Agenda

Audit and Risk Committee Meeting

Tuesday 13 October 2026 at 9.00am

Council Chambers
15 Queen Street
Te Kuiti

Waitomo District Council is committed to conducting its business in a manner that is open, transparent and facilitates accountability and public participation. Any member(s) of the public wishing to address the Council at a Meeting or Workshop are asked to make arrangements through the Mayor's Office at least three clear working days before the scheduled Meeting or Workshop.

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council 's website. Every care will be taken to maintain individuals' privacy; however, attendees are advised they may be recorded as part of the general meeting proceedings.

Doc # 1009348

NOTICE OF MEETING

A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT AND RISK COMMITTEE IS TO BE HELD IN THE COUNCIL CHAMBERS, 15 QUEEN STREET, TE KUITI ON TUESDAY 13 OCTOBER 2026 COMMENCING AT 9.00AM

COMMITTEE MEMBERS

Jaydene Kana (Independent Chair) | Mayor John Robertson | Deputy Mayor Eady Manawaiti
Cr Olivia Buckley | Cr Janette Osborne

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

ORDER PAPER

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IMPORTANT NOTE

1. The business papers attached to this Order Paper set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions **DO NOT** represent Council policy until such time as they might be adopted by Council resolution.
2. This Order Paper may be subject to amendment either by the addition or withdrawal of items contained therein.
3. This Meeting will be webcast in real time to the Waitomo District Council website and will also be available for viewing on demand as soon as reasonably practicable following the meeting.

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 11 AUGUST 2026 AT 9.00AM

PRESENT: Independent Chair Jaydene Kana
Mayor John Robertson
Deputy Mayor Eady Manawaiti
Councillor Olivia Buckley
Councillor Janette Osborne

STAFF: Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
General Manager – Community Services, Helen Beever
Health and Safety Coordinator, Tanchia Pitts-Brown
Manager – Strategy and Policy, Charmaine Ellery
Chief Financial Officer, Tina Hitchen
Financial Accountant, Wayne La Roche
Policy Advisor, Rajeshwari (Raj) Mahadevappa
Manager – Customer and Digital Services, Kat Merrin-Brown
Acting General Manager – Strategy and Environment, Hilary Walker

1. Karakia Tuwhera

2. Apologies

Np Apologies

3. Declarations of Member Conflicts of Interest

The following declaration was made:

Name	Item of Business	Reason for Declaration
Jaydene Kana	General	Director of Waikato Waters Limited

4. Confirmation of Minutes: 12 May 2026

Resolution

The Minutes of the Waitomo District Council Audit and Risk Committee meeting held on 12 May 2026 be confirmed as a true and correct record.

Kana/Manawaiti Carried

5. Simplifying Local Government – Head Start Proposal

The Independent Chair advised she has been watching closely the Simplifying Local Government - Head Start considerations and invited members to comment.

Mayor Robertson confirmed that the Ōtorohanga/Waitomo proposal was submitted last week and briefed the Committee on meetings he had in Wellington with Members of Parliament while attending the Local Government New Zealand Rural & Provincial Sector meeting on Thursday 5 August 2026.

Unconfirmed

The Independent Chair advised the Committee that the Chair Report should be considered in conjunction with the Risk Management paper later on the Agenda and that the Order Paper be re-arranged accordingly.

6. Progress Report: Health and Safety (Quarter 4 – April to June 2026)

The Committee considered a business paper providing a brief on Waitomo District Council's health and safety performance during quarter four of the 2025/26 year.

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

The Independent Chair requested a review of the Strategic/Critical Risks and Mitigation Controls for Health and Safety be undertaken at the 28 September 2026 Council Workshop.

Resolution

The Progress Report: Health and Safety be received.

Kana/Osborne Carried

The General Manager – Community Services and Health and Safety Coordinator left the meeting at 9.29am

7. Mastercard Expenditure Report (April to June 2026)

The Committee considered a business paper on expenditure incurred via WDC issued Corporate Mastercard for the period April to June 2026.

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

Resolution

The business paper on Mastercard Expenditure Report: April - June 2026 be received.

Robertson/Kana Carried

The Manager – Strategy and Policy, Chief Financial Officer and Asset Accountant entered the meeting at 9.34am.

8. Chair Report – August 2026

The Committee considered the Independent Chair's report for August 2026.

The Independent Chair spoke to her report for August 2026 and suggested that the Key Questions raised in her report be considered at the Committee Workshop scheduled for Monday 28 September 2026.

The Chief Executive and Mayor spoke on the changes which will occur as a result of the Simplifying Local Government Head Start process and changes to legislation including the Resource Management Act and Planning Act.

Resolution

The Chair Report – August 2026 be received.

Kana/Osborne Carried

9. Risk Management and Mitigation (Verbal Update)

The Chief Executive advised that the paper included in the Agenda is not the updated version prepared for this meeting and provided a verbal update on progress with key risk and assurance matters.

Unconfirmed

Councillor Osborne noted that while the Risk Management Framework has been reviewed recently by the Council the critical/strategic risks have not.

The Independent Chair also noted that the Risk Management Framework still includes waters activities and should be updated to reflect the transfer to Waikato Waters Ltd.

Resolution

The verbal update from the Chief Executive on Risk Management and Mitigation be received.

Kana/Osborne Carried

10. Treasury Management Report for the period ended 30 June 2026

The Committee considered a business paper providing an update on Council's debt position and compliance with borrowing limits for the period ended 30 June 2026.

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

Resolution

1 The business paper on Review of the Treasury Policy be received.

2 The Committee notes the breach of the fixed interest hedging percentages as fixed rate cover is lower than policy requirements for the 0-2 year and 2-4 year bands. No new fixed rate cover was entered into due to the debt settlement from Waikato Waters Ltd on 1 July 2026. The breach was remedied on 1 July 2026.

Kana/Manawaiti Carried

11. Local Government Funding Agency Cash Advance Facility - Recommendation to Council

The Committee considered a business paper presenting a Local Government Funding Agency cash advance facility option and seeking a recommendation from the Committee to Council to replace the current wholesale advance facility with the Local Government Funding Agency cash advance facility.

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

The Policy Advisor entered the meeting at 10.02am

Resolution

1 The business paper on Local Government Funding Agency Cash Advance Facility – Recommendation to Council be received.

2 The Committee recommends that Council approve the Local Government Funding Agency Cash Advance facility in place of the current wholesale advance facility.

Kana/Manawaiti Carried

The Manager – Customer and Digital Services entered the meeting at 10.06am

12. Progress Report: Audit Findings for year ended June 2025

The Committee considered a business paper providing a further update on progress with addressing the audit findings from the audit conducted by Deloitte Limited for the year ending 30 June 2025.

