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## **Report To: Council**



**Meeting Date:** 24 September 2024

**Subject:** **Presentation - Waitomo Caves Discovery Centre – Reporting against Multi-Year Community Partnership Grant Agreement**

**Type:** Information Only

**Author(s):** Helen Beever  
General Manager – Community Services

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

- 1.1 The purpose of this business paper is to advise that Dr Bridget Mosley, Museum Director, Waitomo Caves Discovery Centre will attend the meeting at 9.00am to present and speak to the Waitomo Caves Discovery Centre's Multi-Year Community Partnership Grant Agreement.

### **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 Presentation from Waitomo Caves Discovery Centre – Reporting against Multi-Year Community Partnership Grant Agreement be received.

### **3. Background**

- 3.1 Waitomo Caves Discovery Centre (WCDC) supports arts, culture and heritage in the Waitomo District by operating a museum which focuses on the Waitomo areas community, landscape, environment and history. WCDC also provides services for the i-SITE Visitor Information Centre located in Waitomo Caves Village.
- 3.2 The 2021-2024 Community Partnership Grant Agreement between the parties provides that reporting to Council will take place twice a year with a focus on the key performance indicators below:
- To provide counter/phone enquiry and booking activities for visitors to the Waitomo Village.
  - To provide and maintain a website, distribute brochures and provide signage and advertising that promotes the Waitomo Caves Discovery Centre.
  - To develop and promote the existing museum.
  - To provide training to local guides on the Waitomo District attractions.
  - To participate in regional and local tourism groups and advocate for Waitomo Caves and the Waitomo District.
  - To provide information promoting attractions of the Waitomo District.
  - To provide information relating to the heritage of the Waitomo Caves region.

- To archive, document and store items of heritage value.
- To provide the Ministry of Education Learning Experiences outside of the classroom.
- To provide access to public facilities including four public toilets, one of which will be open 24 hours per day, and access to 3 rubbish receptacles through the grounds.

#### **4. Attachments/Separate Enclosures**

Attachments:

- 1 Waitomo Caves Discovery Centre – Reporting Against Multi-Year Community Partnership Agreement – Attachment – Year-end Report (773541)

## **Waitomo Caves Museum & Visitor Information Centre**

Multi-Year Community Partnership Grant –  
Annual Report from 1 July 2023 to 30 June 2024

We are pleased to report on our ongoing delivery of various social services that collectively contribute to the social outcomes for the Waitomo District Community.

Under the terms of our Community Partnership Grant Agreement, the Waitomo Caves Museum Society is required to provide a written report twice a year to the Waitomo District Council.

This report is for the period from 1 July 2023 – 30 June 2024.

Reports made in September are also required to include a copy of the annual financial report for the previous financial year and that is appended.

### **Museum-related activities**

The grant agreement conditions require that we

- develop and promote the existing museum;
- provide information relating to the heritage of the Waitomo Caves region;
- archive, document and store items of heritage value;
- provide learning experiences outside of the classroom to school groups; and
- provide training to local guides about the history of Waitomo and the attractions in the district

We continue to meet these conditions; however, tourism is noticeably still recovering from the effects of the pandemic.

Visitors to the Waitomo Caves Museum (excluding school groups) average 15 people / day over the year, with the usual higher numbers during the summer, school holidays and long weekends.

Feedback from social media is appended below.

In terms of our connection to the local community, we're glad to see an increased number of local children treating the museum with familiarity and regularly coming in after school and during the weekends, when other family members are involved in playing sport on the domain.

### **Visitor information-related activities**

As the Waitomo Caves Visitor Information Centre, we provide various services to visitors to the area, including

- answering counter and phone enquiries and providing booking activities for visitors to Waitomo Caves Village;
- providing and maintaining a website, and distribute brochures, provide signage and advertising that promotes the Waitomo Caves Museum;
- providing information promoting the attractions and tourism activities in the Waitomo District; and
- participating in local and regional tourism groups and advocating for Waitomo Caves and the Waitomo District

The primary change during this period has been the Board of the Waitomo Caves Museum decision to no longer be affiliated with isite NZ, as of 1 July 2024.

