

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 14 MAY 2024 AT 9:00AM

- PRESENT:** Independent Chairperson, Bruce Robertson
Deputy Mayor Allan Goddard
Gavin Todd
Janette Osborne
- IN ATTENDANCE:** Miles O'Connor (Bancorp) via ZOOM
Matt Laing and Callum Maxwell (Deloitte) via ZOOM
- Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
General Manager – Community Services, Helen Beever
General Manager – Infrastructure Services, Shyamal Ram
Manager – Strategy and Policy, Charmaine Ellery
Senior Strategy and Policy Advisor, Alice Tasker
Chief Financial Officer, Tina Hitchen
Assets Accountant, Wayne La Roche
Health and Safety Coordinator, Tanchia Pitts-Brown

1. Apology

Resolution

The apologies from Mayor Robertson and Councillor Janene New be received and leave of absence granted.

B Robertson/Goddard Carried

2. Declarations of Member Conflicts of Interest

No declarations made.

3. Confirmation of Minutes: 13 February 2024

Resolution

The Minutes of the Waitomo District Council Audit and Risk Committee meeting of 13 February 2024 be confirmed as a true and correct record.

B Robertson/Osborne Carried

The Manager – Strategy and Policy and Senior Strategy and Policy Advisor entered the meeting at 9.08am.

4. Mastercard Expenditure Report (February/April 2024)

The Committee considered a business paper presenting for the Committee's information and consideration, details of expenditure incurred via WDC issued Corporate Mastercard.

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

Resolution

The Mastercard Expenditure Report for the period February - April 2024 be received.

B Robertson/Todd Carried

5. Progress Report: Key Performance Indicators - period ended 31 March 2024
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The Committee considered a progress report presenting the delivery performance on non-financials for the 2023/24 financial year for the period ending 31 March 2024 (Quarter 3).

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

The General Manager – Community Services and Health and Safety Coordinator entered the meeting at 9.13am.

Resolution

The Progress Report: Key Performance Indicators for the period ended 31 March 2024 be received.

Todd/Goddard Carried

The Manager – Strategy and Policy and Senior Strategy and Policy Advisor left the meeting at 9.22am.

6. Progress Report: Health and Safety
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The Committee considered a progress report on health and safety performance during quarter three of the 2023/2024 year.

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

The Chairperson requested that in future reporting to the Committee include characterisation in a generalised and anonymised manner of incidents and also detailing the learnings/mitigation measures taken as a result of those incidents.

The Chairperson also requested for a future meeting details are provided on the controls for dealing with aggressive behaviour at Council's different sites.

The General Manager – Infrastructure Services entered the meeting at 9.35am.

Resolution

The Progress Report: Health and Safety be received.

Todd/Osborne Carried

The General Manager – Community Services and Health and Safety Coordinator left the meeting at 9.38am

7. Progress Report – Strategic Risk Management and Monitoring
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The Committee considered a progress report on the risk mitigation actions for Waitomo District Council's Strategic Risks.

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

The Chairperson queried the bandwidth available to Waitomo District Council to deal with the aggregation considerations of 3 Waters by the September 2024 deadline. The Chief Executive verbally briefed the Committee on considerations and actions taken to date.

The following items were identified for future risk management and monitoring reporting –

- The inclusion of information on what mitigation measures have been put in place.
- Once the Long Term Plan has been adopted that Council have a workshop to review the risks contained in the current Risk Register.

Resolution

The business paper on Progress Report – Strategic Risk Management Monitoring be received.

B Robertson/Goddard Carried

8. Progress Report: Procurement Summary Schedule (January 2024 – March 2024)

The Committee considered a progress report presenting a summary of the procurements made in the period 1 January 2024 to 31 March 2024 in accordance with Waitomo District Council's Procurement Policy.

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

Resolution

The Progress Report: Procurement Summary Schedule (1 January 2024 to 31 March 2024) be received.

Goddard/Osborne Carried

9. Progress Report: WDC Resource Consents – Compliance Monitoring
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The Committee considered a progress report on compliance reporting against Resource Consent conditions, due during the third quarter (2023/2024)

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

The Chief Financial Officer and Assets Accountant entered the meeting at 10.06am.

Resolution

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

B Robertson/Todd Carried

The General Manager – Infrastructure Services left the meeting at 10.25am.

10. Recommendation to Council – Removal of Overdraft Facility
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The Committee considered a business paper seeking a recommendation from the Audit and Risk Committee to the Council to remove the overdraft facility from the Council's operating bank account.

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

Resolution

- 1 The business paper on Recommendation to Council - Removal of the Overdraft Facility be received.
- 2 The Audit and Risk Committee recommend the removal of the overdraft facility from Council's operating bank account be referred to Council for approval.

Osborne/Goddard Carried

The meeting adjourned at 10.27am and reconvened at 10.35am.

Miles O'Connor, Bancorp Treasury Services Limited entered the meeting via ZOOM at 10.35am.

11. Treasury Management Report for the period ended 31 March 2024
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The Committee considered a business paper providing an update on WDC's debt position and compliance with borrowing limits for the period ended 31 March 2024.

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

Miles O'Connor, Bancorp Treasury Services Limited spoke to the Bancorp Dashboard Treasury Management Report as at 31 March 2024 and answered Members' questions. Miles O'Connor also advised that Bancorp Treasury Services Limited are offering a Treasury Management 101 Presentation to various Councils and if Waitomo District Council is interested they just need to notify him.

Miles O'Connor, Bancorp Treasury Services Limited left the meeting at 10.56am.

Resolution

- 1 The business paper on Treasury Management Report for period ended 31 March 2024 be received.
- 2 The Committee note the policy breaches for fixed interest hedging bands and the plan to remedy the breaches.

B Robertson/Goddard Carried

The Committee agreed that an approach should be made of Bancorp Treatment Services Limited to make a Treasury Management 101 presentation to Waitomo District Council.

Deputy Mayor Allan Goddard noted Bruce Robertson's retirement from the role of the Audit and Risk Committee Independent Chairperson, effective 1 July 2024, and on behalf of the Waitomo District Council acknowledged Bruce's service since November 2018 and thanked him for his time and support to Waitomo District Council over that time.

12. Motion to Exclude the Public

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

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Annual Report and Summary Annual Report 2023/24 – Audit Engagement, Proposal, Service Plan and Timeline	Section 7(2)(c)(1) (c) To 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;	Section 48(1)(d)
2. Progress Report - Audit findings for year ended June 2023	Section 7(2)(c)(1) (c) To 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;	Section 48(1)(d)

- 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.

B Robertson/Osborne

Carried

The meeting adjourned at 11.04am and reconvened at 11.10am.

13. Public Excluded Items to be made public following Council's decision taking
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Resolution

Following the Committee's consideration and decision taking of the public excluded items the following information be made public:

1 Annual Report and Summary Annual Report 2023-24 - Audit Engagement, Proposal, Plan and Timeline

The Resolution only be made public as follows:

Resolution

- 1 The business paper on Annual Report and Summary Annual Report 2023/24 – 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 Audit Planning Report be accepted as presented.*
- 5 The Chief Executive be delegated authority to sign on behalf of the Waitomo District Council*
 - a) The Deloitte Audit Engagement Letter; and*
 - b) The Deloitte Audit Proposal letter.*

B Robertson/Goddard Carried

2 Progress Report – Audit findings for year ended 2023

The Resolution only be made public as follows:

Resolution

The business paper on Progress Report – Audit findings for year ended 2023 be received.

Osborne/Goddard Carried

B Robertson/Goddard Carried

There being no further business the meeting closed at 12.06pm.

Dated this day of 2024

BRUCE ROBERTSON
INDEPENDENT CHAIRPERSON

Confidential

Confidential

Document No: A733287

Report To: Audit and Risk Committee



Meeting Date: 13 August 2024

Subject: **Chair Report – August 2024**

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 2024.
- 1.2 Attached to and forming part of this business paper is the Chair Report – August 2024.

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 2024 be received.

3. Attachments/Separate Enclosures

Attachment:

- 1 Chair Report – August 2024

WAITOMO DISTRICT COUNCIL – AUDIT AND RISK COMMITTEE

AUGUST 2024 – CHAIR REPORT

Kia ora koutou,

Ko Taupiri te maunga
Ko Waikato te awa
Ko Tainui te waka
Ko Waikato te iwi
Ko Ngaati Mahuta te hapuu
Ko Te Kooraha te marae
Ko Jaydene Kana tooku ingoa

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

For the remainder of this triennium, I am looking forward to chairing Waitomo District Council’s Audit and Risk Committee and collaborating with Committee Members to provide guidance, assurance and assistance on matters specific to risk, compliance controls and external accountabilities.

I regularly attend Audit and Risk Chair Forums, hosted by The Office of the Auditor-General. These Forums provide an opportunity to hear from various presenters about topical issues relevant to Audit and Risk Committees. After each Forum, I will include my reflections in my Chair Report for the Committee’s information. The table below outlines my reflections from the most recent Forums I have attended:

Forum	Summary Reflections
Cyber Security Governance <i>22 March 2024</i> Speakers from the National Cyber Security Centre and Waka Kotahi	<p>The NCSC’s Charting Your Course series of documents provides organisations with practical advice on enhancing cyber security governance, including 6 keys steps for cyber-security governance:</p> <ul style="list-style-type: none"> ▪ Building a culture of cyber-security ▪ Establishing roles and responsibilities ▪ Holistic risk management ▪ Cyber security collaboration ▪ Creating a cyber-security programme ▪ Measuring resilience <p>More information can be found here: Guidance</p> <p>Other takeaways for governors:</p> <ul style="list-style-type: none"> ▪ Cyber incidents are inevitable, so have a response plan in place and ensure it is tested ▪ Understand your points of failure, for example the powerful spreadsheet, only one person with the knowledge, non-existent documentation and third-party vendors that manage, support, protect or hold your data and/or infrastructure.

Climate Governance 17 May 2024 Speakers from Air New Zealand and Mercury	<p>Some key steps for climate governance include:</p> <ul style="list-style-type: none"> ▪ Setting targets ▪ Having a long-term view ▪ Having a culture where climate and nature matter ▪ Ensuring governance are across climate reporting, including updating Audit and Risk Committee's terms of reference to cover climate reporting ▪ Understanding climate adaptation scenarios, for example what does a 1.5% change in temperature mean for infrastructure. <p>The Chapter Zero NZ Board Toolkit also provides a simple and practical framework to ensure that climate challenge is being effectively addressed at the board table. More information can be found here: Guidance</p>
Asset Management 26 July 2024 Speakers from the NZ Infrastructure Commission and Orion Group	<p>Some key takeaways for asset management include:</p> <ul style="list-style-type: none"> ▪ Asset management helps ensure we spend the right amount of money, on the right things at the right time. ▪ Leadership and governance are fundamental to asset management maturity – this includes focussing on asset management and being curious about asset management plans, seeking assurances that asset management practices are strong, when times are tough fiscally resisting the temptation to reduce spending on asset management and championing good practice. ▪ Leaders and governors should be conscious of their role in shaping the organisation's asset management and safety culture. Encourage being honest and realistic about the asset condition and the associated maintenance and safety costs versus focussing on compliance and expecting reporting that everything is ok and that there are no incidents. ▪ Key things that will impact asset management in the future: <ul style="list-style-type: none"> - Demographics – Slowing population growth, decreasing importance of growth assets - Climate Change – Increased risk of asset failure, risks arise sooner than planned - Construction costs – Increasing costs over time ▪ Across almost all infrastructure categories in Aotearoa New Zealand, spending on asset renewals and management is less than the associated depreciation. For local government this includes local roads and footpaths, water supply, sewage treatment and disposal and stormwater drainage. The exception for local government is flood protection and control. ▪ 90% of our infrastructure has been built since 1950 – this is starting to wear out now. ▪ Over half of our infrastructure has been built in the last 30 years – this will wear out over the next generation.

I am also looking forward to working with Staff Members submitting reports for the Audit and Risk Committee's consideration, to build on the legacy of this Committee's present and past Members including former Chair Bruce Robertson.

Recommendation

That the Audit and Risk Committee receives the report.

Jaydene Kana
Chair, Audit and Risk Committee
5 August 2024

Document No: A733260

Report To: Audit and Risk Committee



Meeting Date: 13 August 2024

Subject: Mastercard Expenditure Report: May/June 2024

Type: Information Only

Author(s): Michelle Higgie
Manager – Governance Support

1. Purpose of Report

- 1.1 The purpose of this business paper is to present details of expenditure incurred via WDC issued Corporate Mastercard for the Committee's information and consideration.

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 Mastercard Expenditure Report for the period May/June 2024 be received.

3. Commentary

3.1 Introduction

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

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

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

3.5 Acknowledgement of Risk

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

- 3.7 To mitigate the level of risk in WDC employees utilising credit cards, WDC has an implemented Credit Card Policy.

3.8 Policy

- 3.9 A summary of the Policy is as follows:

- Provides guidance on the use of a WDC Corporate Credit Card
- Imits approval of the issue of any credit card to the Chief Executive
- Requires a bi-annual review of both Cardholders and the Policy
- Details what is valid expenditure and what is not
- Makes an allowance for exceptional circumstances

- Requires all credit card purchases (both online and telephone) to reflect good security practice, to meet the criteria of WDC's Procurement Policy and comply with authorized Financial Delegations.
- Requires reimbursement of any unauthorized expenditure.
- Details the procedure for documenting monthly statements, monitoring by the Chief Executive and the approval (sign-off) of expenditure.
- Details card "limits" and the process for dealing with lost or stolen cards

3.10 Presentation of Expenditure Details

- 3.11 Copies of the monthly "Mastercard Statement Authorisation Forms" are presented to each Audit and Risk Committee Meeting.
- 3.12 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.
- 3.13 The publishing of credit card expenditure in Committee Agendas has also reduced requests made under the Local Government Official Information and Meetings Act for this information.

<h2>4. Attachments/Separate Enclosures</h2>
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Attachments:

- 1 Mastercard Authorisation Forms: February - April 2024



A7246914

RECEIVED

05 JUN 2024

WAITOMO DISTRICT
COUNCIL

CONSOLIDATED STATEMENT

TAX INVOICE
GST NO. 93 259 688

27 May 2024

THE DIRECTOR
WAITOMO DISTRICT COUNCIL
P O BOX 404
TE KUITI 3941Westpac Cards Services
53 Galway Street
Auckland 1010
Phone: 0800 888 111
From overseas: +64 9 914 8026

Business Mastercard®

Account summary

Facility Number: 0030 1565 8499
Total Cardholder Limit: \$20,000.00
Total Cardholder Net Balance: \$4,414.60
Total Interest and Fees: \$0.00

Statement period: 28/04/2024 to 27/05/2024

Consolidated summary

CARDHOLDER NAME	ACCOUNT NUMBER	LIMIT \$	BALANCE \$
Ms M D Higgle	0030 2936 5933	10,000	2,793.55
Mrs H M Beever	0030 3956 2081	5,000	848.61
Mr S C Ram	0030 6674 8769	5,000	772.44
TOTALS		\$20,000	\$4,414.60

Direct Debit payment

We advise that \$4,414.60 will be directly charged to your account 03-0449-0070201-00 on 20 June 2024, please note this transaction for your records.