Unconfirmed

The Chief Financial Officer and Manager – Strategy and Policy expanded verbally on the business paper and answered Members questions.

The Chief Financial Officer advised that Committee that the valuation for Inframax Construction Ltd went out to tender this year and as a result a new Valuer has been appointed for this year.

Resolution

The business paper on Progress Report: Audit findings for year ending June 2025 be received.

Kana/Robertson Carried

The Chief Financial Officer, Asset Accountant and Manager – Customer and Digital Services left the meeting at 10.15am.

The Acting General Manager – Strategy and Environment entered the meeting at 10.17am.

13. Quarterly Report: Key Performance Indicators for the period ended 30 June 2026

The Committee considered a business paper presenting Waitomo District Council's delivery performance on non-financials for the 2025/26 financial year for the period ending 30 June 2026 (Quarter 4).

The Policy Advisor, Manager – Strategy and Policy and Chief Executive expanded verbally on the business paper and answered Members questions.

Resolution

The Quarterly Report: Key Performance Indicators for the period ended 30 June 2026 be received.

Kana/Buckley Carried

14. Progress Report: Procurement Summary Schedule (April to June 2026)

The Committee considered a business paper presenting a summary of the procurements made in the period 1 April 2026 to 30 June 2026 in accordance with Waitomo District Council's Procurement Policy.

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

Resolution

The business paper on the Progress Report: Procurement Summary Schedule (April to June 2026) be received.

Kana/Buckley Carried

15. Karakia Whakamutunga

There being no further business the meeting closed at 10.32am

Dated this day of 2026

JAYDENE KANA
INDEPENDENT CHAIR

Unconfirmed

Document No: 1009127

Report To: Audit and Risk Committee

Meeting Date: 13 October 2026

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 One of the 2026/27 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 with ongoing progress reports to provide visibility of health and safety performance and agreed Key Performance Indicators. This report covers the July to September 2026 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

LEADERSHIP COMMITMENT

4.1 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 "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; and ensure appropriate monitoring and reviews are conducted to provide assurance and verify that health and safety matters are being appropriately addressed.

4.2 The Health and Safety at Work Act 2015 (HSWA) has been amended by the Health and Safety at Work Amendment Act 2026. The changes take effect on 1 April 2027. The amended Act will place greater emphasis on the management of critical risks. These are risks associated with hazards that are likely to cause death, serious injury, serious illness or long-term harm.

4.3 WDC will continue to manage all risks but will be required to prioritise critical risks when deciding which risks to manage first and how to allocate time, money and resources. Where WDC works with contractors that are small PCBUs (fewer than 20 workers), WorkSafe will focus on whether those contractors have consulted, cooperated and coordinated with WDC regarding critical risks. WDC can still require contractors to do this on all risks through its contracts. Before the changes take

effect, WDC will review contractor management processes, contract requirements, and event notification procedures to ensure they align with the amended legislation.

4.4 After the transfer of WDC's two Waters function in July 2026, the Senior Management Team approved revised KPI targets in consultation with the Health and Safety Representatives, to reflect WDC's new operational profile. The revised targets apply from Quarter One 2026/27 and are shown in Figure 1. The near miss target of four reports per month continues to support a proactive reporting culture.

KPI	PERFORMANCE OUTCOMES	PROGRESS
Site Inspections H&S inspections carried out on physical work sites (contractors and staff) Target: 3 per month	11	
Workplace Inspections Target: 1 per month	3	
Worker Engagement Target: 1 HSR meeting per month	3	
Outstanding Actions in Tomo Target: Zero	2 in progress	
Near Miss Reporting Target: 4 per month	14	

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

Figure 1: Key Performance Indicators

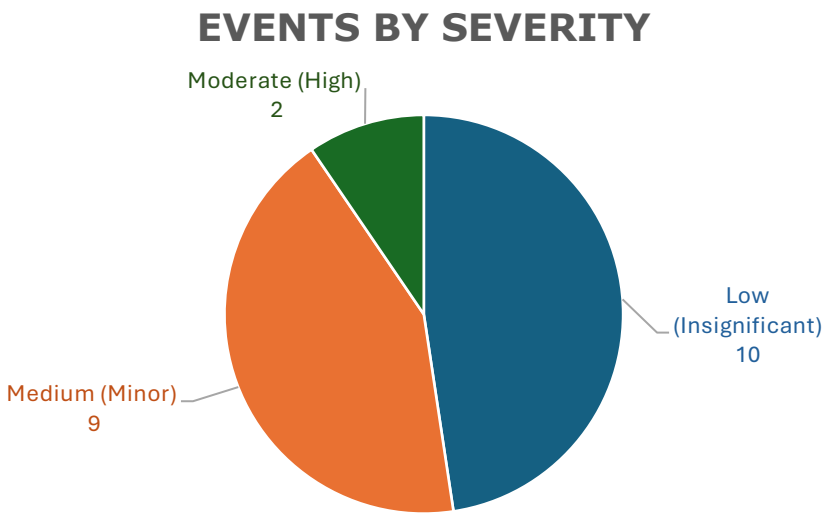


Figure 2: Events by Severity

4.5 Figure 2 summarises workplace events by severity for the reporting period. A total of 21 events were recorded. These were 10 low (insignificant) events, nine medium (minor) events and two moderate (high) events.

4.6 While no critical events were recorded, two moderate (high) events showed potential for a more serious outcome. One involved work near an operational area. The other involved a member of the public's vehicle damaging a council facility boundary. These events reinforce the need to keep focusing on preventative controls and early intervention.

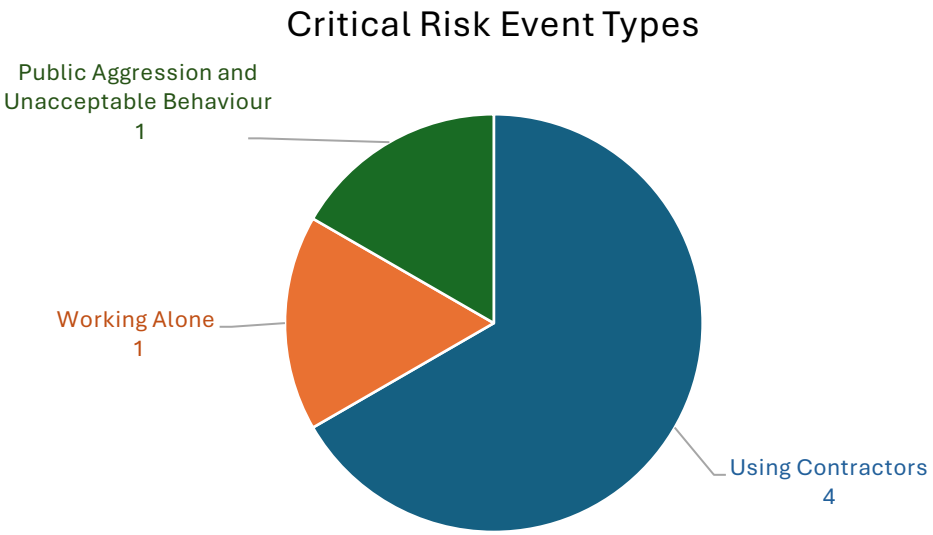


Figure 3 Critical Risk Event Types

- **Public Aggression and Unacceptable Behviour**
  - Staff member was subjected to verbal aggression. Appropriate follow-up actions were undertaken to support staff wellbeing.
- **Working Alone:**
  - Working alone site procedure not followed. Refresher training provided on procedures.
- **Using Contractors:**
  - Site access control issue. Communication with contractors undertaken to reinforce site security and correct use of access controls.