We continue to provide a high standard of information and services to visitors. As is demonstrated by feedback from social media is appended below.

In particular, the difference between summer and winter months has become more marked. A variation to the grant agreement was made in mid-2023 to allow for closing for two days / week during winter and this has been helpful, both for economic feasibility in allowing us to be closed when there are fewer visitors and it is not cost-effective to open – i.e. we pay staff more than we take over the counter during the day - and to manage staff leave and illness over the winter.

### **Public facility-related activities**

As part of the grant agreement, we provide access to public facilities including four public toilets, one of which is open 24 hours per day, and access to 3 rubbish receptacles through the grounds.

There has been some vandalism to fittings in the 24-hour public toilet, relating to damage to the toilet paper holders to enable the theft of toilet paper. These have been replaced twice during the timeframe of this report.

### **Feedback and ratings from visitors**

A condition of the Multi-Year Community Partnership Grant is that our customer satisfaction ratings reflect an average score of 4 or greater.

We're happy to report that ratings are consistently 4.5 + across various social media.

We have copied some of these below, made during the timeframe of this report, for both the Waitomo Caves Museum and the visitor information services.



**Scott**  
3 contributions



### A holiday full of great holes

Between caving & ziplining I recommend a side trip to the Museum. Just like a cave it is much bigger on the inside than it appears on the outside, packed with great info & displays to add to your experiences including both geological and human local history. Why any one wants to crawl in to small flooded spaces deep under ground I'll never know but make sure you catch the short films in the cinema to get a taste of that experience.



**Ang R**  
19 reviews • 0 photos



This is an awesome museum!! We aren't normally museum people but we loved the exhibits of the bones found in caves, great caving videos and the kids loved the crawl through cave. Very accessible information and the whole place is engaging and dynamic with much of the actual museum designed like a cave to walk through. Totally recommend for kids and adults alike!



**Brent H**  
Local Guide • 51 reviews • 107 photos



Fascinating place to visit. So much information to take in about the local area. My favourite part is learning about the geology of the area and how the caves came to be.



**Ali P**  
Brighton, UK • 3 contributions



### Waitomo Caves i-site museum - don't miss out!

What a little gem the museum at the Waitomo Caves i-site is! It's very informative, has a variety of display methods, accessible for all ages, sustains your interest and gives a fascinating insight into the amazing below ground landscape. Highly recommend spending 45-60 minutes taking a look.



**Virginie Deligeard**  
1 review • 1 photo



Charmant petit musée avec grande salle de projection, explication géologique, squelettes de moa et pour les petits et les plus audacieux: "challenge the cave crawl" !!!! (vous pouvez ramper pour de vrai dans un tunnel étroit) Intéressant et amusant !  
Ne manquez surtout pas, c'est assez rapide et le prix très faible !

A charming, small museum, with a large movie theatre, explanations of geology and skeletons of moa. For the children – and other bold people – a cave crawl!!!! You can crawl through a real tunnel. Interesting and amusing. Don't miss out on going to the museum – it's very affordable entry and takes under an hour.



**Jordan Briggs**

12 reviews • 12 photos



A 'must' for those visiting the caves!

The museum complements the caves excellently by explaining the geology and history of caving, especially in the Waitomo region.

There's plenty for kids, including a large Moa model (pictured) and mock-up caves to crawl through and explore.

Incredible value for money, given the low \$5 entry fee. Visiting is a no brainer - it completes your Waitomo experience. Enjoy! 🌄 🦋 ✨



**Karen OBrien**

4 reviews • 4 photos



A helpful visitor center with an awesome museum about caves. Well worth the \$5 entry fee to learn more about the glowworms (maybe more than you want to know!) and a lot of information on caving. Including a short (20 min) movie on cave exploration plus you can try to sqeeeeeze yourself into a tunnel and see how claustrophobic you are. Highly recommend.



**Vincent Beurskens**

Local Guide • 110 reviews • 270 photos



A great place to get information and tickets for all the nearby caves and other things to do in the area.

The lady at the counter was really helpful in getting everything sorted for us.