Mastercard is a registered trademark and the circles design is a trademark of Mastercard International Incorporated.

Westpac Business Mastercard Conditions of Use and applicable fees apply. See westpac.co.nz/business/products-services/credit-cards/business-mastercard/ for details.

Mastercard Statement Authorisation Form

Name:	Michelle Higgle
Position:	Manager – Governance Support
Statement Date:	27 / 05 / 2024

(1) Creditor:	Waka Kotahi NZ Transport Agency
Date:	1 May 2024
Amount:	\$392.44
GL Code:	82027766
Expenditure:	5,000km Road User Charges for WDC Fleet Vehicle (KBU339) - Animal Control

(2) Creditor:	OpenAI
Date:	7 May 2024
Amount:	\$166.53
GL Code:	81660721
Expenditure:	OpenAI API Usage

(3) Creditor:	Air New Zealand
Date:	14 May 2024
Amount:	\$491.60
GL Code:	111 42 700
Expenditure:	Airfares (Hamilton - Wellington return) - Councillor Osborne attendance at Local Government New Zealand SuperLocal 24 Conference and Annual General Meeting in Wellington on 21-23 August 2024.

(4) Creditor:	Air New Zealand
Date:	14 May 2024
Amount:	\$491.60
GL Code:	111 42 700
Expenditure:	Airfares (Hamilton - Wellington return) - Chief Executive attendance at Local Government New Zealand SuperLocal 24 Conference and Annual General Meeting in Wellington on 21-23 August 2024.

(5) Creditor:	Waka Kotahi NZ Transport Agency
Date:	15 May 2024
Amount:	\$772.44
GL Code:	82027773
Expenditure:	10,000km Road User Charges for Waitomo District Council Fleet Vehicle (NKG330) - Water Services

(6) Creditor:	Air New Zealand
Date:	15 May 2024
Amount:	\$474.60
GL Code:	111 42 700
Expenditure:	Airfares (Hamilton - Blenheim return) - Mayor's Rangatahi TUIA Representative attendance at Waikawa Marae TUIA in Blenheim on 5 - 8 July 2024.

I certify that:

- 1 I have attached the necessary supplementary docket or receipt.
- 2 The account is payable.
- 3 The debt incurred is work related.
- 4 That any private component is identified and the amount has been reimbursed as follows:

**Signature of
Manager – Governance Support****Date: 25/6/24****Authorised by
Chief Executive:****Date: 25/6/24****Authorised by
Mayor:****Date: 25/6/24**



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CARDHOLDER STATEMENT

TAX INVOICE
GST NO. 93 259 688

27 May 2024

Ms M D Higgle
Waitomo District Council
P O Box 404
Te Kuiti 3941Westpac Cards Services
53 Galway Street
Auckland 1010
Phone: 0800 888 111
From overseas: +64 9 914 8026

Business Mastercard®

Account summary

Opening Balance	\$1,544.88
Payments & Credits	\$1,544.88 CR
Purchases, Cash Advances, Charges & Interest	\$2,793.55
Closing Balance	\$2,793.55

Card number: **** * 9264
Account number: 0030 2936 5933
Statement period: 28/04/2024 to 27/05/2024
Credit limit: \$10,000.00

Transactions

DATE	REFERENCE	DETAILS	AMOUNT \$
19 May 24	13900099000519999949330	Direct Debit Payment	1,544.88 CR
01 May 24	MT241230140000010487540	NZ Transport Agency-Ec Palmerston No NZL	392.44
07 May 24	MT241290244000010061453	Openai San Francisco Ca 100.00 USD, Foreign Currency Fee \$4.15 NZD Included	170.87
14 May 24	MT241360140000010210162	Air NZ Online Auckland NZL	491.60
14 May 24	MT241360140000010210163	Air NZ Online Auckland NZL	491.60
15 May 24	MT241370139000010483123	NZ Transport Agency-Ec Palmerston No NZL	772.44
23 May 24	MT241450140000010231869	Air NZ Online Auckland NZL	474.60



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Transactional information

Please retain copies of your receipts and proof of purchases to verify them against this statement, and retain your statement as a permanent record of transactions. If you would like to dispute a transaction, please contact us.

Westpac Business Mastercard Conditions of Use and applicable fees apply. See westpac.co.nz/business/products-services/credit-cards/business-mastercard/ for details.

Mastercard Statement Authorisation Form

Name: Helen Beever	
Position: General Manager – Community Services	
Statement Date: 27 / 05 / 2024	
<hr/>	
(1)	Creditor: Fat Pigeon Café
	Date: 8 May 2024
	Amount: \$107.00
	GL Code: 412 40 715
	Expenditure: Youth Engagement - Piopio College
<hr/>	
(2)	Creditor: Immigration NZ
	Date: 23 May 2024
	Amount: \$740.00
	GL Code: 81739710
	Expenditure: Renewal of Immigration NZ Employer Accreditation
<hr/>	
I certify that:	
1 I have attached the necessary supplementary docket or receipt.	
2 The account is payable.	
3 The debt incurred is work related.	
4 That any private component is identified and the amount has been reimbursed as follows:	
<hr/>	
Signature of GM – Community Services:	Authorised by Chief Executive:
	
Date: 25/6/24	Date: 25/6/24



CARDHOLDER STATEMENT

TAX INVOICE
GST NO. 93 259 688

27 May 2024

Mrs H M Beever
Waitomo District Council
P O Box 404
Te Kuiti 3941Westpac Cards Services
53 Galway Street
Auckland 1010
Phone: 0800 888 111
From overseas: +64 9 914 8026

Business Mastercard®

Account summary

Opening Balance	\$252.65
Payments & Credits	\$252.65 CR
Purchases, Cash Advances, Charges & Interest	\$848.61
Closing Balance	\$848.61

Card number: **** * 2585
Account number: 0030 3956 2081
Statement period: 28/04/2024 to 27/05/2024
Credit limit: \$5,000.00

Transactions

DATE	REFERENCE	DETAILS	AMOUNT \$
19 May 24	13900099000519999849990	Direct Debit Payment	252.65 CR
08 May 24	MT241300140000010343444	The Fat Pigeon Cafe Piopio NZL	108.61
23 May 24	MT241450140000010480370	Immigration Igms Wellington NZL	740.00

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Transactional information

Please retain copies of your receipts and proof of purchases to verify them against this statement, and retain your statement as a permanent record of transactions. If you would like to dispute a transaction, please contact us.

Westpac Business Mastercard Conditions of Use and applicable fees apply. See westpac.co.nz/business/products-services/credit-cards/business-mastercard/ for details.

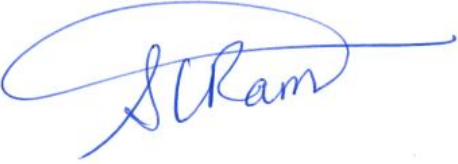

Mastercard Statement Authorisation Form

Name:	Shyamal Ram
Position:	General Manager – Infrastructure Services
Statement Date:	27 / 05 / 2024

(1) Creditor:	Waka Kotahi (NZTA)
Date:	22 May 2024
Amount:	\$772.44
GL Code:	82027772
Expenditure:	Road User Charges for Fleet Vehicle (NHZ59) - Rooding

I certify that:

- 1 I have attached the necessary supplementary docket or receipt.
- 2 The account is payable.
- 3 The debt incurred is work related.
- 4 That any private component is identified and the amount has been reimbursed as follows:

Signature of GM – Infrastructure Services  Date: 25/6/24	Authorised by Chief Executive:  Date: 25/6/24
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CARDHOLDER STATEMENT

TAX INVOICE
GST NO. 93 259 688

27 May 2024

Mr S C Ram
Waitomo District Council
PO Box 404
Te Kuiti 3941Westpac Cards Services
53 Galway Street
Auckland 1010
Phone: 0800 888 111
From overseas: +64 9 914 8026

Business Mastercard®

Account summary

Opening Balance	\$138.30
Payments & Credits	\$138.30 CR
Purchases, Cash Advances, Charges & Interest	\$772.44
Closing Balance	\$772.44

Card number: **** * 4448
Account number: 0030 6674 8769
Statement period: 28/04/2024 to 27/05/2024
Credit limit: \$5,000.00

Transactions

DATE	REFERENCE	DETAILS	AMOUNT \$
19 May 24	13900070370519996065310	Direct Debit Payment	138.30 CR
22 May 24	MT241440140000010474494	NZ Transport Agency-Ec Palmerston No NZL	772.44

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Transactional information

Please retain copies of your receipts and proof of purchases to verify them against this statement, and retain your statement as a permanent record of transactions. If you would like to dispute a transaction, please contact us.

Westpac Business Mastercard Conditions of Use and applicable fees apply. See westpac.co.nz/business/products-services/credit-cards/business-mastercard/ for details.



A729522

CONSOLIDATED STATEMENT

TAX INVOICE
GST NO. 93 259 688

RECEIVED

68 JUL 2024

WAITOMO DISTRICT
COUNCIL

27 June 2024

THE DIRECTOR
WAITOMO DISTRICT COUNCIL
P O BOX 404
TE KUITI 3941Westpac Cards Services
53 Galway Street
Auckland 1010
Phone: 0800 888 111
From overseas: +64 9 914 8026

Business Mastercard®

Account summary

Facility Number: 0030 1565 8499
Total Cardholder Limit: \$25,000.00
Total Cardholder Net Balance: \$4,172.37
Total Interest and Fees: \$0.00

Statement period: 28/05/2024 to 27/06/2024

Consolidated summary

CARDHOLDER NAME	ACCOUNT NUMBER	LIMIT \$	BALANCE \$
Ms M D Higgle	0030 2936 5933	10,000	2,950.20
Mrs H M Beever	0030 3956 2081	5,000	923.17
Mr A M Bell	0030 6627 0319	5,000	16.10
Mr S C Ram	0030 6674 8769	5,000	282.90
TOTALS		\$25,000	\$4,172.37

Direct Debit payment

We advise that \$4,172.37 will be directly charged to your account 03-0449-0070201-00 on 20 July 2024, please note this transaction for your records.

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Mastercard Statement Authorisation Form

23

Name:	Michelle Higgle	
Position:	Manager – Governance Support	
Statement Date:	27 / 06 / 2024	

(1) Creditor:	Waka Kotahi NZ Transport Agency
Date:	30 May 2024
Amount:	\$772.44
GL Code:	82027752
Expenditure:	10,000km Road User Charges for Fleet Vehicle (MGA224) - ISBU




(2) Creditor:	Waka Kotahi NZ Transport Agency
Date:	5 June 2024
Amount:	\$392.44
GL Code:	82027746
Expenditure:	5,000km Road User Charges for WDC Fleet Vehicle (LPK920) - Water Services

(3) Creditor:	Waka Kotahi NZ Transport Agency
Date:	12 June 2024
Amount:	\$240.44
GL Code:	82027751
Expenditure:	3,000km Road User Charges for WDC Fleet Vehicle (LMZ559) - Pool Vehicle

(4) Creditor:	Waka Kotahi NZ Transport Agency
Date:	18 June 2024
Amount:	\$772.44
GL Code:	82027742
Expenditure:	10,000km Road User Charges for WDC Fleet Vehicle (LHC172) - Water Services

(5) Creditor:	Waka Kotahi NZ Transport Agency
Date:	2 July 2024
Amount:	\$772.44
GL Code:	82027774
Expenditure:	10,000KM Road User Charges for Waitomo District Council Fleet Vehicle (NKQ165) Manager ISBU

I certify that:		
1 I have attached the necessary supplementary docket or receipt.		
2 The account is payable.		
3 The debt incurred is work related.		
4 That any private component is identified and the amount has been reimbursed as follows:		

Signature of Manager – Governance Support	Authorised by Chief Executive:	Authorised by Mayor:
		
Date: 08-07-2024	Date: 09-07-2024	Date: 10-07-2024



CARDHOLDER STATEMENT

TAX INVOICE
GST NO. 93 259 688

27 June 2024

Ms M D Higgie
Waitomo District Council
P O Box 404
Te Kuiti 3941

Westpac Cards Services
53 Galway Street
Auckland 1010
Phone: 0800 888 111
From overseas: +64 9 914 8026



Business Mastercard®

Account summary

Opening Balance	\$2,793.55
Payments & Credits	\$2,793.55 CR
Purchases, Cash Advances, Charges & Interest	\$2,950.20
Closing Balance	\$2,950.20

Card number: **** * 9264
Account number: 0030 2936 5933
Statement period: 28/05/2024 to 27/06/2024
Credit limit: \$10,000.00

Transactions

DATE	REFERENCE	DETAILS	AMOUNT \$
19 Jun 24	13900099000619999947290	Direct Debit Payment	2,793.55 CR
30 May 24	MT241520138000010489579	NZ Transport Agency-Ec Palmerston No NZL	772.44
05 Jun 24	MT241580140000010483530	NZ Transport Agency-Ec Palmerston No NZL	392.44
12 Jun 24	MT241650140000010468342	NZ Transport Agency-Ec Palmerston No NZL	240.44
18 Jun 24	MT241710140000010439876	NZ Transport Agency-Ec Palmerston No NZL	772.44
25 Jun 24	MT241780140000010435686	NZ Transport Agency-Ec Palmerston No NZL	772.44

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Mastercard Statement Authorisation Form

25

Name: Helen Beever	
Position: General Manager – Community Services	
Statement Date: 27 / 06 / 2024	
<hr/>	
(1) Creditor:	Fitness New Zealand
Date:	27 May 2024
Amount:	\$25.81
GL Code:	81739338
Expenditure:	Belt Clip for Lone Worker Device - Michelle Clark
<hr/>	
(2) Creditor:	Gear Shop NZ
Date:	7/06/2024
Amount:	\$186.00
GL Code:	81739338
Expenditure:	Belt Clips for Lone Worker Devices x 10
<hr/>	
(3) Creditor:	Bunnings (Te Rapa (Hamilton) Warehouse
Date:	20 June 2024
Amount:	\$711.36
GL Code:	432 40 703
Expenditure:	5 x Fire Pits and Bamboo Torches for Matariki Event
<hr/>	
I certify that:	
1 I have attached the necessary supplementary docket or receipt.	
2 The account is payable.	
3 The debt incurred is work related.	
4 That any private component is identified and the amount has been reimbursed as follows:	
Signature of GM – Community Services:	Authorised by Chief Executive:
	
