedule should be Price Quality Method and not Lowest Price Conforming.

Resolution

The business paper on the Progress Report: Procurement Summary Schedule (January – March 2025) be received.

Kana/Goddard Carried

13. Treasury Management Report for the period ended 31 March 2025
--

The Committee considered a business paper providing an update on Waitomo District Council's debt position and compliance with borrowing limits for the period ended 31 March 2025.

The Manager – Strategy and Policy and Graduate Policy Advisor entered the meeting at 10.28am.

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

Resolution

The business paper on Treasury Management Report for the period ended 31 March 2025 be received.

Kana/Osborne Carried

14. Insurance Update Report – Insurance Year to 31 October 2025
--

The Committee considered a business paper providing a brief on Waitomo District Council's 2024/25 insurance arrangements.

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

Resolution

The business paper on Insurance Update Report for the Insurance Year to 31 October 2025 be received.

Kana/Goddard Carried

The Three Waters Manager entered the meeting at 10.39am.
The Asset Accountant left the meeting at 10.41am.

15. Progress Report: Key Performance Indicators - period ended 31 March 2025

The Committee considered a business paper presenting Waitomo District Council's delivery performance on non-financials for the 2024/25 financial year for the period ending 31 March 2025 (Quarter 3).

The Manager – Strategy and Policy 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 31 March 2025 be received.

Kana/Todd Carried

Matt Laing (Deloitte) joined the meeting via Zoom at 10.45am.

The Manager – Strategy and Policy, Graduate Policy Advisor and Three Waters Manager left the meeting at 10.46am.

16. Top Twenty Suppliers

The Committee considered a business paper providing an update on the procurement status of Waitomo District Council's top twenty, by value, suppliers.

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

Resolution

- 1 The business paper on Top Twenty Suppliers be received.
- 2 A report on the Top Twenty Supplier be presented to the Audit and Risk Committee on an annual basis going forward.

Kana/Osborne Carried

Callum Maxwell (Deloitte) joined the meeting via Zoom at 10.50am.

17. Annual Report and Summary Annual Report 2024/25 – Audit Engagement, Proposal, Service Plan and Timeline
--

The Committee considered a business paper –

- 1 Presenting the Audit Engagement Letter (AEL) for the audit of the Annual Report and Summary Annual Report 2024/25;
- 2 Presenting the Audit Proposal Letter (APL) for the proposed fee for the audit of the Annual Report and Summary Annual Report 2024/25, 2025/26, 2026/27 and 2027/28;
- 3 Presenting the Confirmation of Engagement letter for the Limited Assurance Report (LAR) in respect of the Waitomo District Council's Debenture Trust Deed including the proposed fee;
- 4 Introducing the Deloitte Planning Report detailing the scope and proposed fees of the external audit, of Council's 2024/25 Annual Report and the timeline and;
- 5 To obtain the Council's approval for the signing of the engagement and fee proposal letters.

The Manager – Strategy and Policy entered the meeting at 10.52am.

Matt Laing and Callum Maxwell (Deloitte) expanded verbally on the audit papers and answered Members questions.

The Committee requested an insert into the letter re fees for Local Waters Done Well and a review of fees if necessary.

Resolution

- 1 The business paper on Annual Report and Summary Annual Report 2024/25 – Audit Engagement, Plan and Timeline be received.
- 2 The Deloitte Audit Engagement Letter be accepted as presented.
- 3 The Deloitte Audit Proposal Letter be accepted as presented.
- 4 The Deloitte Confirmation of Engagement Letter be accepted as presented.
- 5 The Deloitte Audit Planning Report be accepted as presented.

- 6 The Chief Executive and Mayor be delegated authority to sign on behalf of the Waitomo District Council –

- a) The Deloitte Audit Engagement Letters.
- b) The Deloitte Audit Proposal Letter.

Kana/Robertson Carried

Matt Laing and Callum Maxwell (Deloitte) left the meeting at 11.26am.

18. Progress Report – Audit Findings for year ended 2024

The Committee considered a business paper providing an update on Waitomo District Council's progress on the audit findings from the audit conducted by Deloitte Limited for the year ending 30 June 2024 and as contained in Deloitte's confidential Audit Report considered by the Audit and Risk Committee on 15 October 2024.

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

Resolution

The business paper on Progress Report – Audit findings for year 2024 be received.

Kana/Osborne Carried

There being no further business the meeting closed at 11.30am

Dated this day of

JOHN ROBERTSON
MAYOR

Document No: 905500

Report To: Audit and Risk Committee



Meeting Date: 19 August 2025

Subject: **Chair Report – August 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 August 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 – August 2025 be received.

3. Attachments/Separate Enclosures

Attachment:

- 1 Chair Report – August 2025 (#905499)

WAITOMO DISTRICT COUNCIL – AUDIT AND RISK COMMITTEE

AUGUST 2025 – CHAIR REPORT

Teenaa koutou e ngaa rau rangatira maa,

In preparation for the upcoming local government elections, the Office of the Controller and Auditor-General have provided the following guidance to Audit and Risk Committee chairs, for Council's to carefully manage communications during the pre-election period so that sitting candidates do not gain an unfair advantage over non-sitting candidates which I've attached for transparency: [OAG - Elections](#). My best wishes to all candidates that have put up their hand to serve our Waitomo District Community. As in my previous reports, the table below outlines my reflections from the most recent events I've attended, for the Committee's consideration:

Forum	Summary Reflections												
Institute of Directors Webinar 7 August 2025 Privacy and cyber breaches: Lessons from front-line responders	<p>The top 5 ways businesses were compromised in a cyber-attack and the top 5 impacts:</p> <table> <tr> <th>Method of compromise</th><th>Impacts of cyber-attack or breach</th></tr> <tr> <td>1. By an email phishing attack</td><td>1. Supply chain disruption</td></tr> <tr> <td>2. Through an unsecured website</td><td>2. Operational or business disruption</td></tr> <tr> <td>3. Through an unsecured application</td><td>3. Personally identifiable info accessed or stolen</td></tr> <tr> <td>4. Through a third-party attack or breach</td><td>4. Claim on cyber insurance</td></tr> <tr> <td>5. DDoS attack</td><td>5. Faced financial extortion by a cyber criminal</td></tr> </table> <p>Suggestions and the IoD - Cyber Risk: A practical guide for governors' consideration:</p> <ul style="list-style-type: none"> ▪ Include cyber-security as a standing agenda item and include on the risk register. ▪ Mandate a comprehensive breach response plan covering all critical assets and the threats they face. Test the plan through periodic exercises and live simulations to validate response times, communications protocols, technical controls and decision-making authority. Amend the plan to reflect lessons learned. ▪ Have clearly defined governance and escalation protocols and designate responsibility at each phase (preparation, detection, containment, recovery, post incident review). ▪ Determine the content and timing of reporting to governors. ▪ Even with best technology human factors including staff awareness and culture, clear roles and communications are often the weakest link, so governors should prompt management to support regular staff training, phishing simulations and post-breach debriefs to foster resilience and ensure swift responses to breaches. ▪ Asking pertinent questions, for example: How are emerging threats detected? Which third parties hold our sensitive data? 	Method of compromise	Impacts of cyber-attack or breach	1. By an email phishing attack	1. Supply chain disruption	2. Through an unsecured website	2. Operational or business disruption	3. Through an unsecured application	3. Personally identifiable info accessed or stolen	4. Through a third-party attack or breach	4. Claim on cyber insurance	5. DDoS attack	5. Faced financial extortion by a cyber criminal
Method of compromise	Impacts of cyber-attack or breach												
1. By an email phishing attack	1. Supply chain disruption												
2. Through an unsecured website	2. Operational or business disruption												
3. Through an unsecured application	3. Personally identifiable info accessed or stolen												
4. Through a third-party attack or breach	4. Claim on cyber insurance												
5. DDoS attack	5. Faced financial extortion by a cyber criminal												
OAG Forum on Key observations and insights from the OAG's recent work on Oranga Tamariki, Auckland Transport 16 May 2025	<p><i>Oranga Tamariki: Inquiry into procurement/contract management (Full report, summary)</i></p> <ul style="list-style-type: none"> ▪ Lack of a strategic approach to procurement. ▪ Decision-making was late, poorly documented and not adequately informed by evidence of impact on children and families. ▪ Procurement was not in line with good practice e.g. an open, transparent and competitive process. ▪ Audit and Risk Committee's should consider if they have a good understanding of the strategic issues and projects the organisation is engaged in, and the associated risks. <p><i>Reliability of public transport in Auckland (Full report, summary)</i></p> <ul style="list-style-type: none"> ▪ Auckland Transport could do more to understand passengers' experiences and expectations. Consider the passenger being front and centre, for example the congruence of performance and complaints. Performance reporting could be more detailed and better reflect the way passenger's use services. ▪ Audit and Risk Committee's should consider how confidence is gained on whether there's a good use of resources. 												

<p>OAG Forum on Understanding Treaty settlement responsibilities 18 July 2025</p>	<p><i>How public organisations are fulfilling Treaty settlements (Full report, summary)</i></p> <ul style="list-style-type: none"> Public sector arrangements do not adequately support public organisations to meet commitments or fulfil settlements’ overall intent including planning, prioritising, and monitoring work to meet settlement commitments. Some public organisations also had limited access to support and advice. The lack of adequate monitoring and reporting means that there is not enough information to fully understand the risks associated with failing to provide redress, whether for an individual settlement or for settlements generally. There has been little effective accountability. The lack of adequate monitoring and reporting also means that Ministers, Parliament, and the public do not have enough information to hold public organisations to account for their settlement responsibilities. Audit and Risk Committee’s should consider if the organisation knows their commitments, if they’re being met and how they’re being resourced, monitored, reported and seeking guidance when implementation isn’t going to plan.
<p>Audit New Zealand Event 5 May 2025 Horizon IT (UK post office) scandal</p>	<p>My AI assisted takeaways applicable to Councils:</p> <p><i>1. Technology must serve the public — Not the other way around</i> Flawed digital systems, when blindly trusted, can have a devastating impact. For councils, this means rigorously testing and auditing critical IT systems used for rates, services, compliance, or enforcement and an incorporated customer satisfaction/feedback process.</p> <p><i>2. Culture of accountability and listening is critical</i> People were dismissed, prosecuted, or ignored when they reported problems — because the organisation didn’t listen. Councils should promote a culture of openness where complaints and anomalies are taken seriously — from both staff and the public. Whistleblower protections and independent review mechanisms are essential to catch issues early and prevent systemic harm.</p> <p><i>3. Governance responsibility cannot be delegated away</i> Leadership (and by extension, its governance) failed to challenge executive decisions or technical claims. For Councils, governors and elected members must actively scrutinise major systems and decisions, especially when they affect the public’s rights or finances. Oversight of contracts, including those with external vendors or IT providers, is a core part of governors’ roles.</p>

As the end of the current triennium approaches, I invite Committee members to review the Committee’s terms of reference, in preparation for providing feedback on any changes required at our final meeting.

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

Recommendation

That the Audit and Risk Committee receives the report.

Jaydene Kana

Chair, Audit and Risk Committee

10 August 2025

Document ID: 904234	
Report To: Audit and Risk Committee	
	Meeting Date: 19 August 2025
	Subject: Mastercard Expenditure Report: April – June 2025
	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 April to June 2025.

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: April – June 2025 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 incurs 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 a policy relative to the use of corporate 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: April – June 2025 (Doc ID 774151)

Mastercard Expenditure Authorisation - 2024/2025

Cardholder	Position	Statement Date	Creditor	Date	Total Amount	Amount Detail	GL Code	Expenditure Detail
April 2025								
Michelle Higgie	Manager - Governance Support	27/04/2025						
			Waka Kotahi (NZ Transport Agency)	1/04/2025	\$168.87		82027743	2,000km Road User Charges for Fleet Vehicle LHC173 (Animal Control)
			Waka Kotahi (NZ Transport Agency)	2/04/2025	\$772.44		82027519	10,000km Road User Charges for Fleet Vehicle QUZ721 (Water Services)
			Waka Kotahi (NZ Transport Agency)	5/04/2025	\$772.44		41227720	10,000km Road User Charges for Fleet Vehicle PUL973 (Rangatahi Pathways)
			Air New Zealand	11/04/2025	\$667.32		11142700	Airfares (Hamilton to Wellington return) - Cr Manawaiti's attendance at LGNZ All of Govt and Rural & Provincial Sector Meetings on 1 and 2 May 2025
			Air New Zealand	22/04/2025	\$1,279.68		11142700	2x Return Airfares (Hamilton - Christchurch): Mayor and Chief Executive attendance at 2025 Local Government New Zealand AGM and SuperLocal Conference (15-17 July 2025)
			LGNZ Conference	22/04/2025	\$1,586.97		11142700	Registration - Mayor attendance at 2025 Local Government New Zealand AGM and SuperLocal Conference (15-17 July 2025)
			LGNZ Conference	22/04/2025	\$1,586.97		11142700	Registration - Chief Executive attendance at 2025 Local Government New Zealand AGM and SuperLocal Conference (15-17 July 2025)
			The Law Association of New Zealand	23/04/2025	\$28.75		21029540	Deed of Lease (Seventh Edition) released Nov 2024 (Highlighted Sample)
			The Warehouse	23/04/2025	\$24.00		11140700	Table Cloths (Renewal of table cloths for Head Tables at ANZAC Day Service)
					\$6,887.44			
Shyamal Ram	General Manager - Infrastructure Services	27/04/2025						
			Bosco Café	27/03/2025	\$39.10		72039705	Relationship Initiatives - Staff Meeting
					\$39.10			

Authorisation:	Position	Date	Signature
	Mayor	28/05/2025	
	Chief Executive	28/05/2025	
	Manager Governance Support	28/05/2025	
	General Manager Community Services	N/A	
	General Manager Strategy & Environment	N/A	
	General Manager Infrastructure Services	28/05/2025	

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 <u>Note:</u> 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.

Mastercard Expenditure Authorisation - 2024/2025

Cardholder	Position	Statement Date	Creditor	Date	Total Amount	Amount Detail	GL Code	Expenditure Detail
May 2025								
Michelle Higgie	Manager - Governance Support	27/05/2025						
			Waka Kotahi (NZ Transport Agency)	28/04/2025	\$7.94		82027805	Replacement Rego Label for trailer 1D130 (Water Services) No invoice/receipt issued with label
			The Oaks Hotel Wellington	11/04/2025	\$338.30		11142700	Accommodation (2 nights) - Cr Manawaiti's attendance at LGNZ All of Government and Rural & Provincial Sector Meetings in Wellington on 1 and 2 May 2025
			Waka Kotahi (NZ Transport Agency)	12/05/2025	\$772.44		82027517	10,000km Road User Charges for Fleet Vehicle (QTU439) Water Services
					\$1,118.68			
Helen Beever	General Manager - Community Services	27/05/2025						
			Pizza Zone	13/05/2025	\$59.96		41240715	Youth Engagement
			SaferMe Limited	16/05/2025	\$98.00		81739715	Health and Safety Training Cards
			Amy's Flowers	20/05/2025	\$129.00		81739705	Flowers - Staff Member - Birth of Baby
			Amy's Flowers	20/05/2025	\$25.00		81739705	Delivery Fee Charge for Flowers
					\$311.96			
Alex Bell	General Manager - Strategy & Environment	27/05/2025						
			Bunnings Online	19/05/2025	\$60.82		51161700	Pound Renewals (Cement Mix Pavetight - 2 x 20kg plus delivery)
					\$60.82			
Shyamal Ram	General Manager - Infrastructure Services	27/05/2025						
			Auckland Transport	1/05/2025	\$15.50		83038310	Parking costs to attend IPWEA awards - Roading nomination
					\$15.50			

Authorisation:	Position	Date	Signature
	Mayor	5/06/2025	
	Chief Executive	5/06/2025	
	Manager Governance Support	5/06/2025	
	General Manager Community Services	5/06/2025	
	General Manager Strategy & Environment	5/06/2025	
	General Manager Infrastructure Services	5/06/2025	

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 <u>Note:</u> 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.