A good place to make your plans for the area.



**企鵝黑**

1 contribution



**Excellent staff in here**

Very very friendly reception! Very helpful and easy to talk. Felt real kiwi in hereeeeeeeeeee! And can enjoy NZ as well



**Mick**

Local Guide • 136 reviews • 2 photos



The isite is a place with heaps of info on local happenings and the museum is fantastic very clean well worth the visit to waitomo , you.sh9ild check.out ruakuri caves as well its awesome



**Season**

1 contribution



**Fabulous**

Friendly staff. She is so welcome for all the guests. A nice experience here too. 10/10. You won't disappoint

# Annual Report

Waitomo Caves Museum Society Inc  
For the year ended 30 June 2023

Prepared by Osbornes Chartered Accountants Ltd



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## Entity Information

### Waitomo Caves Museum Society Inc For the year ended 30 June 2023

#### Legal Name of Entity

Waitomo Caves Museum Society Inc

#### Entity Type and Legal Basis

Incorporated Society

#### Registration Number

CC32240

#### Entity's Purpose or Mission

In addition to supporting and benefiting the Community, Museum and Education activities will be focused on:

- the science, natural history, exploration, cultural use, development and tourism use of the caves a karst landscapes throughout New Zealand and the World;
- the natural history of the Waitomo Caves and Northern King Country areas; and
- the social and cultural history of the Waitomo Caves and surrounding areas.

#### Entity Structure

Incorporated Society

#### Main Sources of Entity's Cash and Resources

- Souvenir Sales
- Ticket Sales
- Interest
- Commissions
- Grants

#### Main Methods Used by Entity to Raise Funds

Grant Applications

#### Entity's Reliance on Volunteers and Donated Goods or Services

Volunteers for ongoing repairs and maintenance to the grounds and property, including special projects.

#### Physical Address

21 Waitomo Village Road, Waitomo Caves, 3977

#### Postal Address

PO Box 12, Waitomo Caves, 3943

## Approval of Financial Report

### Waitomo Caves Museum Society Inc For the year ended 30 June 2023

The Executive Committee are pleased to present the approved financial report including the historical financial statements of Waitomo Caves Museum Society Inc for year ended 30 June 2023.

APPROVED



Ben Stubbs

Chairperson

Date ..... 9/6/24 .....



Hiria Kohe-Love

Board Member

Date ..... 10/6/24 .....

# Statement of Service Performance

## Waitomo Caves Museum Society Inc For the year ended 30 June 2023

### Description of Entity's Outcomes

The Waitomo Discovery Centre plays an important role in the Waitomo District in promoting a strong sense of heritage, interpreting the landscape, karst geology and local history, offering public services to the community and supporting visitors to the area by:

- acting as a custodian for the Waitomo District's heritage
- offering educational services to Schools and other groups
- providing public services to the community and visitors, by use of meeting rooms, events, public lectures and facilities
- promoting the visitor attractions of the Waitomo District
- providing high quality, independent information and booking services to local, national and international visitors

	2023	PLANNED	2022
<b>Description and Quantification of the Entity's Outputs</b>			
Number of items in our collection	30,764	-	30,764
Library items	6,601	-	6,601
Number of visitors to the Museum itself (excluding Schools)	6,223	-	2,950
Number of visitors to the Museum itself (School Students)	1,124	-	509
Total number of visitors to the Museum	7,347	-	3,459
Number of School groups	45	-	29
Number of visitors to the Waitomo i-Site Visitor Information Centre	51,754	-	26,722

Waitomo Education Programs are provided by an experienced educator at the Waitomo Museum of Caves, the Otorohanga Kiwi House & Native Bird Park and the Department of Conservation (DOC) Reserves, Caves and the associated Karst Landscape.

Waitomo Education Outdoors supports visiting schools by tailoring programs and providing a hands-on, interactive learning experience that complement and enrich the school curriculum, having a positive impact on students' learning outcomes whilst meeting the diverse needs and abilities of students at all levels.