Date: 09-07-2024	Date: 09-07-2024



26

CARDHOLDER STATEMENT

TAX INVOICE
GST NO. 93 259 688

27 June 2024

Mrs H M Beever
Waitomo District Council
P O Box 404
Te Kuiti 3941Westpac Cards Services
53 Galway Street
Auckland 1010
Phone: 0800 888 111
From overseas: +64 9 914 8026

Business Mastercard®

Account summary

Opening Balance	\$848.61
Payments & Credits	\$848.61 CR
Purchases, Cash Advances, Charges & Interest	\$923.17
Closing Balance	\$923.17

Card number: **** * 2585
Account number: 0030 3956 2081
Statement period: 28/05/2024 to 27/06/2024
Credit limit: \$5,000.00

Transactions

DATE	REFERENCE	DETAILS	AMOUNT \$
19 Jun 24	13900099000619999830050	Direct Debit Payment	848.61 CR
27 May 24	MT241490140000010460547	Fitness New Zealand Christchurch Chr	25.81
07 Jun 24	MT241610138000010485510	gearshop.co.nz Nelson NZL	186.00
18 Jun 24	MT241710140000010363244	Bunnings Online 3 Auckland NZL	711.36



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27 Mastercard Statement Authorisation Form

Name: Alex Bell	
Position: General Manager – Strategy and Environment	
Statement Date: 27 / 06 / 2024	
(1) Creditor: iStock	
Date: 17 June 2024	
Amount: \$16.10	
GL Code: 811 24 515	
Expenditure: Purchase of Digital photo image for Freedom Camping purposes	
I certify that:	
1 I have attached the necessary supplementary docket or receipt.	
2 The account is payable.	
3 The debt incurred is work related.	
4 That any private component is identified and the amount has been reimbursed as follows:	
Signature of GM – Strategy and Environment  Date: 09-07-2024	Authorised by Chief Executive:  Date: 09-07-2024



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CARDHOLDER STATEMENT

TAX INVOICE
GST NO. 93 259 688

27 June 2024

Mr A M Bell
Waitomo District Council
P O Box 404
Te Kuiti 3941Westpac Cards Services
53 Galway Street
Auckland 1010
Phone: 0800 888 111
From overseas: +64 9 914 8026

Business Mastercard®

Account summary

Opening Balance	\$0.00
Payments & Credits	\$0.00
Purchases, Cash Advances, Charges & Interest	\$16.10
Closing Balance	\$16.10

Card number: **** * 9089
Account number: 0030 6627 0319
Statement period: 28/04/2024 to 27/06/2024
Credit limit: \$5,000.00

Transactions

DATE	REFERENCE	DETAILS	AMOUNT \$
17 Jun 24	MT241700246000010062689	istock.com Internet NZL	16.10

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Transactional information

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Mastercard Statement Authorisation Form

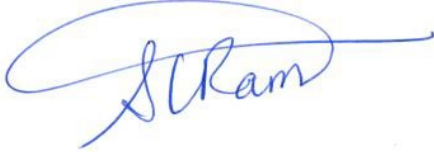

29

Name:	Shyamal Ram
Position:	General Manager – Infrastructure Services
Statement Date:	27 / 06 / 2024

(1) Creditor:	Connect Towing & Salvage Hamilton
Date:	13 June 2024
Amount:	\$282.90
GL Code:	82027781
Expenditure:	Waitomo District Council Fleet Vehcile (PME141)-GM-Infrastructure - broke down.

I certify that:

- 1 I have attached the necessary supplementary docket or receipt.
- 2 The account is payable.
- 3 The debt incurred is work related.
- 4 That any private component is identified and the amount has been reimbursed as follows:

Signature of GM – Infrastructure Services  Date: 09-07-2024	Authorised by Chief Executive:  Date: 09-07-2024
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30

CARDHOLDER STATEMENT

TAX INVOICE
GST NO. 93 259 688

27 June 2024

Mr S C Ram
Waitomo District Council
PO Box 404
Te Kuiti 3941Westpac Cards Services
53 Galway Street
Auckland 1010
Phone: 0800 888 111
From overseas: +64 9 914 8026

Business Mastercard®

Account summary

Opening Balance	\$772.44
Payments & Credits	\$772.44 CR
Purchases, Cash Advances, Charges & Interest	\$282.90
Closing Balance	\$282.90

Card number: **** * 4448
Account number: 0030 6674 8769
Statement period: 28/05/2024 to 27/06/2024
Credit limit: \$5,000.00

Transactions

DATE	REFERENCE	DETAILS	AMOUNT \$
19 Jun 24	13900099000619995916070	Direct Debit Payment	772.44 CR
13 Jun 24	MT241670140000010382556	HTM Hamilton NZL	282.90

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Transactional information

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Document No: A733197

Report To: **Audit and Risk Committee**



Meeting Date: 13 August 2024

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 2023/24 year.

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: 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 2024 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 The Annual Plan for 2024/25 has been developed for review and sign-off by the Senior Management Team. The current Key Performance Indicators will be reviewed for the 2024/25 year to ensure we continue to improve.




KPI	TARGET	STATUS
Site Inspections	5 per month	
Workplace Inspections	1 quarterly	
Health & Safety Committee Meetings	1 per month	
Actions in Tomo are promptly completed and closed	0 overdue Actions	
Near Miss Reporting	10% increase	

Figure 1: Key Performance Indicators

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

- 4.4 There are no outstanding actions recorded in WDC's Health and Safety system, Tomo. These require constant monitoring and follow-up with managers to ensure they are closed out once completed. Ongoing education is provided to managers.
- 4.5 As outlined in the graph below, there were 32 site safety inspections undertaken during this period. An average of two to three site visits per week have been completed on contractors. Due to an instance of non-compliances, a site was temporarily closed until compliance could be achieved. We have made significant progress ensuring contractors are correcting non-compliances as soon as possible.

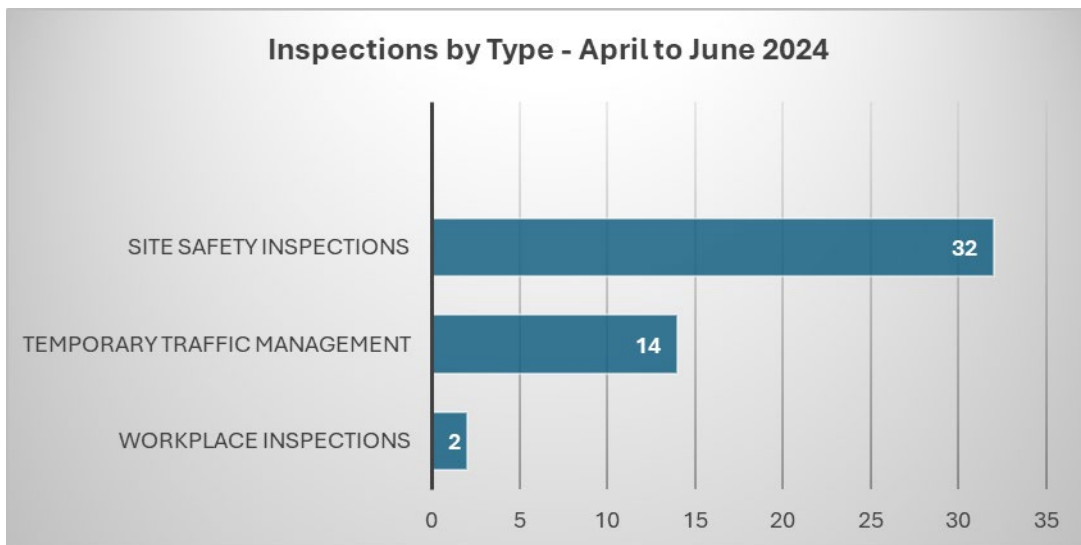


Figure 2: Inspections by Type

- 4.6 For this quarter 35 events have been reported. The three moderate (medical treatment) events were:
- Sprains caused when working on uneven terrain due to lack of judgement
 - Mitigation measures implemented with team toolbox talks, reinforcing safe options to suit the environmental conditions.

- Animal bite while dog being exercised due to inadequate risk assessment
 - Mitigation measures implemented with further safety equipment erected and revision of Standard Operating Procedures.
- Back injury caused by overreaching due to poor body posture
 - Mitigation measures implemented with team toolbox talks, discussing manual handling techniques and injury prevention.

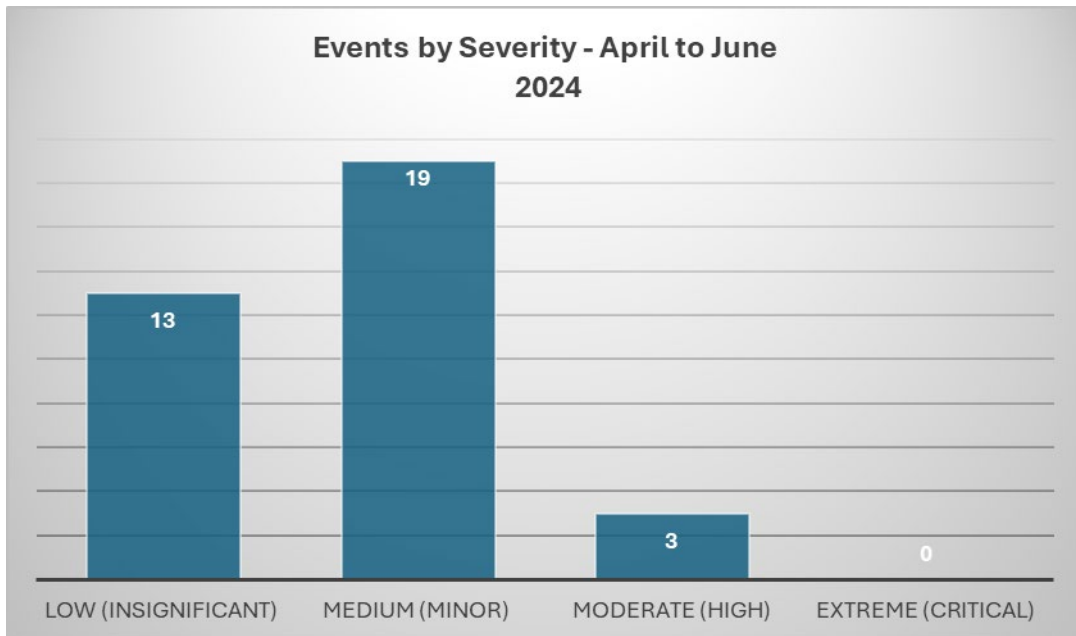


Figure 3: Events by Severity

- 4.7 Of the 35 events reported, four events occurred while completing works associated with three of the top five critical risks. Actions are in place to help mitigate a reoccurrence of the events.

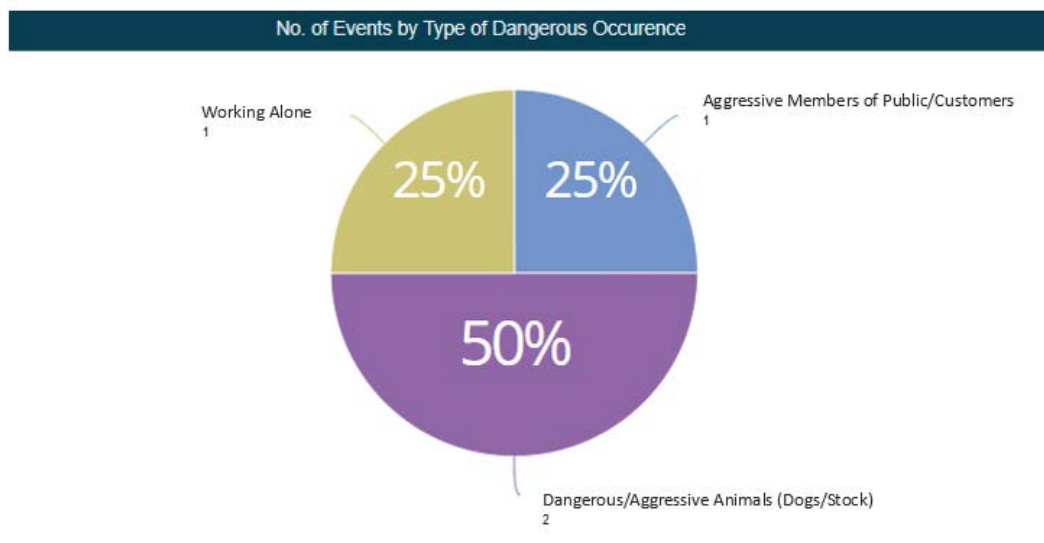


Figure 4: Critical Risk Event Types

- **Working Alone** – In the event of an emergency, lone worker devices are in place and monitored to ensure staff have security/support at all times. Vehicle monitoring GPS devices are installed in all Council vehicles to provide vehicle location (in cell network coverage areas only).

- **Aggressive Behaviour** – Frontline staff are trained in dealing with aggressive people. Duress and lone worker devices are in place. Frontline staff work in pairs, when required.
- **Dangerous/Aggressive Animals** – Safety tools are in place to assist in handling aggressive animals. Dog handling procedures reviewed.

4.8 **WORKER ENGAGEMENT PARTICIPATION AND REPRESENTATION**

- 4.9 The Health and Safety Committee meet monthly, and meetings continue to be well attended. Minutes of these meetings are maintained on the WDC document management system.
- 4.10 The Health and Safety Representatives (HSR's) have finalised their three-year plan to promote health, safety and wellbeing initiatives across the organisation. Year 1 focuses on wellbeing, year 2 focuses on ergonomics in the workplace and year 3 focuses on safety moments. These goals provide direction throughout the HSR's tenure as well as supporting their role as health and safety representatives.
- 4.11 Representatives of the Health and Safety Committee continue to perform workplace safety inspections which identify any risks.
- 4.12 Three staff have completed their Operational Inspections of Children's Playground training during the quarter.

4.13 **RISK MANAGEMENT**

- 4.14 All Risk Registers have been developed using WDC's risk matrix and undergo an annual review with consultation from staff and HSRs.
- 4.15 The top five risks previously identified by the Senior Management Team remain unchanged:
- **Working Alone** – Lone Worker Devices (LWD) are in place and monitored to provide staff with security/support at all hours. Vehicle monitoring devices (Smartrak) are installed in vehicles to provide vehicle location (in cell network coverage areas only).
 - **Contractor Management** – The SHE Pre-Qualification used by WDC contractor's health and safety processes, evidence and insurances which are evaluated and approved before carrying out physical works, gives WDC an assurance that contractors are managing health and safety.
 - **Aggressive Behaviour** – Training for customer facing roles takes place on an annual basis. LWD are available to all field staff and duress buttons available for Customer Services staff to use as necessary. Any aggressive behaviour is recorded as a near miss and investigated.
 - **Driving and Vehicle Usage** – Driver training has been delivered to those staff who drive off-road and for those who tow trailers. Smartrak is installed in all vehicles to monitor vehicle locations as needed.
 - **Confined Spaces** - Training is current. A Job Safety Analysis and permit system has been set up for staff to use when planning a confined space entry. Site safety inspections are required during this activity to ensure safe work practices and procedures are being followed.
- 4.16 Regular monthly LWD activity reports have been scheduled and emailed to managers. Each month a LWD is selected to activate the SOS alert. This test ensures the emergency response plan is current and the GPS location for the device is accurate.
- 4.17 An Earthquake Drill for the WDC Administration Building was carried out in May 2024 as per schedule.
- 4.18 Inspections of confined space safety equipment have been conducted, and reminders are set in Tomo to ensure testing is undertaken regularly.

