



# **Agenda**

## **Audit and Risk Committee Meeting**

**Tuesday 7 October 2025  
at 9.00am**

**Council Chambers  
Queen Street  
Te Kuiti**

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

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



## NOTICE OF MEETING

**A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT AND RISK COMMITTEE IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 7 OCTOBER 2025 COMMENCING AT 9.00AM**

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### COMMITTEE MEMBERS

Jaydene Kana (Chair)  
Cr Gavin Todd

Mayor John Robertson  
Cr Janene New

Deputy Mayor Allan Goddard  
Cr Janette Osborne

A handwritten signature in blue ink, appearing to read "M. Higgie".

MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

### ORDER PAPER

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11. Motion to Exclude the Public	52
1. <b>Public Excluded:</b> Presentation: Deloitte – Annual Report 2024/2025 Audit Report	Subject to availability – will be circulated under separate cover
2. Resolution to Re-Open Meeting to the Public	
12. Public Excluded business to be made public following decision taking	
13. Annual Report 2024/2025 – Recommendation to Council	Subject to availability – will be circulated under separate cover

#### **IMPORTANT NOTE**

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

## WAITOMO DISTRICT COUNCIL

### Audit and Risk Committee

#### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 19 AUGUST 2025 AT 9.00AM

<b>PRESENT:</b>	Independent Chair Jaydene Kana Deputy Mayor Allan Goddard Gavin Todd Janene New Janette Osborne Mayor John Robertson ( <i>apology for lateness</i> )
<b>STAFF:</b>	Chief Executive, Ben Smit Manager – Governance Support, Michelle Higgie General Manager – Community Services, Helen Beever Health and Safety Coordinator, Tanchia Pitts-Brown General Manager – Infrastructure Services, Shyamal Ram Three Waters Manager, David Karrol Roading Manager, Darren Laycock General Manager – Strategy and Environment, Alex Bell Chief Financial Officer, Tina Hitchen Asset Accountant, Wayne La Roche Manager – Strategy and Policy, Charmaine Ellery Graduate Policy Advisor, Rajeshwari (Raj) Mahadevappa

<b>1. Karakia Tuwhera</b>
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<b>2. Apologies</b>
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The Committee noted that due to other Council commitments, Mayor Robertson may not make it to this meeting, and if so will be late.

#### **Resolution**

The apology from Mayor John Robertson be received.

Kana/Todd

Carried

<b>3. Declarations of Member Conflicts of Interest</b>
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No declarations made.

<b>4. Amendment to Items on Order Paper</b>
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The Independent Chair advised that following discussion with the Chief Executive it is recommended that the public excluded item be moved into the public part of the meeting.

#### **Resolution**

The Public Excluded Item - Progress Report: Audit Findings for year ended 2024 be moved into the public part of the meeting.

Kana/New

Carried

<b>5. Confirmation of Minutes: 13 May 2025</b>
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**Resolution**

The Minutes of the Waitomo District Council Audit and Risk Committee meeting held on Tuesday 13 May 2025 be confirmed as a true and correct record.

Kana/Osborne Carried

<b>6. Chair Report – August 2025</b>
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The Committee considered a business paper presenting the Chair's Report for August 2025.

The Independent Chair expanded verbally on her report and answered Members questions.

**Resolution**

The Chair Report – August 2025 be received.

Kana/Goddard Carried

<b>7. Mastercard Expenditure Report: April – June 2025</b>
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The Committee considered a business paper presenting details of expenditure incurred via WDC issued Corporate Mastercard for the period April – June 2025.

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

Cr New noted that elected member claim forms are not made publicly available and noting that the current Mayor does not holding a corporate mastercard queried whether elected member claim forms should be presented to the Committee for public transparency purposes.

The Manager – Governance Support advised that a request had been made recently where elected member claims forms were provided to the requester, so the information is in the public arena.

Cr Osborne recommended that members be provided with LGOIMA requests. The Manager – Governance Support will provide elected members with a copy of the LGOIMA spreadsheet detailing requests received and if elected members wish to see more information they can request it accordingly.

**Resolution**

The Mastercard Expenditure Report: April – June 2025 be received.

Kana/Todd Carried

<b>8. Review of Audit and Risk Committee Terms of Reference</b>
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The Committee considered a business paper presenting the result of an inhouse review of the Committee's Terms of Reference as requested by the Committee at its meeting on 15 October 2024 (as part of the Chair Report for that meeting)

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

Cr Osborne noted that Council changed the membership which excluded elected members who are on the Te Raanga Whakakaupapa Koorero Committee and agreed to amend the Terms of Reference membership – Clause 4.2 to read: Committee shall comprise ~~all of the~~ elected members of Council and such independent member(s) as the Council may resolve from time to time.

The Independent Chair recommended that self-evaluations be considered for inclusion in the Terms of Reference going forward.

The Chair undertook to include consideration topics in her next Chair report so the Committee can make recommendations for consideration by the new Council following the Elections.

#### **Resolution**

- 1 The business paper on Review of Audit and Risk Committee Terms of Reference be received.
- 2 The Committee approve the minor amendments relating to the current staff structure of Waitomo District Council and removing the words "all of the" from Clause 4.2 relating to membership and recommend to Council that the amended Terms of Reference be adopted.

Kana/Osborne                      Carried

The General Manager – Community Services and Health and Safety Coordinator entered the meeting at 9.47am

<b>9. Risk Management and Mitigation</b>
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The Committee considered a business paper providing an update on progress implementing the Risk Management Framework.

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

#### **Resolution**

The business paper on Risk Management and Mitigation be received.

Kana/Osborne                      Carried

<b>10. Progress Report: Health and Safety</b>
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The Committee considered a business paper providing a brief on Waitomo District Council's health and safety performance during quarter four of the 2024/2025 year.

The General Manager – Infrastructure Services entered the meeting at 9.57am.

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

#### **Resolution**

The Progress Report: Health and Safety be received.

Kana/New                      Carried

The General Manager – Community Services and Health and Safety Coordinator entered the meeting at 10.05am.

<b>11. Progress Report: Procurement Summary Schedule (April 2025 – July 2025)</b>
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The Committee considered a business paper providing a summary of the procurements made in the period 1 April 2025 to 30 June 2025 in accordance with Waitomo District Council's Procurement Policy.

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

The Three Waters Manager entered the meeting at 10.08am.  
Mayor Robertson entered the meeting at 10.11am.

**Resolution**

The Progress Report: Procurement Summary Schedule (April 2025 – July 2025) be received.

Kana/Goddard Carried

<b>12. Progress Report: WDC Resource Consents – Compliance Monitoring (April to June 2025)</b>
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The Committee considered a business paper providing a brief on compliance reporting against Resource Consent conditions, due during the fourth quarter (2024/2025).

The General Manager – Infrastructure Services expanded verbally on the business paper, advising that a time extension has been granted for activating the new resource consent for the Waitomo District Landfill out to 2028 and answered Members questions.

The Roading Manager entered the meeting at 10.17am.

The General Manager – Strategy and Environment entered the meeting at 10.18am.

**Resolution**

The Progress Report: WDC Resource Consents – Compliance Monitoring (April to June 2025) be received.

Kana/Osborne Carried

The Chief Financial Officer entered the meeting at 10.35am.

The Three Waters Manager left the meeting at 10.35am.

<b>13. New Zealand Transport Agency – Procedural Audit 2025</b>
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The Committee considered a business paper informing the Committee of the results and actions from the recent New Zealand Transport Agency Procedural Audit for Roading.

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

**Resolution**

The business paper on New Zealand Transport Agency – Procedural Audit 2025 be received.

Kana/Robertson Carried

<b>14. Treasury Management Report for the period ended 30 June 2025</b>
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The Committee considered a business paper providing an update on Council's debt position and compliance with borrowing limits for the period ended 30 June 2025.

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

The Assets Accountant, Manager Strategy and Policy and Graduate Policy Advisor entered the meeting at 10.40am.

**Resolution**

The business paper on Treasury Management Report for the period ended 30 June 2025 be received.

Kana/Todd Carried

The Assets Accountant left the meeting at 10.45am.

<b>15. Progress Report: Key Performance Indicators for the period ended 30 June 2025</b>
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The Committee considered a business paper presenting Waitomo District Council's delivery performance on non-financials for the 2024/2025 financial year for the period ending 30 June 2025 (Quarter 4)

The Three Waters Manager entered the meeting at 10.47am.

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

**Resolution**

The Progress Report: Key Performance Indicators for the period ended 30 June 2025 be received.

Kana/Goddard Carried

The Graduate Policy Advisor and Three Waters Manager left the meeting at 11.09am.

<b>16. Progress Report: Audit Findings for year ended 2024</b>
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Note: This item was moved from the public excluded section of the Agenda.

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

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

**Resolution**

The Progress Report: Audit Findings for year ended 2024 be received.

Kana/New Carried

<b>17. Karakia Whakamutunga</b>
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There being no further business the meeting closed at 11.17am.

Dated this       day of

JAYDENE KANA  
**INDEPENDENT CHAIR**



**Document No:** 915183

**Report To:      Audit and Risk Committee**



**Meeting Date:** 7 October 2025

**Subject:**            **Chair Report – September 2025**

**Type:**                Information Only

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

**1.      Purpose of Report**

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

**2.      Suggested Resolution**

- 2.1      The following is a suggested resolution only and does not represent Council policy until such time as it is adopted by formal resolution.
  - 1            The Chair Report – September 2025 be received.

**3.      Attachments/Separate Enclosures**

Attachment:

- 1            Chair Report – September 2025 (Doc #915182)

## WAITOMO DISTRICT COUNCIL – AUDIT AND RISK COMMITTEE

## SEPTEMBER 2025 – CHAIR REPORT

Teenaa koutou e ngaa rau rangatira maa,

Welcome to our final Audit and Risk Committee meeting for the 2022–2025 triennium. My sincere thanks to everyone for their contributions to the Audit and Risk Committee for the 2022–2025 triennium, especially Mayor John, Committee members, Chief Executive Ben and our dedicated staff members.

Here are my reflections from Office of the Controller and Auditor-General (OAG) events attended recently, for the Committee's consideration:

Forum	Summary Reflections
<b>OAG Forum on Governing cyber security risks</b> 22 August 2025	<b>Cyber security checklist for governors</b> <ul style="list-style-type: none"> <li>Set clear expectations for cyber security risk management</li> <li>Ensure appropriate cyber security risk mitigation and incident response controls are in place</li> <li>Have the necessary and current capability to govern cyber security</li> <li>Invest the time to support cyber security</li> </ul> <p>Some resources for governors in governing cyber security risks:            Article: <a href="#">Mind the gap: Governing cyber security risks</a>, including the checklist above.            Standards: <a href="#">Minimum Cyber Security Standards</a> and <a href="#">NCSC Cyber Security Framework</a>.            Podcasts: <a href="#">Smashing Security</a>, <a href="#">Risky Business</a>, <a href="#">Cyber Security Archives</a>.</p>
<b>OAG Forum on Insights for governors from OAG inquiry work</b> 19 September 2025	<p>The inquiry work focused on contract management, gifts and hospitality, and sensitive expenditure. Some key questions for Audit and Risk Committee's to consider included:</p> <ul style="list-style-type: none"> <li>- Do you have a good sense of the risks associated with these topics?</li> <li>- Do you know if your organisation has up-to-date policies?</li> <li>- How do you know policies are being followed?</li> <li>- What reporting do you get on the management of these issues?</li> <li>- Do you hear from the staff involved in that management?</li> <li>- Do you hear from the auditor (external or internal) on these issues?</li> <li>- Are there 'champions' in your organisation?</li> <li>- Do you know about the unusual?</li> </ul> <p>Other considerations discussed in the forum included:</p> <ul style="list-style-type: none"> <li>- Mayoral funds: Is there a policy for use and regular reporting on usage?</li> <li>- Staff conflicts of interest: Are these regularly reported?</li> <li>- Sensitive expenditure: Are these regularly reported?</li> <li>- Koha payments: Are these regularly reported?</li> </ul>

Also, the OAG have published a [report](#) on their insights from their 2023/24 audits and their observations from across the local government sector which I am sharing for transparency. The OAG state: "Overall, given the context of significant financial challenges and ongoing reform, councils have continued to provide the essential services that New Zealanders rely on every day, and we commend them for this. However, we remain concerned about the viability of the local government sector, as these cost and reform pressures are making it more difficult for councils to balance their budgets and be financially sustainable."