Mastercard Expenditure Authorisation - 2024/2025

Cardholder	Position	Statement Date	Creditor	Date	Total Amount	Amount Detail	GL Code	Expenditure Detail
June 2025								
Michelle Higgie	Manager - Governance Support	27/06/2025	Waka Kotahi (NZ Transport Agency)	27/05/2025	\$772.44		82027518	10,000km Road User Charges for Fleet Vehicle (QTU440) Water Services
			Waka Kotahi (NZ Transport Agency)	28/05/2025	\$1,152.44		82027743	15,000km Road User Charges for Fleet Vehicle (LHC173) Animal Control
			Waka Kotahi (NZ Transport Agency)	10/06/2025	\$1,544.88	\$772.44	82027752	10,000km Road User Charges for Fleet Vehicle (MGA224) ISBU
			Waka Kotahi (NZ Transport Agency)			\$772.44	82027748	10,000km Road User Charges for Fleet Vehicle (LPS822) ISBU
			Air New Zealand	13/06/2025	\$683.59		11140551	Airfares (Hamilton to Nelson return) Mayor's 2025 Rangatahi for the TUIA Programme - Attendance at Wananga in Nelson on 1-4 August 2025
			Waka Kotahi (NZTA)	16/06/2025	\$772.44		82027777	10,000km Road User Charges for Fleet Vehicle (NLD334) Water Services
			Waka Kotahi (NZTA)	18/06/2025	\$392.44		82027744	5,000km Road User Charges for Fleet Vehicle (LHY96) IS Pool Vehicle
					<u>\$5,318.23</u>			
Helen Beever	General Manager - Community Services	27/06/2025	Q Variety Store Te Kuiti	9/06/2025	\$28.56		23030420	Library Crafts for Matariki
			Toys Central	24/06/2025	\$488.34		23030420	Equipment - Library Childrens Section
					<u>\$516.90</u>			
Alex Bell	General Manager - Strategy & Environment	27/06/2025	Air New Zealand	28/05/2025	\$282.80		51138310	Airfares (Hamilton - Wellington return) Team Leader - Compliance and Monitoring - Attendance at Response and Recovery Aoteroa New Zealand (RRANZ) Course in Wellington (Monday 17th to Friday 21st November 2025)
			Accor Movenpick Hotel Wellington	28/05/2025	\$1,593.00		51138310	Accommodation and Breakfast (6 nights) - Team Leader - Compliance and Monitoring - Attendance at Response and Recovery Aoteroa New Zealand (RRANZ) Leadership Course in Wellington (Sunday 16th to Saturday 22nd November 2025)
					<u>\$1,875.80</u>			
Shyamal Ram	General Manager - Infrastructure Services	27/06/2025	Trade Depot	4/06/2025	\$1,546.00	\$149.00	82261700	WDC Queen Street Administration Building Kitchen Upgrade - Air Fryer
			Trade Depot	3/06/2025		\$699.00	82261700	WDC Queen Street Administration Building Kitchen Upgrade - Fridge
			Trade Depot	3/06/2025		\$499.00	82261700	WDC Queen Street Administration Building Kitchen Upgrade - Dishwasher
			Trade Depot	4/06/2025		\$199.00	82261700	WDC Queen Street Administration Building Kitchen Upgrade - Microwave
			Taituara	11/06/2025	\$393.30		81338310	Webinar - Unlocking Infrastructure Values
			Trade Depot	13/06/2025	\$206.96		82261700	WDC Queen Street Administration Building Kitchen Upgrade - Microwave
					<u>\$2,146.26</u>			

Authorisation:	Position	Date	Signature
	Mayor	17/07/2025	
	Chief Executive	17/07/2025	
	Manager Governance Support	8/07/2025	
	General Manager Community Services	17/07/2025	
	General Manager Strategy & Environment	17/07/2025	
	General Manager Infrastructure Services	17/07/2025	

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 ID: 904286

Report To: Audit and Risk Committee**Meeting Date:** 19 August 2025**Subject:** **Review of Audit and Risk Committee Terms of Reference****Type:** Decision Required**Author(s):** Michelle Higgie
Manager – Governance Support**1. Purpose of Report**

- 1.1 The purpose of this business paper is to undertake a review of the Committee's Terms of Reference as requested by the Committee at its meeting of 15 October 2024 while considering the Chairperson's Report for that meeting.

2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they might be adopted by resolution.
- 1 The business paper on Review of Audit and Risk Committee Terms of Reference be received.
 - 2 The Committee approve the minor amendments relating to the current staff structure of Waitomo District Council and recommend to Council that the amended Terms of Reference be adopted.

3. Background

- 3.1 The Chair Report for October 2024 noted that the next scheduled review of the Audit and Risk Committee's Terms of Reference was November 2025 (or sooner if required) and sought the Committee's consideration and discussion as to whether or not the Committee saw a need for a review prior to November 2025.
- 3.2 As part of the Chair Report discussion at that meeting, it was requested that staff present the Terms of Reference to the Committee at the August 2025 meeting for consideration and review ahead of the 2025 October Elections.

4. Commentary

- 4.1 An inhouse desktop review of the Terms of Reference has been completed, and other than minor changes to align with the latest WDC staff structure, there are no identified amendments required.

5. Analysis of Options

- 5.1 The Committee has two options available to it -

5.2 OPTION ONE – STATUS QUO

- 5.3 The Committee may note that there are only minor amendments to the Terms of Reference required relating to the current staff structure which are non-critical and could wait until the scheduled November 2025 review following the 2025 Elections.

5.4 OPTION TWO – AMEND THE TERMS OF REFERENCE

- 5.5 The Committee may agree to support the minor amendments identified by staff and recommend that Council adopt the amended Terms of Reference ahead of the 2025 Elections.

6. Considerations**6.1 RISK**

- 6.2 There is no risk with either Option One or Two.

6.3 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 6.4 Reviewing of a Committee's Terms of Reference is consistent with Council's existing plans and policies.

6.5 SIGNIFICANCE AND COMMUNITY VIEWS

- 6.6 Reviewing of the Committee's Terms of Reference is not significant in accordance with Council's Significance and Engagement Policy.

7. Recommendation

- 7.1 It is recommended that the Committee approve the minor amendments as highlighted in the draft Terms of Reference attached to this business paper and recommend to Council adoption of those amendments.

8. Attachments/Separate Enclosures

Attachments:

- 1 Terms of Reference - Audit and Risk Committee - DRAFT 2025 August (Doc #904263)

Waitomo District Council

DRAFT Audit and Risk Committee

Terms of Reference

First Adopted:	29 November 2022
Review History:	
Date of Next Review:	November 2025 (or sooner if required)
Responsibility:	General Manager – Business Support Manager – Governance Support
Adopted by:	Council

CONTENTS

1. PURPOSE AND SCOPE.....	4
2. RESPONSIBILITIES	4
3. DELEGATIONS	5
4. MEMBERSHIP	5
5. MEETINGS	5
6. REVIEW OF TERMS OF REFERENCE	5

DRAFT



Audit and Risk Committee

Terms of Reference

1. PURPOSE AND SCOPE

1.1 The purpose of the Audit and Risk Committee (the Committee) is to provide guidance, assurance and assistance to Waitomo District Council on matters specific to risk, compliance, controls and external accountabilities by:

- 1 Overseeing that control mechanisms are in place that ensure compliance with standards, regulatory and legislative requirements
- 2 Ensuring appropriate management and monitoring processes in place to manage significant risks
- 3 Monitoring internal and external audits and the resolution of issues raised.
- 4 Provide clear line of communication between Council, Management and External and Internal Auditors; and
- 5 Seeking reasonable assurance regarding the integrity of Councils financial and non-financial planning and reporting

2. RESPONSIBILITIES

2.1 External Audit

- 2.6 To engage with Council's external auditors regarding the audit programme and agree the terms and arrangements for the external audit programme.
- 2.7 To review Council's Annual Report in depth and provide advice and recommendation to Council with respect to the integrity and appropriateness of the documents and disclosures and also recommend adoption.
- 2.8 To review matters raised in the audit reports and recommend organisational response priorities based on significance and risk.
- 2.9 To monitor the extent to which recommendations made in the audit report are implemented.

2.10 Risk Management

- 2.11 To monitor Council's treasury management practices in order to provide assurance that policy limits are being adhered to. Recommendations should be made to Council when there are good reasons to exceed policy.
- 2.12 To review Council's insurance covers and limits on an annual basis for appropriateness.
- 2.13 To work in conjunction with the Chief Executive ~~and Group Manager – Business Support~~ in order to be satisfied with the existence and quality of appropriate cost effective financial risk management systems and processes and the proper application of these.
- 2.14 To recommend to Council any internal audit work or additional work streams required to strengthen Council's risk management framework.

- 2.15 To maintain an overview of the non-financial performance with a view to providing assurance that these are within parameters established in the Annual or Long Term Plans.
- 2.16 To consider all matters referred to the Committee by the Council.

3. DELEGATIONS

- 3.1 The Council delegates to the Committee the following powers and duties:
 - 1 Recommend changes to its Terms of Reference to the Council for adoption
 - 2 Receive and consider staff reports on audit, internal controls, financial and risk management related matters
 - 3 Recommend new accounting and reporting requirements or changes to accounting policies
 - 4 Approve the engagement and arrangement letters of Auditors
 - 5 Make recommendations to Council on financial, internal control and risk management and financial policy and procedure matters as appropriate
 - 6 Recommend the adoption or non-adoption of the Annual Report
 - 7 The Audit and Risk Committee may not delegate any of its responsibilities, duties or powers.

4. MEMBERSHIP

- 4.1 The Committee shall be appointed by resolution of Council.
- 4.2 The Committee shall comprise all of the elected members of Council and such independent member(s) as the Council may resolve from time to time.
- 4.3 An independent member will Chair the Committee.
- 4.4 All members of the Committee, including independent members, will have voting rights.
- 4.5 The Chief Executive ~~and General Manager – Business Support~~ shall attend all meetings in an advisory capacity but ~~are-is~~ not ~~a~~ members and has~~ve~~ no voting rights. Other staff as may be required will attend the meetings.

5. MEETINGS

- 5.1 Meetings of the Committee shall be conducted in accordance with Standing Orders for Meetings of the Waitomo District Council.
- 5.2 The Committee will meet once every three months and at least four times in each financial year.
- 5.3 All minutes and recommendations of the Committee will be presented to the Council.

6. REVIEW OF TERMS OF REFERENCE

- 6.1 These Terms of Reference will be reviewed by the Council no later than the November following a triennial election.

Document ID: 904980**Report To: Audit and Risk Committee****Meeting Date:** 19 August 2025**Subject:** Risk Management and Mitigation**Type:** Information Only**Author(s):** Ben Smit
Chief Executive**1. Purpose of Report**

- 1.1 The purpose of this business paper is update the Committee on progress implementing the Risk Management Framework.

2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they might be adopted by resolution.
- 1 The business paper on Risk Management and Mitigation be received.

3. Background

- 3.1 During the 13 May 2025 meeting the Committee changed the Risk Management Framework. We continue to work with Aon to look for improvements in strategic and operational risks.
- 3.2 Pragmatically this will mean looking at performing a more in-depth review of our risks.

4. Commentary

- 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.
- 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.	Completed

Deliverable	Purpose	Status
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

4.3 Risk management undertaken and planned:

- The focus of work over the last six months has been the mitigation of risk and the maximization of benefit to WDC and Waikato Waters Limited (WW) of the successful establishment of and transition to the new entity. WW has been registered as a company, the Shareholders Agreement has been signed, initial Directors have been appointed, a Transition Team has been established with recruitment for that almost complete and a Transition Plan in place.
- Two activities for the 'deep drive' had been programmed.
- Water and Wastewater activity. Given the transition of these activities to WW it was felt important that a wider risk assurance was undertaken during the time that the transition activities were undertaken. We hope to develop this programme in coming months but staff vacancies in the activity have meant that this assurance review needs to be put on hold.
- Information Technology / Information Systems / Information Management Review. Another area of change over the last few years has been IS/IT/IM. WDC has almost completed its movement to the cloud; has changed its information management system and has had significant change in personnel so a strategic risk review is appropriate.

4.4 Aon's Asia Pacific specialist IS team have scoped work to cover high-level assurance around such things as disaster recovery, backup processes, data security, internet access and security, user access controls, network management, cyber security, system change control and vendor management. This is not a conclusive list but it gives a sense of what will be reviewed. The assurance approach is to use a self-assessment tool which is critiqued by consultants with a review and improvements document provided. The benefit of using Aon for this is that they do not 'sell' solutions to concerns and this will help provide assurance for our insurance portfolio.

Local Government Official Information and Meetings Act 1987**6 Conclusive reasons for withholding official information**

Good reason for withholding official information exists, for the purpose of section 5, if the making available of that information would be likely—

- (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or*
- (b) to endanger the safety of any person*

7 Other reasons for withholding official information

- (1) Where this section applies, good reason for withholding official information exists, for the purpose of section 5, unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available.*
- (2) Subject to sections 6, 8, and 17, this section applies if, and only if, the withholding of the information is necessary to—*
 - (a) protect the privacy of natural persons, including that of deceased natural persons; or*
 - (b) protect information where the making available of the information—*
 - (i) would disclose a trade secret; or*
 - (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or*
 - (ba) in the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Maori, or to avoid the disclosure of the location of waahi tapu; or*
 - (c) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information—*
 - (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or*
 - (ii) would be likely otherwise to damage the public interest; or*
 - (d) avoid prejudice to measures protecting the health or safety of members of the public; or*
 - (e) avoid prejudice to measures that prevent or mitigate material loss to members of the public; or*
 - (f) maintain the effective conduct of public affairs through—*
 - (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or*
 - (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment; or*
 - (g) maintain legal professional privilege; or*
 - (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or*

- (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (j) prevent the disclosure or use of official information for improper gain or improper advantage.

48 Right of local authorities to exclude public

- (1) Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:
 - (a) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist,—
 - (i) where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i)):
 - (ii) ~~where the local authority is named or specified in Schedule 2 of this Act, under section 6 or section 7 or section 9 (except section 9(2)(g)(i)) of the Official Information Act 1982:~~ (Note: WDC is not specified in Schedule 2)
 - (b) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would—
 - (i) be contrary to the provisions of a specified enactment; or
 - (ii) constitute contempt of court or of the House of Representatives:
 - (c) that the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that local authority by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a local authority named or specified in Schedule 1) or under section 30(1) or section 35(2) of the Official Information Act 1982 (in the case of a local authority named or specified in Schedule 2 of this Act):
 - (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.
- (2) Paragraph (d) of subsection (1) applies to—
 - (a) any proceedings before a local authority where—
 - (i) a right of appeal lies to any court or tribunal against the final decision of the local authority in those proceedings; or
 - (ii) the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - (b) [Repealed]
 - (c) any proceedings of a local authority in relation to any application or objection under the Marine Farming Act 1971.
- (3) Every resolution excluding the public from any meeting shall be in the form set out in Schedule 2A and shall state—
 - (a) the general subject of each matter to be considered while the public is excluded; and
 - (b) the reason for the passing of that resolution in relation to that matter, including, where that resolution is passed in reliance on subsection (1)(a), the particular interest or

interests protected by section 6 or section 7 of this Act, or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings in public; and

- (c) the grounds on which that resolution is based (being 1 or more of the grounds set out in subsection (1)).*
- (4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—*
 - (a) shall be available to any member of the public who is present; and*
 - (b) shall form part of the minutes of the local authority.*
- (5) A resolution pursuant to subsection (1), may also provide for 1 or more specified persons to remain after the public has been excluded if that person, or persons, has or have, in the opinion of the local authority, knowledge that will assist the authority.*
- (6) Where a local authority resolves that 1 or more persons may remain after the public has been excluded, the resolution must state the knowledge possessed by that person or those persons which will be of assistance in relation to the matter to be discussed and how it is relevant to that matter.*

Document No: 904986

Report To: Audit and Risk Committee

Meeting Date: 19 August 2025

Subject: **Progress Report: Health and Safety**

Type: Information Only

Author(s): Tanchia Pitts-Brown
Health and Safety Coordinator

Helen Beever
General Manager – Community Services

1. Purpose of Report

- 1.1 The purpose of this business paper is to brief the Committee on Waitomo District Council's (WDC) health and safety performance during quarter four of the 2024/25 year.

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: 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 April to June 2025 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 There was a significant increase in contractor inspections during the quarter, driven by the number of projects underway, and ongoing efforts to educate teams on the importance of regular site safety checks while also maintaining a visible presence on sites.
- 4.4 Open communication between staff, contractors, and project teams continues to support a strong safety culture, helping to ensure that all work is carried out safely and in line with safety standards.

- 4.5 A decline in near miss reporting was noted during the quarter. A contributing factor may have been due to a technical issue with the Tomo App on some mobile phones. This issue is being investigated, and a temporary solution has been put in place.
- 4.6 To further support reporting and encourage a proactive safety culture, teams are now required to dedicate time during their regular team meetings to discuss health and safety matters, raise concerns, and reflect on any incidents that may not have been reported as near misses. Since implementing this initiative, 10 near misses were reported in July.
- 4.7 Although near miss reporting was lower during the quarter, this could be a reflection of a genuine improvement in workplace safety and a noticeable drop in aggressive behaviour from the public. This positive trend suggests that current safety measures and greater staff awareness are helping to create a safer work environment. Monitoring will continue to ensure the decline is due to real improvements rather than under-reporting.