RISK MANAGEMENT

4.7 WorkSafe guidance on identifying critical risks recommends that PCBUs record their reasoning and review critical risks after changes to their work. After the transfer of WDC's Waters function, WDC's critical risks will be reviewed against the amended definition. WDC's current critical risks, including public aggression and unacceptable behaviour, driving, using contractors and working alone, are consistent with the examples in WorkSafe's guidance.

STAFF COMPLIANCE TRAINING

4.8 11 staff members completed first aid training during the reporting period.

4.9 One staff member successfully completed Health and Safety Representative training during the reporting period, supporting employee participation and strengthening health and safety capability within the organisation.

WORKER ENGAGEMENT PARTICIPATION AND REPRESENTATION

4.10 Following the HSR elections, newly elected representatives received information packs covering training options, workplace inspection schedules and examples of operational and non-operational inspections. A demonstration of the Tomo system was provided to support representatives to access forms, SOPs and the risk register. A workplace inspection schedule has been developed to support HRS-led inspections.

4.11 During the quarter, the Health and Safety Committee adopted a Wellbeing Calendar for 2026/27 and an Engagement and Wellbeing Three-Year Plan. The plan builds on existing health and safety practices, with a focus on healthy and connected workplaces and recognising positive safety behaviours.

4.12 In September, Random Acts of Kindness was combined with Te Wiki o te Reo Māori, with Hauora kits delivered to all staff. The initiative received positive feedback.

4.13 Blue September information was shared on the staff notice board, and a Daffodil Day morning tea raised $173 for the Cancer Society while raising awareness within the team.

STAFF WELFARE AND WELLBEING

4.14 The Our Place, Your Voice 2026 staff engagement survey identified positive results relating to workplace wellbeing and organisational culture. As shown in Figure 4, all four measures improved compared with 2025, covering staff perceptions of health, safety and wellbeing, inclusion, workplace culture and work-life balance.

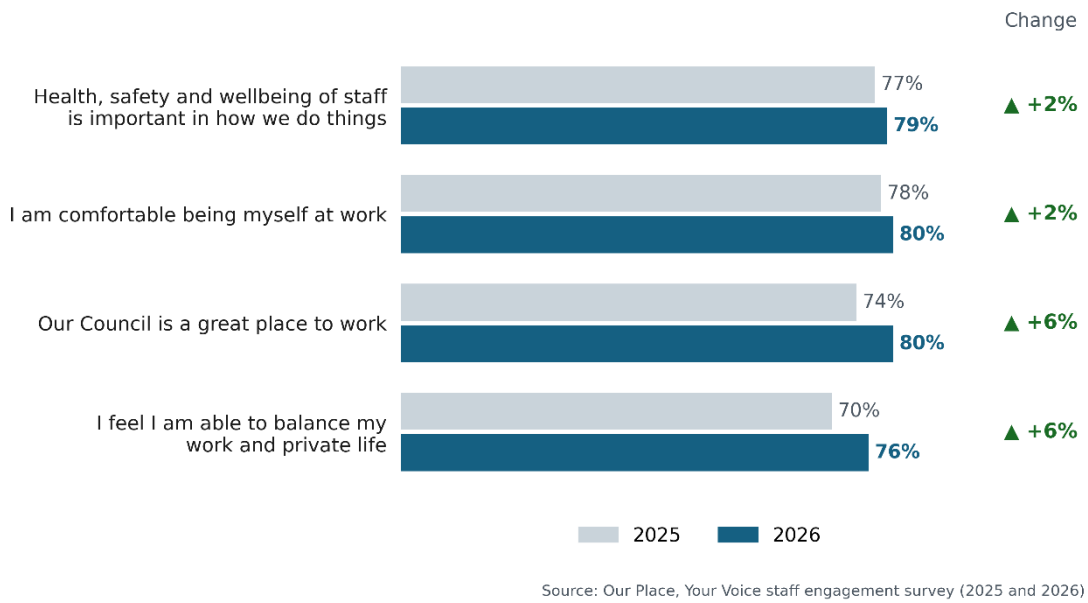


Figure 4: Our Place, Your Voice Survey Results 2025 and 2026 (Source: Staff engagement survey)

4.15 These results indicate that WDC continues to maintain a positive workplace culture that supports inclusion, worker engagement and wellbeing. A positive culture also supports the effective management of health and safety risks, as staff who feel valued are more likely to raise concerns and report hazards.

5. Continuous Improvement – Quarter Two Focus

5.1 In Quarter Two, the focus will be on preparing for the Health and Safety at Work Amendment Act 2026 and embedding the changes made after the transfer of WDC's Waters function.

5.2 WDC will start reviewing its critical risks against the amended definition and record the reasoning in line with WorkSafe guidance. Contractor contract requirements and event notification procedures will also be reviewed to confirm they align with the amended legislation before it comes into force on 1 April 2027.

5.3 Newly elected Health and Safety Representatives will be supported to carry out HSR-led workplace inspections using the new inspection schedule. The Health and Safety Committee will also continue delivering activities from the Wellbeing Calendar and the Engagement and Wellbeing 3 Year Plan.

Document No: 1008491

Report To: Audit and Risk Committee

Meeting Date: 13 October 2026

Subject: **Progress Report: Procurement Summary Schedule (July 2026 – Sept 2026)**

Type: Information Only

Author(s): Hilary Walker
Acting General Manager Strategy and Environment

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 July 2026 to 30 September 2026 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 (July 2026 to September 2026) 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 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 No contracts were awarded under the Procurement Exemption Rule this quarter.