My best wishes to outgoing Committee member Councillor Janene New and all other Committee members seeking re-election to serve our Waitomo District community. No reira rau rangatira maa, teenaa koutou, teenaa koutou, teenaa taatou katoa.

### Recommendation

That the Audit and Risk Committee receives the report.

Jaydene Kana

Chair, Audit and Risk Committee

29 September 2025

**Document No:** 914228

## **Report To: Audit and Risk Committee**



**Meeting Date:** 7 October 2025

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

**Type:** Information Only

**Author(s):** Tanchia Pitts-Brown  
Health and Safety Coordinator  
  
Helen Beever  
General Manager – Community Services

### **1. Purpose of Report**

- 1.1 The purpose of this business paper is to brief the Committee on Waitomo District Council's (WDC) health and safety performance during quarter one of the 2025/26 year.

### **2. Suggested Resolutions**

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

1 The Progress Report: Health and Safety be received.

### **3. Background**

- 3.1 Elected Members are provided ongoing progress reports to provide visibility of health and safety performance and agreed Key Performance Indicators. This report covers the July to September 2025 period.
- 3.2 This report has been structured to align with the SafePlus Programme developed by WorkSafe NZ, ACC and MBIE in 2017. The programme is voluntary and aims to support organisations wanting to improve their health and safety culture and exceed minimum compliance requirements.

### **4. Commentary**

#### **4.1 LEADERSHIP COMMITMENT**

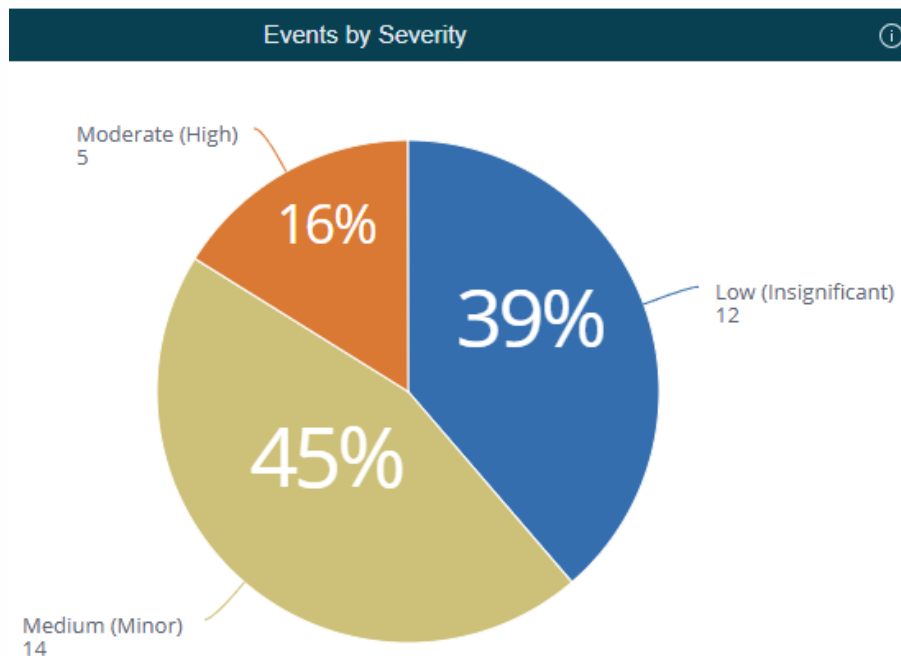
- 4.2 Under the Health and Safety at Work Act 2015, "Officers" are required to exercise due diligence to provide them with a level of assurance that health and safety is being effectively managed. Due diligence requires the need for "Officers" to keep up to date with health and safety matters and information; ensure critical risks are effectively controlled; ensure health and safety is adequately resourced; ensure appropriate monitoring and reviews are conducted to provide assurance and verify that health and safety matters are being appropriately addressed.
- 4.3 The Health and Safety Annual Plan 2025-2026 (refer Appendix 1) has been reviewed and approved. This plan is built on three strategic priorities – leading health and safety, engaging workers and managing risks. The organisation is committed to providing a safe and healthy workplace through a comprehensive framework that ensures systematic risk management, meaningful worker participation, and strong leadership accountability.

- 4.4 Critical risks will undergo collaborative review involving both management and the directly affected staff members. This review aims to verify that existing control measures are effective, well-understood, and feasible for those performing the work. The collaborative approach enhances confidence in control systems, heightens risk awareness among personnel, and ensures seamless integration of risk controls into everyday workplace practices.
- 4.5 Overall, health and safety performance has improved with all key performance indicators achieved or exceeded. Notably, near miss reporting which did not meet targets in the previous reporting period has now significantly exceeded expectations. This reflects ongoing communication with staff to identify potential near misses and the importance of reporting them, supporting a stronger safety culture and continuous improvement in risk management.

KPI	PERFORMANCE OUTCOMES	PROGRESS
<b>Site Inspections</b> - H&S inspections carried out on physical works' sites (contractors and staff) Target: 5 per month	<ul style="list-style-type: none"> <li>18 Site Safety Inspections</li> </ul>	
<b>Workplace Inspections</b> Target: 1 per month	<ul style="list-style-type: none"> <li>2 Workplace – Operational e.g. Plants</li> <li>1 Workplace – Non-operational</li> </ul>	
<b>Worker Engagement</b> Target: 1 HSR meeting per month	<ul style="list-style-type: none"> <li>Scheduled meetings completed</li> </ul>	
<b>Outstanding Actions in Tomo</b> Target: Zero	<ul style="list-style-type: none"> <li>Zero</li> </ul>	
<b>Near Miss Reporting</b> Target: 5 per month	<ul style="list-style-type: none"> <li>31 for Q1</li> </ul>	

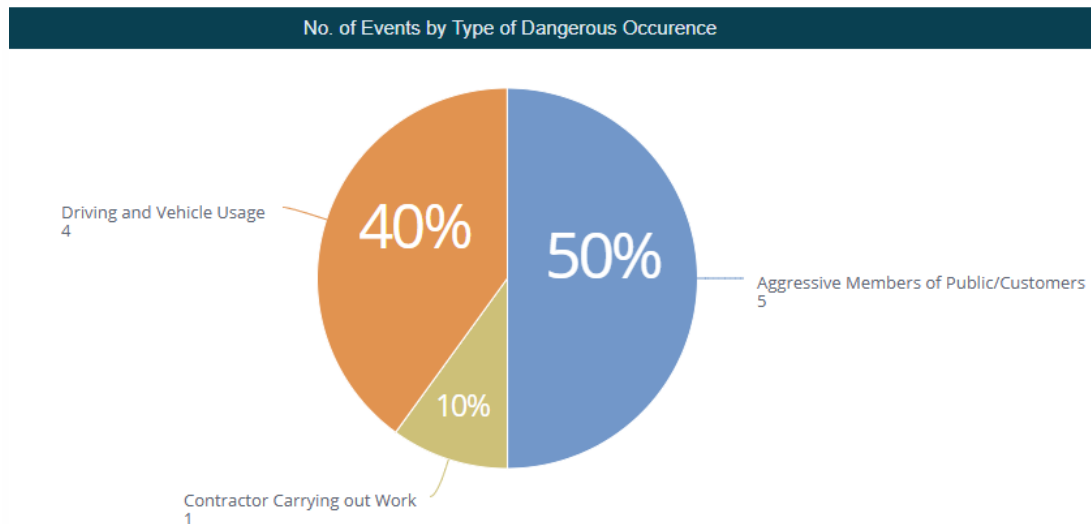
Red Light = target not reached – management focus required  
 Yellow light = target almost reached – maintain management focus  
 Green light = target achieved or exceeded

**Figure 1: Key Performance Indicators**



**Figure 2: Events by Severity**

- 4.6 Of the 31 reported events, nine were associated with three of our top five critical risks. Targeted control measures have since been implemented to strengthen risk management and reduce the potential for recurrence.



**Figure 3: Critical Risk Event Types**

#### **1. Aggressive Members of Public/Customers**

- Property theft from a parked vehicle – Additional lighting installed in darker areas and heavy-duty locks fitted.
- Vehicle struck a bollard, and the driver left area while shouting abuse - Staff to maintain a safe distance.
- Individual kicked front door, out of opening hours - Staff exited the workplace in pairs.
- Verbally aggressive individual during a home visit – Staff withdrew from the situation and completed hot/cold debrief, measures were reviewed and no further learnings identified.
- Animals brought close to active work areas – Staff engaged in a one-on-one discussion with the individuals involved.

#### **2. Contractor Carrying out Work**

- Resident complaint while signs being erected – Reported incident and resident advised of the media release beforehand.

#### **3. Driving and Vehicle Usage**

- All incidents relate to other road users – Reminder to all drivers to be aware of their surroundings and stay alert.

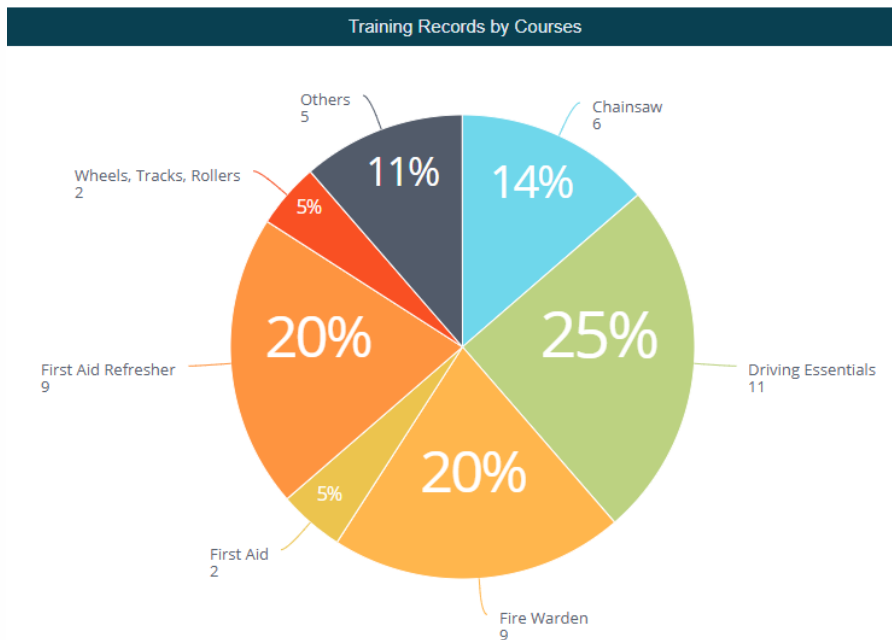
#### **4.7 RISK MANAGEMENT**

- 4.8 To maintain the safety and operational readiness of staff in the event of potential emergencies, a series of emergency drills were conducted during this period.

- Fire drills - Queen Street, Library and Rora Street
- Monthly Lone Worker Device SOS activation

- 4.9 During one of the three fire drills, the nominated wardens at this location were on leave. The team evacuated safely and without incident. This demonstrates that staff are familiar with evacuation procedures.

#### 4.10 **STAFF COMPLIANCE TRAINING**



**Figure 1: Training completed for this period**

#### 4.11 **WORKER ENGAGEMENT PARTICIPATION AND REPRESENTATION**

- 4.12 WDC H&S representatives continue to demonstrate strong engagement and proactively contribute to initiatives. Two representatives attended the SafeSkills HSR Conference Roadshow 2025. They identified key insights, which were shared with the HSR committee and will be communicated to all staff to enhance workplace safety practices.
- 4.13 The representatives are taking the lead in coordinating the Te Wiki o te Reo Māori and Blue September initiatives, demonstrating strong engagement and commitment to workplace wellbeing. Their leadership includes organising activities, promoting awareness, and encouraging participation across the organisation to support mental health and early detection initiatives.