KPI	PERFORMANCE OUTCOMES	PROGRESS
Site Inspections <i>- H&S inspections carried out on physical works' sites (contractors and staff)</i> Target: 5 per month	<ul style="list-style-type: none"> 46 Contractor Site Safety Inspections 13 Site Safety Inspections 	
Workplace Inspections Target: 1 per month	<ul style="list-style-type: none"> 1 Workplace – Operational 	
Worker Engagement Target: 1 HSR meeting per month	<ul style="list-style-type: none"> Scheduled meetings completed 	
Outstanding Actions in Tomo Target: Zero	<ul style="list-style-type: none"> Zero 	
Near Miss Reporting Target: 10% increase on same period last year (target 7 per month)	<ul style="list-style-type: none"> 10 for Q4 	



Red Light = target not reached – management focus required



Yellow light = target almost reached – maintain management focus

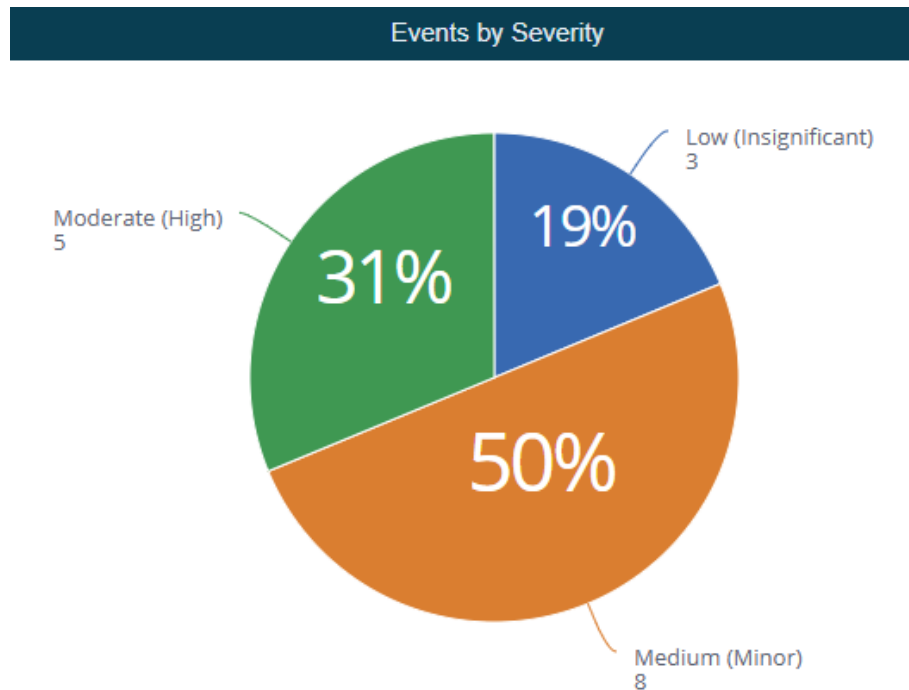


Green light = target achieved or exceeded

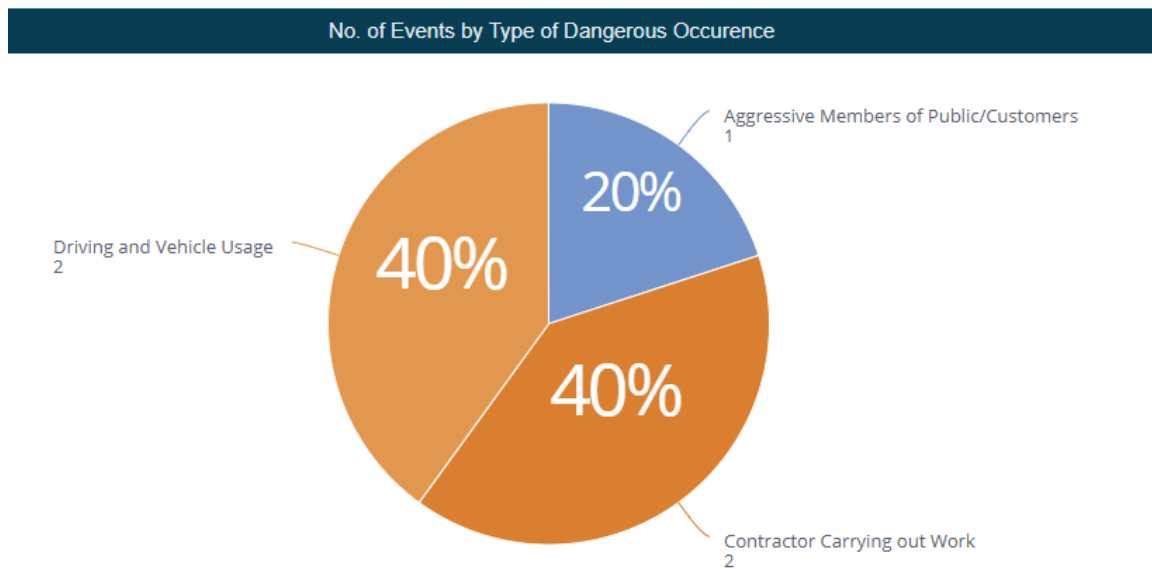
Figure 1: Key Performance Indicators

4.8 **TRENDS AND OBSERVATIONS**

- 4.9 For the 2023/24 and 2024/25 financial years, data indicates an increase in Overall Trends and Observations (refer Appendix 1). This data outlines several key trends in health and safety reporting over the period.
- 4.10 Near Miss reporting has increased, rising from 53 reports in 2023/24 to 62 in 2024/25.
- 4.11 Injury reports have declined, from 19 to 11 over the same period, indicating improved safety measures and prevention.
- 4.12 Damage, Loss, and Downtime reports have decreased from 34 reports in 2023/24 to 28 reports in 2024/25, reflecting progress in operational practices.
- 4.13 Overall, the data reflects increased staff engagement and a shift toward proactive safety management. Continued support and communication will be vital to maintaining these positive trends.

4.14 **EVENTS REPORTED****Figure 2: Events by Severity**

- 4.15 Of the 16 reported events, five are associated with three of our top five critical risks. In response, the following control measures have been implemented to mitigate the likelihood of similar incidents recurring.

**Figure 3: Critical Risk Event Types**

- **Aggressive Members of Public/Customers:**
 - A trespass notice will be issued if the behaviour or a similar incident re-occurs.
- **Contractor Carrying out Work:**
 - Contractor to provide further staff education regarding driving on roads with loose chip seal/unmarked roads/steep shoulders.
- **Driving and Vehicle Usage:**
 - Access track scheduled for grading.
 - 4WD awareness training scheduled.

4.16 **RISK MANAGEMENT**

4.17 The risk registers for Animal Control, Parks and Facilities, Building Control, Customer Service, and the Library have been reviewed. As part of this process, additional risks were identified, and appropriate controls have been implemented. Reviews for the Transfer Station as well as the Water and Wastewater activities are pending. Completed risk registers have been uploaded to Tomo to ensure accessibility and transparency.

4.18 To ensure the safety and readiness of individuals and departments in the event of potential emergencies, a series of emergency drills were conducted during the quarter.

- Fire drill at Te Kuiti Wastewater Treatment Plant
- Fire drill at Les Munro Centre
- Monthly Lone Worker Device SOS activation test
- Earthquake drill at WDC Queen Street office

4.19 The Parks and Facilities team has completed a review of their existing Standard Operating Procedures (SOPs), with no changes required at this stage. A new SOP has been developed and submitted for review by the Animal Control team. SOP reviews for the Water and Wastewater activities are in progress. Once all reviews have been finalised, the next step will be to formally sign off on staff competency.

4.20 The emergency response plans for all WDC staff locations have been thoroughly reviewed and updated. This included key areas such as alarm responses, clearly defined roles during incidents, notification processes, escalation steps, and post-incident debriefs. Testing of the updated procedures will be scheduled to ensure they are effective and that all staff understand their responsibilities in an emergency.

4.21 During the review some issues were identified, including unclear response roles and notification processes. These have been resolved by clarifying responsibilities and improving communication protocols. To further support staff safety, additional duress lights have been installed and repositioned in key areas to strengthen overall emergency preparedness.

4.22 **STAFF COMPLIANCE TRAINING**

4.23 Staff compliance training is essential to ensure employees understand and follow safety procedures and legal requirements. It supports a culture of accountability, reduces risks, and helps maintain a safe workplace.

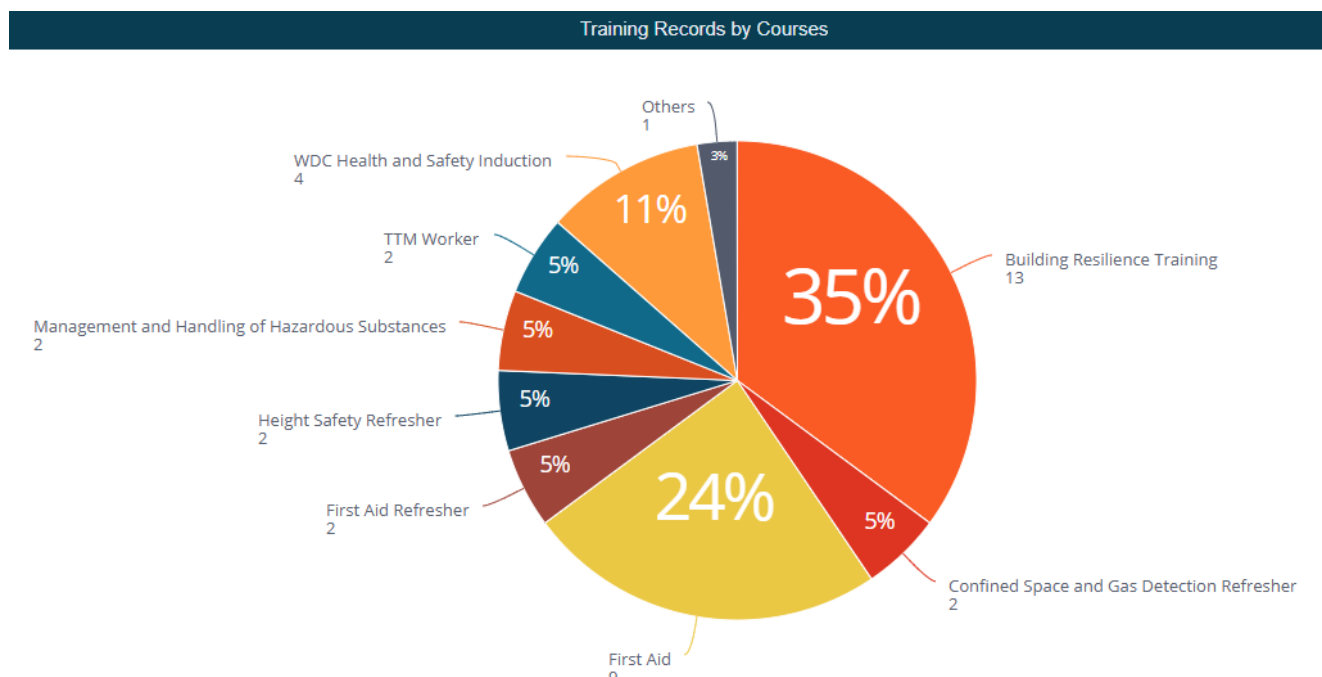


Figure 1: Training completed for this period

4.24 **WORKER ENGAGEMENT PARTICIPATION AND REPRESENTATION**

- 4.25 Three Health and Safety Committee meetings were conducted during the quarter. All Health and Safety Representatives (HSRs) actively engaged in the discussions, offering valuable suggestions and identifying opportunities for improvement.
- 4.26 HSRs have been encouraged to actively participate in their respective group meetings to promote greater awareness of health and safety matters. To support this engagement, Toolbox Talk resources have been distributed to help initiate discussions. Additional support is available through the WorkSafe Kānohi Kitea HSR newsletter, which provides resources and guidance on fulfilling the HSR role effectively. The newsletter also includes updates on HSR events and information on professional development opportunities.
- 4.27 Two representatives are reviewing an online driver training awareness module and providing feedback. Their involvement is strongly encouraged, as their insights are expected to enhance staff engagement and foster greater ownership.

4.28 **STAFF WELFARE AND WELLBEING**

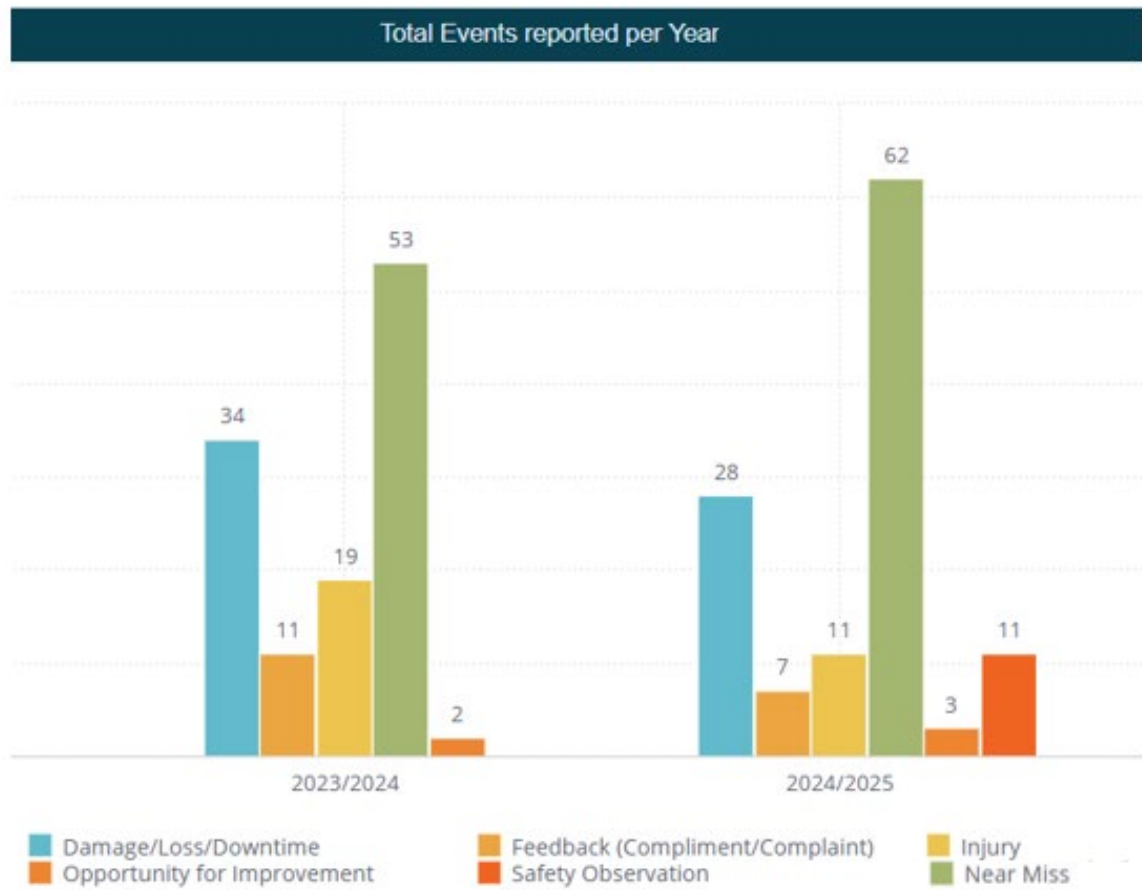
- 4.29 An awareness campaign for Men's Mental Health Week was circulated to all staff, encouraging female employees to share the message with the men in their lives. This initiative reinforced the significance of mental health for all individuals and was met with positive feedback.
- 4.30 Pink Shirt Day was supported by our HSRs to raise awareness about anti-bullying. Conversation starters to encourage open discussion around respect, inclusion, and building a positive workplace culture reinforced our commitment to a safe and respectful environment.
- 4.31 My Everyday Wellbeing – Gamified Challenge encouraged staff to set healthy digital boundaries. Through an interactive format, staff were supported to manage screen time, reduce digital fatigue, and improve work-life balance—promoting practical mental wellbeing in a digital world.
- 4.32 Influenza vaccinations were made available to staff as a proactive health and safety measure.

5. Continuous Improvement – Quarter One Focus

- 5.1 Competency evaluations carried out on operational staff/tasks.
- 5.2 Six monthly review of critical risks.
- 5.3 Review Health and Safety Annual Plan.

6 Attachments/Separate Enclosures

Attachment: Appendix A - Total Events Data 2023/24 and 2024/25

Appendix 1**Total Events Data – 2023/24 and 2024/25**

Document No: 902830

Report To: Audit and Risk Committee



Meeting Date: 19 August 2025

Subject: **Progress Report: Procurement Summary Schedule (April 2025 – July 2025)**

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 April 2025 to 30 June 2025 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 (April 2025 to June 2025) 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. The three year review of the policy is currently underway and a draft of the Policy will be workshopped with the Council before presentation for adoption at the August 2025 Council meeting.
- 4.2 The consultation period for the proposed 5th edition of the Government Procurement Rules closed in early April 2025 with a final version needing Cabinet approval before taking effect. Cabinet approval is expected within the next few months and once approved may necessitate a further review of WDC's Policy at that time.
- 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.

6. Attachments/Separate Enclosures

Attachments:

- 1 Procurement Summary Schedule (Doc #902828)

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 cumulative)	Awarded To	Meeting Date	GM	Outlier Tenders	Remarks
500/24/038	Rangitoto Rd RP2.6 & RP 3.6 Slip Repairs	Physical Works	N/A	One-off	Tender	N/A	8	\$698,507.33 - \$1,089,460.15	PQM	\$698,507.33	Inframax Construction	02/04/25	Infrastructure Services	No Outliers	
500/24/082	3 Waters Renewal 2024 - 2027	Goods and Services)	3 years	One-off	Tender	N/A	5	\$1,745,593.81 - \$4,063,923.51	PQM	\$1,745,594	Schick Civil	02/04/25	Infrastructure Services	2 Outliers Close to \$3M or more	
500/24/054	Kawhia Harbour & Te Waitere Slip Repair	Physical Works	N/A	One-off	Tender	N/A	7	\$1,162,221.73 - \$1,637,943.95	PQM	\$1,162,222	Inframax Construction	16/04/25	Infrastructure Services	No Outliers	
500/25/007	Kent St RP 0.330 Slump Repairs	Physical Works	N/A	One-off	Tender	N/A	6	\$359,225.46 - \$424,254.55	PQM	\$378,404.88	Camex Construction	22/05/25	Infrastructure Services	No Outliers	
500/25/014	Area Wide Variable Speed Sign Installation	Physical Works	N/A	One-off	Tender	N/A	5	\$202,149.97 - \$395,535.64	LPC	\$202,149.97	Inframax Construction	28/05/25	Infrastructure Services	No Outliers	

- Key

Evaluation Method
- LPC

The **Lowest Price Conforming** (LPC) method is a procurement strategy where the contract is awarded to the bidder who offers the lowest price while meeting all specified requirements and standards.
- PQM

The **Price Quality Method** (PQM) is a tender evaluation method that balances price and non-price attributes (quality) to determine the best value for money.