6. Attachments/Separate Enclosures

Attachments:

1 Procurement Summary Schedule (Doc # 1005690)

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)	Funding Source /Cost Share (any joint funding arrangements)	Exemption Reason	No. of Tenders / Quotes Received	Tender / Quote Range (GST exclusive)	Evaluation Method	Awarded Contract Value (Total cumulative - GST Exclusive)	Awarded To	Meeting Date	Portfolio	Outlier Tenders	Remarks
500/25/043	Waitomo Streetlight Maintenance 2026-2029	Physical Works	2 Years - 11 Months	Ongoing	Tender	NZTA75%/WDC 25%	N/A	2	$474,874 - $494,154	PQM	$583,874	CSL Limited	01/07/26	Roading	No Outliers	Award contract includes Contingency Value
500/25/056	Waitomo Bridge Maintenance	Physical Works	3 Years	Ongoing	Tender	NZTA 75%/WDC 25%	N/A	7	$419,032 - $889,098	PQM	$481,033	MaxBuild	01/07/26	Roading	No Outliers	Award contract includes Contingency Value
500/26/021	DVR & Rating Valuation Services	Services	5 Years - 9 Months	Ongoing	Request for Proposal	WDC	N/A	2	$737,736 - $795,330	PQM	$737,736	Opteon NZ Ltd	01/07/26	Finance	No Outliers	
500/26/007	Waitomo District Aquatic Centre Operations & Management	Services	5 Years	Ongoing	Tender	WDC	N/A	3	$750,000 - $857,000	PQM	$750,000	Community Leisure Management LTD	12/08/26	Property	No Outliers	

Key **Evaluation Method and Acronyms**

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.

AOG All of Government

Document No: 1009462

Report To: Audit and Risk Committee

Meeting Date: 13 October 2026

Subject: **Progress Report: WDC Resource Consents – Compliance Monitoring (July to Sept 2026)**

Type: Information Only

Author(s): Komal Devi
Manager Solid Waste Operations and Contracts

Richard Shailer
Roading Manager

1. Purpose of Report

1.1 The purpose of this business paper is to brief the Committee on compliance reporting against Resource Consent conditions, covering first quarter 2026/2027 period.

2. Suggested Resolutions

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

2.1 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.

3.2 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.

Note: The majority of WDC's resource consents held by WRC relate to water and wastewater activities, the responsibility for which have transferred to Waikato Waters Ltd.

4.2 The following table sets out details of the compliance reporting requirements for WDC's resource consents post the transfer of water and wastewater activities to Waikato Waters Ltd.

RESOURCE CONSENT	REPORT DUE
Monthly	
No. 140685 - Rangitoto Quarry Landfill, William Street, Te Kuiti Conditions 65 & 66	*Not yet commenced*
Quarterly	
No. 101753 - Te Kuiti Landfill, William Street, Te Kuiti Condition 11 (Within 2 months of sampling)	February, May, August, November
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. 140685 - Te Kuiti Landfill, William Street, Te Kuiti Conditions 62 & 63 (Within 2 months of sampling)	*Not yet commenced*
No. 101753 - Te Kuiti Landfill, William Street Leachate Monitoring	*June and November*
Annual	
No. 120340 - Mokau Closed Landfill Conditions 3, 6 & 10	Monitoring ceased by mutual agreement with WRC (11/2017) Yearly physical inspection is conducted
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. 140685 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report Condition 71	*Not yet commenced*
No. 124718 - Te Kuiti Landfill Annual Report (Condition 13)	August 1
No. 101753 - Te Kuiti Landfill, William Street Annual Report Condition 4 ***Independent Peer Reviewer***	September
No. 103287, 103288 and 103289 - Te Kuiti, Walker Road - Closed Landfill	October
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)

4.3 There are new stormwater discharge consents currently filed with Waikato Regional Council for technical and regulatory review. Once WRC has completed its assessment and is satisfied with the documentation, they will initiate formal consultation with iwi. Following iwi feedback, draft consent conditions will be issued to WDC for consideration prior to final approval.

4.4 The new consents will require a higher level of monitoring and testing than previous consents, reflecting updated regulatory expectations and environmental standards. In addition, Council will be required to deliver annual improvement projects aimed at progressively enhancing stormwater network performance, particularly in relation to water quality outcomes.

4.5 Once the approval process is complete, a summary of the reporting requirements under the new stormwater consents will be added to this report.

5. Resource Consent Compliance Reports

5.1 The following Resource Consent Compliance Reports have been made to WRC covering the first quarter of 2026/2027:

1. AUTH101753.01.01 – Te Kuiti Landfill Ring Drain Condition 11 (Leachate Monitoring)
Report Due: Quarterly

Activity Description	Place up to 232,000 tonnes of municipal solid waste onto or into land, in the Rangitoto Quarry Landfill, William Street, Te Kuiti.
Reporting Period:	April to June 2026
Compliance Status:	**Compliant**
WDC Reference:	1009450

2. AUTH124718.01.01 – Te Kuiti Landfill Conditions 7 to 9 (Surface Waters Monitoring) SW 2
Report Due: Quarterly

Activity Description	Discharge leachate from sanitary landfill into ground
Reporting Period:	May to July 2026
Compliance Status:	**Compliant**
WDC Reference:	1009461

3. AUTH124718.01.01 – Te Kuiti Landfill Condition 13
Report Due: Annually

Activity Description	Discharge leachate from sanitary landfill into ground
Reporting Period:	1 August 2025 to 31 July 2026
Compliance Status:	**Compliant - Submitted report on time. Waiting for feedback from WRC.**
WDC Reference:	1009452

4. AUTH101753.01.01 – Te Kuiti Landfill Condition 4 (Independent Peer Reviewer) Report Due: Annually

Activity Description	Place up to 232,000 tonnes of municipal solid waste onto or into land, in the Rangitoto Quarry Landfill, William Street, Te Kuiti.
Reporting Period:	1 August 2025 to 31 July 2026
Compliance Status:	**Compliant – Submitted on time. Reviewer recommended the following:** Recommendations regarding landfill rehabilitation and aftercare are summarised as follows: (a) Remediation of perched leachate at the sides of a shallow vee drain at the north western edge of the landfill. (b) Regular CCTV inspection of the sewer line receiving leachate from the landfill for the full length of the sewer through the site down to William Street. This to be generally at 3 yearly intervals with more frequent inspection at locations where the sewer is close to trees. Remediation of root intrusion or damage is to be carried out as necessary. (c) Ensure the side batters of the landfill cover are no steeper than 1 on 3. (d) Remove pampas from the south east landfill batter to allow ongoing visual inspection of the batter to check for possible leachate break out (e) Stabilise intermediate or final fill batters by hydroseeding or similar (f) Minor earthworks on the drain beside the access track adjacent to the crest of the toe bund towards the low point to prevent ponding of stormwater and provide an engineered low point to prevent scour due to flow over the crest of the toe bund. (g) Landfill leachate drains are CCTVd in 2027 (h) The risk of slippage above the high wall is minimised to the extent practical with respect to protection of the stormwater manholes and catchpit immediately below the high wall. (i) Ongoing maintenance of the stormwater pipes, inlets and channels at the top of the highwall to remove any blockage due to soil slumping or deposition of sediment or vegetation. (j) Implementation of recommendations in Landfill Rehabilitation and Aftercare Plan.
WDC Reference:	1009454

Document ID: 1009351

Report To: Audit and Risk Committee

Meeting Date: 13 October 2026

Subject: **Mastercard Expenditure Report: July – August 2026**

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 July to August 2026.