4.19 The Location Compliance Certificate has been issued for Te Kuiti Water and Wastewater Treatment Plants.

- Stationary Containment Certificate assessments have been carried out for both Te Kuiti Water Treatment and Wastewater Treatment Plants bulk chemical storage tanks. In response to these assessments, actions raised have been addressed.
- The Piopio Water Treatment Plant Location Compliance Certification assessment will be carried out over the next quarter.
- The Fire Evacuation application for the Te Kuiti Water Treatment Plant has been re-submitted at the request for further information.

4.20 There are specific controls in place at different sites when it comes to dealing with aggressive behaviour. Training on customer conflict awareness and de-escalation was provided in November 2023. Additional tools are available through e-Learning modules. The Risk Register is reviewed annually to ensure our controls are effective. As part of good practice, staff regularly identify and analyse factors that exacerbate or create aggression and violence risk.

4.21 **STAFF WELFARE AND WELLBEING**

4.22 Each month a wellbeing topic is promoted to encourage physical health and mental wellbeing. The programme includes national health campaigns.

May 2024 – Pink Shirt Day
June 2024 – Men's Health Week

5. Continuous Improvement – Quarter One Focus
--

- 5.1 Location Compliance Certificate to be obtained for Piopio Water Treatment Plant.
- 5.2 Support and encourage a continued increase in safety inspections and near miss reporting.
- 5.3 Conduct internal audit of Health and Safety Management Systems.
- 5.4 Site observations by the Health and Safety Coordinator.

Document No: A731015

Report To: Audit and Risk Committee**Meeting Date:** 13 August 2024**Subject:** Progress Report: WDC Resource Consents – Compliance Monitoring (April to June 2024)**Type:** Information Only**Author(s):** Mary Grace Bonto
Environmental Technician**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 (2023/2024).

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

3. Background

- 3.1 Resource consents are authorisations 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 is required to report on resource consent compliance to 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	<i>Not yet commenced</i>

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	<i>Not yet commenced</i>
No. 101753 - Te Kuiti Landfill, William Street, Te Kuiti Ring Drain Condition 11 (Within 2 months of sampling)	Jan, April, July, and Oct
No. 124718 - Te Kuiti Landfill, William Street, Te Kuiti (SW 2) Conditions 7 & 14	February, May (included in 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)	<i>Not yet commenced</i>
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

RESOURCE CONSENT		REPORT DUE
No. 116274 - Benneydale Water Treatment Plant Conditions 2, 3, 4 & 7 (Groundwater Take)		1 June
No. 113544 - Mokau Water Treatment Plant (Water Take) Conditions 2 & 4		July
No. 113545 - Mokau Water Treatment Plant (Backwash) Conditions 2 - 8		July
No. 140685 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report Condition 71		<i>Not yet commenced</i>
No. 124718 - Te Kuiti Landfill Annual Report (Condition 13)		1 August
No. 101753 - Te Kuiti Landfill, William Street Annual Report Condition 4 - Independent Peer Reviewer		1 September
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

RESOURCE CONSENT	REPORT DUE
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 2024

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 Mangapeehi Stream for Benneydale water supply purposes.
Reporting Period:	April 2024
Compliance Status:	Partially Compliant Exceeded the water extraction rate consent limit of 2.2 l/s at the Benneydale Surface Water Take on April 29, 2024, with 10 l/s but this happened only for 6 mins. This was caused by a malfunction in the actuator of the actuated valve which opened abruptly resulting in an elevated flow rate. The actuated valve was replaced.
WDC Reference:	A719263

Activity Description	Take up to 180 cubic metres per day of water from an unnamed tributary of the Mangapeehi Stream for Benneydale water supply purposes.
Reporting Period:	May 2024
Compliance Status:	Compliant
WDC Reference:	A725458

Activity Description	Take up to 180 cubic metres per day of water from an unnamed tributary of the Mangapeehi Stream for Benneydale water supply purposes.
Reporting Period:	June 2024
Compliance Status:	Compliant
WDC Reference:	A728105

**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 2024
Compliance Status:	Compliant
WDC Reference:	A719376
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 2024
Compliance Status:	<p>Partially Compliant</p> <p>Total ammoniacal nitrogen exceeded the consent limit of 10 mg/L. The initial test reported a concentration of 14.4 mg/L, and the resample was 11.3 mg/L, both of which are above the consent limit. It is challenging to maintain the Piopio WWTP for ammoniacal nitrogen during cold weather. This difficulty is primarily due to the decreasing efficiency of the nitrification process at lower temperatures, which is essential to reduce the ammoniacal nitrogen concentrations. Several remedial actions have been put in place including extensive maintenance carried out at the Piopio Wastewater Treatment Plant, and the maintenance of the STEP/STEG (Effluent Pumping and Gravity Systems) units at each individual properties which is currently in progress.</p>
WDC Reference:	A725806

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 2024
Compliance Status:	<p>Partially Compliant</p> <p>Total ammoniacal nitrogen still exceeded the consent limit of 10 mg/L, with a reported level of 13.8 mg/L. This is still connected to the decreased efficiency of biological processes at lower temperatures which hampers the nitrification process essential for reducing ammoniacal nitrogen levels.</p> <p>Innoflow, the supplier of the Orenco Advantex Treatment (the design used at Piopio WWTP) was contacted because WDC is looking at the plant's design to address the issue. Despite all measures taken, the ammonia nitrogen still exceeds the consent limit of 10 mg/L. A staff member from Innoflow mentioned that he wants to see the results and believes that maintaining stability in alkalinity can help reduce or maintain ammonia levels at 10 mg/L. The results were emailed to him, and we are awaiting his reply. WDC is also considering changing from caustic soda to sodium bicarbonate or sodium carbonate. These chemicals are used to regulate pH and promote the precipitation of ammonium, which can then be reduced or removed from the wastewater.</p>
WDC Reference:	A729213

- 3. AUTH112639.01.01 – Te Kuiti Wastewater Treatment Plant (TKWWTP) Discharge (Conditions 7 – 19)**
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 2024
Compliance Status:	Compliant
WDC Reference:	A714836

- 4. 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 onto or into land, in the Rangitoto Quarry Landfill, William Street, Te Kuiti
Reporting Period:	1 January to 31 March 2024
Compliance Status:	Partially Compliant There were exceedances in Chloride and Total Ammoniacal Nitrogen which is an on-going issue since December. Installed CCTV cameras on the ring drain for contamination source investigation. However, identification has been challenging due to multiple connected pipes and inaccurate as-built plan. The ring drainpipe was previously diverted to the Te Kuiti Wastewater Treatment Plant to prevent contaminating the stormwater ponds.
WDC Reference:	A716964

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

Activity Description	To take water from the Mangaokewa Stream for domestic and municipal water supply purposes.
Reporting Period:	November 2023 to April 2024
Compliance Status:	Compliant
WDC Reference:	A717747

- 6. 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 2023 – 30 April 2024

Compliance Status:	<p>Partially Compliant</p> <p>The backwash immediately prior to discharge had an exceedance in dissolved aluminium from November 2023 to January 2024. The increase in November was due to an increase in water intake caused by a SCADA glitch which was resolved after emailing the SCADA operator. In December, it was discovered that the backwash pond was full of alum sludge and Waitomo Liquid Waste was contacted to remove the alum sludge. However, in January, the dissolved aluminium level was 0.2 mg/L and still exceeded the limit of 0.08 mg/L. We waited several weeks, as a reduction in dissolved aluminium levels might require more time for the water chemistry to stabilise and for residual aluminium to either settle or be further processed. A sample collected in February 2024 had a concentration of 0.061 mg/L demonstrating compliance.</p>
WDC Reference:	A720973

7. AUTH124718.01.01 – Te Kuiti Landfill – William Street (Conditions 7 & 14)
Report Due: Semi-Annual

Activity Description	Discharge leachate from sanitary landfill into ground
Reporting Period:	1 November to 31 April 2024
Compliance Status:	<p>Partially Compliant</p> <p>DH2 has exceeded the chloride levels which is not far from the trigger level. Retesting was conducted in accordance with condition 9 of resource consent 124718. The initial sample showed a concentration of 15.6 g/m³, surpassing the trigger level of 13 g/m³. Upon retesting, the chloride concentration remained above the trigger limit at 15.4 g/m³. Weather conditions can also be considered as a contributing factor to the exceedance of chloride levels, especially during the transition from summer to autumn. These changes can influence the distribution and concentration of chloride in groundwater due to alterations in flow patterns within geological formations.</p> <p>Inspected the bore casings for signs of damage and surface contamination but the bore was intact and there was no surface contamination.</p> <p>WRC requested monthly sampling until they are satisfied or indicate that it is no longer necessary.</p> <p>Updating the trigger level is underway as it was reviewed and approved last in 2016 which may not be reflective of the current landfill situation.</p>
WDC Reference:	A717385

8. AUTH105054/55/56/57/58/59/06.01.01 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>AUTH105055.01.01 - To divert and discharge urban stormwater runoff and associated contaminants at multiple locations to</p>
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	<p>land, the Mokau River, Piopio & Kuratahi 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 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 Mangapeehi 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 2023 to 31 May 2024
Compliance Status:	<p>Compliant</p> <p>Te Kuiti – Six areas of erosion were identified. All parameters were below consent limits. There were two oil spill incidents and one major flooding in October 2023.</p> <p>Waitomo Village – No visible signs of scour or erosion from the stormwater discharge to the Waitomo Stream. The suspended solids level is <1 mg/L, which is below the consent limit.</p> <p>Piopio – Areas of erosion were identified within the Kuratahi Stream; however, it is considered that this is due to urban development and physical stream modifications rather than stormwater inputs. The sampling site was dry during the inspection.</p> <p>Mokau – Minor erosion was observed in the flow path from the culvert under Tainui Street to the stream. The sampling site was dry during the inspection.</p> <p>Marokopa – No scouring or erosion was observed. The majority of the town utilises roadside swales and soakage. The sampling location was dry, but an attempt to check the total suspended solids of the river and stormwater at Marokopa Rd resulted in 117 mg/L, which is close to the consent limit of 100 mg/L.</p> <p>Te Waitere – The stormwater is released directly into the harbour. Any erosion or scouring would be concentrated in the area directly below the pipes at low tide and is remedied at high tide when wave action naturally realigns the sand. The sampling location was dry during the inspection.</p> <p>Benneydale – Erosion was observed around the walkway crossing between Kiwi Place and Ellis Road/State Highway 30. The sampling location at Georgetti Street was dry during the inspection.</p>

	There were only 22 service requests received related to the Council's urban stormwater system during Q2 and Q3.
WDC Reference:	A721938

9. AUTH116274.01.01 – Maniati/Benneydale Ground Water Take (Conditions 2, 3, 4 & 7)

Report Due: Annually

Activity Description	Take up to 180 cubic metres per day of groundwater, at a rate of 3.3 litres per second, for Benneydale municipal supply purposes.
Reporting Period:	1 June 2023 to 31 May 2024
Compliance Status:	Compliant
WDC Reference:	A724810

10. AUTH124718.01.01– Te Kuiti Landfill – Surface/Stormwater Annual Report (Conditions 7 & 14)

Report Due: Annually

Activity Description	Discharge leachate from sanitary landfill into ground
Reporting Period:	1 May 2023 to 30 April 2024
Compliance Status:	<p>Partially Compliant</p> <p>There were exceedances at SW1. Total ammoniacal nitrogen value is 0.35 mg/L which exceeds the trigger limit of 0.13 mg/L and chloride level at SW1 is 18 mg/L, surpassing its trigger limit of 15 mg/L. At site SW2, the chloride concentration is 42 mg/L significantly higher than the trigger limit of 13 mg/L. Similarly, site SW3 has a chloride level of 33 mg/L exceeding its trigger limit of 12 mg/L. At site SW4, the chloride value is 30 mg/L which is above the trigger limit of 16 mg/L.</p> <p>SW1 and SW2 sampling locations have wet ponds, while SW3 and SW5 have dry ponds that temporarily store stormwater runoff. Sediment build-ups were observed in SW1 and SW2, potentially contributing to the exceedances. SW1, SW2, SW4, and SW5 need maintenance and cleaning, but further analysis will be done by a landfill expert who will be contracted in July to determine if the exceedances are related to ring drain contamination.</p> <p>WRC requested monthly sampling until they are satisfied or indicate that it is no longer necessary.</p> <p>Updating the trigger levels is underway, as they were last reviewed and approved in 2016 and may not reflect the current landfill situation.</p>
WDC Reference:	A719421

Document No: A730666

Report To: Audit and Risk Committee



Meeting Date: 13 August 2024

Subject: **Progress Report: Procurement Summary Schedule (April 2024 – June 2024)**

Type: Information Only

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

1. Purpose of Report

- 1.1 The purpose of this business paper is to present to the Committee a summary of the procurements made in the period 1 April 2024 to 30 June 2024 in accordance with Waitomo District Council's Procurement Policy.

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 business paper on the Progress Report: Procurement Summary Schedule (1 April 2024 to 30 June 2024 be received.

3. Background

- 3.1 Waitomo District Council's (WDC) Procurement Register (Register) provides a formal "one stop" reference to record WDC's procurement decisions.
- 3.2 The Register, at an operational level, provides a summary of the procurement decisions together with the associated financial components.
- 3.3 The Register provides procurement information including:
- Procurement Description
 - Type of Contract: Physical Works, or Professional Services, or Goods and Services
 - Term of Contract
 - Procurement Selection process adopted: All of Government (AOG), Syndicated, Tender, Quote or Direct Appointment
 - Reason for exemption (if applicable)
 - Number of tenders/quotes received
 - Tender/quote range
 - Evaluation method
 - Awarded contract value
 - Contractor/supplier
- 3.4 The Register provides key financial information for each procurement including:
- Total cumulative value
 - Price range of Tenders/Quotes received
- 3.5 The keeping of records is part of an overall Risk Management Framework and assists in the early identification of risks.
- 3.6 All procurement documents such as the quotes, tender responses, notices to tenderers and related correspondence are held in the relevant physical contract folder, captured electronically, and the detail added to the Register.