Document No: 903019

Report To: Audit and Risk Committee**Meeting Date:** 19 August 2025**Subject:** **Progress Report: WDC Resource Consents – Compliance Monitoring (April to June 2025)****Type:** Information Only**Author(s):** Mary Grace Bonto
Environmental TechnicianShyamal 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 fourth quarter (2024/2025).

2. Suggested Resolutions

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

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

3. Background

- 3.1 Resource consents are authorizations that permit the use or extraction of water, land or coastal resources. These consents come with conditions designed to safeguard people and the environment. The Waikato Regional Council (WRC) oversees activities with consents to ensure compliance with these conditions.

4. Commentary

- 4.1 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.
- 4.2 The following tables set out details of the compliance reporting requirements for WDC's resource consents:

RESOURCE CONSENT	REPORT DUE
Monthly	
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	Activation date – September 24, 2028

RESOURCE CONSENT	REPORT DUE
Quarterly	
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	Activation date – September 24, 2028
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
Six Monthly	
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)	Activation date – September 24, 2028
No. 124718 - Te Kuiti Landfill, William Street (Groundwater) Conditions 7 & 14	April/October
Annual	
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. 143938 - Benneydale Water Treatment Plant Conditions 4 & 12 (Groundwater Take)	28 February
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	Activation date – September 24, 2028

RESOURCE CONSENT	REPORT DUE
No. 124718 - Te Kuiti Landfill Annual Report (Condition 13)	August 1
No. 101753 - Te Kuiti Landfill, William Street Annual Report Condition 4 Independent Peer Reviewer	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)
Biennial	
No. 117290 - Piopio Wastewater Treatment Plant Conditions 7 & 9 (Discharge) (Review Operations and Management)	September 2014 (<i>and every two years after</i>)
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 24 (Review Operations Management Plan)	June 2015 (<i>and every two years after</i>)
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

5. Resource Consent Compliance Reports: April to June 2025

- 5.1 The following Resource Consent Compliance Reports have been made to WRC during the fourth quarter of 2023/24:

1. AUTH116844.01.01 – Maniaiti/Benneydale Water Treatment Plant Condition 9 (Surface Water Take) Report Due: Monthly

Activity Description	Take up to 180 cubic metres per day of water from an unnamed tributary of the Mangapehi Stream for Benneydale water supply purposes.
Reporting Period:	April 2025
Compliance Status:	Compliant
WDC Reference:	837141

Activity Description	Take up to 180 cubic metres per day of water from an unnamed tributary of the Mangapehi Stream for Benneydale water supply purposes.
Reporting Period:	May 2025
Compliance Status:	<p>Partially Compliant</p> <p>There were 63 instances where the water abstraction limit of 3.3 l/s was exceeded. The maximum abstraction rate recorded was 3.47 l/s.</p> <p>These exceedances are caused when the pump starts up after a shut down. There were instantaneous spikes recorded through the flow meter as the surge of water/air passes through the flow meter when the pump starts up again.</p> <p>We will install a VSD (variable speed drive) next financial year to reduce instantaneous spikes due to surges caused by either water or air.</p>
WDC Reference:	854642

Activity Description	Take up to 180 cubic metres per day of water from an unnamed tributary of the Mangapehi Stream for Benneydale water supply purposes.
Reporting Period:	June 2025
Compliance Status:	Compliant
WDC Reference:	887080

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

Activity Description	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.
Reporting Period:	April 2025
Compliance Status:	Compliant
WDC Reference:	837144

Activity Description	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.
Reporting Period:	May 2025
Compliance Status:	Compliant
WDC Reference:	868412
Compliance Status:	Compliant
WDC Reference:	868412

Activity Description	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.
Reporting Period:	June 2025
Compliance Status:	<p>Partially Compliant</p> <p>There were six discharges that were above the consent limit of 135.4 m³ per day due to rainfall events. Currently, we are</p>

	<p>unable to control the outflow because we cannot install SCADA due to limited internet connectivity. SCADA is the only system that would allow us to automate discharge control once the consent limit is reached.</p> <p>Total coliform was 1,100 MPN/100 mL exceeding the 500 MPN/100 mL consent limit. High flows during rain caused UV sleeves to get dirty faster. A retest showed 987 MPN/100mL which is still above consent limit but significantly reduced from the pre-UV load of 1,986,300 MPN/100mL. This is the highest ever concentration received by the plant. A UV dose of 40MJ/cm² which typically achieves 99.99% reduction, would still result in 1,986 MPN/100mL and will still exceeds the consent limit.</p> <p>Concentration of ammoniacal nitrogen was 19.8 mg/L which is above the consent limit of 10 mg/L. As historical data shows it is difficult to maintain or lower the ammoniacal nitrogen levels at Piopio WWTP during cold weather. This is primarily due to the decreased efficiency of biological processes at lower temperatures which hampers the nitrification process essential for reducing ammoniacal nitrogen levels. It was also retested and waiting for the result.</p>
WDC Reference:	887370

3. AUTH112639.01.01 – Te Kuiti Wastewater Treatment Plant
Conditions 7 – 19 and 30
Report Due: Quarterly

Activity Description	To discharge treated wastewater to the Mangaokewa Stream from the Te Kuiti Wastewater Treatment Plant
Reporting Period:	1 January to 31 March 2025
Compliance Status:	<p>Partially Compliant</p> <p>Five samples were above the consent limit of 235 MPN/100mL for <i>E. coli</i> on 17 & 21 January 2025, 20 February, 20 & 25 March 2025 with a result of 6,488, 1,872, 4,106, 1,553 and 241,960 MPN/100mL, respectively. The exceedances for January and February were due to issues with the chlorine dosing system which was found to be blocked and leaking. In March, the exceedance was linked to a fault in the UV dosing system. Although the plant is set to automatically shut down and alert the operator for flatline UV dosing, however the system failed to do so.</p> <p>Upon finding out the problem, the outflow diverted to oxidation pond to avoid contaminating the Mangaokewa Stream.</p> <p>Actions taken:</p> <ul style="list-style-type: none"> ○ An alarm system has been configured on the turbidity instruments to serve as a backup verification for the quality of treated water. ○ A trip parameter or system has been established for the UV system. This ensures that if low or low-low alarm is triggered, the plant will immediately divert the flow preventing potential unauthorized discharge. ○ WDC will enable continuous online monitoring of the UV transmittance (UVT) enhancing the real-time monitoring. <p>This incident was reported to Waikato Regional Council.</p>
WDC Reference:	834126

4. AUTH117945.01.01– Maniaiti/Benneydale Water Treatment Plant Backwash Discharge (Condition 3)
Report Due: Semi-Annual

Activity Description	Discharge up to 5m ³ per day of filter backwash into an unnamed tributary of the Mangapehi Stream.
Reporting Period:	November 2024 to April 2025
Compliance Status:	Compliant
WDC Reference:	841096

5. AUTH107472.01.02– Piopio Water Treatment Plant – Backwash Discharge (Conditions 7, 9, 14, 15 and 16)
Report Due: Semi-Annual

Activity Description	Discharge up to 8 cubic metres of filter backwash water and waste over a 4-minute period, twice a week to the Kuratahi Stream in association with the operation of a municipal water supply.
Reporting Period:	1 November 2024 – 30 April 2025
Compliance Status:	Partially Compliant Between November and December 2024, backwash samples showed exceedances in dissolved aluminium levels. On 4 November 2024, the concentration was 0.082 mg/L and in December 2024 recorded 0.092 mg/L both exceeding the consent limit of 0.08 mg/L. It was suspected that the cause of these exceedances was the use of a high dosage of Polyaluminium Chloride (PAC) which was necessary to maintain water quality standards. Replaced the coagulant to Aluminium Chlorohydrate (ACH) which is more efficient at forming larger and more stable flocs. This improves solid-liquid separation and reduces the required dosage. The effectiveness of this change was confirmed in January 2025, when dissolved aluminium levels dropped to 0.022 mg/L, well below consent limit.
WDC Reference:	854914

6. AUTH105054/55/56/57/58/59/60.01.01 Piopio, Mokau, Marokopa, Te Waitere, Benneydale and Waitomo Village Stormwater
Report Due: Annual

Activity Description	<p>AUTH105054.01.01 To divert and discharge urban stormwater runoff and associated contaminants at multiple locations to land, the Mangaokewa Stream, and use discharge structures in the vicinity of Te Kuiti urban area that is reticulated by the Te Kuiti municipal stormwater system.</p> <p>AU0TH105055.01.01 To divert and discharge urban stormwater runoff and associated contaminants at multiple locations to land, the Mokau River, Piopio & Kouratahi Streams, and use discharge structures in the vicinity of Piopio urban area that is reticulated by the Te Kuiti municipal stormwater system.</p> <p>AUTH105056.01.01 To divert and discharge urban stormwater runoff and associated contaminants at multiple locations to land, the Mokau River, and use discharge structures in the vicinity of Mokau urban area that</p>
-----------------------------	--

	<p>is reticulated by the Mokau municipal stormwater system.</p> <p>AUTH105057.01.01 To divert and discharge urban stormwater runoff and associated contaminants at multiple locations to land, the Marokopa River, and use discharge structures in the vicinity of Marokopa urban area that is reticulated by the Marokopa municipal stormwater system.</p> <p>AUTH105058.01.01 To divert and discharge urban stormwater runoff and associated contaminants at multiple locations to land, the Kawhia Harbour, and use discharge structures in the vicinity of Te Waitere urban area that is reticulated by the Te Waitere municipal stormwater system.</p> <p>AUTH105059.01.01 To divert and discharge urban stormwater runoff and associated contaminants at multiple locations to land, the Mangapehi Stream, and use discharge structures in the vicinity of Benneydale urban area that is reticulated by the Benneydale municipal stormwater system.</p> <p>AUTH105060.01.01 To divert and discharge urban stormwater runoff and associated contaminants at multiple locations to land, the Waitomo Stream, and use discharge structures in the vicinity of Waitomo urban area that is reticulated by the Waitomo municipal stormwater system.</p>
Reporting Period:	1 June 2024 to 31 May 2025
Compliance Status:	<p>Partially Compliant</p> <p>Te Kuiti – There were exceedances for total suspended solids, recoverable copper and Zinc at Memorial Street Bridge Stormwater Pipe in the sample collected last October 2024. The concentration of TSS is 210 mg/L which exceeded the 25 mg/L ANZECC limit. The high read was likely caused by sediment disturbance as it was raining while the sample was collected.</p> <p>The exceedances in recoverable copper and zinc are not considered a significant concern. As historical data shows</p> <p>WRC has previously advised mitigation options to reduce total zinc and copper could involve the use of wetlands and detention basins in affected catchments. These options are being considered through the SW improvement plans.</p> <p>Informed WRC regarding the Community Meeting for Te Kuiti Flooding Update last 5 December 2024.</p> <p>Waitomo Village – The sampling point was dry. No issue was found.</p> <p>Piopio – The sampling site was dry during the inspection.</p> <p>Mokau – The sampling site was dry during the inspection.</p> <p>Marokopa – No scouring or erosion was observed. The majority of the town utilizes roadside swales and soakage. The sampling location was dry.</p> <p>Te Waitere – The sampling location was dry during the inspection.</p> <p>Benneydale – The sampling location was dry during the inspection.</p> <p>Schedule A (17) – WRC would like us to undertake a survey across all stormwater catchments to identify high risk sites and</p>

	<p>facilities as set out in the "Waikato Stormwater Management Guideline (May 2020)".</p> <p>An appropriate monitoring regime (at least annually) for these sites must be included in the monitoring plan.</p>
WDC Reference:	880946

7. AUTH101753.01.01 – Te Kuiti (Rangitoto Quarry) Landfill – William Street Ring Drain (Leachate Monitoring)
Report Due: Quarterly

Activity Description	Authorises the consent holder to place 232,000 tonnes of municipal solid waste and onto or into land, in the Rangitoto Quarry Landfill, William Street, Te Kuiti
Reporting Period:	1 January to 31 March 2025
Compliance Status:	<p>Compliant</p> <p>There were no samples collected from the ring drain after several attempts as the sampling point was dry from January to March 2025.</p>
WDC Reference:	838026

8. AUTH101753.01.01 & AUTH124718.01.01 – Te Kuiti (Rangitoto Quarry) Landfill – William Street

Activity Description	<p>Authorises the consent holder to place 232,000 tonnes of municipal solid waste and onto or into land, in the Rangitoto Quarry Landfill, William Street, Te Kuiti</p> <p>Discharge leachate from sanitary landfill into ground</p>
Compliance Status:	<p>Laboratory results of ring drain and storm water in the landfill demonstrate an improvement after the possible leachate contamination. The actions made were:</p> <ul style="list-style-type: none"> ➤ The upper catch bench above the highwall was restored to redirect the runoff to control erosion last 23 October 2024. ➤ Stormwater entry sump, manhole and ring drain manhole no. 5 beneath the highwall were located, uncovered and repaired. ➤ Removed all the grass (pampas) from cell one to able to inspect for leachate breakouts and leaks but there was none. <p>The site will continue to be monitored through fortnightly sampling as required by Waikato Regional Council.</p>

9. Service of Abatement Notice – breach of Section 15(1) of the Resource Management Act 1991.

Activity Description	Unlawful discharge of untreated wastewater to land where it may enter water. The notice was issued under Section 322(1)(a)(i) of the Resource Management Act 1991 and applies to all Te Kuiti township serviced by wastewater infrastructure.
Reason of Notice	WRC has attended five separate wastewater discharge events into Mangaokewa Stream in and around Te Kuiti Primary School, Bayne Street and end of Rora Street, between 29 May 2025 and 5 July 2025. Excessive inflow and infiltration during periods of heavy rainfall are the primary cause. During these rainfall events, the network surcharges and overflows from the

	<p>lowest manholes into Mangaokewa stream. The wastewater networks are not designed for stormwater conveyance.</p> <p>WRC issued noticed on 9 July 2025 stating that WDC had to comply immediately to prevent the manhole overflow. We are on the process of drafting a response to WRC.</p> <p>Suspected Contributing Factors of the Overflow:</p> <ul style="list-style-type: none"> ➤ Illegal stormwater connections. ➤ Insufficient capacity of pump station during peak inflow ➤ Heavy rainfall intensity exceeding the design of infrastructure. ➤ Stormwater flooding in low line areas such as along Mangaokewa Stream. <p>Temporary Remedial Action:</p> <ul style="list-style-type: none"> ➤ Installed safety barricade and signage to prevent people to access the contaminated area. <p>Long Term Mitigation Measures:</p> <ul style="list-style-type: none"> ➤ Conduct inflow and infiltration (I & I) inspection to identify illegal stormwater connections. ➤ Assess and upgrade wastewater network that can be identified in contributing to the overflow. <p>Previous Investigation:</p> <ul style="list-style-type: none"> ➤ Over the past two years, 10 – 20% of the properties (gully traps and down pipes) and public manholes have been inspected and investigated. This programmed was put on hold due to resources constraints.
--	---

Document ID: 903262

Report To: Audit and Risk Committee**Meeting Date:** 19 August 2025**Subject:** **New Zealand Transport Agency - Procedural Audit 2025****Type:** Information Only

Author(s): Darren Laycock
Rooding Manager

Shyamal Ram
General Manager - Infrastructure Services

1. Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of the results and actions from the recent New Zealand Transport Agency (NZTA) Procedural Audit for Rooding.

2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they might be adopted by resolution.
- 1 The business paper on the New Zealand Transport Agency - Procedural Audit 2025 be received.

3. Background

- 3.1 Waka Kotahi (NZTA) funds Waitomo District Council's (WDC) Land Transport activity through the National Land Transport Programme (NLTP). WDC is responsible for the management of the Land Transport activity within WDC boundaries.
- 3.2 As part of this funding, NZTA carry out an audit every three years. This audit covers four years due to postponement during covid.
- 3.3 The audit is undertaken to provide assurance that NZTA's investment in the land transport programme is being effectively managed and delivers value for money. It also seeks assurance that risk associated with NZTA's investment is being appropriately managed. Improvements are recommended where appropriate.

4. Commentary

- 4.1 The audit was carried out over four days from 19 to 22 May 2025.
- 4.2 Preparing for the audit requires co-ordination between Rooding, Finance and the Information Services teams as a wide range of procurement, contract management and process related evidence is required for the selected contracts.

5. Summary of Audit Results

- 5.1 A few minor issues were identified with recommendations provided. A table below captures the NZTA audit recommendations. Agreed dates are provided for the implementation of recommendations by WDC. The full final audit is also provided (*Attachment one*) for further analysis if required.