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: July – August 2026 be received.

3. Commentary

INTRODUCTION

3.1 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.

3.2 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.

3.3 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.

ACKNOWLEDGEMENT OF RISK

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

3.5 To mitigate the level of risk in WDC employees utilising corporate credit cards, WDC has a policy relative to their use.

POLICY

3.6 Credit card expenditure is classed as "sensitive expenditure" and the policy relating to credit card use is contained in Council's Sensitive Expenditure Policy.

3.7 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.

PRESENTATION OF EXPENDITURE DETAILS

3.8 Historically, copies of the monthly "Mastercard Statement Authorisation Forms" have been presented to each Audit and Risk Committee Meeting.

3.9 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.

3.10 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

RISK

5.1 There is no risk in reporting, or not reporting, on credit card expenditure.

5.2 Other than transparency, the only benefit of reporting publicly on credit card expenditure is the reduction in requests for the information under LGOIMA.

CONSISTENCY WITH EXISTING PLANS AND POLICIES

5.3 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.

5.4 Regardless of whether the Committee chooses to receive these reports or not, the Mastercard Authorisation Forms must still be completed for audit purposes, so there is no additional resource load in providing these reports to the Committee.

SIGNIFICANCE AND COMMUNITY VIEWS

5.5 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: July to August 2026 (Doc # 1009349)

Mastercard Expenditure Authorisation - 2026/2027

Cardholder	Position	Statement Date	Creditor	Date	Total Amount	Amount Detail	GL Code	Expenditure Detail
July 2026								
Michelle Higgie	Manager - Governance Support	27/07/2026						
			Air New Zealand	29/06/2026	$676.21		11140551	(Hamilton to Blenheim return) Kauri Calvert (Mayor's 2026 Rangatahi for the TUIA Programme) - Attendance at Waikawa Marae (Picton) on 7-10 August 2026.
			Waka Kotahi (NZTA)	3/07/2026	$772.44		82027513	10,000km Road User Charges for Fleet Vehicle (QPA9) - Parks and Reserves
			Air New Zealand	9/07/2026	$504.11		11142700	Airfares (Hamilton-Wellington return) - Mayor's attendance at Local Government New Zealand Rural & Provincial Sector Meeting in Wellington on 6 August 2026.
			ibis Wellington	9/07/2026	$136.04		11142700	Accommodation (1 Night) - Mayor's attendance at Local Government New Zealand Rural & Provincial Sector Meeting in Wellington on 6 August 2026.
			Air New Zealand	15/07/2026	$452.16		11142700	Airfares (Hamilton-Wellington return) - Cr Tasker's attendance at Local Government New Zealand Rural & Provincial Sector Meeting in Wellington on 6-7 August 2026.
			Waka Kotahi (NZTA)	15/07/2026	$772.44		82027526	10,000km Road User Charges for Fleet Vehicle (RLU508) - Parks and Reserves
			ibis Wellington	15/07/2026	$332.88		11142700	Accommodation (2 Nights) - Cr Tasker's attendance at Local Government New Zealand Rural & Provincial Sector Meeting in Wellington on 6-7 August 2026.
					$3,646.28			
Helen Beever	General Manager - Community Services	27/07/2026						
			Jotform	26/07/2026	$416.18	$234 USD		Jotforms plan upgrade - this is the platfrom we currently use for our grant applications
					$416.18			

Authorisation:

Position	Date	Signature
Mayor	7/08/2026	
Chief Executive	7/08/2026	
Manager Governance Support	6/08/2026	
General Manager Community Services	6/08/2026	
General Manager Strategy & Environment		N/A
District Librarian		N/A

Note:

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

Cardholder	Authoriser
Chief Executive	Mayor (or Deputy Mayor in the Mayor's absence) and Manager – Governance Support
Senior Management / District Librarian	Chief Executive
Manager – Governance Support	Mayor (or Deputy Mayor in the Mayor's absence) and Chief Executive
Mayor	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.

Mastercard Expenditure Authorisation - 2026/2027

Cardholder	Position	Statement Date	Creditor	Date	Total Amount	Amount Detail	GL Code	Expenditure Detail
August 2026								
Michelle Higgie	Manager - Governance Support	27/08/2026						
			Waka Kotahi (NZTA)	14/08/2026	$772.44		83027523	10,000km Road User Charges for Fleet Vehicle (RKT823) - Roading Engineer
					$772.44			
Helen Beever	General Manager - Community Services	27/08/2026						
			A Plus	14/08/2026	$314.18		23240565	PVC Banners - Library Promotion
			Air New Zealand	19/08/2026	$714.92		82538310	Flights (Hamilton to Wellington return) x2 - Attendance at ALGIM Conference in Wellington 16/12/2026 - 19/12/2026 (Manager Customer and Digital Services and Customer Services Team Leader)
			A Plus	19/08/2026	$88.55		23240565	PVC Banners - Library Promotion
					$1,117.65			

Authorisation:

Position	Date	Signature
Mayor	8/09/2026	
Chief Executive	8/09/2026	
Manager Governance Support	8/09/2026	
General Manager Community Services	8/09/2026	
General Manager Strategy & Environment		N/A
District Librarian		N/A

Note:

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

Cardholder	Authoriser
Chief Executive	Mayor (or Deputy Mayor in the Mayor's absence) and Manager – Governance Support
Senior Management / District Librarian	Chief Executive
Manager – Governance Support	Mayor (or Deputy Mayor in the Mayor's absence) and Chief Executive
Mayor	Note: The current Mayor does not hold a corporate credit card.

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

Document No: 1005690

Report To: Audit and Risk Committee

Meeting Date: 13 October 2026

Subject: **Quarterly Report: Key Performance Indicators for the period ended 30 September 2026**

Type: Information Only

Author(s): Rajeshwari Mahadevappa
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 2026/27 financial year for the period 1 July 2026 to 30 September 2026 (Quarter 1).

1.2 A copy of the KPI (Key Performance Indicator) Quarterly 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 Quarterly Report: Key Performance Indicators for the period 1 July 2026 to 30 September 2026 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 first Quarterly Report for the 2026/27 year, covering the period 1 July 2026 to 30 September 2026 (Quarter 1).