4. Commentary

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

5. Procurement Summary Schedule

- 5.1 The attached Procurement Summary Schedule (PSS) report provides details of procurements that result in a total contract award over \$200,000 plus 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 and Risk 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.
- 5.5 **PROCUREMENT EXEMPTION**
- 5.6 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.
- 5.7 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 A730669 / Sheet 2024 - Q3)

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	Remarks
PO80043	Te Kuiti Aerodrome Assessment	Professional Services	N/A	One-off	Direct Appointment	Unique Business Proposition	N/A	N/A	N/A	\$56,814	Pinnacles Civil	N/A	Infrastructure Services	
500/23/027	Mangaotaki Road RP 4.370 & 4.495 Road Construction	Physical Works	N/A	One-off	Tender	N/A	9	\$391,376 - \$450,218	PQM	\$402,836	MS Civil Ltd	10/04/24	Infrastructure Services	
500/23/032	Mangarino Road RP 3.789	Physical Works	N/A	One-off	Tender	N/A	7	\$1,075,557 - \$1,409,189	PQM	\$1,075,557	Nicholls & Uttinger	17/04/24	Infrastructure Services	
500/23/025	District Wide Stormwater Resource Consent Renewal	Professional Services	N/A	One-off	Direct Appointment	Unique Business Proposition	N/A	N/A	N/A	\$144,000	Te Miro Water Consultants	N/A	Infrastructure Services	
500/22/041	Mangatoa Road Slip Repairs RP 2.3 - 3.2	Physical Works	N/A	One-off	Direct Appointment	Variation to Existing Contract	N/A	N/A	N/A	\$999,240	Camex Ltd	N/A	Infrastructure Services	Taharoa Road RP 7.12 added to scope of contract
500/23/011	Road Maintenance and Reseals Contracts	Physical Works	5+2	Ongoing	Tender	N/A	1	\$61,082,844	PQM	\$48,119,862	Inframax Construction Ltd	17/04/24	Infrastructure Services	
500/16/038	Kerbside Collection and Transfer Station Refuse and Recycling Collection Services	Services	2 Years	Ongoing	Direct Appointment	Existing Contract	N/A	N/A	N/A	\$1,506,882	Enviro NZ Services Ltd	17/04/24	Infrastructure Services	

Document No: A732010

Report To: **Audit and Risk Committee**



Meeting Date: 13 August 2024

Subject: **Progress Report: Key Performance Indicators for the period ended 30 June 2024**

Type: Information Only

Author(s): Alice Tasker
Senior Strategy and 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 2023/24 financial year for the period ending 30 June 2024 (Quarter 4).
- 1.2 A copy of the KPI (Key Performance Indicator) 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 2024 be received.

3. Background

- 3.1 The WDC Ten Year Plan (10YP) 2021-2031 was adopted in June 2021 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 10YP 2021-2031.
- 3.4 This is the final progress report for the 2023/24 year, these results will be used for the Annual Report 2023/24.

4. Commentary

- 4.1 **SERVICE PERFORMANCE SUMMARY**
- 4.2 Of the 54 key performance indicators measured, 44 (81%) have been achieved, 7 (13%) are not achieved, and 3 (5%) are nearly achieved.

4.3 **Leadership**

4.4 Two measures have been achieved with one nearly achieved.

4.5 The result for satisfaction with the effectiveness and usefulness of Council communications as measured by the Resident Survey 2024 was 87%. As this is only 3% off the 90% target the result has been recorded as nearly-achieved to reflect how close to being achieved this KPI is and that the result is within the margin of error for the survey.

4.6 **Community and Partnership**

4.7 Two measures have been achieved and one measure not achieved.

4.8 There is a KPI target for the youth council to undertake two youth related projects each year, this has been marked as not-achieved as the youth council has not been active and there are no intention to restart it.

4.9 **Recreation and Property**

4.10 All measures have been achieved with increases or the same result to the previous year's survey response.

4.11 **Regulatory Services**

4.12 Three measures have been achieved and two are recorded as nearly achieved.

4.13 Building consent and LIM processing times had both previously been marked as not achieved but as these are both within 3% of the target, the result is displayed as nearly achieved. Only one LIM was processed outside of the timeframe, and 4 building consents.

4.14 **Resource Management**

4.15 The one measure in this area was achieved with all resource consents processed within statutory timeframes.

4.16 **Solid Waste**

4.17 Both measures have been achieved. Satisfaction with the rural transfer stations has improved slightly on the year previous.

4.18 **Stormwater**

4.19 Three measures not achieved following the Te Kūiti flash flooding event on 8 October 2023.

4.20 WDC recorded 17 flooded habitable floors, equivalent to 6.2 per 1000 connections. During and related to this event, 18 complaints were received, with four further in Q3 totaling 8 per 1000 connections.

4.21 Targets around response times and infringement notices were all achieved.

4.22 **Wastewater**

4.23 Of the seven KPIs for wastewater, six have been achieved.

4.24 The measure for complaints in Piopio is not-achieved due to the high level of complaints in the township. These are most commonly related to septic tank alarms going off.

4.25 **Water Supply**

4.26 Sixteen of the seventeen measures for water supply have been achieved.

4.27 The measure for the average consumption of water per person is not achieved. Earlier this year a leak detection programme was carried out for Piopio which saw many leaks repaired, unfortunately the consumption is still high. For this quarter average consumption per day in Piopio was 520 l/ per person, for Te Kūiti this was 430 l/ per person. The target is 375 l/ per person.

4.28 To mitigate this, another round of leak detection work will begin in November 2023, for every toby requiring repair backflow devices will be installed. The new Long Term Plan 2024-34 has scheduled the rollout of water meters in Piopio for year 4, 2027/28.

4.29 **Roads and Footpaths**

4.30 Five of the six roads and footpaths measures have been achieved.

4.31 The measure for the percentage of the local network which is resurfaced each year has not been achieved. The chip sealing programme was reduced reflecting increased costs to do this work. The target for the coming year for this KPI has been reduced from 7% to 5% to reflect this lower level of service.

5. Attachments/Separate Enclosures

Attachment:

1 Quarter 4 KPI Progress Report for period ending 30 June 2024 (A729284)

Key Performance Indicators Progress Report Q4

For the period 1 April 2024 to 30 June 2024

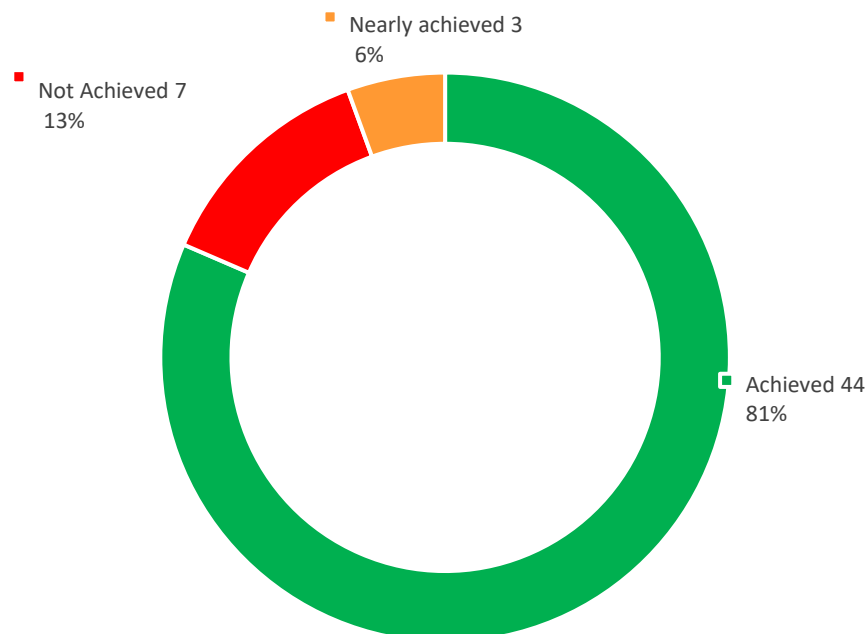
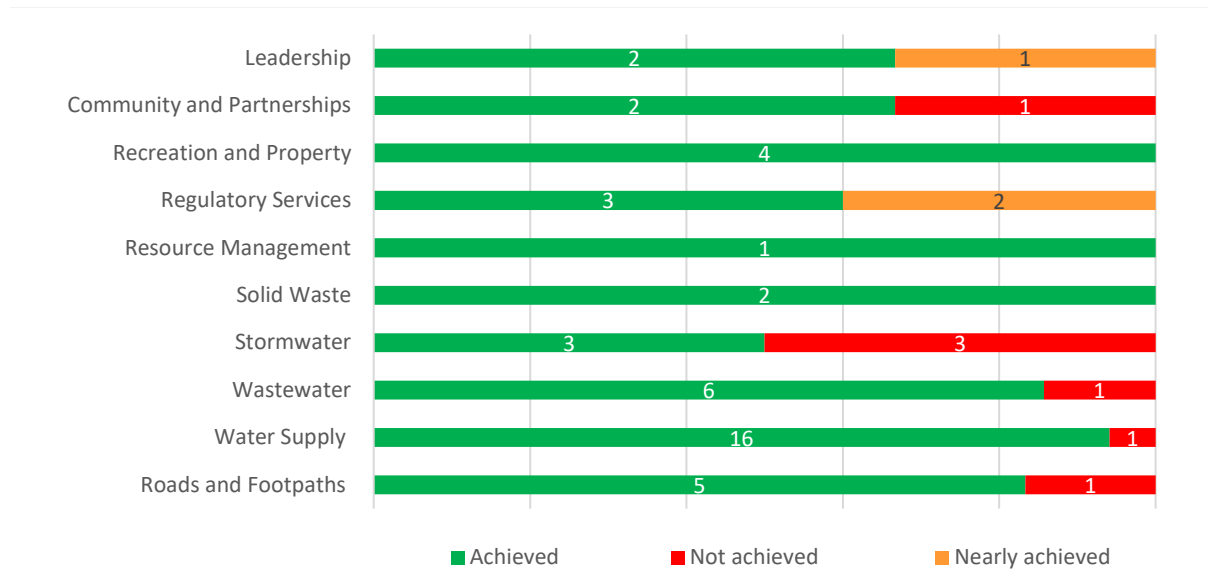


INTRODUCTION

The 2021-31 10 Year Plan (10YP) was adopted in June 2021. It sets out outcomes we aim to deliver for our community, through the activities we undertake. Within each group of activities outlined in the 10YP, 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 April to June 2024. The report covers progress on groups of activities non-financial KPI (Key Performance Indicators).







SERVICE PERFORMANCE SUMMARY AS AT 30 JUNE 2024



Of the 54 key performance indicators measured, 44 (81%) have been achieved, 7 (13%) are not achieved, and 3 (5%) are nearly achieved.













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
Provide and promote governance processes that are robust and transparent for our community.	Percentage of Council agendas that are publicly available two working days or more before the meeting.					Target: 100% Result: 100%	All Council and committee agendas have been publicly available two or more working days before the meeting.
Effective communication with our community.	Percentage of residents satisfied with the effectiveness and usefulness of Council Communications.					Target: 90% Result: 87% (nearly achieved)	The result from the June 2024 Resident Survey was 87%, just 3% off the 90% target.
Emergency preparedness through community-based emergency management.	The evaluation of annual exercise as a measure of effectiveness of training.					Target: Increasing trend Result: 68% 'Advancing'	An annual cross-council exercise with was held in June 2024 which was assessed as 68% 'Advancing', this was an improvement on the previous score of 66%

Community and Partnerships							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
Contestable grant funding ¹ is disseminated through a robust process.	Percentage of grants funding available is disseminated.					Target: ≥ 80% Result: 81%	\$241,521.43 has been disseminated to date through the contestable grants.
Council supports the delivery of youth related projects by the Youth Council.	Youth Council undertakes two youth related projects per year.					Target: 2 Result: 0	Youth Council will not resume this year.
Involvement in economic development initiatives and promotional opportunities.	≥ 5 initiatives or promotional opportunities.					Target: ≥ 5 Result: 5	District profiled in key publications via Hamilton Waikato Tourism; Matariki 2023; Tiaki in Waitomo; 8 trade famils; Great NZ Muster 2024

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 or parks and open spaces.					Target: ≥ 83% Result: 87 %	The result from the June 2024 Resident Survey was 87%.
We provide pools and community facilities that are compliant with legislative standards.	Current Building Warrant of Fitness (BWOF) for facilities with compliance schedules.					Target: Achieve Result: Achieved	All BWOF's have been received and are current.
We will provide a comprehensive library facility for our community.	Percentage of residents satisfied with the quality of the library facility and service.					Target: ≥ 85% Result: 95%	The result from the June 2024 Resident Survey was 95%.
We provide public toilets for our community and visitors to the district.	Percentage of residents satisfied with the quality of public toilets.					Target: ≥ 85% Result: 90%	The result from the June 2024 Resident Survey was 90%.

¹ Contestable grant funds include WDC's Single-Year Community Assistance Grant, Multi-Year Community Partnership Grant, and the Community Events Fund.

Regulatory Services							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We ensure the public sale and supply of alcohol is undertaken safely and responsibly.	All premises that sell alcohol are licensed.					Target: 100% Compliance Result: 100% Compliance	All premises that sell alcohol are licensed.
Building consents are processed in a timely fashion.	Building consents are processed within 20 working days.					Target: 100% Result: 97% (nearly achieved)	Total of 133 consents processed in 2023/24, 4 ran overtime with 129 within statutory deadline.
Council 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 achieved Result: BCA Accreditation achieved	Latest June 2024 assessment results not available for this report. BCA accreditation achieved in June 2022.
We provide land information Services (LIMs) efficiently.	LIMs are processed within statutory timeframe.					Target: 100% Result: 99% (nearly achieved)	Total of 120 LIMs processed in 2023/24, 1 ran over the statutory deadline with 119 completed on time.
We provide an effective Animal Control Service.	Percentage of residents satisfied with the provision of the Animal Control Service.					Target: ≥ 75% Result: 81%	81% of respondents were satisfied with animal control services in the 2024 Resident Survey.

Resource Management							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
Resource consents are processed in accordance with legislation.	All non-notified resource consents are processed within statutory timeframes.					Target: 100% Result: 100%	All non-notified resource consents were processed within statutory timeframes.