Recommended Actions:		Implementation Date	Progress & Action
R2.1	Ensures that it meets the condition of funding for any LCLR Program by updating actual project expenditure by the 31st of August of the FY recently completed.	31 August 2025	Update by end of financial year.
R3.1	Ensures the current Waitomo District Council Procurement Strategy is always published on Council's website.	31 August 2025	To be uploaded once policy review is completed.
R3.2	Ensures it fully completes conflict of interest declarations for all TET members.	31 August 2025	Completed fully on each contract.
R3.3	Ensures all RFT documents include an explicit policy on late proposals.	Will be added to all future contracts	Included in all future contracts
R4.1	Ensures safe system audit guidelines are followed for all improvement and renewal projects.	Will be added to all future contracts	Included in all future contracts
R4.2	Responds to, and fully closes out stage 4 post-construction safe system audits for the following projects: <ul style="list-style-type: none"> Taharoa Rd Pavement Rehab (55/22/020) Te Anga Rd Pavement Rehab (55/22/020) Waimiha Rd Pavement Rehab (55/22/020) Footpaths and Associated Works 22/24 (55/22/040) Mangatoa Rd Slip Repairs (55/22/041) Te Anga Rd Pavement Rehab & Storm Repairs (55/23/019) 	End December 2025	Ongoing

- 5.2 The auditor commented that this was the most well-prepared audit he had worked on this year, and he fully appreciated the workstation and office provided. In terms of quality WDC is sitting in the top 25% across the country.

5 Attachments/Separate Enclosures

Attachments:

- 1 NZTA Investment Audit Report, Procedural Audit of Waitomo District Council 2025 (Doc #903241)



INVESTMENT AUDIT REPORT

Procedural Audit of Waitomo District Council

Monitoring Investment Performance

Report of the investment audit carried out under Section
95(1)(j)(ii)(iii) of the Land Transport Management Act 2003.

Robert Woods

16 June 2025

FINAL

Approved Organisation (AO):	Waitomo District Council
Waka Kotahi NZ Transport Agency Investment (2021 – 2024 NLTP):	\$29,507,536 (budgeted programme value)
Date of Investment Audit:	19 th – 22 nd May 2025
Auditor(s):	Robert Woods - Senior Investment Auditor
Report No:	RARWOI-2491

AUTHORITY SIGNATURES

Prepared by:



Robert Woods, Senior Investment Auditor

Approved by:



Vanessa Deleat, Manager Audit & Assurance

16/6/25

Date

DISCLAIMER

WHILE EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THIS REPORT, THE FINDINGS, OPINIONS, AND RECOMMENDATIONS ARE BASED ON AN EXAMINATION OF A SAMPLE ONLY AND MAY NOT ADDRESS ALL ISSUES EXISTING AT THE TIME OF THE AUDIT. THE REPORT IS MADE AVAILABLE STRICTLY ON THE BASIS THAT ANYONE RELYING ON IT DOES SO AT THEIR OWN RISK, THEREFORE READERS ARE ADVISED TO SEEK ADVICE ON SPECIFIC CONTENT.

EXECUTIVE SUMMARY

New Zealand Transport Agency Waka Kotahi (NZTA) funds Waitomo District Council's (Council, WDC) land transport activity through its National Land Transport Programme (NLTP). The Council is responsible for the management of the land transport activity, excluding the state highways, within the Waitomo District Council boundaries. This procedural investment audit was completed for the period 1st July 2020 to 30th June 2024.

Claims for funding assistance for the four financial years were reconciled against Council's General Ledger. Sufficient audit trail was evident to support claims to the NZTA with transaction testing across work categories conducted. There is a good level of scrutiny applied to the claim prior to entry into TIO.

Council has good financial processes in place to separately identify emergency works activities, and all expenditure items tested were eligible for funding assistance. Council demonstrated robust checking mechanisms to verify contractor claims.

However, a condition of funding is not being met with regard to the management of the Low-Cost Low Risk (LCLR) spreadsheet and this is discussed further in section two.

Council has a current NZTA endorsed procurement strategy, which expires in October 2025. It is not published on the Council's website as per rule 10.6 of the NZTA Procurement Manual.

Eight contracts were reviewed for compliance with NZTA procurement procedures set out in the Procurement Manual. All generally complied with Council's own procurement strategy and NZTA procurement manual requirements. The contract management review identified good practices are in place.

Council undertook limited improvements or renewals during the audited period so there were few safe system audits to review however six were examined and found to be incomplete.

The application of professional services and administration charges were found to be within acceptable levels, with reviews undertaken annually.

AUDIT RATING ASSESSMENT

Subject Areas		Rating Assessment*
1	Previous Audit Issues	N/A
2	Financial Processes	Effective
3	Procurement Procedures	Some Improvement Needed
4	Contract Management	Some Improvement Needed
5	Professional Services	Effective
Overall Rating		Some Improvement Needed

* Please see the Introduction for the Assessment Rating Definitions

RECOMMENDATIONS

The table below captures the audit recommendations. Agreed dates are provided for the implementation of recommendations by the approved organisation.

We recommend that Waitomo District Council:		Implementation Date
R2.1	Ensures that it meets the condition of funding for any LCLR Programme by updating actual project expenditure by the 31st of August of the FY recently completed.	31 August 2025
R3.1	Ensures the current Waitomo District Council Procurement Strategy is published on Council's website at all times.	31 August 2025
R3.2	Ensures it fully completes conflict of interest declarations for all TET members.	31 August 2025
R3.3	Ensures all RFT documents include an explicit policy on late proposals.	Will be added to all future contracts
R4.1	Ensures safe system audit guidelines are followed for all improvement and renewal projects.	Will be added to all future contracts
R4.2	Responds to, and fully closes out stage 4 post-construction safe system audits for the following projects: <ul style="list-style-type: none"> Taharoa Rd Pavement Rehab (55/22/020) Te Anga Rd Pavement Rehab (55/22/020) Waimiha Rd Pavement Rehab (55/22/020) Footpaths and Associated Works 22/24 (55/22/040) Mangatoa Rd Slip Repairs (55/22/041) Te Anga Rd Pavement Rehab & Storm Repairs (55/23/019) 	End December 2025

1. INTRODUCTION

1.1. Audit Objective

The objective of this audit is to provide assurance that NZ Transport NZTA Waka Kotahi (hereafter NZTA) investment in Council's land transport programme is being effectively managed and delivering value for money. We also seek assurance that the Council is appropriately managing risk associated with NZTA investment. We recommend improvements where appropriate.

1.2. Assessment Ratings Definitions

	Effective	Some Improvement Needed	Significant Improvement Needed	Unsatisfactory
Investment management	Effective systems, processes and management practices used.	Acceptable systems, processes, and management practices but opportunities for improvement.	Systems, processes, and management practices require improvement.	Inadequate systems, processes, and management practices.
Compliance	NZ Transport Agency and legislative requirements met.	Some omissions with NZ Transport Agency requirements. No known breaches of legislative requirements.	Significant breaches of NZ Transport Agency and/or legislative requirements.	Multiple and/or serious breaches of NZ Transport Agency or legislative requirements.
Findings/ deficiencies	Opportunities for improvement may be identified for consideration.	Error and omission issues identified which need to be addressed.	Issues and/or breaches must be addressed, or on-going NZ Transport Agency funding may be at risk.	Systemic and/or serious issues must be urgently addressed, or on-going NZ Transport Agency funding will be at risk.

1.3. Council Comments

Council comments are provided at the end of each section where provided and in Appendix A.

2. ASSESSMENT FINDINGS

Our findings relating to each subject area are presented in the tables below. Where necessary, we have included recommendations and/or suggestions.

1. Previous Audit Issues

There were three recommendations from the previous audit in June 2021 relating to retentions, changes in tender evaluation teams, advertising on GETS, the price-quality method tender evaluation procedure and the late tender policy. These recommendations have mostly been met however Council's application of late tender policy wording in RFT's remains an ongoing issue. This is discussed in section 3 below.

We recommend that Waitomo District Council:		Implementation Date
R2.1	Investigates retentions being held for the Waitahi Road Reseals contract to ensure they are still valid.	31 December 2021
R3.1	Confirms it will meet Waka Kotahi procurement procedure requirements.	31 December 2021
R3.2	Implements quality assurance procedures to improve its tender evaluation processes.	31 December 2021

* * *

2. Financial Processes

Effective

Claims for financial assistance for four financial years from 1st July 2020 to 30th June 2024 were reconciled against Council's final TIO claim submissions. Transaction testing was conducted across multiple Local Road Maintenance, Operations and Renewals (MOR) and Emergency Works work categories (W/C's). All transactions tested were eligible for funding assistance and were claimed under the correct work categories. The Auditor was satisfied that there is a good level of scrutiny applied to claims prior to their entry into Transport Investment Online (TIO).

The 30/70 split for street cleaning was tested (W/C 113). The split is completed through the monthly roading claim spreadsheet and applied to the claim. The split of costs and calculation was confirmed as correct.

In relation to retentions from previous contracts, the Auditor found there to be no historic retentions relating to financially assisted contracts being held by Council. Current retentions appear up to date and well managed, with a monthly reconciliation by contract staff confirmed to the finance team.

There is a robust RAMM process of checking and approving works by the network managers prior to invoices being received in MagiQ, whereby they are then reconciled with RAMM approvals before payment.

Low Cost Low Risk Programme

There is a condition of funding within W/C 341 Low Cost Low Risk (LCLR) that *'the template list is expected to be maintained and updated regularly by the approved organisation and Waka Kotahi (for its own activities)'* The condition exists for claiming in the new financial year and *'so the template must be updated by 31 August of each year. This means that by 31 August:*

- *of the first year of the new NLTP the template relating to the previous NLTP must be updated with final cash-flows for individual projects.*
- *for each of the second and third years of the current NLTP, the low-cost, low-risk template must be updated to reflect actual project expenditure in the previous year and cash-flows for committed activities and projects planned to commence in the balance of the NLTP.'*

For LCLR FY 20/21 the spreadsheet totalled \$2,612,000 and Council's Transport Investment Online (TIO) claim was for \$2,358,476, a difference of \$253,524. In FY 21/22 the spreadsheet total of \$738,00 matched Council's TIO claim. No spreadsheet uploads could be located in TIO for financial years 22/23 and 23/24. Council have been in regular contact with NZTA staff regarding the LCLR programme and actual project costs. However, there appears to be a gap in the process, whereby Council have not met this condition of funding.

It is critical that Council ensures that it meets the condition of funding for any LCLR Programme by updating actual project expenditure by the 31st of August of the FY recently completed. Compliance with this condition of funding is essential for the NZTA to effectively manage LCLR nationally as well as wider management of NLTP activity classes funding ranges.

Conditions of Approval

There were no outstanding conditions of approval registered in TIO.

Recommendation:	We recommend that Council: R2.1 Ensures that it meets the condition of funding for any LCLR Programme by updating actual project expenditure by the 31st of August of the FY recently completed.
Waitomo District Council's comment:	This will be updated as per funding conditions.

* * *

3. Procurement Procedures

Some Improvement Needed

Waitomo District Council has a current NZTA endorsed Procurement Strategy in accordance with the rules set out in section 10.4 of the NZTA Procurement Manual. This endorsement expires in October 2025. Council needs to provide a proposed replacement for the current one to the NZTA Procurement team as soon as possible to ensure its ongoing compliance with this requirement beyond October.

The Strategy is not published on the Council's website as required under section 10.6 of the NZTA Procurement Manual.

Eight contracts were reviewed for compliance with NZTA procurement procedures. These are outlined in Appendix C. Each generally complied with Council's own Procurement Strategy and NZTA procurement requirements. However, there were departures from the NZTA Procurement Manual:

- Some missing Conflict of Interest Declaration forms (contract 500/22/020) for TET members and unsigned forms by the Project Manager (all contracts).
- All but one (500/23/011) of the contracts reviewed had no explicit policy on late proposals in the RFT (Procurement Manual Rule 10.12.1(o)).

Overall, procurement standards and the majority of documentation seen were of a good quality and thorough for the contracts reviewed and Council is commended for this.

Recommendations:	<p>We recommend that Council:</p> <p>R3.1 Ensures the current Waitomo District Council Procurement Strategy is published on Council's website at all times.</p> <p>R3.2 Ensures it fully completes conflict of interest declarations for all TET members.</p> <p>R3.3 Ensures all RFT documents include an explicit policy on late proposals, as required by section 10.12.1(o) of the NZTA Procurement Manual.</p>
Waitomo District Council's comment:	Will be added to website and all documentation updated as required.

* * *

4. Contract Management

Some Improvement Needed

Council has a comprehensive programme for monitoring and reporting on the performance of the network maintenance contract. There are effective contract management practices in place to ensure that Council is getting value for money and that expenditure falls within the budgets set by Council and the NZTA. Council staff participate in day-to-day road maintenance decisions with Inframax, as well as overseeing completed works. Joint network inspections are also regularly undertaken.

Meeting minutes and progress reports for a range of contracts were reviewed during the audit and found to be comprehensive and well managed.

Contract variations requests and approvals for the contracts selected showed good documentation describing the reasons and costs for contract variations with accompanying approvals.

Safe System Audits

In October 2022 Road Safety Audits were renamed Safe System Audits (SSA). A SSA is a formal, robust technical assessment of transport safety risks associated with transport improvement and renewal projects with the objective of minimising death and serious injury on the network.

There were six stage 4 post-construction safe system audits reviewed among the eight contracts audited, all dated July 2024. There were no stage 3 audits presented for these works, or exemptions. The six audits reviewed had no responses from the WDC team and as such have not been closed out. Across these six audits there were one significant and multiple moderate concerns raised by the safety auditors.

Failing to respond to SSAs and to close them out fully increases unnecessary risks on the Council, should a subsequent incident occur, that could have been avoided if the Council had acted more promptly to respond to the identified issues. These outstanding audits need to be responded to and closed out as soon as possible.

Recommendations:	<p>We recommend that Council:</p> <p>R4.1 Ensures safe system audit guidelines are followed for all improvement and renewal projects.</p> <p>R4.2 Responds to, and fully closes out stage 4 post-construction safe system audits for the following projects:</p> <ul style="list-style-type: none"> Taharoa Rd Pavement Rehab (55/22/020)
------------------	--

	<ul style="list-style-type: none"> • Te Anga Rd Pavement Rehab (55/22/020) • Waimiha Rd Pavement Rehab (55/22/020) • Footpaths and Associated Works 22/24 (55/22/040) • Mangatoa Rd Slip Repairs (55/22/041) • Te Anga Rd Pavement Rehab and Storm Repairs (55/23/019)
Waitomo District Council's comment:	We will carry out the safe system audits on the sites listed.

* * *

5. Professional Services	Effective
<p>The delivery of professional services is carried out in-house and supplemented by external expertise as necessary, such as for tender preparation and management, asset management and contract supervision.</p> <p>The 'build-up' of costs relating to the in-house professional services and administration were reviewed. These are reviewed annually by the finance team to ensure a fair and accurate apportionment of costs to the Roding Business Unit (RBU).</p> <p>Professional services staff costs were found be acceptable, with a multiplier of 2.2 to account for associated corporate overheads. Administration charges when aggregated formed 2.9% of the overall claim (2023/24).</p>	
Waitomo District Council's comment:	Costs will continue to be kept within appropriate levels.

* * *

3. APPENDICES

APPENDIX A

Council Feedback

WDC are a proactive council and always strive to meet and exceed requirements. We appreciate audits such as this to ensure we are doing things correctly.

There are a number of small items to address and these will be addressed as soon as possible and any changes for future contracts, will be added to tender documents with immediate effect.

Overall, we are happy that the majority of our processes are working well.

APPENDIX B**Audit Programme**

1. Previous audit June 2021.
2. Land Transport Disbursement Account (GL).
3. Final Claims for 2020/21, 2021/22, 2022/23, 2023/24.
4. Transactions (accounts payable).
5. Retentions Account.
6. Procurement Procedures.
7. Contract Variations.
8. Contract Management & Administration.
9. Professional Services.
10. Transport Investment On-line (TIO) Reporting.
11. Other issues that may be raised during the audit.
12. Close-out meeting.

APPENDIX C

Contracts Audited

Contract Number	Tenders Received	Date Let	Description	Contractor	Investment	
500/22/020	3	17/11/22	WDC Pavement rehabs 2022/23	Inframax Construction Ltd.	Estimate	\$2.306m
					Let Price	\$2.435m
					Final Cost	\$2.709m
500/22/038	2	5/4/23	WDC Bridge Structural Maintenance Repairs	Maxbuild Ltd.	Estimate	\$0.856m
					Let Price	\$1.156m
					Final Cost	\$1.161m
500/22/040	4	5/5/23	Footpaths and Associated Works 2022/24	Camex Civil Ltd.	Estimate	\$1.073m
					Let Price	\$0.999m
					Final Cost	\$1.083m
500/22/041	3	1/5/23	Mangatoa Road Slip Repairs RP 2.3 – 3.2	Camex Civil Ltd.	Estimate	\$2.687m
					Let Price	\$2.491m
					Final Cost	\$4.594m
500/23/011	1	21/6/24	Road Maintenance and Reseals 24/29	Inframax Construction Ltd.	Estimate	\$59.17m
					Let Price	\$61.08m
					Final Cost	ongoing
500/23/019	4	24/1/24	Te Anga Rd Pavement Rehabs and Storm Repairs	Graham Contractors Ltd.	Estimate	\$1.253m
					Let Price	\$1.143m
					Final Cost	\$1.143m
500/23/020	3	18/1/24	Fullerton Rd NS Mairoa Rd Slip Repairs	Nicholls Uttinger Civil Ltd.	Estimate	\$1.945m
					Let Price	\$0.843m
					Final Cost	\$0.994m
500/23/032	7	17/4/23	Mangarino Rd Slip Repairs	Nicholls Uttinger Civil Ltd.	Estimate	\$1.224m
					Let Price	\$1.076m
					Final Cost	\$1.130m

Document No: 888870

Report To: Audit and Risk Committee**Meeting Date:** 19 August 2025**Subject:** **Treasury Management Report for the year ended 30 June 2025****Type:** Information Only

Author(s): Wayne La Roche
Asset Accountant

Tina Hitchen
Chief Financial Officer

1. Purpose of Report

- 1.1 The purpose of this business paper is to provide an update on Council's debt position and compliance with borrowing limits for the period ended 30 June 2025.