4. Commentary

SERVICE PERFORMANCE SUMMARY

4.1 Following the transfer of water and wastewater activities to Waikato Waters Ltd. on 1 July 2026, the number of key performance indicators (KPIs) measured reduced from 74 in 2025/26 to 36 in 2026/27.

4.2 Of the 36 key performance indicators measured, 22 (61%) are achieved, 3 (8%) are not achieved, 2 (6%) nearly achieved, and 9 (25%) with no data available.

4.3 The KPI results relating to resident satisfaction will be captured in the May/June 2027 Resident Survey (Quarter 4) these are reported as 'no data'.

LEADERSHIP

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

4.5 The effectiveness of Council communications measure is based on 2027 Resident Survey results and is reported as no data.

COMMUNITY AND PARTNERSHIPS

4.6 Two out of five measures are achieved. These are for contestable grant funding and active library members.

4.7 The following measures are not achieved for this quarter (but on track to achieve for year end) –

- events delivered in partnership with other organisations (planning for events underway e.g., Christmas Parade, Great NZ Muster and other events).
- number of participants in library programmes and activities (events coming up over the next few months - five holiday events and four school visits).

4.8 The KPI for helpfulness and friendliness of the customer services team (2027 Resident Survey results) is reported as no data.

RECREATION AND PROPERTY

4.9 One out of three measures is achieved, all facilities have current Building Warrant of Fitness.

4.10 Two measures, satisfaction with parks and open spaces, and cleanliness of public toilets are based on 2027 Resident Survey results and are reported as no data.

REGULATORY SERVICES

4.11 Three of the seven measures are achieved - these are for alcohol licenses, food licenses, and accreditation of building consent authorities (BCA).

4.12 The KPI for processing building consents is nearly achieved for this quarter as one application was refused late by a day (21 days).

4.13 The KPI for completing LIM applications within the statutory period is nearly achieved for this quarter as one LIM application exceeded the statutory 10 working day period (11 days) due to the delay in the sign-off process.

4.14 The following measures are reported as 'no data' –

- the KPI for satisfaction with animal control services (2027 Resident Survey results).
- Civil Defence training KPI (will be completed in Quarter 4).

RESOURCE MANAGEMENT

4.15 The one measure in this area has been achieved with all resource consents processed within statutory timeframes for Quarter 1.

SOLID WASTE

4.16 Measure related to number of justifiable complaints about uncollected rubbish is achieved.

4.17 The following measures are reported as 'no data' –

- satisfaction with the rural transfer stations and landfill are based on 2027 Resident Survey results.

- diversion rate - under the current contracted collection process with the new contractor, recycling bins are only emptied once they are full. Once recycling has been moved we will be able to measure this KPI.

STORMWATER

4.18 All measures for stormwater have been achieved for this quarter.

ROADS AND FOOTPATHS

4.19 Five out of six measures have been achieved for this quarter. These are related to number of fatalities and serious injury crashes, the smooth travel exposure rating, ratings for footpath network, metaling unsealed roads and responding to service requests.

4.20 The measure related to resurfacing the sealed roads is not achieved, as resurfacing is undertaken predominantly in Quarters 2 and 3 from October through to the end of March.

5. Attachments/Separate Enclosures

Attachment:

1 KPI Quarterly Report Quarter 1 for period ending 30 September 2026 (Doc # 1003109)

Key Performance Indicators Quarterly Report Q1

For the period 1 July to 30 September 2026



Waitomo District Council

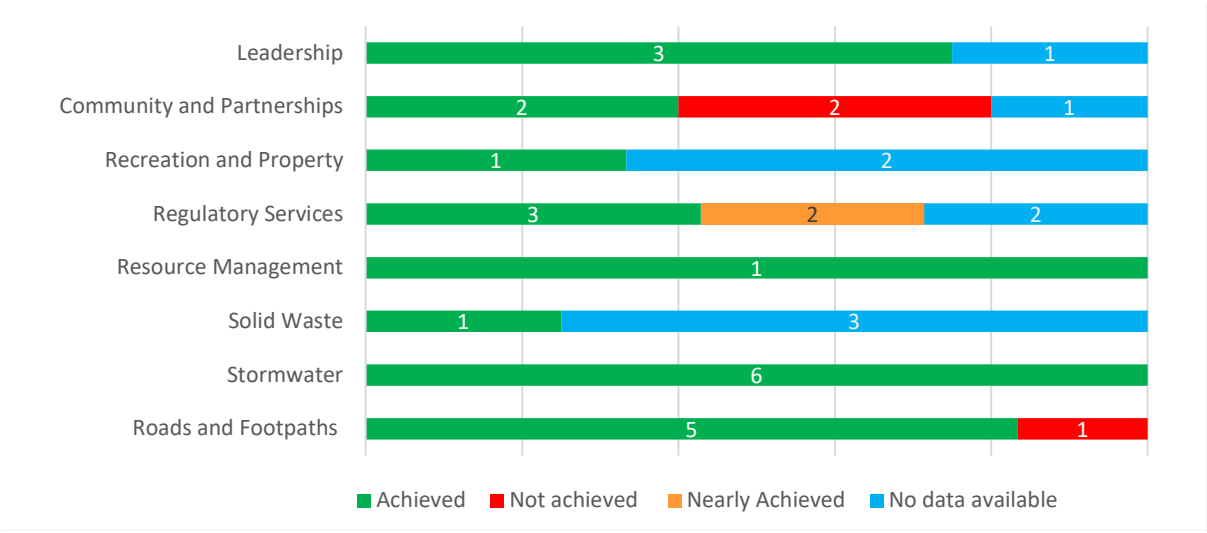
INTRODUCTION

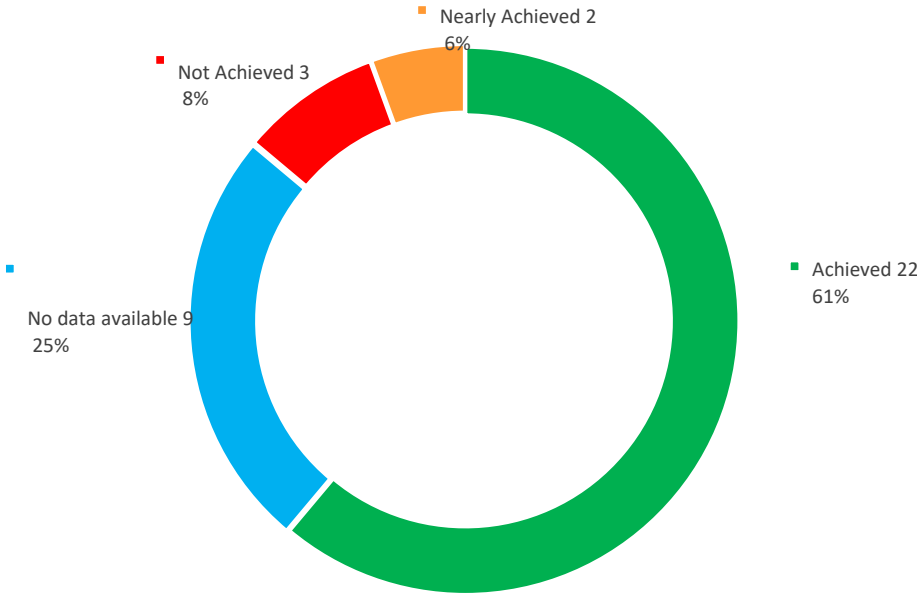
The 2024-2034 Long Term Plan (LTP) was adopted in June 2024. It sets out outcomes we aim to deliver for our community, through the activities we undertake. Within each group of activities outlined in the LTP, we have outlined the levels of service we intend to deliver.