Solid Waste							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We provide safe solid waste facilities within District.	Percentage of users that are satisfied with the rural transfer service stations.					Target: ≥ 91% Result: 94%	Result of the June 2024 Resident Survey was 94%
We will provide a reliable kerbside rubbish collection to stop rubbish becoming a health risk. ²	There are no more than 10 justifiable complaints per week about uncollected rubbish.					Target: ≤ 10 per week Result: 1.2 per week	47 justified complaints received or 1.2 average per week for 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 ³ that occur in the district in a financial year.					Target: 0 Result: 1	There was one flooding event in Q2 on 8 October 2023 which resulted in habitable floor flooding.
	For each flooding event the number of habitable floors affected in a financial year.					Target: ≤ 1 per 1000 connections (2,724 connections) Result: 6.2 per 1000 connections	17 habitable floors in Te Kūiti were recorded as flooded during the 8 October flooding event.
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	There have been no notices received.
	The number of abatement, enforcement or conviction actions related to the management of the stormwater system.					Target: 0 Result: 0	There have been no notices received.

² Kerbside collection services offered in Te Kuiti, Waitomo Village, Piopio, and Mokau.

³ 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 ⁴ to attend a flooding event ³ (measured from the time that the notification is received to the time that service personnel reach the site).					Target: ≤ 180 minutes (3hrs) Result: 28 mins	There was one service request received about flooding in Q2 with a response time of 28 minutes.
The Council provides a reliable stormwater collection service.	The number of complaints received about the performance of the Council's urban stormwater system per 1,000 properties connected.					Target: ≤ 4 complaints per 1,000 connections (2724 connections) Result: 8.08 per 1000 connections	There were 18 complaints received about the performance of the Council's urban stormwater system in Q2 and 4 received in Q3, and none in Q4.

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. ⁵	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: 30 mins	This is the median attendance time by our contractors for callouts to service requests.
	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: Rest of District ≤540 minutes (9hrs) Result: 4 hr 29 mins	This is the median resolution time by our contractors for completing service requests callouts.
						Target: Piopio ≤540 minutes (9hrs) Result: 9 hrs	This is the median resolution time by our contractors for completing service requests callouts in Piopio.

⁴ The median response times for resolution, in a year, measured from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault.

⁵ The median response times for resolution, in a year, measured from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault.

Wastewater							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We comply with our resource consent conditions and minimise the impact of wastewater on the environment.	The number of abatement or infringement notices, enforcement orders, or convictions issued for overflow from the wastewater system.					Target: 0 Result: 0	No notices have been received relating to incidents this year.
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: Piopio complaints per 1,000 connections ≤ 35 (Total number of connections 223) Result: 246.6 per 1000 connections	A total of 55 complaints or 246.6 per 1000 connections received, these largely related to system faults with septic tanks. There are only 223 connections in Piopio.
						Target: Rest of District complaints per 1,000 connections ≤ 35 (Total number of connections 1934) Result: 16.6 per 1,000 connections	A total of 32 complaints or 16.6 per 1000 connections received, largely related to blockages.
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: Total complaints per 1,000 connections ≤ 10 (Total number of connections 2,157) Result: 3.7 per 1,000 connections	A total of 8 complaints related to dry weather overflows or 3.7 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 (a) bacteria					Target: Achieve Compliance Result: Achieved	All bacteriological test passed.

Water Supply							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
	Water quality complies with the drinking water standards for (b) protozoa					Target: Achieve compliance Result: Achieved	Complied with the Drinking Water Quality Assurance rules 2022.
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. ⁶	Percentage of real water loss from the Council's networked reticulation system in a financial year in:						
	Te Kūiti					Target: ≤ 20% Result: 18.76%	Percentage calculated using Minimal Night Flow which assumes that there is little consumption overnight, therefore remaining flow is attributed to water loss.
	Mōkau					Target: ≤ 5% Result: 1.98%	
	Piopio					Target: ≤ 5% Result: 1.01%	
	Maniaiti/Benneydale					Target: ≤ 10% Result: 1.87%	
We provide efficient management of demand for water for our community.	The average consumption of drinking water per Waitomo District resident, per day.					Target: ≤ 375 litres per person per day Result: 487 l/day	Consumption in Te Kūiti and Piopio have reduced in recent months but still greater than target.
We will respond within a reasonable timeframe to issues with the water supply. ⁷	The median attendance time ⁸ 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: 18 mins	This is the median attendance time by our contractors for callouts to service requests.

⁶ 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.

⁷ 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.

⁸ Measured from the time that the local authority received notification to the time that service personnel reach the site.

Water Supply							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
	The median resolution time ⁹ 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: 49 mins	This is the median resolution time by our contractors for callouts to service requests.
	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 ≤ 660 minutes (11 hrs) Result: 2 hr 30 mins	This is the median attendance time by our contractors for callouts to service requests.
	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: 20 hrs 5 mins	This is the median resolution time by our contractors for completing service requests callouts.
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: ¹⁰						
	Drinking water clarity.					Target: ≤ 20 per 1000 connections Result: 3.3	9 complaints about clarity or 3.3 per 1000 connections
	Drinking water taste.					Target: ≤ 5 per 1000 connections Result: 1.8	5 complaints about taste or 1.8 per 1000 connections
	Drinking water odour.					Target: ≤ 5 per 1000 connections Result: 2.2	6 complaints about odour or 2.2 per 1000 connections
	Drinking water pressure flow.					Target: ≤ 20 per 1000 connections Result: 2.6	7 complaints about pressure flow or 2.6 per 1000 connections

⁹ Measured from the time that the local authority received notification to the time that service personnel confirm resolution of the fault or interruption.













¹⁰ Total number of connections is 2640

Water Supply							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
	Continuity of supply.					Target: ≤20 per 1000 connections Result: 3.3	9 complaints about continuity of supply or 3.3 per 1000 connections
	Council's response to any of these issues.					Target: ≤20 per 1000 connections Result: 0	0 complaints related to Council's response to any of these issues

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. ¹¹					Target: ≤ 4 Result: 4 Serious Injury crashes YTD: 2 Fatal crashes YTD: 2	One fatal crash in Q2, two serious crashes in Q3, and one fatal crash in Q4. Total result is 4 which is equal to previous financial year.
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. ¹²					Target: 90% (of total network) Result: 90%	Achieved at 90% below 150 NAASRA count.
We will maintain the overall condition of the unsealed roads to a specified adequate standard.	Percentage of unsealed road metaled each year.					Target: 10% (of total network) Result: 18.6%	18.6% of the network has received renewals and/or heavy maintenance grading.

¹¹ 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.

¹² 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.

Roads and Footpaths							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
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: 7% (Of total network) Result: 4.10 %	Chip sealing programme was reduced reflecting the increased costs to carry out this work.
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. ¹³					Target: 90% Result: 97%	Condition rating of footpaths is undertaken every 3 years, the assessment was completed in June 2022. A majority of the non-compliant footpaths are being treated in this year's footpath renewals programme.
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: 85% Result: 98%	Of the 575 service requests received related to roads and footpaths, 566 were responded to within 10 working days.

¹³ Acceptable ratings being 1-very good 2-good and 3-fair as assessed by industry trained raters.

Document No: A732121

Report To: Audit and Risk Committee**Meeting Date:** 13 August 2024**Subject:** Insurance Renewal for year to 31 October 2024**Type:** Information Only**Author(s):** Wayne La Roche
Asset AccountantTina Hitchen
Chief Financial Officer**1. Purpose of Report**

- 1.1 The purpose of this business paper is to brief the Committee on Council's 2023/24 insurance arrangements.

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 business paper on Insurance Update Report for the Insurance Year to 31 October 2024 be received.

3. Background

- 3.1 Council is a member of the Co-Lab Insurance Advisory Group which has a membership of ten councils in the greater Waikato area. Council has been part of this arrangement under the umbrella of Co-Lab since its inception in June 2012. This model proves to be a sustainable and cost-effective approach to securing annual insurance coverage.
- 3.2 AON is the insurance broker advisor for the insurance policies under the Co-Lab insurance collective arrangement.
- 3.3 Council's public liability, professional indemnity and environmental impairment insurance, was arranged through Marsh insurance brokers, up to 30 June 2024, with the insurers based in the London Market and QBE as the lead insurer.

4. Commentary

- 4.1 Insurance cover for material assets are separated into above ground cover (buildings, equipment, motor vehicles) and below ground cover (waters infrastructure).
- 4.2 Liability insurance (public, professional indemnity, statutory, employer, fidelity/crime, cyber security and airport owners and operators liability) form the other main group cover.
- 4.3 2023/24 Insurance renewal**
- 4.4 The insurance policies taken out under the Co-Lab arrangement were renewed on 31 October 2023 for a 12 month period. The insurance year adopted is to allow for a better approach to the insurance market for the insurance cover required for the collective.

- 4.5 The table summarising the insurance policies currently in place along with a brief description of the coverage and respective excess arrangements is included in Appendix 1.
- 4.6 Of note the deductible for the Material Damage policy increased from \$10,000 to \$25,000 per claim.
- 4.7 Asset valuations for insurance purposes were undertaken at 30 June 2022 for three waters assets, solid waste assets and buildings and other structures. These have been adjusted for inflation for the two years since the insurance valuation. The values have been incorporated into the declared values for the relevant policies; being material damage and the infrastructure policies.
- 4.8 High value bridges and retaining walls were previously included in the infrastructure policy which provided cover for a natural disaster event. The decision was made to cease insurance cover at 31 October 2023 for these assets as any replacement would be co-funded by NZTA and it was not possible to have insurance cover just for the Council's "local share" of the costs.

4.9 Cost of Insurance Cover

- 4.10 Total insurance premiums for 2023/24 financial year was \$442,000 (2023: \$351,000).
- 4.11 The main drivers for the increase were a general increase in premiums overall as a result of unprecedented natural disaster events, nationally and globally, which saw insurers wanting to reduce their risk exposures therefore leading to a contraction in the insurance market for 2023/24. Further to this, the insured asset values were increased for inflation and additional assets added including the Gallagher Recreation Centre.
- 4.12 The total value insured value under the material damage policy rose from \$133 million to \$175 million.
- 4.13 Public liability and professional liability insurance cost increased from \$54,000 to \$66,000 for 2023/24, with the increase primarily driven by uncertainty and high risk in building control work and the challenging insurance market.

4.14 Public Liability and Professional Indemnity Policies

- 4.15 On 31 May 2024 we received notification that its Public Liability and Professional Indemnity policy insured through the London market and brokered by Marsh would no longer be available after 30 June 2024.
- 4.16 This change affected four smaller councils within the collective, who were advised to seek cover via council's primary insurance broker.
- 4.17 Replacement policies are now in place starting 1 July 2024. The initial policy period extended to 16 months to 31 October 2025 to coincide with the renewal dates of all the other insurance policies. The lead insurers is Berkshire Hathaway Specialty Insurance (60%) and QBE Insurance (Australia) Limited (40%).
- 4.18 The level of cover under the new policy is \$15 million which is considerably less than cover provided under the expired policy (\$300 million). AON are currently working through securing an additional secondary coverage layer, over and above the \$15 million policy limits. This will bring the four councils into the same policy structure as the other councils within the insurance collective.
- 4.19 The previous Marsh policy included a separate policy for environmental impairment, which would cover, for instance, a polluting event caused by Council. The new public liability or professional indemnity policies would be expected to respond to any environmental event such as this.

4.20 Insurance Renewal for 2024/25

- 4.21 Property schedules and insurance declarations are currently in the process of being completed and submitted to the brokers, who will then consolidate and present to the insurers. There has been an increase in the detail required by insurers to provide more

detailed asset and property attributes to give a better understanding of the risks they are underwriting.

- 4.22 The Insurance Advisory Group at its July briefing was advised that the market had stabilised somewhat, with insurance premiums for the material damage and business interruption policy forecast to increase by up to 5%. This forecast rise does not include increases from increased insured value.
- 4.23 Staff are also working through the property schedule for the Material Damage and Business Interruption Policy with each asset reviewed for appropriateness to be included in the schedule. For instance, low value assets that potentially could be excluded except where they are part of a group of closely located assets and also reviewing whether some assets should be covered for natural disaster only.
- 4.24 Through this review minor savings in premium costs may be achieved, however it is not anticipated that significant savings will be possible without exposure to increased risk that is insurable.
- 4.25 Valuations for buildings and three water assets for financial reporting purposes are scheduled will be undertaken for the 2024/25 Annual Report and insurance valuations will be arranged as part of that valuation work. It should be noted that although the valuations are based on the same asset data, the valuations for each purpose (financial or insurance) results in reports of different information and formats. As no insurance valuation will be undertaken for the 2024/25 renewal period, staff will review current values and apply indexing for inflation.

5	Attachments/Separate Enclosures
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Attachment:

- 1 Appendix 1: Summary of Insurance Policies

APPENDIX 1: SUMMARY OF INSURANCE POLICIES

Policy	Description	Values Covered	Excess
Material Damage and Business Interruption	<p>Material Damage: Covers all risks to identified buildings, contents such as computers, books and furniture. Also covers above ground infrastructural assets such as treatment plants and reservoirs and other community assets such as playgrounds and statues.</p> <p>Business Interruption: Covers consequential loss resulting from physical loss or damage to Council owned property such as loss of rental income if a building burns down. The policy has both shared limits and sub limits specific to each member Council.</p> <p>Further policy details are included in the policy cover summary which is included as an attachment to this business paper.</p>	<p>Replacement value covered \$175,150,000</p> <p>Fire Limit \$15 million</p> <p>Business Interruption declared value \$1,590,000</p>	<p>Non-Natural Disaster</p> <p>Deductible \$25,000.</p> <p>Landslip and/or Subsidence \$25,000.</p> <p>Fluvial and Pluvial Flood \$100,000.</p> <p>Natural Disaster</p> <p>Deductible 2.5% of the Material Damage location sum insured but not less than \$10,000.</p> <p>For Pre 1935 Risks</p> <p>Deductible 10% of the Material Damage location sum insured but not less than \$10,000.</p> <p>Business Interruption</p> <p>Due Acts of civil authorities, dependency, or fumes, gases and toxic chemicals: 24 hours.</p>
Infrastructure Insurance (40% Placement)	<p>Physical loss to insured assets caused by a Natural Catastrophe Event including: Earthquake, Natural Landslip, Flood, Tsunami, Tornado, Windstorm, Volcanic Eruption, Hydrothermal and Geothermic Activity and Subterranean Fire.</p> <p>(Insured assets are underground water supply, wastewater, stormwater assets. Treatment plants and pump stations are included in the Material Damages policy).</p>	<p>Declared value \$100,348,000.</p> <p>Limit of Liability: Combined limit is 40% of \$300 million, subject to each council's sublimit, with Waitomo DC's being \$30 million.</p>	<p>Deductible \$500,000 to be applied 100% to the full loss in any one event, prior to the 40% claim settlement adjustment from Central Government</p> <p>Sub-limit \$30 million</p>
Commercial Motor Vehicle	<p>Cover for the motor vehicle fleet and provides for third party property and bodily injury.</p> <p>(Windscreen cover has been removed).</p>	<p>Fleet value insured \$1,589,000.</p> <p>Third party liability \$20 million.</p> <p>Except for Airside Liability restricted to \$2 million</p>	<p>Each and every claim 1% of the vehicle's value with a minimum of \$500.</p> <p>Except for drivers aged 21 years and under \$1,000.</p>
Statutory Liability	<p>Covers defence costs, fines (to the extent allowable by law) and reparation orders arising from an investigation and/or prosecution by a Statutory Body for an unintended breach or breaches of an Insured Act (There are some excluded Acts).</p>	<p>For Fines and Reparations \$1 million</p> <p>Defence costs \$1 million.</p>	<p>Excess \$10,000, except for claims under the Health and Safety at Work Act and Resource Management Act which \$25,000 applies.</p>