#### 4.14 **STAFF WELFARE AND WELLBEING**

- 4.15 Nine staff attended the MH101 workshop (Blueprint) and provided very positive feedback. The course offered a practical introduction to mental health, including signs of distress, supporting others, and managing personal wellbeing. Participants found it engaging, relevant, and valuable for frontline staff, helping to promote a supportive workplace culture and enhance overall wellbeing.
- 4.16 Blue September Sausage Sizzle was held to support prostate cancer awareness, with strong participation and positive engagement around men's health. This year, staff attendance was higher, not only raising great awareness but also providing a valuable opportunity for colleagues to mix and mingle, strengthening connections and building a sense of community.

### **5. Continuous Improvement – Quarter One Focus**

- 5.1 Review Health and Safety Management Framework.
- 5.2 Review Lone Worker Policy.
- 5.3 Critical risk reviews.

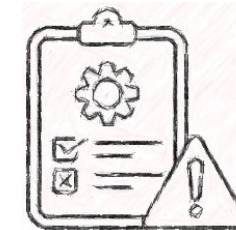
### **6. Appendix**

1. Appendix 1 H&S Annual Plan

# 15 HEALTH AND SAFETY ANNUAL PLAN

**Providing a safe and healthy work environment**

**Enabling our people to create a vibrant district, where people can live and feel safe.**



LEAD HEALTH AND SAFETY	ENGAGE WORKERS	MANAGE RISKS
<ul style="list-style-type: none"> <li>✓ Provide a safe and healthy workplace</li> <li>✓ Ensure all risks are managed</li> <li>✓ Demonstrate commitment to health and safety</li> </ul>	<ul style="list-style-type: none"> <li>✓ Consult with workers where decisions may impact their health and safety</li> <li>✓ Seek learning opportunities and/or improvements from workers</li> </ul>	<ul style="list-style-type: none"> <li>✓ Identify hazards/risks</li> <li>✓ Know and understand our critical risks</li> <li>✓ Monitor controls to ensure they are effective</li> </ul>
OUR OBJECTIVES/PRIORITIES	OUR OBJECTIVES/PRIORITIES	OUR OBJECTIVES/PRIORITIES
<ul style="list-style-type: none"> <li>→ Our health and safety management system (framework) is current and being implemented</li> <li>→ Identify and implement preventative actions to ensure continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>→ Review/develop operational procedures in consultation with workers</li> <li>→ Encourage workers to record near misses</li> <li>→ Consult with workers to review risk registers</li> </ul>	<ul style="list-style-type: none"> <li>→ Hazards/risks and their controls are understood</li> <li>→ Compliance is maintained on all worksites/work places</li> <li>→ Workers are competent to do their job</li> </ul>
MEASURES	MEASURES	MEASURES
<ul style="list-style-type: none"> <li>✓ Management system internal audit carried out with no critical non-conformances</li> <li>✓ Zero overdue actions in Tomo</li> </ul>	<ul style="list-style-type: none"> <li>✓ Risk Register complete and current in Tomo</li> <li>✓ Increase in near miss recording</li> <li>✓ Workers are involved in consultation processes</li> <li>✓ Worker led health and safety improvements implemented</li> <li>✓ Safeplus self assessment review</li> </ul>	<ul style="list-style-type: none"> <li>✓ Critical risks are reviewed six monthly with SMT and staff affected</li> <li>✓ Inspections carried out monthly on worksites and annually in workplaces</li> <li>✓ Competency evaluations carried out on operational staff/tasks</li> <li>✓ Quarterly trend analysis of incidents/near misses completed</li> </ul>

<b>Document ID:</b> 915212	
<b>Report To:      Audit and Risk Committee</b>	
	<b>Meeting Date:</b> 7 October 2025
	<b>Subject:</b> <b>Mastercard Expenditure Report: July – August 2025</b>
	<b>Type:</b> Information Only
	<b>Author(s):</b> Michelle Higgie Manager – Governance Support

## 1. Purpose of Report

- 1.1 The purpose of this business paper is to report on expenditure incurred via WDC issued Corporate Mastercard for the period July to August 2025.

## 2. Suggested Resolutions

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

1 The business paper on Mastercard Expenditure Report: July – August 2025 be received.

## 3. Commentary

### 3.1 Introduction

- 3.2 In today's technological climate, the use of credit cards is an everyday norm. The issue of WDC Corporate credit cards is also deemed a prudent and sometimes necessary form of currency.
- 3.3 Many purchases can be made online with discounts not applicable through other purchasing avenues, necessitating the use of a credit card. In other circumstances the only purchase method available is online. Online purchases also significantly reduce staff time in making purchases.
- 3.4 From time to time WDC incurs work related expenses where the use of a WDC corporate credit card is the most expedient method of payment. The use of corporate credit cards avoids time consuming processes for arranging pre-purchase cheques, petty cash or making payment personally and claiming back the expense after the fact.

### 3.5 Acknowledgement of Risk

- 3.6 However, it is also acknowledged that as with dealing with any type of cash equivalent, there is always a risk.
- 3.7 To mitigate the level of risk in WDC employees utilising credit cards, WDC has a policy relative to the use of corporate credit cards.

### 3.8 Policy

- 3.9 Credit card expenditure is classed as "sensitive expenditure" and the policy relating to credit card use is contained in Council's Sensitive Expenditure Policy which was last reviewed and adopted by Council on 24 September 2024.
- 3.10 The policy makes provision that copies of all Mastercard Statement Authorisation Forms shall (at the Committee's discretion) be presented to the Audit and Risk Committee for monitoring and public transparency purposes.



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

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

## **4. Considerations**

### **5.1 RISK**

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

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

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

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

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

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

Attachments:

- 1 Mastercard Authorisation Forms: July – August 2025 (Doc #892581)





Mastercard Expenditure Authorisation - 2025/2026

Cardholder	Position	Statement Date	Creditor	Date	Total Amount	Amount Detail	GL Code	Expenditure Detail
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July 2025

Michelle Higgie	Manager - Governance Support	27/07/2025	Taituarā	2/07/2025	\$393.30		82638310	Webinar: Hitting Reset – Systems Improvement Bill Explained
			Waka Kotahi (NZTA)	4/07/2025	\$772.44		82027514	10,000km Road User Charges for Fleet Vehicle (QTU436) Water Services
			Waka Kotahi (NZTA)	7/07/2025	\$772.44		82027778	10,000km Road User Charges for Fleet Vehicle (NMK783) IS Pool Vehicle
			Institute of Directors NZ	8/07/2025	\$684.25		75024515	Advertising of Inframax Construction Limited Director Vacancy
			Waka Kotahi (NZTA)	11/07/2025	\$772.44		82027512	10,000km Road User Charges for Fleet Vehicle (QPA8) Animal Control
			Waka Kotahi (NZTA)	15/07/2025	\$392.44		82027515	5,000km Road User Charges for Fleet Vehicle (QTU437) IS Water Services
			Air New Zealand	17/07/2025	\$100.00		11140551	Airfares (Hamilton-Blenheim return) Tawhirangi Thompson (Mayor's 2025 Rangatahi for the TUIA Programme) - Attendance at Wananga in Nelson on 1-4 August 2025. Change of airport (from Nelson to Blenheim) due to Nelson/Marlborough Floods.
			Waka Kotahi (NZTA)	23/07/2025	\$772.44		82027520	10,000km Road User Charges for Fleet Vehicle (QUZ722) Water Services
			Withers & Co (WBM)	25/07/2025	\$228.85		11140550	Engraved Pen Set - Elected Member Gift
					<b>\$4,888.60</b>			

Helen Beever	General Manager - Community Services	27/07/2025	Air New Zealand	3/07/2025	\$1,021.32	\$510.66	81638310	Airfares (Hamilton-Wellington return) for 2 (Customer and Information Manager & IT Business Analyst) to attend the ALGIM Conference in Wellington (24-27 November 25)
						\$510.66	81938310	
			Snapfish	20/07/2025	\$60.60		81739705	Staff Member Farewell Gift
					<b>\$1,081.92</b>			

Authorisation:	Position	Date	Signature
	Mayor	5/08/2025	
	Chief Executive	5/08/2025	
	Manager Governance Support	5/08/2025	
	General Manager Community Services	5/08/2025	
	General Manager Strategy & Environment	N/A	
	General Manager Infrastructure Services	N/A	

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

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

Mastercard Expenditure Authorisation - 2025/2026

Cardholder	Position	Statement Date	Creditor	Date	Total Amount	Amount Detail	GL Code	Expenditure Detail
August 2025								
Michelle Higgie	Manager - Governance Support	27/08/2025	Taituarā (Society of Local Government Managers)	29/07/2025	\$393.30		82638310	Webinar: What happened to the water legislation?
			Waka Kotahi (NZTA)	29/07/2025	\$392.44		82027774	5,000km Road User Charges for Fleet Vehicle (NKQ165) ISBU Manager
			Air New Zealand	4/08/2025	\$185.00		11140551	Change of Flight: TUIA rep (Tawhirangi Thompson). Attendance at Wananga in Nelson 1-4 August. Change of flight time and location. Flying out of Christchurch on 04/08/2025 at 5.55pm.
			Waka Kotahi (NZTA)	13/08/2025	\$772.44		82027779	10,000km Road User Charges for Fleet Vehicle (PFN107) CE
			Waka Kotahi (NZTA)	18/08/2025	\$392.44		82027743	5,000km Road User Charges for Fleet Vehicle (LHC173) Animal Control
			Air New Zealand	25/08/2025	\$60.00	Split: \$20.00	Split: 81238310	Travel Insurance (Hamilton - Wellington return) for Manager Community Development, District Librarian and Customer Services Team Leader to attend Leadership Conference in Wellington
						\$20.00	23038310	
						\$20.00	82538310	
			Withers & Co	27/08/2025	\$31.66		11140550	Payment of difference between incorrect Invoice amount and Credit Note issued (Engraved Pen Set - Gift for Ex Councillor)
					<u>\$2,227.28</u>			
Helen Beever	General Manager - Community Services	27/08/2025	Air New Zealand	31/07/2025	\$262.45		23038310	Return Flights (Hamilton - Wellington) District Librarian attendance at LIANZA Conference 23-24 September 2025
			Air New Zealand	25/08/2025	\$1,498.38	Split: \$499.46	Split: 81238310	Flights (Hamilton - Wellington return) for Manager Community Development, District Librarian and Customer Services Team Leader to attend Leadership Conference in Wellington
						\$499.46	23038310	
						\$499.46	82538310	
					<u>\$1,760.83</u>			
Shyamal Ram	General Manager - Infrastructure Services	27/08/2025	Civil Contractors NZ Inc	13/08/2025	\$399.99		83038310	Registration - The Black Art 2025 - The Science & the Art Event - Attendance by 2 x Roothing Engineers
			Civil Contractors NZ Inc	25/08/2025	-\$200.00		83038310	Registration Refund - The Black Art 2025 - 1 x Ticket ,Ennengineer now unable to attend
					<u>\$199.99</u>			

Authorisation:	Position	Date	Signature
	Mayor	30/09/2025	
	Chief Executive	30/09/2025	
	Manager Governance Support	30/09/2025	
	General Manager Community Services	30/09/2025	
	General Manager Strategy & Environment	N/A	
	General Manager Infrastructure Services	30/09/2025	

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

<b>Cardholder</b> Chief Executive Senior Management Team Members Manager – Governance Support Mayor In those months where no expenditure is incurred on a credit card, no authorisation signature is required.	<b>Authoriser</b> Mayor (or Deputy Mayor in the Mayor’s absence) and Manager – Governance Support Chief Executive Mayor (or Deputy Mayor in the Mayor’s absence) and Chief Executive <b>Note:</b> The current Mayor does not hold a corporate credit card.
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**Document No:** 915209

**Report To: Audit and Risk Committee**



**Meeting Date:** 7 October 2025

**Subject:** Policy and Bylaw Reviews

**Type:** Information Only

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

**1. Purpose of Report**

- 1.1 The purpose of this business paper is present details of Council adopted policies and bylaws, including a brief summary of each, their respective review timelines and any relative comments, for the Committee's information and oversight.