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 30 June 2025 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) and Annual Plans forecasts. This includes monitoring Council'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 Treasury Services Limited, Council's external treasury advisors, prepare a quarterly Treasury Reporting Dashboard report for the period ended 30 June 2025. A copy is enclosed separately and forms part of this business paper.

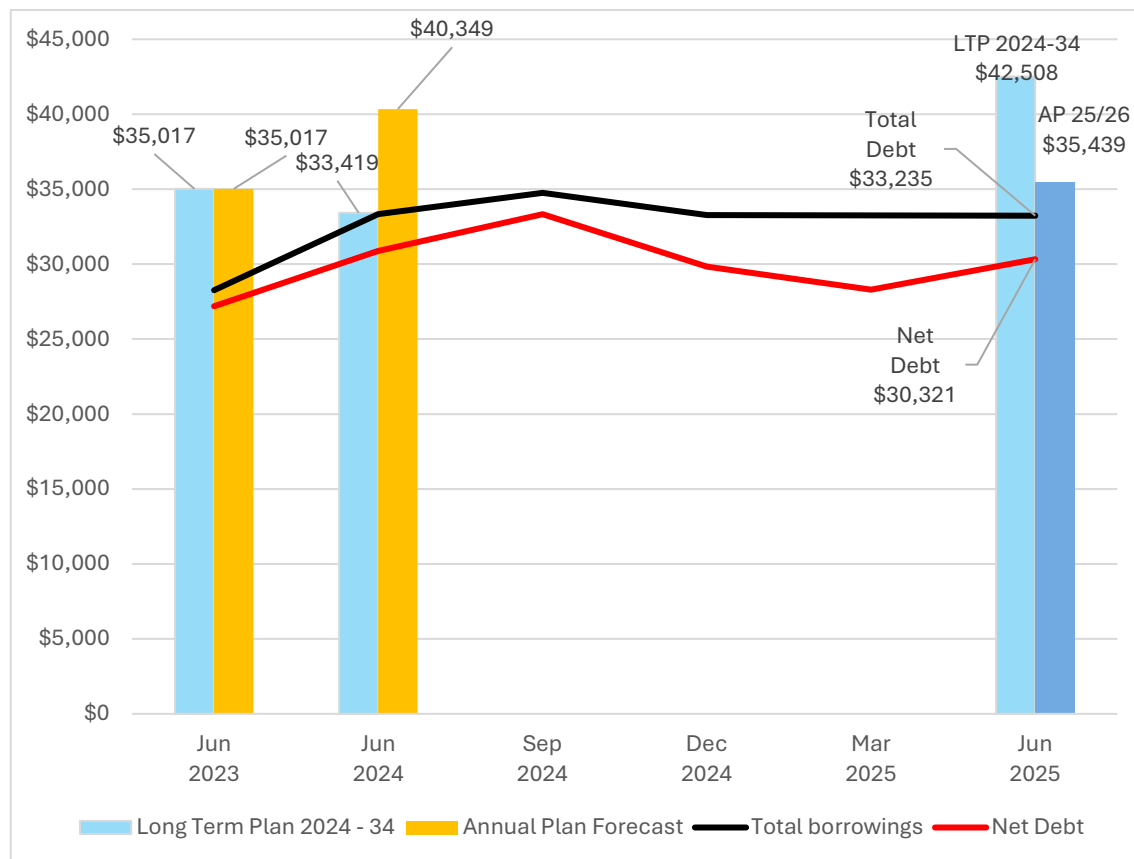
4. Commentary**4.1 PUBLIC DEBT**

- 4.2 At 30 June 2025 public debt was **\$33.2 million** and net debt was \$30.3¹ million.
- 4.3 Projected debt at 30 June 2025 based on the recently adopted Annual Plan 2025/26 was estimated to be \$35.4 million. Projected debt from the LTP 2024-34 at the same date was forecast to be \$42.5 million and the lower amount is due in part to resequencing the Te Kuiti water resilience project and Te Kuiti transfer station improvements.
- 4.4 Actual public debt at 30 June 2025 is lower than both Annual Plan 2025/26 and LTP 2024-34 budgets mainly as a result of delays in completing capital expenditure such as the Te Kuiti water resilience project, stormwater improvements, landfill cell development. Cash proceeds from

¹ Net debt is total public debt less NZLGFA Borrower notes and unrestricted cash.

property sales over the last year and dividend revenue has also contributed to the lower actual debt.

- 4.5 The following graph shows the total borrowings and net debt position compared to forecast debt from the LTP and Annual Plan 2025/26.



4.6 INTEREST EXPENSE

- 4.7 Total interest expense for the year ended 30 June 2025 was \$1,589,000 which was \$33,000 less than budget for the year of \$1,622,000.

- 4.8 The assumed interest rate in the LTP for the 2024/25 year was 4.90%. The weighted average interest rate at 30 June 2025 was 4.41% (March 25: 4.52%), and including the Westpac call advance credit facility fee is **4.49%** (March 25: 4.60%) as presented in the Bancorp Treasury Reporting Dashboard.

- 4.9 Of the total borrowings of \$33.2 million and unchanged for the entire financial year, the floating interest rate debt totals \$13 million at 30 June 2025 which is impacted by any interest rate changes. The remaining \$20 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).

4.10 MARKET INTEREST RATES

- 4.11 Currently the OCR is set at 3.25% with the next monetary policy statement and OCR review due on 20 August 2025. The market is pricing a slowdown in future interest rate cuts with a final OCR rate cut fully priced in for November 2025.

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

	Limit	Actual June 2024	Actual June 2025 (Unaudited)
Net debt to total revenue	<165%	65%	65%
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 30 June 2025. It has a maturity date of 1 July 2026 after being extended during the last quarter.

4.16 TRANSACTIONS DURING THE LAST QUARTER

- 4.17 The Commercial Paper of \$6 million that matured in May 2025 was rolled for a further three months to August 2025, a repeat of the rollover carried out in November 2024 and February 2025. Normally to attract the lowest interest rate on floating debt, the issue of commercial paper with a maturity of up to six months is the most economic option, however to take advantage of prevailing falling interest rates, shorter three month maturities have been adopted for now. Going forward it is suspected that a shortened maturity will not be necessary due to the slowdown of floating interest rates decreasing.
- 4.18 A \$1 million fixed rate bond and a \$5 million floating rate note both matured in April 2025 and were both refinanced with new debt.
- 4.19 The fixed rate bond was replaced with a floating rate note with a margin of 0.81%, initial interest rate of 4.27% and maturity of April 2027. This debt is now on a floating rate profile, when prior to that it was fixed and there is no associated interest rate hedge in place for it.
- 4.20 The floating rate note was replaced, with a maturity of July 2027 and margin of 0.85%. This debt has an associated interest rate swap, which results in a total fixed interest rate of 4.81%.
- 4.21 No new interest rate swaps were transacted during the quarter.
- 4.22 For the September quarter, two loans will mature; the \$6 million Commercial Paper and a \$3 million Floating Rate Note both in August. It is anticipated both these loans will be refinanced for yet to be determined maturity dates.

4.23 DEBT AND COVER PROFILE

- 4.24 Council's interest rate 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.
- 4.25 The debt profile will be revisited for the September treasury management report to reflect the adopted 2025/26 Annual Plan and Council's decision to transfer water and wastewater assets and associated debt to Waikato Waters Limited.
- 4.26 With the transfer of water and wastewater services to the new entity, cash will be received from the entity and will be utilised to repay external debt. This will reduce the future debt profile and its hedging requirements.
- 4.27 When the cash is received, some debt will be able to be repaid at that time however due to the maturities of the interest rate swaps and associated debt, the majority of the debt will remain in place until the various swap maturity dates. This is to ensure the most efficient debt repayment approach and to maintain hedge effectiveness. The remaining cash from the transfer will be invested to earn interest revenue to offset the remaining interest expense. The projected debt profile, timing and strategy for debt repayment and investments is still to be worked through for the LTP amendment.

4.28 Currently we maintain \$6 million loans related to Council's investment in Inframax Construction Limited separately and the approach has been that these would be the last loans to be repaid due to the taxation advantages for keeping this debt in place. However, the tax advantage has diminished considerably due to changes in tax legislation, where dividends received from a council controlled organisation (CCO) to its shareholding council are no longer taxable income.

4.29 At transfer date the internal loans maintained for water and wastewater activities will be removed. The interest costs on the remaining external debt (albeit significantly less) will be allocated based on the remaining internal loans for each activity. The modelling of the impacts of these changes will be prepared for the LTP amendment.

4.30 INTEREST RATE SWAP VALUATIONS

4.31 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.

4.32 As at 30 June 2025 the valuation was a \$501,000 liability. The change in valuation from an asset at 30 June 2024 to a liability at 30 June 2025 is due to the decrease in interest rates, for both the medium and long term.

<h2>5. Attachments/Separate Enclosures</h2>
--

Attachment:

1 Bancorp Dashboard Treasury Management Report as at 30 June 2025 (903119).



Treasury Reporting Dashboard

As at 30 June 2025

STRICTLY PRIVATE AND CONFIDENTIAL



BANCORP

BANCORP TREASURY SERVICES LIMITED



The Vladimir Lenin attributed quote, "There are decades where nothing happens; and there are weeks where decades happen," is strikingly apt for the last quarter. Significant geopolitical events have included US and Israeli strikes on Iranian nuclear facilities (including aggressive missile exchanges between Israel and Iran), continuing Russian and Ukrainian conflict, US tariff and trade tensions, with some tariffs as high as 60%. Tensions between the US and NATO members have continued, but appear to have softened as European members have largely agreed to increase defense spending.

Significant economic events include the previously mentioned tariffs and concerns about the growing US budget deficit, which is estimated to increase the size of the US deficits by \$3.0 to \$4.5 trillion over the 2025–2034 period, raising questions about fiscal sustainability. There have also been concerns around President Trump's attempts to influence the US Federal Reserve "Fed", which threatens its long history of political independence, alarming both investors and economists.

Market volatility has been extreme, with the benchmark US 10-year treasury bond yield touching a low of 3.86% on 7 April, two days later it was at 4.51%, after that trading in a range between 4.18% and 4.61% before finishing the quarter at 4.23%. This level of volatility has not been seen for nearly 40 years. Oil prices, which at one point were 40% higher than their lows on 9 April, fell 15% in the last week of the quarter.

Key US economic data over the last 90 days have continued with the theme of slowing economic growth and with inflation remaining above the Fed's 2.0% goal. Real GDP decreased at an annualised rate of 0.5% in Q1 2025 (January-March), a sharp slowdown from 2.4% in Q4 2024. The Consumer Price Index (CPI) rose 2.4% year-over-year in May 2025, with a 0.1% monthly increase, driven by shelter costs (+0.3%) but tempered by a 1.0% drop in energy prices. The Personal Consumption Expenditures (PCE) index, the Fed's preferred measure, hit 3.6% in Q1 2025, up from 2.4% in Q4 2024. Inflation expectations rose sharply, with the University of Michigan's June 2025 survey showing 1-year inflation expectations of 5.0% (up from 3.3% in January).

New Zealand

	OCR	90 day	2 year swap	3 year swap	5 year swap	7 year swap	10 year swap
31-Mar-25	3.75%	3.61%	3.37%	3.46%	3.66%	3.87%	4.10%
30-Jun-25	3.25%	3.29%	3.20%	3.32%	3.57%	3.81%	4.07%
Change	-0.50%	-0.32%	-0.17%	-0.14%	-0.09%	-0.06%	-0.03%

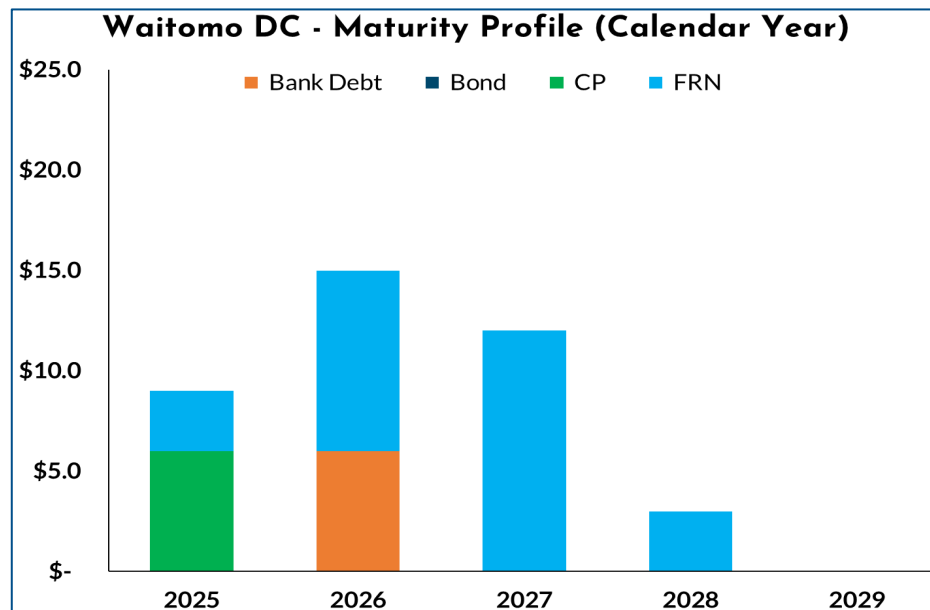
New Zealand's economy expanded by 0.8% on a quarterly basis in the March quarter, accelerating from 0.5% growth in the previous quarter and slightly beating market expectations of 0.7%. However, the annual rate printed at minus 1.1% for the twelve months ending 31 March. The March quarter marked the second consecutive quarter of growth following two quarters of severe contraction. Economic activity increased across all three major industry groups, with the strongest gains seen in manufacturing (+2.4% vs. +0.1% in Q4), followed by professional services.

The annual inflation rate in New Zealand accelerated to 2.5% in the first quarter of 2025, from 2.2% in the previous quarter. This was the highest inflation rate since June 2024, exceeding market expectations of 2.3%.

The RBNZ cut the OCR by 25 basis points in both April and May to take it to 3.25%, but in the *Monetary Policy Statement* in May, the central bank signaled a more cautious approach to further OCR easing, which markets have taken on board. A final OCR cut is not fully priced in until November 2025, which would take it to 3.00%, a full 250bps below last year's peak however, but only time will tell if it is enough to kickstart a still-struggling economy.

Funding, Liquidity and Hedging Bands

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

\$9.0m

Liquidity Ratio (must be >110%)

127.31%

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

Cost of Funds as at 30 June 2025

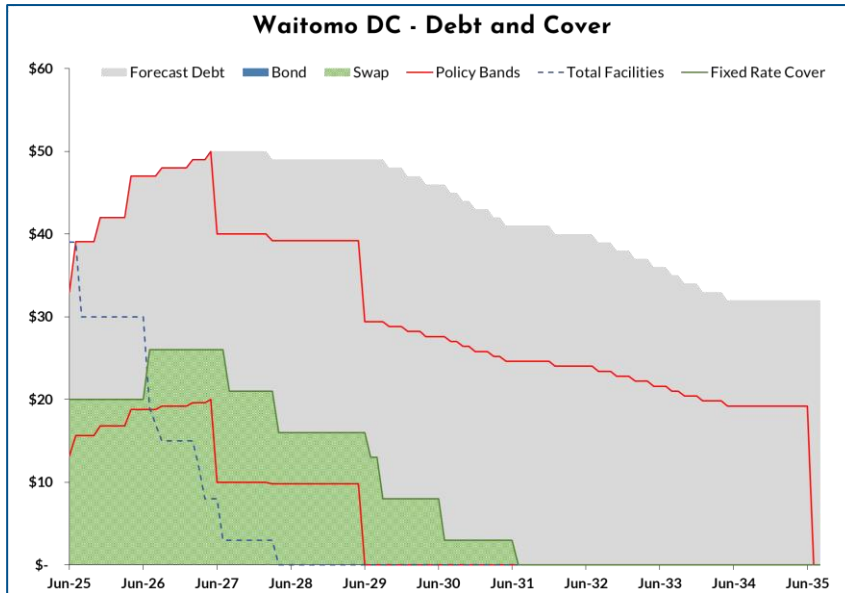
4.49%

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

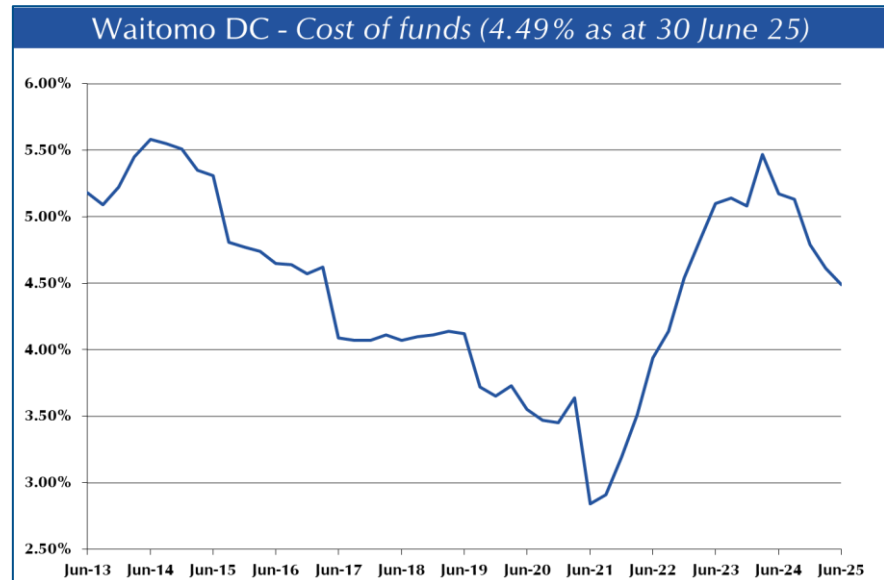
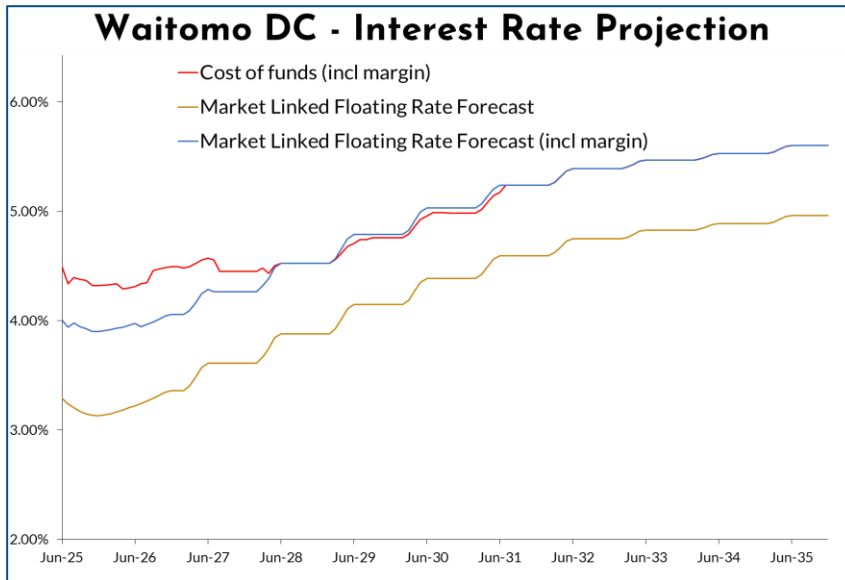