Policy	Description	Values Covered	Excess
Employers' Liability	Legal liability to an employee of the Insured who sustains personal injury arising out of or in the course of their work, which is not covered by Accident Rehabilitation Act 1992	Policy limit is \$1 million in the aggregate for loss and \$1M in aggregate for defence costs	Each and every claim (including Defence costs) \$1,000
Fidelity/Crime	Direct financial loss suffered by the Insured as a result of a criminal act committed by their employee and arising from or in connection with any single act or series of related, continuous or repeated acts.	Policy limit is \$2 million in the aggregate	Each and every claim inclusive of defence costs \$50,000 (plus GST)
Cyber Insurance Policy	Covers losses from an actual breach, or suspected breach, of the Insured's computer systems, or extortion threat with and intent to harm or restrict access to the Insured's computer network or electronic data	Loss (excluding damages): Any one claim and in the aggregate (excluding damages) \$1 million. Damages: Any one claim and in the aggregate for damages \$500,000.	Excess \$25,000 for each and every claim, actual of suspected Breach or Extortion Threat.
Airport Owners and Operators Liability	Legal liabilities arising in connection with the ownership, operation and management of an airport as a result of an accident.	\$10,000,000 limit for each accident for bodily injury and/or property damage any one occurrence	Excess \$2,500 each and every claim
Public Liability and Professional Indemnity Insurance. (Brokers: Marsh, Policy Ended 30 June 2024)	<u>Public Liability</u> Protection for legal liability in connection with the business and arising from occurrences resulting in personal injury or property damage. <u>Professional Indemnity</u> Protection for legal liability in respect of a breach of a professional duty by way of negligent act, error or omission, including defense costs and expenses.	<u>Public Liability</u> \$300 million per occurrence and in the aggregate. <u>Professional Indemnity</u> \$300 million per occurrence and in the aggregate. \$500,000 in respect of the Weathertightness extension to the policy.	<u>Public Liability</u> Excess \$5,000 each and every claim including costs <u>Professional Indemnity</u> Excess \$30,000 each occurrence. Weathertightness Excess \$50,000
Environmental Impairment Insurance (Brokers: Marsh, Policy Ended 30 June 2024)	Protection for legal liability as a result of a claim for property damage, clean up and natural resource damage resulting from pollution that is at, on, under or migrating from the Insured premises.	\$1 million any one claim and in the aggregate.	Each and every claim \$25,000 In respect to wastewater treatment plants \$100,000

Policy	Description	Values Covered	Excess
Public Liability and Professional Indemnity Insurance. (Brokers: AON, Policy Started 1 July 2024)	<u>Public Liability</u> Coverage against liability to third parties for property damage and/or personal injury arising from or in connection with the Insured's operations, for all amounts which the Insured is held legally liable to pay. <u>Professional Indemnity</u> Protection against claims alleging civil liability, by any act, error, omission or conduct that occurred in connection with the insured's Professional Business Practice.	<u>Public Liability</u> \$15 million per occurrence and in the aggregate. \$30 million in the aggregate during the period of Insurance for Natural Disaster claims. <u>Professional Indemnity</u> \$15 million any one claim in the aggregate any one period of insurance for the insured.	<u>Public Liability</u> Excess \$10,000 each and every claim inclusive of cost and expenses. <u>Professional Indemnity</u> Excess \$25,000 for each and every claim inclusive of cost and expenses.

Document No: A732137

Report To: Audit and Risk Committee**Meeting Date:** 13 August 2024**Subject:** Treasury Management Report for the year ended 30 June 2024**Type:** Information Only**Author(s):** Wayne La Roche
Asset AccountantTina Hitchen
Chief Financial Officer**1. Purpose of Report**

- 1.1 The purpose of this business paper is to provide an update on WDC's debt position and compliance with borrowing limits for the year ended 30 June 2024.
- 1.2 Miles O'Connor, Bancorp Treasury Services Limited will be presenting the Treasury Management Report to the Council via Zoom.

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 business paper on Treasury Management Report for the year ended 30 June 2024 be received.

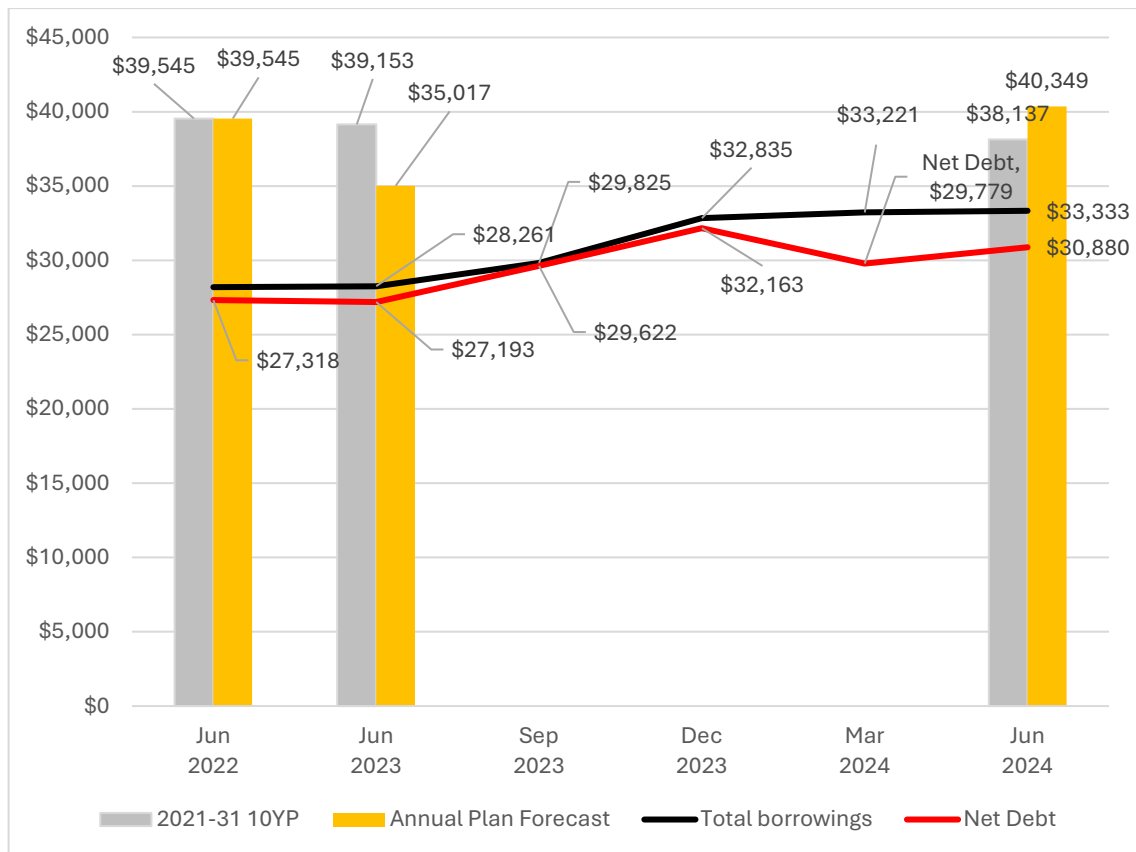
3. Background

- 3.1 The total borrowings and net debt position are regularly reviewed and monitored against current interest rates and compared to the 10YP 2021-31 and Annual Plan Forecasts. This includes monitoring WDC's borrowing limits as set out in the Financial Strategy, with reporting to the Audit and Risk Committee on a quarterly basis.
- 3.2 Bancorp, Council's external treasury advisors, prepare a quarterly Treasury Reporting Dashboard and the report for the period ended 30 June 2024 is enclosed separately and forms part of this business paper.

4. Commentary**4.1 PUBLIC DEBT**

- 4.2 At 30 June 2024 public debt was **\$33.3 million** (2023: \$28.3 million) and net debt¹ was \$30.9 million (2023: \$27.2 million).
- 4.3 The following graph shows the total borrowings and net debt position compared to forecast debt from the 10YP 2021-31 and the Annual Plan 2023/24.

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



4.4 INTEREST EXPENSE

4.5 Total interest expense for the period ending 30 June 2024 was \$1,619,000 which was \$8,000 less than the budget of \$1,627,000.

4.6 The assumed interest rate used in the Annual Plan for the 2023/24 year was 5.38%. The weighted average interest rate at 30 June 2024 was 5.17%, and including the Westpac Call Advance credit facility fee is 5.23%. (It should be noted that the weighted average interest rate at balance date was reduced due to the additional hedging put in place, as detailed in bullet point 4.16 below.

4.7 Current interest rates still remain at elevated levels and medium and long-term interest rates are less, as it is widely anticipated that rates will decrease, given an inverted yield curve.

4.8 Of the total borrowings of \$33.3 million, the floating interest rate debt totals \$12 million at 30 June 2024 which may be affected by interest rate changes, the remaining \$21 million of public debt is on a fixed interest rate exposure which 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).

4.9 BORROWING LIMITS

4.10 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.

	Limit	Actual Jun 2023	Actual Jun 2024 (Interim Unaudited)
Net debt to total revenue	<165%	58%	66%
Net interest to annual rates	<20%	6%	7%

- 4.11 WDC is currently well below these limits so has borrowing capacity should this be required.
- 4.12 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 2024.
- 4.13 The Westpac credit facility has a maturity date of 1 July 2025.

4.14 INTEREST RATE FIXING PRIOR TO BALANCE DATE

- 4.15 With the adoption of the LTP 2024-34 the forecast debt profile was updated and the estimated fixed interest coverage amounts determined. In order to become compliant with the Treasury Management Policy at balance date, two immediate start interest rate swaps and a forward start swap were entered into.
- 4.16 Two immediate start swaps, notional principal of \$5 million each with fixed interest rates of 4.65% and 4.55%, and maturity dates of August 2027 and April 2028, respectively, were transacted. The immediate effect of these transactions was to reduce interest costs on this debt due to the fixed interest rate being less than the prevailing floating interest rate applicable to this debt.
- 4.17 At the same time, a forward start swap, notional principal of \$5 million with a fixed interest rate of 4.105% starting July 2026 maturing July 2030, was also entered into.
- 4.18 This hedging brings the fixed interest cover to within the policy bands of the Treasury Management Policy.

4.19 INTEREST RATE SWAP VALUATIONS

- 4.20 Included in the balance sheet is the valuation of the interest rates swaps that are in place at balance date for both current and forward starting swaps. These are included as "Derivative Financial Instruments" and recognised at market value at balance date. The valuation at 30 June 2024 is \$336,000 as an asset.
- 4.21 Hedge effectiveness has been maintained throughout the year, which means they have matched interest rate movements in their associated debt tranche. That allows for the movement in their valuation from the prior year to be shown in "Other Comprehensive Revenue and Expense" rather than in the Surplus/(Deficit) in the Income Statement.
- 4.22 A loss on cashflow hedges of \$221,000 will be shown in Other Comprehensive Revenue and Expense.

4.23 TREASURY TRANSACTIONS SINCE BALANCE DATE

- 4.24 Since balance date, with forward starting interest rates already reduced compared with current rates, additional fixed interest rate cover has been implemented. Specifically for \$6 million, fixed cover will start July 2026, with \$3 million cover ending July 2029 and the remaining \$3 million ending July 2031. The fixed rate amounts payable is 3.57% and 3.74% respectively.
- 4.25 The reason for the additional fixing is bring fixed rate cover more in the middle of the hedging bands, which is now based on the revised forecast debt profile based on the LTP 2024-34.
- 4.26 Staff will maintain a watching brief on the market, once spot interest rates fall, which is widely anticipated by the market, further fixed rate cover with immediate start may be entered into.

<h2>5. Attachments/Separate Enclosures</h2>
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Attachment:

- 1 Bancorp Treasury Management Dashboard as at 30 June 2024 (A732169)



Treasury Reporting Dashboard

As at 30 June 2024

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BANCORP TREASURY SERVICES LIMITED

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Global (for the June 2024 quarter)

It was another bumpy ride for the benchmark US bond market in the June quarter, with the 10-year treasury starting at 4.20%, rising to 4.72% on 27 April, declining back to 4.22% on 20 June, and finishing the quarter at 4.40%. While progress has been made in taming inflation, the progress has been slower than the market and, importantly, what the Federal Reserve ("Fed") had been hoping for, creating concerns that the Fed may keep interest rates higher for longer than anticipated.

The Fed has continued to signal it would begin easing this year, while forecasting higher growth and inflation for 2024. From pricing in 6-7 rate cuts at the start of the year, market pricing currently reflects two cuts by the end of the year, complicated by the 5 November US election.

While progress has been made in the battle against inflation globally, that progress has been uneven across different geographies. Persistent core inflation pressures in several developed countries, including the UK, U.S., and Eurozone, contributed to overall inflation rates exceeding central bank targets. Australia remains an outlier and, based on market pricing, faces a real possibility of further interest rate hikes after a poor May CPI release.

In early June, the European Central Bank ('ECB') 'hawkishly' cut its key interest rates by 25bps to lower its main refinancing operation rate to 4.25% and its deposit facility rate to 3.75%. The move did come with a warning after ECB President Christine Lagarde announced, *"Domestic inflation remains high, and wages are rising at an elevated pace. We will need more data to constantly confirm the disinflationary path. We cannot confirm that the dialling back process is underway."*

It was a different story in Switzerland, though, after the Swiss National Bank ("SNB") reduced its key interest rate by 25bps to 1.25% following its March cut. The rate cut caught the market off guard, which saw the Swiss franc fall sharply, although officials sought to provide comfort, announcing they remain prepared to intervene if required.

China increased the pace of monetary, fiscal, and regulatory easing measures to support growth. These efforts have contributed to some cyclical stabilisation, but whether they will translate into a full-blown economic reacceleration remains uncertain.

Looking ahead to the US elections in November, the election result will determine who decides on the roughly \$3.5 trillion of 2017 personal income tax cuts scheduled to expire at the end of 2025. Based on projections, the fiscal deficit is expected to remain relatively large over the next several years (5%–6% of GDP), partly due to rising interest-rate payments on federal debt. The election result could see materially different approaches to tariffs, global trade, immigration, taxes and even the shape of monetary policy.