**2. Suggested Resolutions**

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

1 The business paper on Policy and Bylaw Reviews be received.

**3. Background**

- 3.1 At the February 2025 meeting of the Audit and Risk Committee, a schedule of Council's current policies, including their respective review timelines and progress with those reviews, was requested to be presented every six months commencing May 2025 for the Committee's information and oversight.

**4. Commentary**

- 4.1 Attached to and forming part of this business paper is a self-explanatory Register of all WDC's Policies and Bylaws adopted by the Council.
- 4.2 The Register includes two Review Timeline tables (one for Policies and one for Bylaws) and contains a brief explanatory commentary and where necessary additional notes as to status of each policy and bylaw review.

Note: This Register does not include internal/operational policies, only those adopted by the Council by formal resolution.

**5. Attachments/Separate Enclosures**

Attachments:

- 1 Register of Waitomo District Council Policies and Bylaws (Doc #812980)



**Register of**  
**Waitomo District Council**  
**Policies and Bylaws**

(excludes internal operational policies)

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## COUNCIL POLICIES

Council's statutory and non-statutory policies are set out in the table below including adoption and review dates. A brief summary of each policy is contained in the notes below the table.

### Policy Review Timelines

	Policy	Last Review (Adoption) Date	Next Review	Review Cycle	Comments
[1]	Appointment of Directors to Council Controlled Organisations	Jun-24	Jun-27	3 Years	Update for 3 Waters transition
[2]	Citizens Awards	25-Feb-20	Nov-22	3 Years	Doc #769925 Review Deferred (Refer Note 2 for details)
[3]	Code of Conduct	Nov-22	Nov-25	3 Years	Immediately post Elections (Refer Note 3 for additional details)
[4]	Communications Strategy	29-Mar-22	Mar-25	3 Years	Doc #701541 Under Review Update for 3 Waters transition
[5]	Community and Partnerships Fund	Apr-24	Aug-26	2 Years	
[6]	Community Organisations Insurance Arrangements through Council	17-Dec-24	Dec-27	3 Years	Word Doc #814108 PDF Doc #814109
[7]	Council Controlled Organisations – Policy Statement	Jun-24	Jun-27	3 Years	As part of LTP Update for 3 Waters transition
[8]	Dangerous and Insanitary Buildings	Oct-21	Jun-26	5 Years	Legislative Requirement
[9]	Delegations Register	24-Nov-20	When required	When required	Update for 3 Waters transition
[10]	Delegations Register (Confidential Financial Delegations Matrix)	Nov-24	When required	When required	Update for 3 Waters transition
[11]	Development and Financial Contributions	Jun-24	Jun-27	3 Years	As part of LTP
[12]	Dog Control	June-25	Jun-35	10 years	Legislative Requirement - S10AA DCA (or in conjunction with any Bylaw amendment)
[13]	Encouraging Māori Decision making – Policy Statement	Jun-24	Jun-27	3 Years	As part of LTP Update for 3 Waters transition
[14]	Fraud and Corruption	25-Mar-25	Mar-28	3 Years	Doc #690675
[15]	Gambling Venues	May-23	May-26	3 Years	Legislative Requirement
[16]	Governance Statement	Feb-23	Mar-26	3 Years	Legislative Requirement Within 6 months of Elections
[17]	Lease Policy	25-Feb-25	Feb-28	3 Years	
[18]	Local Alcohol	Aug-22	Aug-28	6 Years	Legislative Requirement
[19]	Local Easter Sunday Shop Trading	Feb-22	Feb-27	5 Years	Legislative Requirement

	Policy	Last Review (Adoption) Date	Next Review	Review Cycle	Comments
[20]	Procurement	May-22	May-25	3 Years	Doc #700937 Under Review (Refer Note 20 for details)
[21]	Psychoactive Substances – Local Approved Products	Apr-23	Apr-26	3 Years	Currently no Policy Reconsider need following Elections
[22]	Rates Remission	Jun-25	Jun-31	6 Years	Legislative Requirement - S109(2A) LGA Update for 3 Waters transition
[23]	Revenue and Financing	Jun-25	Jun-28	3 Years	Update for 3 Waters transition
[24]	Road Encroachment	25-Feb-25	Feb-28	3 Years	
[25]	Road Naming	25-Feb-25	Feb-28	3 Years	
[26]	Sensitive Expenditure	July-25	Jul-27	2 Years	Amended 29 July 2025 to align with Remuneration Authority Elected Members Determination 2025/2026
[27]	Significance and Engagement	Jun-24	Jun-27	3 Years	As part of LTP Update for 3 Waters transition
[28]	Standing Orders for Meetings	24-Sept-24	Nov-25	3 Years	Legislative Requirement Immediately post Elections (Refer Note 3 for additional details)
[29]	Stock Underpasses	25-Feb-25	Feb-28	3 Years	
[30]	Treasury	Jun-24	Jun-27	3 Years	As part of LTP Update for 3 Waters transition
[31]	Use of Remotely Piloted Aircraft Systems (Drones)	May-23	May-26	When required	Recommend review in the next 3 years

## [1] **Appointment of Directors to Council Controlled Organisations**

The Policy on the Appointment of Directors to Council Controlled Organisations “CCO” is a legislative requirement (s57 LGA). It requires for there to be an objective and transparent process which considers skills, knowledge and experience required of the CCO as part of the appointment process of Directors to Council Controlled Organisations. The Policy on the Appointment of Directors to Council Controlled Organisations sets a base criterion that is required by the organisation when making appointments to CCO’s. The Policy is to be reviewed every 3 years.

## [2] **Citizens Award Policy**

The Citizens Award Policy provides a clear statement on Council’s commitment in recognising the significant contributions that individuals make to the achievement of improved community well-being and positive community outcomes of the District. The Policy also outlines the principles and parameters that form the basis for the Waitomo District Council Citizens Awards. The Policy is to be reviewed every 3 years (post Triennial Elections) or earlier if required.

**Note:** Citizens Award Ceremonies were put on-hold during COVID and as a result of the “changing world” since that time, the Policy and in particular how citizens are actually acknowledged is under review. The review will now be scheduled for following the 2025 Triennial Elections to enable the new Council to consider and adopt a Policy.



### [3] **Code of Conduct**

A Code of Conduct is a legislative requirement (s40 and Schedule 7 s15 LGA). The Code of Conduct provides guidance on the standards of behaviour that are expected from elected members of WDC; it sets out governance principles elected members will observe including roles and responsibilities of elected members and the Chief Executive and provides guidance for decision making. A local authority may amend or replace its code of conduct but may not revoke it without replacement. An amendment of the code of conduct or the adoption of a new code of conduct requires, in every case, a vote in support of the amendment of not less than 75% of the members present. The Policy is reviewed every 3 years as soon as possible post the Triennial Elections.

**Note:** The Local Government (System Improvements) Bill empowers the Secretary for Local Government (the Secretary - aka CEO of DIA) to issue a standardised code of conduct (CoC) and set of standing orders (SO), both of which will be binding on all councils.

The Local Government (System Improvements) **Amendment** Bill clarifies the CoC and SO most recently adopted by a local authority before the commencement date will continue to have effect as if the amendment Act had not been enacted until the Secretary issues the new national CoC and SO.

Once enacted, which is expected before the end 2025 (but not certain), the Secretary will issue a national CoC and SO that all councils will be required to adopt.

In the interim period (between enactment and the Secretary issuing the national CoC and SO), councils will have to stay with their existing codes and standing orders.

The LGA2022 states that a local authority may amend or replace its CoC and SO, but may not revoke it without replacement. (CoC – LGA22, Sch 7, C15(3)) (SO LGA22, Sch 7, C27)

On the basis of the above, it will be recommended that the incoming Council, confirm the current CoC and SO (both which are based on the current LGNZ template) without amendment and await the issue of the new CoC and SO from the Secretary.

### [4] **Communications Strategy**

The Communications Strategy provides a 'road map' of how WDC needs to develop and implement its communications to support and meet its organisational objectives and legislated requirements which enable democratic local decision making, as well as promoting the social, economic, environmental and cultural wellbeing of the Waitomo District. It will also be consistent with organisational values. The Communications Strategy is reviewed every three years.

### [5] **Community and Partnerships Fund Policy**

The Community and Partnerships Fund Policy establishes policies, principles and criteria for the provision of funding grants to assist organisations that provide projects, activities and events which benefit the residents of communities within the Waitomo District. Following significant changes to the Policy in early 2024, the Policy is scheduled to be reviewed in 2 years (2026) to ensure the Policy is meeting Council's desired outcomes and to align with development of the next (2027-2037) Long Term Plan.

**Note:** Once the scheduled review for August 2026 is completed, it is recommended that reviews going forward be every three years to align with the development of Long Term Plans.

### [6] **Community Organisations Insurance Arrangements through Council Policy**

The purpose of the Community Organisations Insurance Arrangements through Council Policy is to allow incorporated Community Organisations with property located on Council land to benefit from Council's collective insurance arrangements through competitive insurance cover for property assets.

The Policy was amended in December 2024 to include discretion for considering applications from Community Organisations not situated on Council owned, or Council reserve land, but which provide benefit to the community.

**[7] Council Controlled Organisations - Policy Statement**

The Policy Statement on Council Controlled Organisations is a legislative requirement (Schedule 10, s7 LGA). The Policy must name the CCO(s) and any subsidiary of the CCO(s) as well as identify Council's policies and objectives in regard to ownership and control of the CCO, the nature and scope of the activities to be provided by the CCO and the key performance targets and other measures by which performance may be judged. Council's Policy Statement on CCOs is contained in the LTP and therefore reviewed every three years.

**[8] Dangerous and Insanitary Buildings Policy**

The Dangerous and Insanitary Buildings Policy is a requirement under Section 131 of the Building Act 2004 and sets out the approach WDC will take in performing its regulatory functions for dangerous or insanitary buildings under the Building Act 2004. Section 132 of the Building Act 2004 states that the Policy must be reviewed every 5 years and can only be amended or replaced in accordance with the special consultative procedure (as detailed in the Section 83 of the Local Government Act 2002).

**[9] Delegations Register**

The Delegations Register explains the rules relating to the way in which delegations and sub-delegations apply and operate. The Policy is separated into parts as follows:

**Part A – Council to Committees**

Any Committee, like the Council, must comply with the decision-making requirements set out in Part 6 of the LGA.

**Part B – Council to the Chief Executive**

Delegation of statutory and other delegations including all of the responsibilities, duties and powers imposed on the Council by statute or assumed under bylaws made by the Council, together with delegations in respect of financial management, property transactions, and other matters. These delegations may be sub-delegated, unless this is expressly excluded in Part B.

**Part C - Council to Officers**

This includes delegations, in particular under the Local Government (Rating) Act 2002 and the Resource Management Act 1991. These delegations can not be sub-delegated, unless this is expressly included in Part C.

**Part D – Chief Executive to Staff**

Sub-delegations of most of the responsibilities, duties and powers delegated by the Council to the Chief Executive. This is consistent with the principle behind the delegations register which is to delegate decision-making to the lowest competent level. Generally, these sub-delegations may not be further sub-delegated.

**[10] Delegations – Financial Matrix**

The Financial Delegations Matrix is to be read in conjunction with the Delegations Register and details financial delegations made by the Chief Executive to WDC employees in accordance with WDC's Procurement Policy, Delegations Register and Revenue and Financial Policy. It provides the legal basis for individual positions to conduct their work and make decisions. The Financial Delegations Matrix is "confidential" to ensure the protection and privacy of individual WDC employees. The Financial Delegations Matrix is under constant review to meet the needs of WDC.