The purpose of this report is to provide high-level updates of these Council activities for the months of 1 July to 30 September 2026. The report covers non-financial KPI (Key Performance Indicators) of groups of activities.

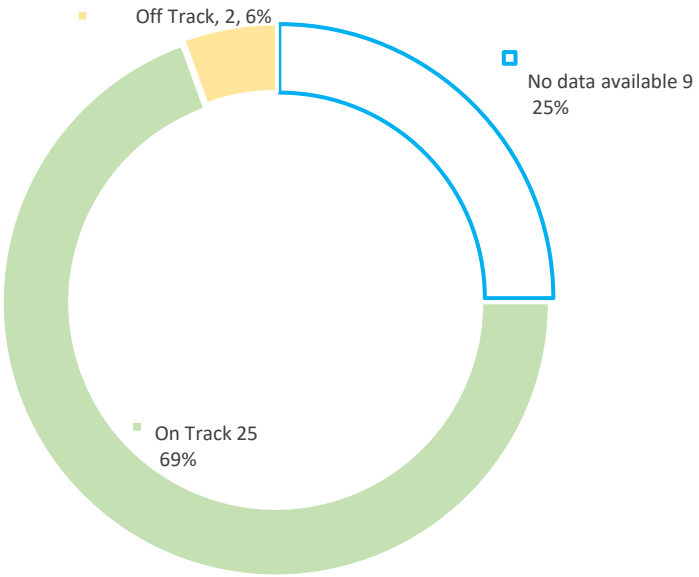
Each KPI reported on in the quarterly report is given a result of either achieved, not achieved, nearly achieved, and no data available. A nearly achieved result is shown when a KPI has not been achieved but was close to achieving. This occurs when a result is within 5% of the target, this being within the margin of error for Resident Survey results.

SERVICE PERFORMANCE SUMMARY AS AT 30 SEPTEMBER 2026





Of the 36 key performance indicators measured, 22 (61%) are achieved, 3 (8%) are not achieved, 2 (6%) nearly achieved, and 9 (25%) with no data available.



Of the 36 key performance indicators measured this quarter, 25 (69%) are on track to be achieved, 2 (6%) are off track and 9 (25%) with no data available.

SERVICE PERFORMANCE MEASURES

Performance Measure Status

Not Achieved	Achieved	Nearly achieved*	Data not available
Target/Result shading indicating year end results	On track	Off track	Not Achieved

* 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				Target/Result	Commentary
Our governance services are robust and transparent.	The percentage of Council agendas that are publicly available before a Council meeting.					**Target**: ≥ 80% available 4 working days prior and 100% available 2 working days prior **Result**: Achieved **Previous result:** Achieved	80% (4 out of 5) Agendas were publicly available 4 days before the respective meeting. 100% (5 out of 5) Agendas were publicly available 2 days before the respective meeting. Note: The agenda for the Extraordinary Meeting to

							adopt the Headstart Proposal was the reason for not achieving 100%.
We communicate effectively with our community.	Percentage of residents satisfied that they received or could find Council information when they needed it.					**Target**: Between 80 - 100% **Result**: No data **Previous result:** Achieved 89%	Resident Survey results will be available in June 2027.
We communicate regularly with our community about what matters.	The number of posts on our Facebook page per week.					**Target**: ≥ 5 each week for at least 45 weeks **Result**: Achieved **Previous result:** Achieved	Out of the 14 weeks in Q1, 12 weeks exceeded the number of required posts per week. The total number of posts not including shares was 120. The weekly average was 8. Two weeks were missed due to staff absence.
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**: 100% **Result**: 100% **Previous result:** Achieved 100%	All customers that required feedback had been contacted for Quarter 1.

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	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**: ≥ 3 **Result**: 0 **Previous result:** 3	No events this quarter, planning is underway for the events - Christmas Parade, Great NZ Muster and other events.
We provide a comprehensive and well used Library service for our community.	The number of active library members.					**Target**: ≥ 2% on the year previous (≥1025 members, which is 2% of 1005 active members in 2025/26) **Result**: 967 **Previous result:** Achieved 1005 members	Active users in Quarter 1 is 967, at this time last year was 946 (2% increase).
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 (≥ 2076 participants, which is 5% of 1977 participants in 2025/26) **Result**: 238 **Previous result:** Achieved 1977	Events coming up over the next few months, five holiday events and four school visits.
Our customer service team are friendly and helpful.	The percentage or residents satisfied their initial interaction with council customer services was friendly and helpful.					**Target**: Increasing trend **Result**: No data **Previous result:** Nearly Achieved 88%	Resident Survey results will be available in June 2027.

[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:** No data **Previous Result**: Achieved 91%	Resident Survey results will be available in June 2027.
We provide community facilities that are compliant with legislative standards.	Ensure facilities with compliance schedules have current Building Warrant of Fitness (BWOF).					**Target**: Achieve **Result**: Achieved **Previous Result**: Achieved	All facilities have current Building Warrant of Fitness (BWOF).
We provide clean public toilets for our community and visitors.	Percentage of residents satisfied with the cleanliness of public toilets.					**Target**: ≥ 85% **Result**: No data **Previous Result**: Not Achieved 61%	Resident Survey results will be available in June 2027.

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:** 96% **Previous Result**: Nearly Achieved 99%	One application was refused late by a day.
We provide regulatory services for alcohol licences.	All premises that sell alcohol are licensed.					**Target**: 100% Compliance **Result**: Achieved 100% **Previous Result**: Achieved 100%	All premises that sell alcohol are licensed.
We provide regulatory services for food licences.	All premises that sell food are licensed and registered.					**Target**: 100% Compliance **Result**: Achieved 100% **Previous Result:** Achieved 100%	All premises that sell food are licensed and registered.
We provide Land Information Services (LIMs) efficiently.	LIM applications are processed within 10 working days.					**Target**: 100% Compliance **Result:**97% **Previous Result**: Nearly Achieved 95%	One application was processed on day 11 - signed off late.
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:** Achieved **Previous Result**: Achieved	BCA accreditation achieved. Next assessment due in July 2028.