	OCR	90 day	2 years	3 years	5 years	7 years	10 years
31 March 2024	5.50%	5.63%	4.80%	4.51%	4.38%	4.38%	4.46%
30 June 2024	5.50%	5.63%	4.96%	4.68%	4.45%	4.44%	4.50%
Change	0%	0%	+0.16%	+0.17%	+0.07%	+0.06%	+0.04%

The June 2024 quarter saw a continuation of the poor economic data that has characterised 2024, with a growing chorus of ‘survive until 25’ being heard. New Zealand is undergoing a painful reset, with economic indicators suggesting the economy has weakened further over the last quarter. Further forward-looking indicators for the remainder of 2024 show an economy stuttering at ongoing near or actual recessionary levels. Evidence continues that the Reserve Bank of New Zealand (“RBNZ”) has largely done its job in suppressing aggregate demand, and the labour market is clearly softening.

While the signs of a faltering economy are clear, the timing of when this will lead to lower inflation and, more importantly, when the RBNZ can ease its grip on the economy by reducing rates remains uncertain. Another variable is whether the RBNZ starts cutting rates when inflation falls back within its target range of 1%-3% or when the RBNZ is confident that inflation will fall back to the target midpoint of 2%

At the 22 May *Monetary Policy Statement* (“MPS”), the RBNZ maintained the OCR at 5.50%, stating that while annual consumer price inflation is expected to return to the Committee’s 1%-3% target range by the end of 2024, monetary policy needed to remain restrictive to ensure that the inflation rate returns to the middle of the range within a reasonable timeframe. Of particular note, the RBNZ focused on annual non-tradable inflation, which has only slightly declined to 5.8%, higher than the 5.3% forecast.

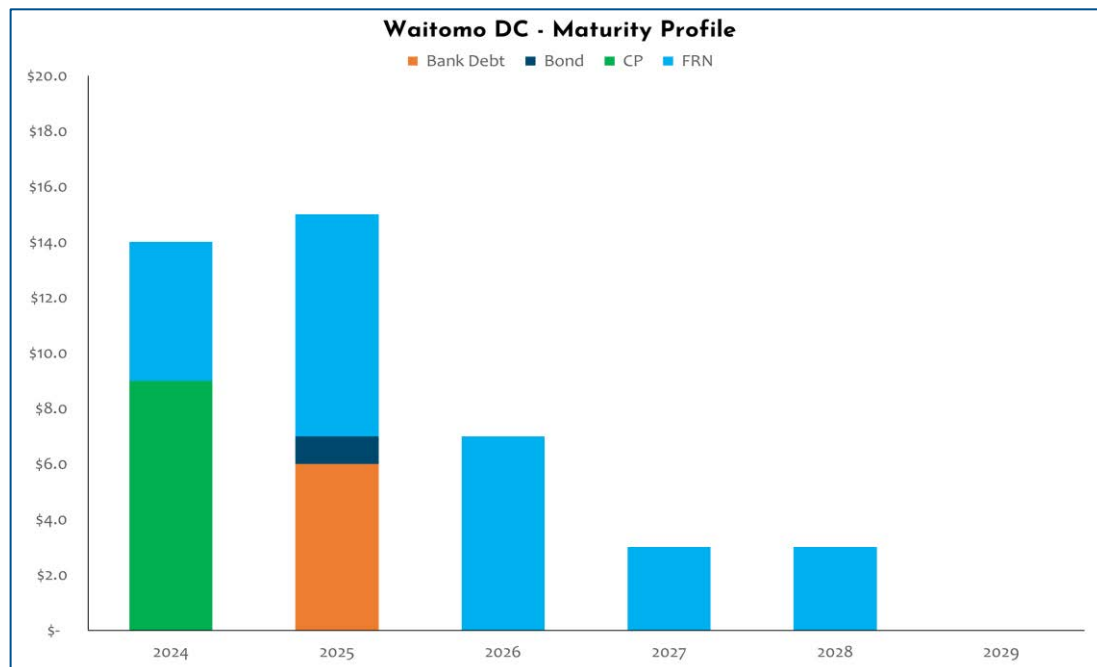
RBNZ projections have the first OCR cut in Q4 2025, with most banks forecasting cuts in February 2025 and Kiwibank forecasting a November 2024 rate cut. By contrast financial market pricing is assigning an 80% probability that the first 25 basis point cut will occur in October 2024 and a 100% probability of it happening in November 2024.

There is an increasing amount of anecdotal evidence backed up by many recent data releases of a rapidly slowing economy. These releases include business and consumer confidence declining sharply as well as construction activity, residential building consents and retail sales all falling markedly. This suggests that the RBNZ should cut sooner than the May MPS review indicated.

Swap rates had a volatile quarter. The 2-year and 5-year swap rates declined from highs of 5.22% and 4.80%, respectively, down to lows of 4.89% and 4.33% before retracing some of the moves down, closing the quarter at 4.96% and 4.45%, respectively.

Funding, Liquidity and Hedging Bands⁷⁵

4



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

Core Debt

\$33.0m

External Council Drawn Debt

LGFA Debt

\$33.0m

Funds Drawn from LGFA

Headroom = undrawn bank facility + cash in bank

\$7.7m

Liquidity Ratio (must be >110%)

123.3%

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

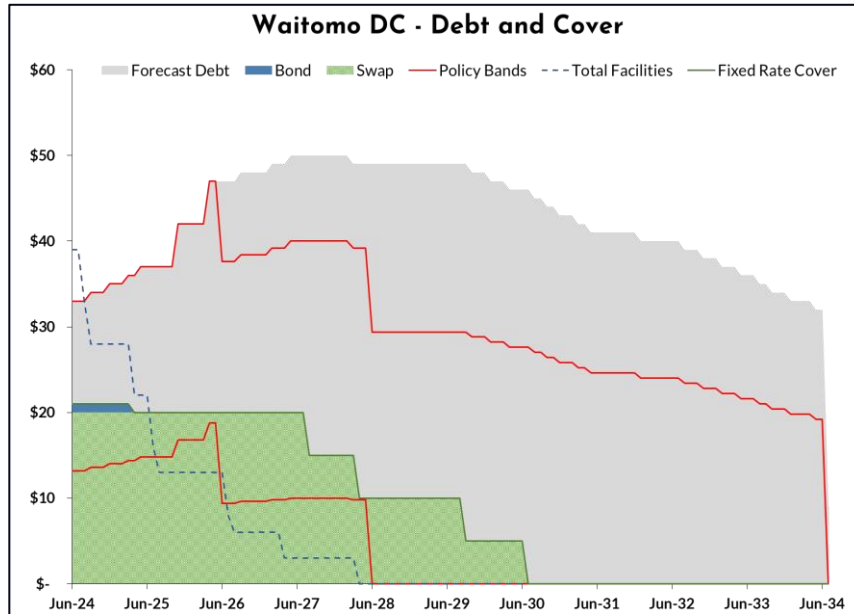
5.17%

Fixed Rate Hedging Bands			
	Minimum	Maximum	Policy
0 - 2 years	40%	100%	Compliant
2 - 4 years	20%	80%	Compliant
4 - 8 years	0%	60%	Compliant

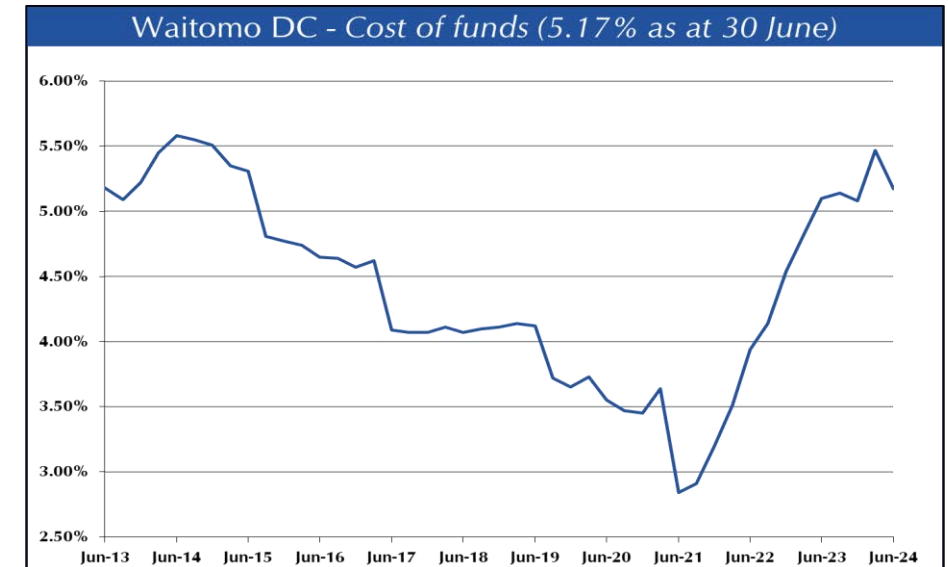
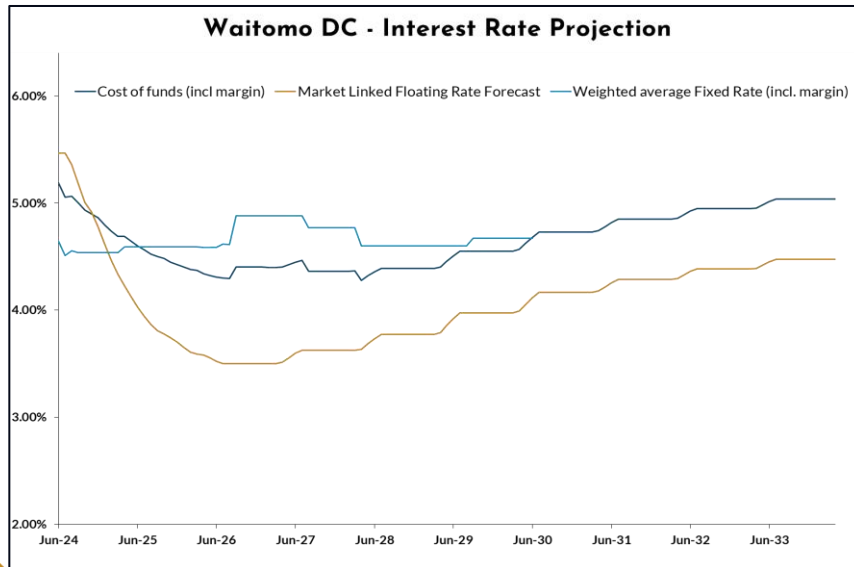


Interest Rate Risk Management⁷⁶

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Current % of Debt Fixed	63.6%
Current % of Debt Floating	36.4%
Value of Fixed Rate (m)	\$21.0
Weighted Average Cost of Fixed Rate Instruments	3.99%
Value of Forward Starting Cover	\$15.0
Weighted Average Cost of Forward Starting Cover	4.01%
Value of Floating Rate (m)	\$12.0
Current Floating Rate	5.63%
Current Floating Rate (incl margin)	6.33%
All Up Weighted Average Cost of Funds Including Margin	5.17%
Total Facilities In Place	\$39.0



LGFA Borrowing Rates

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As at 30 June

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

Maturity	Margin	FRN (or CP Rate)	FRB
3 month CP	0.20%	5.82%	N/A
6 month CP	0.20%	5.81%	N/A
April 2025	0.49%	6.11%	5.99%
April 2026	0.52%	6.14%	5.54%
April 2027	0.62%	6.24%	5.31%
May 2028	0.74%	6.36%	5.24%
April 2029	0.81%	6.43%	5.22%
May 2030	0.88%	6.50%	5.25%
May 2031	0.97%	6.59%	5.33%
April 2033	1.03%	6.65%	5.42%
May 2035	1.12%	6.74%	5.54%
April 2037	1.20%	6.82%	5.68%



WDC - LGFA Borrowings ⁷⁸

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As at 30 June 2024, WDC had \$33.0 million of core debt, all of which is sourced from the LGFA using Commercial Paper, FRNs, and FRBs. WDC also has a bank facility with Westpac Bank for \$6.0 million that matures on 1 July 2025, which has a margin of 100 basis points and a line fee of 40 basis points. Details of WDC's drawn debt as at 30 June is as follows:

Instrument	Maturity	Yield	Margin	Amount
LGFA CP	29-Aug-24	5.832%	0.20%	\$2,000,000
LGFA CP	29-Aug-24	5.945%	0.20%	\$4,000,000
LGFA FRN	11-Sep-24	6.31%	0.69%	\$5,000,000
LGFA FRB	19-Apr-25	3.68%	N/A	\$1,000,000
LGFA FRN	22-Apr-25	6.14%	0.49%	\$5,000,000
LGFA FRN	30-Aug-25	6.195%	0.57%	\$3,000,000
LGFA FRN	24-Jul-26	6.29%	0.66%	\$5,000,000
LGFA FRN	30-Aug-26	6.285%	0.66%	\$2,000,000
LGFA FRN	18-Apr-27	6.43%	0.78%	\$3,000,000
LGFA FRN	22-Apr-28	6.50%	0.85%	\$3,000,000



Swap details and valuation⁷⁹

As at 30 June

As at 30 June, WDC had four interest rate swaps 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 2024											
Bank Ref	Derivative Product	Currency	Notional Amount at Inception	Inception Date	Effective Date	Maturity Date	Fixed Rate	Clean Value	+	Accrued Interest	= Total Swap Value
INTEREST RATE SWAPS											
WPAC 4293625	IR Swap	NZD	5,000,000	31-Mar-15	20-Apr-20	20-Apr-25	3.93%	59,017		16,258	75,275
WPAC 7189464	IR Swap	NZD	5,000,000	13-Dec-18	11-Sep-20	11-Sep-26	2.89%	203,525		7,105	210,630
WPAC 10370267	IR Swap	NZD	5,000,000	20-Apr-23	22-Apr-25	22-Jul-26	3.96%	34,655		0	34,655
WPAC 10968070	IR Swap	NZD	5,000,000	2-Feb-24	11-Sep-26	11-Sep-29	3.96%	17,966		0	17,966
WPAC 11271805	IR Swap	NZD	3,000,000	26-Jun-24	27-Jun-24	30-Aug-27	4.65%	(2,416)		238	(2,177)
WPAC 11271761	IR Swap	NZD	5,000,000	26-Jun-24	22-Jul-26	22-Jul-30	4.11%	5,110		0	5,110
WPAC 11271848	IR Swap	NZD	5,000,000	26-Jun-24	27-Jun-24	24-Apr-28	4.55%	(4,082)		432	(3,650)
WPAC 11271834	IR Swap	NZD	2,000,000	26-Jun-24	27-Jun-24	30-Aug-27	4.65%	(1,610)		159	(1,452)
Totals		NZD	35,000,000					312,166		24,192	336,357



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