	2023	PLANNED	2022
<b>Student Numbers by Lesson Locations</b>			
Total lessons at the Museum of Caves (1.5 hours of contact)	1,124	-	509
Total lessons at the Otorohanga Kiwi House (2 hours of contact)	1,787	-	181
Total other lessons	-	-	-
Number of individuals who have accessed our collection to pursue their own research	32	-	14
Number of scientific research projects we have been involved in	3	-	1

# Statement of Financial Performance

## Waitomo Caves Museum Society Inc For the year ended 30 June 2023

	NOTES	2023	2022
<b>Revenue</b>			
Revenue from providing goods or services	1	109,783	39,383
Interest, dividends and other investment revenue	1	7,577	3,287
Other revenue	1	220,060	282,783
<b>Total Revenue</b>		<b>337,420</b>	<b>325,453</b>
<b>Expenses</b>			
Volunteer and employee related costs	2	208,596	232,767
Costs related to providing goods or service	2	140,746	130,081
Other expenses	2	7,425	6,798
<b>Total Expenses</b>		<b>356,768</b>	<b>369,646</b>
<b>Surplus/(Deficit) for the Year</b>		<b>(19,348)</b>	<b>(44,194)</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Financial Position

## Waitomo Caves Museum Society Inc As at 30 June 2023

	NOTES	30 JUN 2023	30 JUN 2022
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	45,130	48,383
Debtors and prepayments	3	20,547	15,546
Inventory	3	17,537	25,828
<b>Total Current Assets</b>		<b>83,214</b>	<b>89,757</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	5	30,207	34,550
Investments	3	213,064	207,210
Other non-current assets	3	377	-
<b>Total Non-Current Assets</b>		<b>243,647</b>	<b>241,760</b>
<b>Total Assets</b>		<b>326,861</b>	<b>331,516</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	4	32,087	19,217
Employee costs payable	4	26,977	24,808
Other current liabilities	4	1,578	1,924
<b>Total Current Liabilities</b>		<b>60,643</b>	<b>45,949</b>
<b>Non-Current Liabilities</b>			
Other non-current liabilities	4	21,680	21,680
<b>Total Non-Current Liabilities</b>		<b>21,680</b>	<b>21,680</b>
<b>Total Liabilities</b>		<b>82,323</b>	<b>67,629</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>244,539</b>	<b>263,887</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	6	526,479	545,827
Reserves	6	(281,940)	(281,940)
<b>Total Accumulated Funds</b>		<b>244,539</b>	<b>263,887</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Cash Flows

## Waitomo Caves Museum Society Inc For the year ended 30 June 2023

	2023	2022
<b>Cash Flows from Operating Activities</b>		
Receipts from providing goods or services	106,676	26,370
Interest, dividends and other investment receipts	7,577	3,287
Cash receipts from other operating activities	259,696	329,148
GST	(32,134)	(14,684)
Payments to suppliers and employees	(360,754)	(395,334)
<b>Total Cash Flows from Operating Activities</b>	<b>(18,938)</b>	<b>(51,213)</b>
<b>Cash Flows from Investing and Financing Activities</b>		
Receipts from sale of investments	-	73
Payments to acquire property, plant and equipment	(3,042)	-
Payments to purchase investments	(5,854)	(3,325)
Cash Flows from Other Investing and Financing Activities	24,581	10,884
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>15,686</b>	<b>7,632</b>
<b>Net Increase/ (Decrease) in Cash</b>	<b>(3,253)</b>	<b>(43,581)</b>
<b>Cash Balances</b>		
Cash and cash equivalents at beginning of period	48,383	91,964
Cash and cash equivalents at end of period	45,130	48,383
Net change in cash for period	(3,253)	(43,581)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Accounting Policies

## Waitomo Caves Museum Society Inc For the year ended 30 June 2023

### **Basis of Preparation**

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

### **Goods and Services Tax (GST)**

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

### **Income Tax**

Waitomo Caves Museum Society Inc is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### **Bank Accounts and Cash**

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### **Tier 3 PBE Accounting Standards Applied**

The Society has adopted Tier 3 Public Benefit Entity Accounting Standards

### **Changes in Accounting Policies**

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

### **Revenue**

#### ***Grants***

Revenue from Council, Government and Non-Government Grants are recognised as revenue when the funding is received. Unless there is an obligation to return the funds if conditions of the grant are not met.