Interest Rate Risk Management⁶⁷

4



Current % of Debt Fixed	60.6%
Current % of Debt Floating	39.4%
Value of Fixed Rate (m)	\$20.0
Weighted Average Cost of Fixed Rate Instruments	4.01%
Value of Forward Starting Cover	\$16.0
Weighted Average Cost of Forward Starting Cover	3.89%
Value of Floating Rate (m)	\$13.0
Current Floating Rate	3.29%
Current Floating Rate (incl margin)	4.00%
All Up Weighted Average Cost of Funds Including Margin	4.49%
Total Facilities In Place	\$39.0



WDC - LGFA Borrowings 68

5

As at 30 June 2025, WDC had \$33.0 million of core debt, all of which is sourced from the LGFA using Commercial Paper and FRNs. WDC also has a bank facility with Westpac Bank for \$6.0 million that matures on 1 July 2026, 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 30 June is as follows:

Instrument	Maturity	Yield	Margin	Amount
LGFA CP	20-Aug-25	3.53%	N/A	\$6,000,000
LGFA FRN	30-Aug-25	3.89%	0.57%	\$3,000,000
LGFA FRN	24-Jul-26	4.11%	0.66%	\$5,000,000
LGFA FRN	30-Aug-26	3.98%	0.66%	\$2,000,000
LGFA FRN	11-Sept-26	4.01%	0.70%	\$2,000,000
LGFA FRN	11-Mar-27	4.08%	0.77%	\$3,000,000
LGFA FRN	18-Apr-27	4.24%	0.78%	\$3,000,000
LGFA FRN	19-Apr-27	4.27%	0.81%	\$1,000,000
LGFA FRN	22-Jul-27	4.31%	0.85%	\$5,000,000
LGFA FRN	22-Apr-28	4.31%	0.85%	\$3,000,000
				<u>\$33,000,000</u>



Swap details and valuation⁶⁹

6

As at 30 June 2025, WDC had nine interest rate swaps, five of which were current and four 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 - valuations and testing										
Hedge effectiveness testing as at 30 June 2025										
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 10370267	IR Swap	NZD	5,000,000	20-Apr-23	22-Apr-25	22-Jul-26	3.96%	(42,559)	(4,726)	(47,285)
WPAC 7189464	IR Swap	NZD	5,000,000	13-Dec-18	11-Sep-20	11-Sep-26	2.89%	14,088	1,093	15,182
WPAC 11271805	IR Swap	NZD	3,000,000	26-Jun-24	27-Jun-24	30-Aug-27	4.65%	(91,106)	(3,389)	(94,495)
WPAC 11271834	IR Swap	NZD	2,000,000	26-Jun-24	27-Jun-24	30-Aug-27	4.65%	(60,737)	(2,259)	(62,996)
WPAC 11271848	IR Swap	NZD	5,000,000	26-Jun-24	27-Jun-24	24-Apr-28	4.55%	(171,860)	(10,096)	(181,956)
WPAC 11361626	IR Swap	NZD	3,000,000	2-Aug-24	22-Jul-26	23-Jul-29	3.57%	(3,440)	0	(3,440)
WPAC 10968070	IR Swap	NZD	5,000,000	2-Feb-24	11-Sep-26	11-Sep-29	3.96%	(53,008)	0	(53,008)
WPAC 11271761	IR Swap	NZD	5,000,000	26-Jun-24	22-Jul-26	22-Jul-30	4.105%	(79,693)	0	(79,693)
WPAC 11361569	IR Swap	NZD	3,000,000	2-Aug-24	18-Jul-26	18-Jul-31	3.74%	6,367	0	6,367
Totals		NZD	36,000,000					(481,947)	(19,377)	(501,324)



LGFA Borrowing Rates 70

7

Listed below are the credit spreads and applicable interest rates for Commercial Paper ("CP"), Floating Rate Notes ("FRN"), and Fixed Rate Bonds ("FRB"), at which Waitomo DC could source debt from the Local Government Funding Agency ("LGFA") as at 30 June 2025.

Maturity	Margin	FRN (or CP Rate)	FRB
3 month CP	0.20%	3.49%	N/A
6 month CP	0.20%	3.47%	N/A
April 2026	0.57%	3.86%	3.73%
April 2027	0.71%	4.00%	3.90%
May 2028	0.85%	4.14%	4.17%
April 2029	0.95%	4.24%	4.40%
May 2030	1.03%	4.32%	4.59%
May 2031	1.13%	4.42%	4.83%
May-2032	1.19%	4.48%	4.99%
April 2033	1.27%	4.56%	5.18%
May 2035	1.32%	4.61%	5.40%
April 2037	1.46%	4.75%	5.66%



Disclaimer

IMPORTANT NOTICE

Statements and opinions contained in this report are given in good faith, but in its presentation, Bancorp has relied on primary sources for the information's accuracy and completeness. Bancorp does not imply, and it should not be construed, that it warrants the validity of the information. Moreover, our investigations have not been designed to verify the accuracy or reliability of any information supplied to us.

It should be clearly understood that any financial projections given are illustrative only. The projections should not be taken as a promise or guarantee on the part of Bancorp.

Bancorp accepts no liability for any actions taken or not taken on the basis of this information and it is not intended to provide the sole basis of any financial and/or business evaluation. Recipients of the information are required to rely on their own knowledge, investigations and judgements in any assessment of this information. Neither the whole nor any part of this information, nor any reference thereto, may be included in, with or attached to any document, circular, resolution, letter or statement without the prior written consent of Bancorp as to the form and content in which it appears.

CONFIDENTIALITY

The information provided herein is provided for your private use and on the condition that the contents remain confidential and will not be disclosed to any third party without the consent in writing of Bancorp first being obtained.

GET IN TOUCH

Bancorp Treasury Services Ltd
Head Office, Level 3, 30 Customs Street, Auckland
09 912 7600

www.bancorp.co.nz

Document No: 904097

Report To: Audit and Risk Committee**Meeting Date:** 19 August 2025**Subject:** **Progress Report: Key Performance Indicators for the period ended 30 June 2025****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 30 June 2025 (Quarter 4).
- 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 30 June 2025 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 final quarterly report for the 2024/25 year, covering the period 1 April to 30 June 2025 (Quarter 4). These results will be used for the Annual Report 2024/25.

4. Commentary**4.1 Service Performance Summary**

- 4.2 Of the 72 key performance indicators measured, 58 (81%) have been achieved, 10 (14%) are not achieved, 3 (4%) are nearly achieved and 1 no data available (1%).

4.3 Changes to Drinking Water Quality Assurance Rules

- 4.4 Drinking Water Quality Assurance (Very Small to Medium Drinking Water Supplies) Amendment Rules 2024 came into effect from 1 January 2025. These amendment rules amend the Drinking Water Quality Assurance Rules 2022 (DWQAR).

4.5 DWQAR 2022 Revised 29 November 2024 is a consolidated version of the DWQAR Rules 2022 including amendments made by the Drinking Water Quality Assurance (Very Small to Medium Drinking Water Supplies) Amendment Rules 2024.

4.6 T2 UV treatment rules were removed from the latest DWQAR revised Nov 2024. Hence Water Supply has 29 KPIs for this Quarter instead of 31 (two KPIs related to UV treatment are not applicable).

4.7 **KPI Results from the Resident Survey**

4.8 For the past few years, Waitomo District Council's (WDC) Resident Survey has been undertaken by Versus Research as this company has provided the lowest quote. However, this year, we received a more competitive quote from Key Research who we engaged to undertake this year's survey.

4.9 Key Research offered the following enhancements to the current approach, which we considered would be beneficial:

- Benchmarking report against the results from 26 other Councils that Key Research conducts surveys for.
- Customer Value Model framework utilising a driver analysis model provides additional tailored questions to provide better feedback on Council services, for example – questions on Council's image and reputation, rates and value for money.
- Allows anyone to complete the survey by using a public link, but this data is not included in the report provided to Council.
- Illustrative dashboards and reporting tools.

4.10 There is no change to Key Performance Indicator questions measured through the Resident Survey, however, the results cannot be directly compared with the previous year's results due to change in scale.

4.11 **Difference in Scales**

4.12 This year's Resident Survey used a 10-point scale for each question aligning with the current best practice in social surveys as below.

Very Dissatisfied		Dissatisfied			Satisfied			Very Satisfied		Don't Know
1	2	3	4	5	6	7	8	9	10	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4.13 Scale used in past surveys with a potential bias towards satisfaction ratings and requiring those who have not used a particular service to provide feedback.



4.14 Out of seven KPIs from the Resident Survey results, three measures are achieved, three not achieved and one nearly achieved.

4.15 If the result of the KPI is within 5% of the target, it is recorded as nearly achieved. This being within the margin of error for Resident Survey results.

4.16 **Leadership**

4.17 All four measures have been achieved, these are for Council agendas, communicating with our community regularly and getting back to the customers requiring feedback.

4.18 The result for satisfaction with the effectiveness of Council Communications measured by the Resident Survey 2025 is 87% and is achieved, same result as the previous year's survey response.

4.19 **Community and Partnerships**

- 4.20 Four out of five measures have been achieved. These are for contestable grant funding, events delivered in partnership with other organisations and number of participants in library programmes and activities.
- 4.21 The library's active membership measure is recorded as nearly achieved, as the result is 5% off the target. The participation numbers and satisfaction for the library have been consistently high and the focus going forward is to convert the participants into active members.
- 4.22 The result for satisfaction with the helpfulness and friendliness of the customer services team measured by the Resident Survey 2025 is 88% and is achieved (2024 result 95%).

4.23 **Recreation and Property**

- 4.24 Two out of three measures have been achieved, all facilities have current Building Warrant of Fitness.
- 4.25 The result for satisfaction with parks and open spaces measured by the Resident Survey 2025 is 92% and is achieved (2024 result 87%).
- 4.26 The result for satisfaction with the cleanliness of public toilets measured by the Resident Survey 2025 is 63% and is not achieved (2024 result 90%).

4.27 **Regulatory Services**

- 4.28 Five of the seven measures have been achieved. These are for building consents, alcohol licenses, food licenses, processing Land Information Memorandum (LIM) applications and accreditation of building consent authorities (BCA).
- 4.29 The evaluation of the annual exercise of Civil Defence training KPI is nearly achieved, the result 58% is within 5% off the target 61%. It has prompted a discussion at the Waikato Region Emergency Management Group about how we are scoring the exercise and a need to review how the scoring is undertaken, as there have been variances across the Group.
- 4.30 While the KPI is nearly achieved, there are a number of positives to take from the exercise:
- We had 16 people involved in the exercise who had never been part of an Emergency Operating Centre;
 - We included emergency services within our exercise for the first time; and
 - We had a number of people performing different functions that they had not done before.

- 4.31 The result for satisfaction with animal control services measured by the Resident Survey 2025 is 63% and is not achieved (2024 result 81%).

4.32 **Resource Management**

- 4.33 The one measure in this area has been achieved with all resource consents processed within statutory timeframes for Quarter 4.

4.34 **Solid Waste**

- 4.35 Two of the four measures have been achieved, these are for complaints about uncollected rubbish and waste diversion rate.
- 4.36 The result for satisfaction with the rural transfer stations measured by the Resident Survey 2025 is 77% and is not achieved (2024 result 94%).
- 4.37 The result for satisfaction with the Waitomo District Landfill measured by the Resident Survey 2025 is 87% and is nearly achieved (2024 result 93%).

4.38 **Stormwater**

4.39 All six measures have been achieved with no flooding events and no notices received.

4.40 **Wastewater**

4.41 Five of seven measures have been achieved with response time for callouts within the target and number of complaints remained within the target.

4.42 The measure related to notices is not achieved. One abatement notice was issued following a period of high rainfall related to wastewater discharge events into the Mangaokewa Stream in or around Rora St, Te Kuiti. The wastewater discharges occurred on 29th May, 12th and 27th June and 3rd and 5th of July 2025.

4.43 The measure related to resolution time for Piopio is not achieved. A review of specific service requests has identified they were either electrical faults relating to septic tank alarms, which are not cost effective to fix under urgency, or required arrangements to be made with property owners to be onsite to manage dogs.

4.44 **Water Supply**

4.45 24 out of 29 measures have been achieved.

4.46 Measures related to T2 Treatment Monitoring Rules (E.coli and coliforms) for Mokau, drinking water standards for bacteria and protozoa for Te Kūiti are not achieved. This is due to technical reasons, duration between samples not complied with.

4.47 Measure related to the percentage of water loss for Maniaiti/Benneydale is recorded as no data. The readings are not captured due to an error in the SCADA system which is currently being investigated by the contractor.

4.48 **Roads and Footpaths**

4.49 Five out of six measures have been achieved. These are related to number of fatal or serious injuries, smooth travel exposure rating, resurfacing sealed roads, ratings for footpath network and responding to service requests.

4.50 The measure related to percentage of unsealed road metaled each year is not achieved due to budget constraints and requirement of additional funding to meet the target of 15% (result 10.5%).

5. Attachments/Separate Enclosures

Attachment: Quarter 4 KPI Progress Report for period ending 30 June 2025 (890096)

Key Performance Indicators Annual Progress Report Q4

For the period 1 April to 30 June 2025



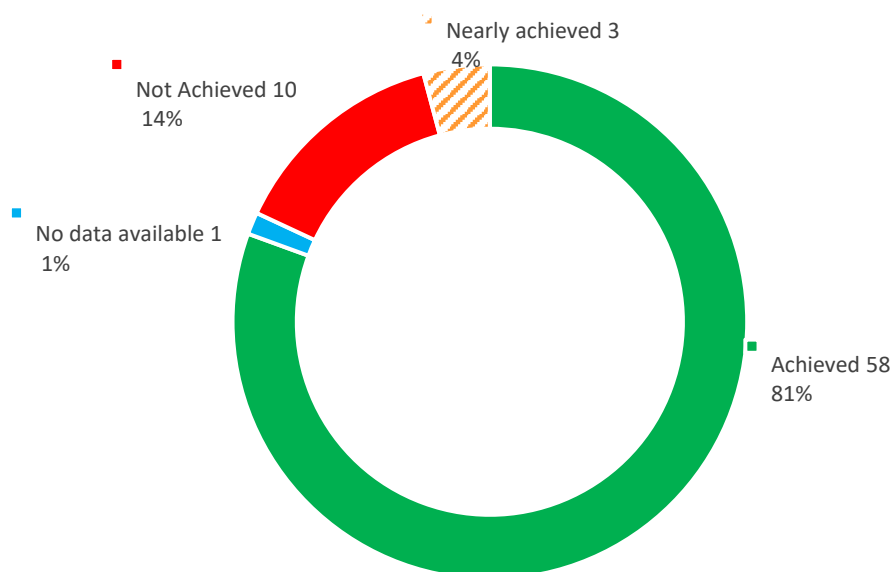
INTRODUCTION

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 April to 30 June 2025. 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 30 JUNE 2025 (QUARTER 4)



Of the 72 key performance indicators measured, 58 (81%) have been achieved, 10 (14%) are not achieved, 3 (4%) are nearly achieved and 1 no data available (1%).

