**[11] Dog Control Policy**

The Dog Control Policy is a legislative requirement (s10 Dog Control Act 1996 (DCA)). It covers a range of matters including where dogs are allowed in public places. The Policy must give effect to by a Dog Control Bylaw. s10AA DCA requires the Policy to be reviewed if the Bylaw implementing the policy requires review; therefore, the review date for the Policy aligns with the review date for the Dog Control Bylaw.

**[12] Encouraging Māori Decision Making – Policy Statement**

The Policy Statement on Encouraging Māori Decision Making is a legislative requirement (s81 LGA) and is disclosed in the LTP. The Policy Statement is reviewed every three years as part of the LTP development process.

**[13] Development and Financial Contributions Policy**

A policy on development contributions is a legislative requirement (s102(2)(d) and s106 LGA) and must also support the principles set out in the Preamble to Te Ture Whenua Māori Act 1993. It is a legislative requirement that the Policy be reviewed every three years.

The purpose of development contributions is to recover a fair, equitable, and proportionate share of the capital costs of providing new or additional infrastructure (e.g., roads, water, sewer, community facilities) to service growth.

Currently, Council imposes resource consent conditions, which require the developer to fully fund all of the infrastructure works for their development.

As Council's current status is not to collect development contributions, rather than creating a stand-alone Policy, Council's policy on Development and Financial Contributions is included in the Revenue and Finance Policy as follows:

**3.8 *Development and Financial Contribution Policy***

- 3.8.1 *Population trends show that there is no forecast demand on infrastructure created by growth, for the foreseeable future.*
- 3.8.2 *Currently Council does not require development contributions for development that triggers section 198(1) of the Local Government Act 2002.*
- 3.8.3 *Financial contributions are currently taken by Council as consent conditions for subdivision and land use activities approved under the Resource Management Act 1991("RMA") where possible. Formulae are specified in the District Plan for collecting financial contributions to remedy or mitigate the adverse effects of development on District.*

Central government announced on 28 February 2025 that will be replacing the existing Development Contributions system with a new Development Levy system with legislation to be enacted in mid-2026 with the new system to begin in 2027. The new system will allow councils and other infrastructure providers to charge developers a levy based on the total cost of capital expenditure over the long term, rather than the current system of upfront contributions for specific projects.

Financial contributions are recouped under the Resource Management Act 1991 and are charged as part of the resource consent process. Financial contributions are intended to offset the cost of future capital works and the cost of capital works already incurred where a development consumes that capacity, together with other related costs necessitated by new development or subdivision. Fees vary for different types of activities, development or subdivision.

Financial contributions have been developed as part of the Proposed District Plan.

**[14] Fraud and Corruption Policy**

The Fraud and Corruption Policy provides Council's position with respect to fraudulent or corrupt activities and provides clear guidance to elected members, staff and stakeholders who may encounter or suspect fraud or corruption against WDC. WDC has applied a Fraud Policy since 2011 as an internal operational, however with Council's adoption of the Risk Management Framework it was considered prudent that the elected Council take ownership of the Policy. The most recent Policy review was in March 2025 with the next review scheduled for March 2028. The Policy is to be reviewed every 3 years.

**[15] Gambling Venues**

The Policy on Gambling Venues is a legislative requirement (s101 Gambling Act 2003 and s96 Racing Industry Act 2020). The Policy outlines the controls in the District (e.g. location and number of

machines) for class 4 Gambling Venues and NZ Racing Board venues providing racing betting or sports betting services. It is a legislative requirement that the Policy be reviewed every 3 years.

The policy can only be amended/replaced in accordance with the special consultative procedure (s102 Gambling Act 2003 and s97 Racing Industry Act 2020)

**[16] Governance Statement**

A local governance statement is a legislative requirement (s40 LGA). The Governance Statement is a collection of information summarising how a Council engages with its communities, how it makes its decisions and how residents and ratepayers can become involved in those processes. The Governance Statement must be adopted within six months following a triennial election (s40(2) LGA).

**[17] Lease Policy**

The Lease Policy outlines how leases are to be managed, determines standard rental rates and who pays the outgoings, and establishes a Community Lease Grant (the Grant) for eligible organisations leasing WDC land or buildings. The Policy is to be reviewed every three years.

**[18] Local Alcohol Policy**

The Local Alcohol Policy (LAP) balances the reasonable needs of the residents of Waitomo District regarding the sale, supply and consumption of alcohol, while addressing the statutory requirements of the Sale and Supply of Alcohol Act 2012 (SSAA), including the object of the Act to minimise the harm caused by excessive or inappropriate consumption of alcohol. While having a Local Alcohol Policy is not mandatory under the SSAA, if a policy is adopted, it is then a legislative requirement that the Policy be reviewed at least every 6 years using the special consultative policy (s97 SSAA).

**[19] Local Easter Trading Policy**

The Local Easter Trading Policy is made under Part 2 (Subpart 1) of the Shop Trading Hours Act 1990 ("STHA") which provides Council with the ability to establish a local policy to permit shops to open on Easter Sunday. While having a policy is not mandatory under the STHA, once a policy is adopted, it then becomes a legislative requirement that the Policy be reviewed at least every 5 years using the special consultative policy (s5C(4) STHA).

**[20] Procurement Policy**

The Procurement Policy has been prepared to ensure WDC procurement is made in a robust, transparent way and reflects generally recognised, good practice standards for the Local Government sector. The Policy is to be reviewed every 3 years.

**Note:** The review of this Policy (due May 2025) is currently underway. Consideration is being given to the implications of the MBIE proposed 5<sup>th</sup> Edition of the NZ Government Procurement Rules which has just completed the consultation phase with over 900 submissions received. No timetable is available for the Cabinet process which may take many months. It is currently being ascertained whether a review of Council's Policy is required now, or if it can wait until the MBIE 5<sup>th</sup> Edition is issued.

A draft Procurement Policy was included on the agenda for the 26 August 2025 Council meeting, however at the meeting Council removed the item from the Agenda and deferred the review until early 2026 due to the benefits to the incoming Council of workshopping the Policy ahead of its adoption.

**[21] Psychoactive Substances**

The Psychoactive Substances Act 2013 makes provision for (not mandatory) adopting a policy on psychoactive substances to enable the Council and its community to have influence over the location of retail premises selling such products. Council has considered this matter in 2015, 2018 and 2023 and to date has agreed not to develop a policy, but to continue to review the need every 3 years following the triennial elections.

**[22] Rates Remission Policy**

The LGA s102(3) provides that a local authority may adopt either or both of a rates remission policy and rates postponement policy. If a Rates Remission Policy is adopted, s109 of the LGA provides that it must state the objectives sought to be achieved by the remission of rates, and the conditions and criteria to be met in order for rates to be remitted. It is a statutory requirement (s109(2A)) that the Rates Remission Policy be reviewed at least every 6 years using a special consultative process (s82 LGA).

**Review History**

28 June 2008	Minute Item 12	Adoption of Proposed Amendments to the 2006-2016 Long Term Council Community Plan
24 November 2009	Minute Item 9	Review of Policy on Remission of Rates including Rates Remissions and Postponements of Māori Land
29 November 2011	Minute Item 9	Adoption of Policy on Remission of Rates including Rates Remissions and Postponements of Rates on Māori Freehold Land
4 April 2012	Minute Item 15	Proposed Amendment to Policy on Remission of Rates including Rates Remissions and Postponements of Rates on Māori Freehold Land
24 April 2012	Minute Item 17	Confirmation of Minutes – 4 April 2012
29 June 2012	Minute Item 7	Amendments to the Policy on Remission of Rates and Postponements of Rates on Māori Freehold Land
25 June 2015	Minute Item 7	Adoption of Policy on Rates Remission (Including Remissions and Postponements of Rates on Māori Freehold Land)
29 June 2021	Minute Item 14	Policy Review – 10 Year Plan 2021-2031
31 May 2022	Minute Item 12	Review of the Rates Remission Policy – Submissions
30 June 2025	Minute Item 14	Reviewed as part of 2025/2026 Annual Plan

**[23] Revenue and Financing Policy**

It is a legislated requirement to have a Revenue and Financing Policy (s102(2)(a) LGA). The Revenue and Financing Policy provides guidance on how the local authority will fund operational and capital expenses and enables predictability and certainty about sources and levels of funding. The Revenue and Financing Policy is reviewed concurrently with the LTP and adopted as a supporting policy to the LTP, or more regularly if required.

**[24] Road Encroachment Policy**

This Policy provides a formalised and streamlined process to manage road encroachments and provides criteria for the Council to consider when approving encroachment applications. This policy does not apply to activities and structures of utility companies where these relate to specific statutory rights allowing utilisation of legal roads to provide various utility services.

**[25] Road Naming Policy**

Councils are responsible for the naming of roads and numbering of land and buildings under the LGA 1974. Road names and property numbers are used for the accurate and quick identification of properties. It is essential that properties have a formal and unique address by which they can be identified. The Road Naming Policy formalises the process and creates certainty for applicants, Council, and the wider community.

**[26] Sensitive Expenditure Policy**

The Sensitive Expenditure Policy provides a framework for entering into and approving sensitive expenditure. Sensitive expenditure is any spending by an organisation that could be seen to be giving private benefit to a staff member, their family, or friends. Spending of this nature risks public trust and could harm the Council's reputation if not well managed. While the Sensitive Expenditure Policy is a new policy in 2024, it incorporates historical policies on Gifts, Acknowledgements and Farewells; Koha and Donations; Travel and Expenses; Credit Cards and rules for elected members claiming expenses and resources available to them during their term. The Sensitive Expenditure Policy is scheduled for review every 2 years, but can be reviewed earlier if necessary.

**[27] Significance and Engagement Policy**

The Significance and Engagement Policy is a legislative requirement (s76AA LGA) and details Council's approach to determining the significance of a proposal or decisions and sets out the criteria and general procedure Council will use. Any amendment to the policy must go through a special consultative process (s82 LGA) unless Council considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the policy to be achieved. While that Act provides the policy "may be amended from time to time", our Policy is scheduled for review every 3 years in conjunction with the LTP development process.

**[28] Standing Orders for Meetings**

It is a legislated requirement to have Standing Orders for Meetings (LGA 2002 and LGIOMA 1987). Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees, subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, and lawful manner.

Although it is mandatory that local authorities adopt standing orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, LGNZ recommends that every council, committee, subordinate body and local and community board review their standing orders within at least the first six months following an election to ensure that they fully meet their needs for effective and inclusive meetings (see LGA 2002, sch 7, cl 27).

**[29] Stock Underpass Policy**

The LGA 1974 gives Councils general powers in respect to roads and the LGA (section 10) enables the Council to meet the current and future needs of communities for good quality local infrastructure. This policy outlines the conditions and requirements that must be met when installing a stock underpass and currently allows for an encumbrance to be placed on the Record of Title for the property to ensure responsibility for the stock underpass over its lifetime remains with the property owner. The Policy provides a process to manage the application and approval for stock underpasses, requirements for associated infrastructure, the overlying road, other services and any on-going inspections and maintenance. It outlines the conditions and standards that need to be met and the NZ Transport Agency funding criteria.

**[30] Treasury Policy**

The Treasury Policy incorporates Council's Investment and Liability Management Policies (which are legislative requirements (s102(2)(b) and (c) LGA) and details Council's principles of prudent financial management and risk mitigation strategies as they relate to liability management. Any amendment to the Policy must go through a special consultative process (s82 LGA). The Policy is scheduled for review every 3 years in conjunction with the LTP development process.

**[31] Use of Remotely Piloted Aircraft Systems (Drones) Policy**

The Use of Remotely Piloted Aircraft Systems (Drones) Policy provides guidance on the use of remotely piloted aircraft on or over Waitomo District Council properties and facilities. This policy was first adopted in 2016. Since that time the purposes that drones are used for has evolved (for example, the use by Police to investigate crash sites) - Policy reviews need to reflect such changes. The Policy is schedule for review every 3 years, or when required.



## COUNCIL BYLAWS

The table below sets out the statutorily required 10-year cycle (or 5-year cycle for new Bylaws) review dates for Council's Bylaws; however it is noted that it may become necessary to review a Bylaw before the required statutory timeframe due to either legislative changes or to respond to an emerging issue.