If there is such obligation, the grant is initially recorded as a liability and recognised as revenue once the conditions of the grant are satisfied.

#### ***Sale of Goods***

Revenue from the Sale of Goods is recognised when the goods are sold to the customer.

#### ***Interest Revenue***

Revenue from Interest is recorded as it is earned during the year.

### **Debtors**

Debtors are initially recorded at the amount owed. When it is likely the amount owed, or some portion, will not be collected, a provision for the impairment is recognised and the loss is recorded as a bad debt expense.



### Inventory

Inventory is initially recorded at cost. Goods held for sale, are subsequently measured at the lower of cost or their selling price. Goods held for distribution or use, are subsequently measured at cost and written down if they become obsolete.

### Property, Plant & Equipment

Property, Plant & Equipment is recorded at cost, less accumulated depreciation.

Depreciation is calculated on a straight-line or diminishing value basis, on all property, plant & equipment at rates that will depreciate the assets to their estimated residual value over their useful lives.

<b>Asset Type</b>	<b>Depreciation Rates &amp; Basis</b>
Audio Visual Display	10% - 39.6% Diminishing Value
Furniture & Fittings	10% - 60% Diminishing Value
Land & Buildings	2% Straight-Line
Display Materials	10% - 48% Diminishing Value

# Notes to the Performance Report

## Waitomo Caves Museum Society Inc For the year ended 30 June 2023

	2023	2022
<b>1. Analysis of Revenue</b>		
<b>Revenue from providing goods or services</b>		
Admissions	15,059	5,277
Education Bookings Outdoors	14,301	11,385
Counter services	150	87
Education Room hire	100	-
Fundraising income	476	-
School Income	3,158	5,273
Post Office	4,562	4,235
Trading income - retail	71,978	13,125
<b>Total Revenue from providing goods or services</b>	<b>109,783</b>	<b>39,383</b>
<b>Interest, dividends and other investment revenue</b>		
Interest received	7,577	3,287
<b>Total Interest, dividends and other investment revenue</b>	<b>7,577</b>	<b>3,287</b>
<b>Other revenue</b>		
Brochure displays	1,170	-
Commission Earned	48,743	14,420
Covid-19 Resurgence Support Payment	-	43,826
Covid-19 Wage Subsidy Scheme	1,200	54,462
Creditors remission	3,466	6,430
Donations	3,800	2,951
Grants received - specified	29,000	19,000
Ministry of Education contract	82,190	82,190
Miscellaneous income	1,105	7,637
MSD - Flexi Wage - Education	5,009	7,409
Utilities - WESCT annual disbursements - The Lines Company	378	398
Museum Society Membership Subs	-	61
Waitomo District Council - Community Partnership Grant	44,000	44,000
<b>Total Other revenue</b>	<b>220,060</b>	<b>282,783</b>

2023 2022

## 2. Analysis of Expenses

### Volunteer and employee related costs

Wages - i-SITE	46,347	20,297
Wages & salaries - Admin	112,356	114,488
Wages & salaries - Education	42,571	97,671
Wages - Education contractors	7,323	311
<b>Total Volunteer and employee related costs</b>	<b>208,596</b>	<b>232,767</b>

### Costs related to providing goods or services

ACC levies	470	772
Advertising	1,000	287
Bad debts	-	20
Bank fees	13	30
Cash discrepancies	210	71
Cleaning consumables	2,137	679
Cleaning contracts	776	1,122
Compliance costs	631	1,806
Computer / printer supplies	-	60
Cost of Sales	34,638	6,206
Credit Card Charges	7,608	2,296
Education resources	-	250
EFTPOS terminal charges	1,294	1,062
Expenses - Waitomo Education Outdoors (WEO)	1,692	2,975
Fundraising expenses	380	-
Grounds upkeep	1,467	1,678
<b>Insurance</b>	<b>12,474</b>	<b>11,500</b>
Computer Hardware & Support	1,137	1,059
Computer Software & Support	7,088	6,876
Website Hosting	290	5,595
Lease	19,000	19,000
Meetings/Community Welfare	-	17
Memberships & subscriptions	1,542	2,248
Museum Expenses	32,645	40,060
Office supplies	374	77
Photocopier rental	1,482	1,727
Photocopying	-	20
Postage & Courier	-	20
Rates	2,766	3,499
Repairs & maintenance	157	10,285
Security	303	126
Health & safety	15	318
Staff wellbeing	96	252
Travel & mileage	255	(87)
Electricity	3,982	3,902