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.					Target: ≥ 60% available 4 working days prior and 100% available 2 working days prior Result: Achieved Previous result: 100%	Target Met. Of the 7 meetings convened in this quarter, all agendas were available 2 days prior (100%) and 6 agendas were available 4 days prior (86%). Year end result – Achieved.
We communicate effectively with our community.	Percentage of residents satisfied that they received or could find Council information when they needed it.					Target: Between 60 - 100% Result: 87% Previous result: 87%	Result of the June 2025 Resident Survey for the effectiveness and usefulness of Council communications is 87%. Year end result – Achieved.
We communicate regularly with our community about what matters.	The number of posts on our Facebook page per week.					Target: ≥ 5 week for at least 45 weeks Result: Achieved New Measure	Q4 KPI met. Out of the 13 weeks in Q4, all exceeded the number of required FB posts. The average was 13 posts per week. The total number of posts not including shares was 175. Year end result – Achieved.
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.					Target: Set baseline Result: 100% New Measure	All customers that required feedback had been contacted for this quarter. Year end result – Achieved.

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 ¹ is disseminated fairly and equitable in accordance with our Policy.					Target: Achieved Result: Achieved Previous result: Achieved	All grants allocated in accordance with the Community and Partnerships Fund Policy. Year end result – Achieved.
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.					Target: ≥ 2 Result: 3 New Measure	The Waitomo District Christmas Parade was held on Friday 13 December 2024. The Great NZ Muster was held on Saturday 29 March 2025. The Tech Step Event was held on 29 May 2025. Year end result – Achieved.
We provide a comprehensive and well used Library service for our community.	The number of active library members.					Target: ≥ 2% on the year previous (937 active members in 2023/24) Result: Nearly Achieved New Measure	For this quarter, there were 909 active library members (target is 956, 5% of the target 956 is 48, which translates to 908 members, for Q4 we had 909 members) Year end result – Nearly Achieved, result is 5% off the target.
We deliver a range of well attended activities and programmes at the Waitomo District Library.	The number of participants in Library programmes and activities.					Target: ≥ 5% on the year previous (1091 participants in 2023/24) Result: Achieved New Measure	Total participants 372 for this quarter. (to achieve 5% over the full year, at least 286 participants per quarter is needed) Year end result – Achieved.
Our customer service team are friendly and helpful.	The percentage of residents satisfied their initial interaction with council customer services was friendly and helpful.					Target: set baseline Result: 88% Previous result: 95%	Result of the June 2025 Resident Survey is 88%. Year end result – Achieved.

¹ 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.					Target: ≥ 85% Result: 92% Previous Result: 87%	Result of the June 2025 Resident Survey is 92%. Year end result – Achieved.
We provide community facilities that are compliant with legislative standards.	Ensure facilities with compliance schedules have current Building Warrant of Fitness (BWOFF).					Target: Achieve Result: Achieved Previous Result: Achieved	All facilities have current Building Warrant of Fitness (BWOFF). Year end result – Achieved.
We provide clean public toilets for our community and visitors.	Percentage of residents satisfied with the cleanliness of public toilets.					Target: ≥ 85% Result: 63% Previous Result: 90%	Result of the June 2025 Resident Survey is 63%. Year end result – Not Achieved.













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.					Target: 100% Result: 100% Previous Result: 97%	All building consents processed within 20 working days in Quarter 4. Year end result – Nearly Achieved. (Quarter 1: 35 of total 37 consents were processed within 20 working days, two applications were processed in 22 and 23 days respectively).
We provide regulatory services for alcohol licences.	All premises that sell alcohol are licensed.					Target: 100% Compliance Result: 100% Previous Result: 100%	All premises that sell alcohol are licensed. Year end result – Achieved.
We provide regulatory services for food licences.	All premises that sell food are licensed and registered.					Target: 100% Compliance Result: 100% New measure	All premises that sell food are licensed. Year end result – Achieved.
We provide Land Information Services (LIMs) efficiently.	LIM applications are processed within 10 working days.					Target: 100% Compliance Result: 100% Previous Result: 99%	All LIMs processed within 10 working days in Quarter 4. Year end result – Nearly Achieved. (Quarter 3: 48 applications were received, 47 were









Regulatory Services							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
							processed within 10 days. One application was processed in 11 days due to admin error).
We will process, inspect, and certify building work in the Waitomo District.	WDC maintains building control systems and process to meet IANZ Audit requirements.	●	●	●	●	Target: BCA accreditation maintained Result: 100%, Achieved Previous Result: 100% Compliance	BCA accreditation maintained, next assessment is due in 2026. Year end result – Achieved.
We provide an effective Animal Control service.	Percentage of residents satisfied with the provision of the Animal Control service.	●	●	●	●	Target: ≥ 75% Result: 63% Previous Result: 81 %	Result of the June 2025 Resident Survey is 63%. Year end result – Not Achieved.
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.	●	●	●	●	Target: ≥ 61% (comprehensive score) Result: 58% Previous Result: 68 %	The 2025 Annual Exercise was held in Te Awamutu on 22 May 2025. KPI is nearly achieved as it is within 5% of the target. Year end result – Nearly Achieved.

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.	○	○	○	●	Target: 100% Result: 100% Previous Result: 100%	All non-notified resource consents and subdivision consents were processed within statutory timeframes for Quarter 4. Year end result – Nearly Achieved (1 non-notified land use consent took 22 days to process).

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. ²	The number of justifiable complaints per week about uncollected rubbish.	●	●	●	●	Target: < 7 per week Result: no week exceed 7 complaints	7 justifiable complaints received for Quarter 4 (Q1:3, Q2: 17, Q3:18 complaints) Year end result – Achieved.

² 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
						Previous Result: 1.2 per week	
We provide effective and fit for purpose solid waste facilities.	Percentage of users that are satisfied with the rural transfer service stations.					Target: ≥ 90% Result: 77% Previous Result: 94%	Result of the June 2025 Resident Survey is 77%. Year end result – Not Achieved.
	Percentage of users that are satisfied with the Waitomo District Landfill.					Target: ≥ 90% Result: 87% Previous Result: 93%	Result of the June 2025 Resident Survey is 87%. Year end result – Nearly Achieved.
We encourage waste minimisation by providing recycling services to reduce waste sent to landfill.	Diversion rate ³ of the District's waste to landfill.					Target: Increasing trend of diversion rate to ≥ 50% (2022/23 diversion rate 43%) Result: Achieved New measure	55% diversion rate in Quarter 4. Year end result – Achieved (52% diversion rate end of the year)





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 ⁴ that occur in the district in a financial year.					Target: ≤ 2 Result: 0 Previous result: 1	There were no flooding events in the fourth Quarter. Year end result – Achieved.
	For each flooding event the number of habitable floors affected in a financial year.					Target: ≤ 5 per 1000 properties (1,851 properties) Result: 0 Previous result: 6 per 1000 properties	There were no flooding events in the fourth Quarter. Year end result – Achieved.





























³ 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.





























⁴ 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 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.	●	●	●	●	Target: ≤ 2 Result: on track Previous result: 0	No notices have been received this quarter. Year end result – Achieved.
	The number of abatement notices, enforcement orders or convictions related to the management of the stormwater system.	●	●	●	●	Target: 0 Result: on track Previous result: 0	No notices have been received this quarter. Year end result – Achieved.
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).	●	●	●	●	Target: ≤ 180 minutes (3hrs) Result: 0 Previous result: 28 mins	There were no flooding events in the fourth Quarter. Year end result – Achieved.
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.	●	●	●	●	Target: ≤ 5 complaints per 1000 properties (1,851 properties) Result: 2 complaints per 1000 properties Previous result: 8	Two complaints received in the fourth Quarter. Year end result – Achieved. (Total 4 complaints received, which translates to 2 complaints per 1000 properties)

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.					Target: ≤180 minutes (3hrs) Result: 1.66 hrs Previous result: 30 mins	District wide total median response time is 1.66 hours Year end result: Achieved (district wide total median response time is 1.55 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.					Target: <u>Rest of District</u> ≤540 minutes (9hrs) Result: 3.31 hrs Previous result: 4 hrs 29 mins	3.31 hours rest of the district Year end result: Achieved (3.06 hrs)
						Target: <u>Piopio</u> ≤540 minutes (9hrs) Result: 23.26 hrs Previous result: 9 hrs	23.26 hours for Piopio Year end result: Achieved (4.36 hrs)
We comply with our resource consent conditions and minimise the impact of wastewater on the environment.	Zero abatement, infringement, enforcement or convictions issued.					Target: 0 Result: 1 Previous result: Achieved	One abatement notice issued in May and June 2025 following a high rainfall event related to three incidents. Year end result: Not Achieved
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.					Target: <u>Piopio</u> ≤200 complaints per 1,000 connections (202) Result: 40 complaints Previous result: 246 per 1000 connections	8 complaints in Quarter 4 for Piopio (Q1:14, Q2:12, Q3:13 complaints). Year end result: Not achieved (total 47 complaints, which is 232 complaints per 1000 connections)
						Target: <u>Rest of District</u> ≤35 complaints per 1,000 connections (2067) Result: 12 complaints Previous result: 16 per 1000 connections	25 complaints in Quarter 4 (Q1:7, Q2:9, Q3:6 complaints). Year end result: Achieved (total 47 complaints, which equates to 23 complaints per 1000 connections)

Wastewater							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
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					Target: ≤5 complaints per 1,000 connections (2269) Result: 3 complaints Previous result: 3.7	7 complaints for rest of the district in Quarter 4 (Q1:5, Q2:5, Q3:5 complaints). Year end result: Not achieved (total 23 complaints which equates to 10 complaints per 1000 connections).

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.					Target: Mōkau Achieve Compliance Result: Not Achieved New Measure	Non-compliance was due to number of days in between when samples are taken (Technical non-compliance in April 2025) Year end result: Not achieved
						Target: Maniaiti/Benneydale Achieve Compliance Result: Achieved New Measure	Compliance achieved Year end result: Achieved
	Water quality complies with the drinking water standards for T2 Filtration Rules.					Target: Mōkau Achieve Compliance Result: Achieved New Measure	Compliance achieved Year end result: Achieved
						Target: Maniaiti/Benneydale Achieve Compliance Result: Achieved New Measure	Compliance achieved Year end result: Achieved
	Water quality complies with the drinking water standards for T2 UV Rules.			N/A	N/A	Target: <u>Mōkau</u> Achieve Compliance Result: Achieved New Measure	Compliance achieved from Quarters 1 to 3. T2 UV rules were removed from the latest DWQAR revised Nov 2024.
				N/A	N/A	Target: Maniaiti/Benneydale Achieve Compliance Result: Achieved New Measure	Compliance achieved from Quarters 1 to 3. T2 UV rules were removed from the latest DWQAR revised Nov 2024.
	Water quality complies with the drinking water standards for T2 Chlorine Rules.					Target: <u>Mōkau</u> Achieve Compliance Result: Achieved New Measure	Compliance achieved Year end result: Achieved
						Target: Maniaiti/Benneydale Achieve Compliance Result: Achieved New Measure	Compliance achieved Year end result: 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.					Target: Te Kūiti Achieve Compliance Result: Not Achieved Previous Result: Not Achieved	Non-compliant due to technical issues (no. of days between sampling was not complied with for April only) Year end result: Not Achieved
						Target: Piopio Achieve Compliance Result: Achieved Previous Result: Not Achieved	Quarter 4 Achieved Year end result: Not Achieved
	Water quality complies with the drinking water standards for T3 Protozoa Rules.					Target: Te Kūiti Achieve Compliance Result: Not Achieved Previous Result: Not Achieved	Non-compliant due to technical issues (no. of days between sampling was not complied with for April only) Year end result: Not Achieved
						Target: Piopio Achieve Compliance Result: Achieved Previous Result: Not Achieved	Quarter 4 Achieved Year end result: Not Achieved
	Water quality complies with the drinking water standards for D2 Distribution System Rule.					Target: <u>Mōkau</u> Achieve Compliance Result: Achieved New Measure	Compliance achieved. Year end result: Achieved
						Target: Maniaiti/Benneydale Achieve Compliance Result: Achieved New Measure	Compliance achieved. Year end result: Achieved
						Target: Piopio Achieve Compliance Result: Achieved New Measure	Compliance achieved. Year end result: Achieved

Water Supply							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
	Water quality complies with the drinking water standards for D3 Microbiological Monitoring Rule.					Target: Te Kūiti Achieve Compliance Result: Not Achieved New Measure	Compliance not achieved in Quarter 4 (compliant in June, non-compliant in April & May due to technical reasons, duration of sample taken between days) Year end result: Not 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. ⁵	Percentage of real water loss from the Council's networked reticulation system in a financial year in:						
	Te Kūiti					Target: ≤ 20% Result: 17.4% Previous result: 18.76%	The water loss data for the current financial year to be provided by the contractor based on readings taken during winter season. Readings for Maniaiti/Benneydale is not captured due to an error in the SCADA system which is currently been investigated by the contractor.
	Mōkau					Target: ≤ 5% Result: 1.98% Previous result: 1.98%	
	Piopio					Target: ≤ 5% Result: 2.01% Previous result: 1.01%	
	Maniaiti/Benneydale					Target: ≤ 5% Result: No data Previous result: 1.87%	(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.					Target: ≤ 400 litres per person per day Result: 340 litres/day Previous result: 487 litres/day	340 litres/day in Quarter 4. Year end result: Achieved (average 361 litres/day)

⁵ 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. ⁶	The median attendance time for urgent callouts, from the time that we received notification to the time that our service personnel reach the site.					Target: ≤ 180 minutes (3hrs) Result: 1.1 hrs Previous result: 18 mins	1.10 hrs in Quarter 4 Year end result: Achieved (0.16 hrs)
	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.					Target: ≤ 540 minutes (9hrs) Result: 1.2 hrs Previous result: 49 mins	1.20 hrs in Quarter 4 Year end result: Achieved (1.15 hrs)
	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.					Target ≤ 24 hrs (1 day) Result: 0.34 hrs Previous result: 2 hr 30 mins	0.34 hrs in Quarter 4 Year end result: Achieved (1.23 hrs)
	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.					Target: ≤ 96 hours (4 days) Result: 6.31 hrs Previous result: 20 hrs 5 mins	6.31 hrs in Quarter 4 Year end result: Achieved (22.56 hrs)
We provide water that is wholesome and is reliably supplied. The measure indicates customers and community satisfaction with the quality of the water.	The total number of complaints received by Council in a year for: ⁷						
	Drinking water clarity.					Target: ≤ 5 per 1000 connections (2659 connections) Result: 0 Previous result: 3.3	No complaints in Quarter 4 (Q1: 0, Q2: 1, Q3: 4). Year end result: Achieved (total 5 complaints which is 1.88 complaints per 1000 connections).

⁶ 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.

⁷ Total number of connections is 2659









Water Supply							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
	Drinking water taste.	●	●	●	●	Target: ≤ 2 per 1000 connections (2659 connections) Result: 0 Previous result: 1.8	No complaints in all Quarters. Year end result: Achieved
	Drinking water odour.	●	●	●	●	Target: ≤ 2 per 1000 connections (2659 connections) Result: 0 Previous result: 2.2	No complaints in all Quarters. Year end result: Achieved
	Drinking water pressure flow.	●	●	●	●	Target: ≤ 10 per 1000 connections (2659 connections) Result: 0 Previous result: 2.6	No complaints in Quarter 4 (Q1:3, Q2:0, Q3:1) Year end result: Achieved (Total 4 complaints which equates to 1.5 complaints per 1000 connections).
	Continuity of supply.	●	●	●	●	Target: ≤ 5 per 1000 connections (2659 connections) Result: 1.13 Previous result: 3.3	3 complaints in Quarter 4 (Q1:0, Q2:0, Q3:6) Year end result: Achieved (total 9 complaints, this equates to 3.4 complaints per 1000 connections).
	Council's response to any of these issues.	○	○	○	●	Target: New measure ≤ 7 per 1000 connections (2659 connections) Result: 0 Previous result: 0	No complaints in all Quarters. Year end result: Achieve

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. ⁸					Target: maintain or decrease from previous year Result: 0 Previous result: 3	No serious or fatal injuries in Quarter 4. Year end result: 0 serious injuries 0 fatalities
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. ⁹					Target: ≥ 80% (of total network) Result: 90% Previous result: 90%	New data was added in 2023. This high speed data is updated every 3 years. Year end result: Achieved
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.					Target: 5% (of total network) Result: 8.9% Previous result: 4.1%	Resealing programme is completed, two roads have been moved to next financial year. Year end result: Achieved
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. ¹⁰					Target: ≥ 85% Result: 93% Previous result: 97%	Survey was done in March 2025. Survey shows we need to upgrade 7% of footpath on our network. Year end result: Achieved

⁸ 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.

⁹ 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.

¹⁰ 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 footpaths responded to within 10 working days.					Target: ≥ 90% Result: 100% Previous result: 98%	For Quarter 4, 167 service requests were lodged. All were responded to within 10 days. Year end result: Achieved (662 out of 712 requests were responded to within 10 days, 93%)
We will maintain the overall condition of the unsealed roads to a specified adequate standard.	Percentage of unsealed road metaled each year.					Target: ≥ 15% (of total) Result: 10.5% Previous result: 18.6%	Total percentage of 10.5% achieved till Q4. Year end result: Not achieved. (budget constraints, additional funding needed to achieve 15% target)

Document ID: 904233**Report To: Audit and Risk Committee**

Meeting Date: 19 August 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 – Audit Findings for year ended 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