It also may be necessary for Council to consider developing additional bylaws, and these will be included if and when required.

Section 158 of the Local Government Act (LGA) requires that Council must review any bylaw, made under the LGA, no later than five years after the date on which the Bylaw was made, and then no later than every 10 years (section 159 of the LGA). If bylaws are not reviewed within the required statutory timeframe, they cease to have effect two years after the date on which the Bylaw was required to be reviewed.

Set out in the table below is the timeline for each (currently adopted) Bylaw, including the statutory review date.

### Bylaw Review Timelines

	Bylaw	Bylaw Adoption Date	5 Year Review Adoption Date	Other Reviews	10 Year Review Adoption Date
[1]	Alcohol Fees Bylaw 2025	30 June 2025	30 June 2030		
[2]	Dog Control Bylaw	22 February 2005	16 December 2008	15 December 2015 25 June 2019 - Minor amendments 30 June 2025 - 10 Yr Review	June 2035
[3]	Freedom Camping Bylaw	27 November 2018	June 2022	November 2023	November 2033
[4]	Land Transport Bylaw	10 February 2010	February 2015	25 February 2025 - 10 Yr Review	February 2035
[5]	Public Amenities Bylaw	10 February 2010	10 February 2015	February 2019 – minor amendments to align with Freedom Camping Bylaw	<del>February 2025</del> February 2027 Deferred 2 years (Refer Note 4)
[6]	Public Health and Safety	3 November 2009	25 June 2014	February 2019 – minor amendments to give effect to changes to the Food Act 2014 November 2023	March 2033
[7]	Public Places Bylaw	24 March 2009	25 June 2014	February 2011 – amend Sched B Liquor Control September 2018 – minor amendments to align with Freedom Camping Bylaw November 2023 – 10 Yr Review	November 2033
[8]	Solid Waste Bylaw	3 November 2009	25 June 2014		<del>March 2024</del> March 2026 Deferred 2 years (Refer Note 7)
[9]	Trade Waste Bylaw	26 July 2006	26 July 2011	28 June 2016	June 2026
[10]	Water Services Bylaw	10 February 2010	10 February 2015		<del>10 February 2025</del> February 2027 Deferred 2 years (Refer Note 9)

[1] **Alcohol Fees Bylaw**

The purpose of this Bylaw is to set fees for any matter for which fees payable to territorial authorities are prescribed in the Sale and Supply of Alcohol (Fees) Regulations 2013.

[2] **Dog Control Bylaw**

The Dog Control Bylaw gives effect to Council's Dog Control Policy; to protect and maintain public safety; and to address how Council will fulfil its functions and duties pursuant to the Dog Control Act 1996. The objective of the Dog Control Policy is to enable people to enjoy the benefits of dog ownership and provide for the exercise and recreational needs of dogs and their owners, whilst minimising danger, distress, and nuisance to the community generally.

[3] **Freedom Camping Bylaw**

The Freedom Camping Bylaw is to control freedom camping in the District in order to protect local authority areas; protect the health and safety of people who may visit local authority areas; and to protect access to local authority areas. The Bylaw should be read in conjunction with the Freedom Camping Act 2011.

[4] **Land Transport Bylaw**

The Land Transport Bylaw applies to the management, control and protection of all roading corridors, including unformed "paper" roads, in Waitomo District other than state highways controlled by the New Zealand Transport Agency for which the relevant powers have not been delegated to the Waitomo District Council. The Bylaw is made under section 22AB of the Land Transport Act 1998, sections 145 and 146 of the Local Government Act 2002, and the Land Transport Rule: Setting of Speed Limits 2003.

[5] **Public Amenities Bylaw**

The Public Amenities Bylaw controls a diverse range of activities in public amenities to ensure that acceptable standards of convenience, safety and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district. In particular this bylaw addresses conduct in public amenities such as libraries, reserves, aerodrome, public parking areas, public toilets, swimming pool, beaches, other public buildings and cemeteries which may have an adverse effect on other users of these facilities.

The Local Government Act 2002 and other relevant Acts e.g. Reserves Act 1977, Health Act 1956, outline some of the powers and requirements of the Council in regard to public places and reserves. Areas of control so prescribed by that legislation is not necessarily repeated within the Bylaw, and therefore the relevant sections of the Local Government Act 2002 and other legislation should be read in conjunction with it.

**Note:** As part of initiating the 10 year review of this Bylaw, on 17 December 2024 Council resolved as follows:

- 1 *The business paper on the Water Services Bylaw 2010 (adopted 10 February 2015) and Public Amenities Bylaw 2010 (adopted 10 February 2015) – 10 Year Review be received.*
- 2 *In accordance with Section 160A of the Local Government Act 2002, Council agree not to complete the 10 year review of the Water Services and Public Amenities Bylaws and for both Bylaws to be revoked as of 10 February 2027 (unless revoked earlier by the Council).*

**Public Amenities Bylaw Resolutions**

- 6 *A review of the current Public Amenities Bylaw will be undertaken once the Proposed Waitomo District Plan is Operative, and if required, a new Bylaw will be developed at that time and the existing Bylaw revoked.*
- 7 *If it is determined that the Public Amenities Bylaw is no longer required as a result of the Proposed Waitomo District Plan, then a new Bylaw will not be developed. However, should it be determined*



*that the Public Amenities Bylaw is still required, a review will be undertaken and a new Bylaw adopted.*

- 8 *Council publicly notify that due to the likely significant changes to be implemented once the Proposed Waitomo District Plan is Operative, it will not be completing the 10 year review of the existing Public Amenities Bylaw 2010 and that should it decide a new Public Amenities Bylaw is required, it will develop one prior to 10 February 2027.*

**[6] Public Health and Safety**

The Public Health and Safety controls a diverse range of activities to ensure that acceptable standards of public health and safety are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the District. In particular the bylaw addresses a wide range of issues that could have an adverse effect on the health and safety of the public by regulating General Public Nuisances and Specific Public Health Provisions.

**[7] Public Places Bylaw**

The Public Places Bylaw controls a diverse range of activities that occur within our district's public places to ensure that acceptable standards of convenience, safety, visual amenity, and civic values are maintained in public places for the well-being and enjoyment of citizens, businesses and visitors within the district now and in the future. This Bylaw addresses a wide range of issues that could have an adverse effect on public places and their users.

**[8] Solid Waste Bylaw**

The scope of the Solid Waste Bylaw is to ensure that household waste is reduced, collected and disposed of in the interests of public health and in an efficient and cost effective manner; to provide for the efficient collection and recovery of recyclable waste; to ensure that the obstruction of streets and roads by waste for collection is minimised; and to manage waste management facilities for the optimum disposal or recycling of waste.

**Note:** As part of initiating the 10 year review of this Bylaw, on 17 December 2024 Council resolved as follows:

- 1 *The business paper on Solid Waste Bylaw 2009 (adopted 25 June 2014) – 10 Year Review be received.*
- 2 *In accordance with Section 160A of the Local Government Act 2002, Council agree not to complete the 10 year review of the Solid Waste Bylaw and for it to be revoked as of 25 June 2026 (unless revoked earlier by the Council).*
- 3 *A review of the current Solid Waste Bylaw be undertaken once Council makes a decision on the future of the Waitomo District Landfill to ensure ongoing consistency with Council's Waste Management Policies and Practices, and if required a new Bylaw be developed at that time and the existing Bylaw be revoked.*
- 4 *If a new Bylaw is not required as a result of Council's decision on the future of the Waitomo District Landfill, then a new Bylaw be scheduled for development to come into effect no later than 25 June 2026.*
- 5 *Council publicly notify that due to the significant changes to be implemented in the solid waste activity over the next two years, it will not be completing the 10 year review of the existing Solid Waste Bylaw 2009 and that it will be developing a new Solid Waste Bylaw prior to June 2026.*

**[9] Trade Waste Bylaw**

The purpose of Trade Waste Bylaw is to provide for the management, control and monitoring of trade waste discharges into WDC's wastewater systems and to:

- (a) protect sewer pipes, pumping stations, storage tanks, biological and biochemical treatment processes, wastewater treatment plants and other related wastewater system structures, electrics and controls from damage by applying standards and loading/concentration limits for trade waste discharges prior to discharge to WDC's wastewater systems
- (b) protect the health and safety of any person working with the WDC wastewater systems by applying standards for trade waste discharges
- (c) protect public health and the environment from the effect of trade waste discharges by ensuring all necessary resource consents are met
- (d) encourage waste minimisation, cleaner production and reduced water consumption
- (e) allow the Council to recover fair and reasonable costs of managing trade wastes from trade premises that discharge into the Council system by ensuring that the costs of conveying, treatment and disposal are shared fairly between trade waste and domestic dischargers proportional to volume and load.
- (f) assist the Council to meet relevant environmental standards
- (g) comply with the objectives of the New Zealand Waste Strategy.

**Note:** 1 Earlier reviews (outside the legislative review cycle requirement) may be required to address/facilitate renewal/amendment to the Discharge Agreements with the local meat works.

2 Waters Done Well implications will also need to be considered.

#### [10] **Water Services Bylaw**

The purpose of the Water Services Bylaw is to:

- (a) protect public health and the security of the public water supply;
- (b) detail the responsibilities of both the Council and the consumers with respect to the public water supply and other water related services;
- (c) ensures the safe and efficient creation, operation, maintenance and renewal of all public water services, sewerage and stormwater drainage networks;
- (d) ensures proper hazard management to prevent or minimise flooding and erosion;
- (e) minimises adverse effects on the local environment particularly freshwater ecological systems and beach water quality, and assists in maintaining receiving water quality;
- (f) ensures that watercourses are properly maintained;
- (g) ensures protection of Council's water services, sewerage and stormwater drainage assets and the health and safety of employees;
- (h) sets out acceptable types of connection to public water services, sewerage and stormwater networks.

**Note:** As part of initiating the 10 year review of this Bylaw, on 17 December 2024 Council resolved as follows:

- 1 *The business paper on the Water Services Bylaw 2010 (adopted 10 February 2015) and Public Amenities Bylaw 2010 (adopted 10 February 2015) – 10 Year Review be received.*
- 2 *In accordance with Section 160A of the Local Government Act 2002, Council agree not to complete the 10 year review of the Water Services and Public Amenities Bylaws and for both Bylaws to be revoked as of 10 February 2027 (unless revoked earlier by the Council).*

Water Services Bylaw Resolutions

- 3 *A review of the current Water Services Bylaw will be undertaken once the Local Government Water Services Bill is enacted, and if required, a new Bylaw will be developed at that time and the existing Bylaw revoked.*
- 4 *If a new Water Services Bylaw is not required as a result of the Local Government Water Services Bill, then a new Bylaw will not be developed. However, should it be determined that the Water Services Bylaw is still required, a review will be undertaken and a new Bylaw adopted.*
- 5 *Council publicly notify that due to the significant changes to be implemented in the water services delivery space over the next two years, it will not be completing the 10 year review of the existing Water Services Bylaw 2010 and that should it decide a new Bylaw is required, it will develop a new Bylaw prior to 10 February 2027.*

Document ID: 915213

**Report To: Audit and Risk Committee****Meeting Date:** 7 October 2025**Subject:** Risk Management and Mitigation**Type:** Information Only**Author(s):** Ben Smit  
Chief Executive**1. Purpose of Report**

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

**2. Suggested Resolutions**

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

**3. Background**

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

**4. Commentary**

- 4.1 A road map has been developed for WDC's risk management programme. This plan has been developed to identify the key deliverables for the 2025 reporting year to this committee. This plan is informed by the findings of the risk maturity exercise which has been conducted with WDC's Senior Management Team.
- 4.2 The four key deliverables for 2025 are as follows, noting that the order of delivery is fluid.