Regulatory Services							
You can expect	**Measure**	**Q1**	**Q2**	**Q3**	**Q4**	**Target/Result**	**Commentary**
We provide an effective Animal Control service.	Percentage of residents satisfied with the provision of the Animal Control service.					**Target**: ≥ 75% **Result:** No data **Previous Result**: Not Achieved 67%	Resident Survey results will be available in June 2027.
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:** No data **Previous Result**: No data	Training will be completed in Quarter 4.

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**: Achieved 100% **Previous Result**: Achieved 100%	All resource consents were processed within 20 days.

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**: Achieved **Previous Result**: Achieved	No week exceeded 7 complaints.
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**: No data **Previous Result**: Not Achieved 80%	Resident Survey results will be available in June 2027.
	Percentage of users that are satisfied with the Waitomo District Landfill.					**Target**: ≥ 90% **Result**: No data **Previous Result:** Nearly Achieved 88%	Resident Survey results will be available in June 2027.
We encourage waste minimisation by providing recycling services	Diversion rate[3] of the District's waste to landfill.					**Target**: Increasing trend of diversion rate to ≥ 50%	Recycling tonnage data from Awakino, Marokopa, and Kinohaku Transfer Stations is not

[2] Kerbside collection services offered in Te Kūiti, Waitomo Village, Piopio, and Mōkau.
[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.

Solid Waste							
You can expect	**Measure**	**Q1**	**Q2**	**Q3**	**Q4**	**Target/Result**	**Commentary**
to reduce waste sent to landfill.						**Result**: no data **Previous Result:** Achieved 60%	recorded because the bins had not reached capacity.

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:** Achieved 0	No flooding events in Quarter 1.
	For each flooding event the number of habitable floors affected in a financial year.	●				**Target:** ≤ 5 per 1000 properties (1,862 properties) **Result:** 0 **Previous result:** Achieved 0	No flooding events in Quarter 1.
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**: 0 **Previous result:** Achieved 0	No Notices received in Quarter 1.
	The number of abatement notices, enforcement orders or convictions related to the management of the stormwater system.	●				**Target**: 0 **Result:** 0 **Previous result:** Achieved 0	No Notices received in Quarter 1.

[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 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:** Achieved 0	No flooding events in Quarter 1.
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 (1,862 properties) **Result:** **Previous result:** Not Achieved - 10 complaints or 5.4 complaints per 1,000 properties	One complaint for 1,862 properties, which is 0.5 complaint per 1000 properties.

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.[5]					**Target**: maintain or decrease from previous year **Result:** 0 fatal and 1 serious crash **Previous result:** Not Achieved - 0 fatal and 5 serious crashes	0 fatal and 1 serious crash in Quarter 1.
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.[6]					**Target**: ≥ 80% (of total network) **Result:** 90% **Previous result:** Achieved 90%	Achieved at 90% below 150 NAASRA count.
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:** 0 kms **Previous result:** Achieved 6.4%	Resurfacing is undertaken predominantly in Quarters 2 and 3 from October through to the end of March.
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.[7]					**Target**: ≥ 85% **Result:** 93% **Previous result:** Achieved 93%	Survey was done in March 2025, done once in three years.

[5] 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.

[6] 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.

[7] Acceptable ratings being 1-very good 2-good and 3-fair as assessed by industry trained raters.

Roads and Footpaths							
You can expect	**Measure**	**Q1**	**Q2**	**Q3**	**Q4**	**Target/Result**	**Commentary**
We will investigate and respond to the customer about their request for service relating to road and footpath issues.	The percentage of customer service requests relating to roads and foot paths responded to within 10 working days.	●				**Target**: ≥ 90% **Result:** 96% **Previous result:** Achieved 97%	140 out 146 service requests were responded to within 10 working days.
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:** 7% **Previous result:** Achieved 17.9% (98.3km)	A total of 38km of metalling done in Quarter 1. Length of unsealed network is 549.2 km. Q2 and Q3 will not have any metalling programmed due the weather not being ideal. Q4 will bring more metalling and contribution towards the KPI.

Document ID: 1009368

Report To: Audit and Risk Committee

Meeting Date: 13 October 2026

Subject: **Value of Local Supplier Spend 2025/26**

Type: Information Only

Author(s): Tina Hitchen
Chief Financial Officer

1. Purpose of Report

1.1 The purpose of this business paper is to provide the annual spend to local businesses between 1 July 2025 to 30 June 2026.

2. Suggested Resolutions

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

1 The business paper on Value of Local Supplier Spend 2025/26 be received.

3. Background

3.1 At the 13 May 2026 Audit and Risk committee meeting, members requested the total annual spend paid to local businesses.

3.2 Local businesses are defined as:

a local business *is any business that is based in the WDC ratable area, this can be a branch or compound of a business whose headquarters are elsewhere in New Zealand, as long as there is a branch within the Waitomo District ratable area and they are also a New Zealand Business.*

3.3 Spend data has been extracted from the financial system for payments made during the 1 July 2025 to 30 June 2026 year covering purchase orders, contracts and invoice payments attributed to local suppliers. The data excludes grants provided to community organisations, refunds to customers, payments to lenders and banks, central government, regional council rates and central government levies.

4. Commentary

4.1 The total value of spend for the 12 month period was $52.15 million (incl GST). Of this spend, $24.26 million was spent with 84 local businesses (46%). Large contributors to the value of the local spend were Inframax Construction Ltd and McIndoe Group Ltd. The remaining 54% was spread across 377 suppliers.

4.2 The analysis of the supplier spend shows that WDC continues to maintain a strong level of engagement with local suppliers across infrastructure, community services and operational support categories.

4.3 This data also provides assurance that WDC's procurement activity continues to support both value for money and local economic participation.

4.4 It is planned that this information, along with the top 20 suppliers list, will be reported annually after the conclusion of the Annual Report.

Document ID: 1009437

Report To: Audit and Risk Committee

Meeting Date: 13 October 2026

Subject: **Presentation: Deloitte Report for the year ended 30 June 2026**

Type: Decision Required

Author(s): Tina Hitchen
Chief Financial Officer

1. Purpose of Report

1.1 The purpose of this business paper is to advise the Committee that Deloitte representatives (Matt Laing, Partner and Callum Maxwell, Associate Director – Audit Services) will attend the meeting (online) to present Deloitte's Report for the year ended 30 June 2026.

1.2 Consideration of the Annual Report document and making a recommendation to the Council is dealt with in a separate business paper included in the public portion of this Agenda.

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 Deloitte Report for the year ended 30 June 2026 be received.