Deliverable	Purpose	Status
Plan of key deliverables	A road map of key milestones and deliverables in order to strengthen and enhance WDC's risk management framework.	<b>Completed</b>
Risk Maturity Review	Senior Leaders are surveyed to ascertain WDC's current risk maturity levels. The findings will inform decision of levels that WDC wish to achieve, and what needs to be done to achieve this.	<b>Completed</b>
Review of existing risk management framework (RMF) document	A full review of the generic policy level document to tailor and better reflect WDC's risk management approach and practice.	<b>Completed</b>

Deliverable	Purpose	Status
Organisational Risk Register	A review of the organisational risk register to, not only consider content, but more importantly investigate a revised format to better display risks, as well as providing detail of their analysis/treatment. Consideration will also be given to the viability of automated dashboard visuals such as heat mapping of risks for reporting purposes.	TBC

### 4.3 Waikato Waters Transition

4.4 The focus of work over the last six months has been the mitigation of risk and the maximization of benefit to WDC and Waikato Waters Limited (WW) of the successful establishment of and transition to the new entity. WW has been registered as a company, the Shareholders Agreement has been signed, three Establishment Directors have been appointed, a Transition Team has been established.

4.5 WDC's focus is on the following components:

- To transition wastewater and water assets, liabilities, systems, processes, contracts and people to Waikato Waters Limited (WW) by 1 July 2026 (transition date). See work programme in the next section.
- Successful transition of WDC to being a viable and cohesive organisation post water and wastewater activities moving to WW from 1 July 2026.
- Identify the scope, plan for, and then deliver, remaining support services that WW want to contract from until these services transition to WW.
- Implement the delivery of stormwater services, post transition date, through our Roading team.
- Provide input into the development of the Long Term Plan for the WDC Stormwater activity, the ongoing relationship with WW and for a future model of support services to be developed for the post WW entity.

4.6 A work programme for each of the transition has been developed and information requests are following from and are being answered via WDC's transition manager. The workstreams are as follows:

- People & Capability
- Finance, Funding & Commercial
- Operations
- Asset Management & Capital Delivery
- Governance & Legal
- Iwi engagement
- Technology
- Communication

4.7 Regular meetings are in place for each of the workstreams, the transition managers and Council CEs / WW senior team.

4.8 A detailed risk register is in development for WDC using resources from another council. The highest risks still remain as the successful transition of staff to WW and the implementation of Information Systems for WW. The writer is comfortable that adequate plans are in place for the human resource transfer and that the planned approach for information systems will be communicated in the next month.

**4.9 Two activities for the 'deep drive' had been programmed****4.10 Water and Wastewater Activity**

- 4.11 Given the transition of these activities to WW it was felt important that a wider risk assurance was undertaken during the time that the transition activities were undertaken. We hope to develop this programme in coming months but staff vacancies in the activity have meant that this assurance review needs to be put on hold.

**4.12 Information Technology / Information Systems / Information Management Review**

- 4.13 Another area of change over the last few years has been IT/IS/IM. An agreeable scope of work is still being developed with Aon's Asia Pacific specialist IS team to cover high-level assurance around such things as disaster recovery, backup processes, data security, internet access and security, user access controls, network management, cyber security, system change control and vendor management.

**Document No:** 914228

**Report To: Audit and Risk Committee**



**Meeting Date:** 7 October 2025

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

**Type:** Information Only

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

## 1. Purpose of Report

- 1.1 The purpose of this business paper is to present to the Committee a summary of the procurements made in the period 1 July 2025 to 30 September 2025 in accordance with Waitomo District Council's Procurement Policy.

## 2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on the Progress Report: Procurement Summary Schedule (July 2025 to 30 September 2025) be received.

## 3. Background

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

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

#### 4. Commentary

- 4.1 WDC's Procurement Policy (the Policy) was last reviewed and adopted with amendments by Council on 31 May 2022. The three year review of the policy is currently underway and a draft of the Policy will be workshopped with the Council before presentation for adoption at the August 2025 Council meeting.
- 4.2 Decision taken at the 26 August 2025 meeting to remove the Procurement Policy Review item from the Agenda, with the review to be deferred until early in 2026 as it is beneficial for the new Council to workshop the Policy ahead of its adoption.
- 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 There were no procurements undertaken during the reporting period which triggered the reporting threshold:
  - a) total contract award over \$200,000 + GST
  - and/or
  - b) where the supplier selection method has deviated from the Procurement Policy, and a procurement exemption has been approved by the Chief Executive.

#### 5.2 **EXEMPTION REASON**

- 5.3 The Audit, Risk and Finance Committee have requested that the reason for granting a Procurement Exemption be included in the PSS. As a result, the Headings of the five criteria provided for in the Policy will now be included in the PSS as the reason for granting an exemption.
- 5.4 The Policy extract below provides detail of those five criteria, of which at least one must be met for a Procurement Exemption to be granted.

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

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

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



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

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

Document No: 913687

**Report To: Audit and Risk Committee****Meeting Date:** October 7, 2025**Subject:** **Progress Report: WDC Resource Consents – Compliance Monitoring (July to September 2025)****Type:** Information Only**Author(s):** Mary Grace Bonto  
Environmental TechnicianShyamal Ram  
General Manager - Infrastructure**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 first quarter (2025/2026).

**2. Suggested Resolutions**

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

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

**3. Background**

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

**4. Commentary**

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

RESOURCE CONSENT	REPORT DUE
<b>Monthly</b>	
No. 116844 - Benneydale Water Treatment Plant Condition 9 (Surface Water Take)	Monthly
No. 117290 - Piopio Wastewater Treatment Plant Condition 26 (Discharge)	Monthly
No. 140685 - Rangitoto Quarry Landfill, William Street, Te Kuiti Conditions 65 & 66	<i>Not yet commenced</i>

RESOURCE CONSENT		REPORT DUE
<b>Quarterly</b>		
No. 112639 -	Te Kuiti Wastewater Treatment Plant Conditions 7 - 19 (Discharge) Condition 30	Jan, April, July and Oct
No. 140685 -	Te Kuiti Landfill, William Street, Te Kuiti Conditions 65 & 66	<i>Not yet commenced</i>
No. 101753 -	Te Kuiti Landfill, William Street, Te Kuiti Ring Drain Condition 11 (Within 2 months of sampling)	April, July, October and Jan
No. 124718 -	Te Kuiti Landfill, William Street, Te Kuiti (SW 2) Conditions 7 & 14	February, May (included to annual report of Surface or Stormwater), August and November
<b>Six Monthly</b>		
No. 133317 -	Te Kuiti Water Treatment Plant Conditions 5, 6, 10 & 11	January/July
No. 118813 -	Benneydale Wastewater Treatment Plant Conditions 16 - 23	January/July
No. 117945 -	Benneydale Water Treatment Plant (Backwash) Condition 3	April/October
No. 107477 -	Piopio Water Treatment Plant Conditions 6, 7, 8 & 9	Jan/July
No. 107478 -	Piopio Water Treatment Plant Conditions 10, 15 & 16	May/December
No. 120048 -	Te Kuiti Wastewater Treatment Plant Discharge to Land (via seepage)	Feb/Aug
No. 140685 -	Te Kuiti Landfill, William Street, Te Kuiti Conditions 62 & 63 (Within 2 months of sampling)	<i>Not yet commenced</i>
No. 124718 -	Te Kuiti Landfill, William Street (Groundwater) Conditions 7 & 14	April/October
<b>Annual</b>		
No. 118813 -	Benneydale Wastewater Treatment Plant Condition 26	31 March
No. 120340 -	Mokau Closed Landfill Conditions 3, 6 & 10	Monitoring ceased by mutual agreement with WRC (11/2017)
No. 105054/55/56/57/58/59/60 -	Waitomo Stormwater Schedule A (22) Conditions 4 - 6	31 May
No. 105054 -	Te Kuiti Stormwater Condition 6	31 May
No. 143938 -	Benneydale Water Treatment Plant Conditions 4 & 12 (Groundwater Take)	28 February

RESOURCE CONSENT		REPORT DUE
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)		August 1
No. 101753 - Te Kuiti Landfill, William Street Annual Report Condition 4 <b>Independent Peer Reviewer</b>		September 1
No. 120048 - Te Kuiti Wastewater Treatment Plant Condition 7		1 December
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 20 (Discharge)		September
No. 138063 - Te Waitere Wastewater Condition 16		July
No. 124718 - Te Kuiti Landfill – Surface/Stormwater Annual Report (Leachate Monitoring) Conditions 7 & 14		May
No. 103287, 103288 and 103289 - Te Kuiti, Walker Road - Closed Landfill		November
No. 103193 - Benneydale Closed Landfill SH30 Conditions 2, 3 & 5 No. 103194 - Conditions 2 & 3		Monitoring ceased by mutual agreement with WRC (08/2018)
No. 103196 - Piopio Closed Landfill Conditions 2, 3 & 4		Monitoring ceased by mutual agreement with WRC (08/2018)
No. 103198 - Aria Closed Landfill Conditions 2 & 4		Monitoring ceased by mutual agreement with WRC (08/2018)
<b>Biennial</b>		
No. 117290 - Piopio Wastewater Treatment Plant Conditions 7 & 9 (Discharge) (Review Operations and Management)		September 2014 ( <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
<b>Other</b>		
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 28 (Complete Passage/Migration Barrier Assessment within 3 years of commencement date)		Within 3 years Completed: 30 April 2024

## 5. Resource Consent Compliance Reports: July to September 2025

The following Resource Consent Compliance Reports have been made to WRC during the first quarter of 2025/26:

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

<b>Activity Description</b>	Take up to 180 cubic metres per day of water from an unnamed tributary of the Mangapeehi Stream for Benneydale water supply purposes.
<b>Reporting Period:</b>	July 2025
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	905813

<b>Activity Description</b>	Take up to 180 cubic metres per day of water from an unnamed tributary of the Mangapeehi Stream for Benneydale water supply purposes.
<b>Reporting Period:</b>	August 2025
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	911385

### 2. AUTH143938.01.01 – Benneydale Water Treatment Plant Condition 4

<b>Condition</b>	The total combined annual take volume – for the year ending 31 December – pursuant to:  i. this consent; and  ii. any other consent held by the consent holder that allows surface water and/or groundwater to be taken to supply the Maniaiti/Benneydale community must not exceed 44,000 cubic metres.
<b>Compliance Status:</b>	As of 19 September 2025, the total water take since 1 January 2025 is 36,360 cubic metres with a daily intake averaging 150–180 cubic metres. At this rate, the annual allocation of 44,000 cubic metres may be exceeded.  To investigate the increased water production compared to previous years, leak detection has been carried out resulting in the recent identification of a leak along Georgetti Street and reduction to water take.

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

<b>Activity Description</b>	Discharge up to 135.4 cubic metres of treated municipal sewage in any 24-hour period from the Piopio Wastewater Treatment System to the Mokau River.
<b>Reporting Period:</b>	July 2025

<b>Compliance Status:</b>	<p>Partially Compliant</p> <p>There were five discharges volume that were above the consent limit of 135.4 m<sup>3</sup> per day. Exceedances were due to high inflow and infiltration during rainfall events and no inability to control the discharge flow due to the absence of automatic actuator valve.</p> <p>Ammoniacal nitrogen was the only parameter that showed exceedance. The sample collected was 17.6 mg/L which is above the consent limit of 10 mg/L. A thorough service to all pods blanket was undertaken to remove blockage enhancing biological treatment but made slight improvement to limit. Historical, the level of Ammoniacal nitrogen increase during colder months. We will continue deep cleaning the effluent filters/blankets and maintain domestic septic tanks.</p> <p>We are currently designing the buffer tank to be installed at the front end of the treatment plant to prevent hydraulic overloads and shock loads on the treatment plant and prevent non-compliant with discharge volume.</p>
<b>WDC Reference:</b>	906040

<b>Activity Description</b>	Discharge up to 135.4 cubic metres of treated municipal sewage in any 24-hour period from the Piopio Wastewater Treatment System to the Mokau River.
<b>Reporting Period:</b>	August 2025
<b>Compliance Status:</b>	<p>Partially Compliant</p> <p>There is one (1) discharge that is above the consent limit of 135.4 m<sup>3</sup> per day. Ammoniacal showed exceedance, the sample collected for this reporting period was 20.8 mg/L which is above the consent limit of 10 mg/L.</p> <p>These exceedances were attributed to the same operational and environmental condition as observed in July 2025 and the corresponding actions were the same.</p>
<b>WDC Reference:</b>	913123

**4. AUTH112639.01.01 – Te Kuiti Wastewater Treatment Plant (TKWWTP) Discharge (Conditions 7 – 19) and 30**  
**Report Due: Quarterly**

<b>Activity Description</b>	To discharge 7000m <sup>3</sup> of treated wastewater to the Mangaokewa Stream from the Te Kuiti Wastewater Treatment Plant
<b>Reporting Period:</b>	1 April to 30 June 2025
<b>Compliance Status:</b>	<p>Partially Compliant</p> <p>One (1) exceedance was recorded from the daily discharged limit of 7000 m<sup>3</sup>. We discharged 7,010 m<sup>3</sup> treated wastewater to Mangaokewa Stream on the 14 June 2025. The main outlet actuated valve was programmed to close when the discharge flow volume reaches 6,990 m<sup>3</sup>. What happened was that the actuated valve started closing when the volume reached 6,990 m<sup>3</sup> but because of its slow closing speed and high flow rate, an additional 10 m<sup>3</sup> passed through the flow meter. The valve setting was re-adjusted to initiate closure at 6,970 m<sup>3</sup> to prevent this from happening again.</p>
<b>WDC Reference:</b>	889983

**5. AUTH101753.01.01 – Te Kuiti Landfill, William Street (Ring Drain)****Condition 11****Report Due: Quarterly**

<b>Activity Description</b>	The discharge of municipal solid waste into or onto land.
<b>Reporting Period:</b>	1 April to 30 June 2025
<b>Compliance Status:</b>	Partially Compliant  There were exceedances of the trigger level on the conductivity and chloride last 13 June 2025. But the results show improvement after the actions made to address past exceedances. We will continue to monitor the site in fortnightly as required by WRC and because water quality typically becomes evident only after several monitoring periods.  The sampling point in April was dry.
<b>WDC Reference:</b>	901914

**6. AUTH133317.01.01 – Te Kuiti Water Treatment Plant Surface Water Take****Conditions 5, 6, 10 & 11****Report Due: Semi-Annual**

<b>Activity Description</b>	To take 4,800m <sup>3</sup> of water from the Mangaokewa Stream for domestic and municipal water supply purposes.
<b>Reporting Period:</b>	1 January – 30 June 2025
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	888985

**7. AUTH118813.01.01 - Benneydale Wastewater Treatment Plant****Conditions 16 - 23****Report Due: Semi - Annual**

<b>Activity Description</b>	Discharge up to 85 m <sup>3</sup> per day of treated municipal wastewater on to land on a seasonal basis or discharge to the Mangapehi Stream
<b>Reporting Period:</b>	1 January – 30 June 2025
<b>Compliance Status:</b>	Partially Compliant  There were 5 exceedances to 85 m <sup>3</sup> /day discharge limit. These are due to high inflow and infiltration resulting in the treatment plant having to cope of more inflow and faulty discharge meter.  From 1 <sup>st</sup> Nov to 30 April 2025, all treated water must be discharged to soakage. From 1 <sup>st</sup> of May 2025 to 30 October 2025, the discharge enters the stream in compliance with this condition.  The exceedance occurred in the months of May and June when the plant was discharge into the stream.  There were false readings of the discharge at stream from January 22 to April 30, 2025 due to faulty flow meter. The flow meter was repaired.  All results of ammoniacal nitrogen for this reporting were above the 90th percentile limit of 26 mg/L but below the

	<p>maximum consent limit of 35mg/L except for the sample collected last 2 February 2025 which exceed both.</p> <p>One result of Carbonaceous Biochemical Oxygen Demand exceeded the consent limit of 45 mg/L which is recorded on 12 February 2025 with 56 mg/L concentration.</p> <p>The team identified a potential source for exceedances of both ammoniacal nitrogen and cBOD5 which is a stock truck was washed down after 9:30 pm on 5 March 2025. The incident was reported to person responsible of the washing bay and it was suggested to install quick coupler on the hose and that the hose be removed when not in use to prevent unauthorized access.</p> <p>One sample of Total Suspended Solids for this reporting period exceeds the 45mg/L max consent limit which was collected on 14 March 2025. It was suspected the sample was taken when the pump has sudden surge which increase the pressure and pushed the settled dirt on the pipe wall. To verify the result, a re-sampling was conducted on 25 March 2025 and had given a significant drop.</p>
<b>WDC Reference:</b>	901724

#### 8. AUTH107477.01.02 - Piopio Water Treatment Plant

**Conditions 6, 7 & 8**

**Report Due: Semi - Annual**

<b>Activity Description</b>	Take up to 165,929 m <sup>3</sup> per year of water from Kuratahi Stream for municipal water supply purposes.
<b>Reporting Period:</b>	1 January – 30 June 2025
<b>Compliance Status:</b>	<p>Partially Compliant</p> <p>There were three exceedances at the extraction rate of 8.3 l/s. The exceedances were due to a communication error. The SCADA system relies on signal transmission from the inlet flow meter to close the actuated valve once the extraction rate reaches the set limit of 8.3 L/s. However, intermittent signal issues can cause delay in acknowledging the actual flow rate resulting in the valve not closing in time and leading to exceedance.</p>
<b>WDC Reference:</b>	890030

#### 9. AUTH120048.01.01 - Te Kuiti Wastewater Treatment Plant Discharge to Land (via seepage)

**Conditions 6 & 7**

**Report Due: Semi - Annual**

<b>Activity Description</b>	To discharge treated wastewater (via seepage) to land and groundwater from activities with the Te Kuiti wastewater treatment plant.
<b>Reporting Period:</b>	1 January – 30 June 2025
<b>Compliance Status:</b>	<p>Compliant</p> <p>GWB 4 shows the influence of the wastewater treatment plant through seepage. This is expected, considering the location at the edge of the sludge pond.</p> <p>Total Nitrogen exceeds guideline across all bores.</p>



	<p>E. coli was generally low although GWB 7 with 275 cfu/100mL slightly exceeded the guideline of 260 cfu/100mL.</p> <p>Please note that guideline was from the previous hydrologist report and not from Waikato Regional Council (WRC).</p> <p>There are no operational adjustments that can be made for high result as they related to groundwater. But as per checking, all bores were intact. The potential effects of seepage are best assessed by hydrologist. We have already engaged a hydrologist to evaluate the groundwater quality. This is also required under condition 7.</p>
<b>WDC Reference:</b>	908034

**10. AUTH112639.01.01 – Te Kuiti Wastewater Treatment Plant discharge to water**  
**Condition 20**  
**Report Due: Annual**

<b>Activity Description</b>	To discharge treated wastewater to the Mangaokewa Stream from the Te Kuiti Wastewater Treatment Plant.
<b>Reporting Period:</b>	1 September 2024 – 31 August 2025
<b>Compliance Status:</b>	<p>Partially Compliant</p> <p>Among the annual and seasonal nutrient loads at the plant, fall/autumn showed the greatest inconsistency. However, the highest spikes were linked to sludge bulging event in March 2025.</p> <p>The results of the samples collected along the ground water monitoring bores were consistent with the trends overtime specifically for GWB3 and GWB4 where it is relatively high for Ammoniacal Nitrogen and Total Nitrogen due to its location. GWB7 had an elevated result for E. Coli, animals are being grazed in the said area thus possible sources of contamination from animal waste products.</p> <p>From September 2024 to August 2025, there were nine (9) exceedances. 5 for E.coli, 2 cBOD5, 1 Total Suspended Solids and 1 Discharge which are all reported to the quarterly report.</p>
<b>WDC Reference:</b>	901492

**11. AUTH113544.01.01 – Mokau Water Treatment Plant (Surface Water Take)**  
**Conditions 2 & 4**  
**Report Due: Annual**

<b>Activity Description</b>	Take up to 1000 m3 per day of water from an unnamed tributary for public water supply purposes in Mokau.
<b>Reporting Period:</b>	1 July 2024 – 30 June 2025
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	898906

**12. AUTH113545.01.01 – Mokau Water Treatment Plant (Backwash)****Conditions 2 - 8****Report Due: Annual**

<b>Activity Description</b>	Discharge up to 10 m <sup>3</sup> of filter backwash water to an unnamed tributary of the Coastal Marine Area in association with a municipal water treatment plant in Mokau.
<b>Reporting Period:</b>	1 July 2024 – 30 June 2025
<b>Compliance Status:</b>	<p>Partially Compliant</p> <p>There were five exceedances of the backwash volume consent limit of 10m<sup>3</sup> per day. These were mainly attributed to the routine backwash cleaning activities. And also, in some instances, the UV system's automatic cleaning cycle overlaps with the backwash process contributing to an increased volume.</p> <p>There were 27 instances that exceeded the backwash discharge consent limit of 11 L/s, with the maximum discharge rate recorded 50 l/s. These are all linked to transmission or communication errors. The system did not immediately register that the set value of 11 L/s had been reached resulting in a delayed response and exceedance. As the team experienced, Mokau WTP location has a weak signal spot. We will try to explore to strengthen the signal to reduce discharge flow rate exceedances and will install orifice to control the flow.</p>
<b>WDC Reference:</b>	901487

**13. AUTH124718.01.01, AUTH101753.01.01 and AUTH101754.01.01 – Te Kuiti Landfill, William Street****Condition 13 and Schedule 1****Report Due: Annual**

<b>Activity Description</b>	Discharge leachate from a sanitary landfill into ground
<b>Reporting Period:</b>	1 July 2024 – 30 June 2025
<b>Compliance Status:</b>	<p>Partially Compliant</p> <p>The total quantity of waste discharge into the landfill from July 2023 to June 2024 was 6,373.75 tons which does not exceed the 20,000 tons per year consent limit.</p> <p>No received complaints about noise, dust and odour.</p> <p>We anticipated that the storage and life of the landfill can be increased by increasing the height of the finished level to RL 94 m. We have a new resource consent with number AUTH140685.01.01 to prolong the landfill's lifespan by increasing the total limit of approximately 467,000 tonnes. It was initially lapsed on 24 September 2024 but WRC gave until 24 September 2028 of the lapse period if the old consents are not surrendered beforehand. The decision has been made to place the landfill into mothball status with operations continuing under current consents (101753, 101754, and 124718) until the remaining consented tonnage is fully utilised.</p> <p>Laboratory results in Ringdrain and Stormwater show improvements. The site will continue to be monitored until consistent results show no exceedance. If exceedances occur,</p>

	<p>the results will be reassessed to identify any additional remedial measures required.</p> <p>WDC proposed trigger level was sent to WRC on 1 July 2024 as required by resource consent AUTH124718.01.01 condition 8 and reviewed under reference number REF240706994. However, on 23 September 2024, WDC received an email that it was not accepted as Science Department considered them unfeasible to be used in monitoring due to the significant difference from the existing trigger levels that is likely due to the contamination events. It was required to continue with the current trigger levels and recommended to do the next trigger level review within six (6) months of commencement of the new resource consent (AUTH140685.01.01) or in five (5) years' time whichever is earlier.</p>
<b>WDC Reference:</b>	898845

**14. AUTH138063.01.01– Te Waitere Wastewater Disposal**

**Conditions 4,12 & 16**

**Report Due: Annual**

<b>Activity Description</b>	Discharge leachate from a sanitary landfill into ground
<b>Reporting Period:</b>	1 July 2024 – 30 June 2025
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	901492

**Document ID:** 915211**Report To: Audit and Risk Committee**

**Meeting Date:** 7 October 2025

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

**Type:** Decision Required

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

**1. Purpose of Report**

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

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

**2. Suggested Resolutions**

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

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
Deloitte – Annual Report 2025/2026 Audit	Section 7(2) (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1) (d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

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

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

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

### 3. Commentary

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



MICHELLE HIGGIE

**MANAGER – GOVERNANCE SUPPORT**