	2023	2022
Utilities - telephone & internet	3,413	3,393
Water Rates	1,410	878
<b>Total Costs related to providing goods or services</b>	<b>140,746</b>	<b>130,081</b>
<b>Other expenses</b>		
Annual accounts review	40	40
Depreciation	6,071	6,460
Loss on disposal of fixed assets	1,314	298
<b>Total Other expenses</b>	<b>7,425</b>	<b>6,798</b>

	2023	2022
<b>3. Analysis of Assets</b>		
<b>Bank accounts and cash</b>		
Trust Account - ticket sales payable '01'	40,779	20,171
Operating Account '00'	1,851	25,712
Till Floats	2,500	2,500
<b>Total Bank accounts and cash</b>	<b>45,130</b>	<b>48,383</b>
<b>Debtors and prepayments</b>		
Accounts Receivable	7,712	3,148
GST	377	-
Prepayments	12,835	12,399
<b>Total Debtors and prepayments</b>	<b>20,924</b>	<b>15,546</b>
<b>Inventory</b>		
Trading stock on hand	17,537	25,828
<b>Total Inventory</b>	<b>17,537</b>	<b>25,828</b>
<b>Investments</b>		
Term Deposits	213,064	207,210
<b>Total Investments</b>	<b>213,064</b>	<b>207,210</b>

	2023	2022
<b>4. Analysis of Liabilities</b>		
<b>Creditors and accrued expenses</b>		
Accounts Payable	32,087	13,211
GST	-	6,006
<b>Total Creditors and accrued expenses</b>	<b>32,087</b>	<b>19,217</b>
<b>Employee costs payable</b>		
Leave liabilities	26,977	24,808
<b>Total Employee costs payable</b>	<b>26,977</b>	<b>24,808</b>
<b>Other current liabilities</b>		
Gift Vouchers Payable	500	500
Income in Advance	-	557
Ticket Sales Payable	1,078	868
<b>Total Other current liabilities</b>	<b>1,578</b>	<b>1,924</b>
<b>Other non-current liabilities</b>		
Specific purpose payments	21,680	21,680
<b>Total Other non-current liabilities</b>	<b>21,680</b>	<b>21,680</b>
	2023	2022

**5. Property, Plant and Equipment**

<b>Furniture and Fittings</b>		
Cost	186,374	183,332
Less Accumulated Depreciation	(169,511)	(165,462)
<b>Total Furniture and Fittings</b>	<b>16,863</b>	<b>17,871</b>
<b>Audio Visual Display</b>		
Cost	63,480	63,480
Less Accumulated Depreciation	(53,117)	(51,762)
<b>Total Audio Visual Display</b>	<b>10,363</b>	<b>11,717</b>
<b>Display Materials</b>		
Cost	22,246	25,345
Less Accumulated Depreciation	(19,265)	(20,384)
<b>Total Display Materials</b>	<b>2,981</b>	<b>4,962</b>
<b>Total Property, Plant and Equipment</b>	<b>30,207</b>	<b>34,550</b>

Property, Plant & Equipment is recorded at cost and there have been no revaluations.

The building assets have been disposed of at book value from the asset register as they are no longer assets of the Waitomo Caves Museum Society Incorporated based on the Memorandum of Lease with Commissioner of Crown Lands.

	2023	2022
<b>6. Accumulated Funds</b>		
<b>Accumulated Funds</b>		
Opening Balance	263,887	308,080
Accumulated surpluses or (deficits)	(19,348)	(44,194)
<b>Total Accumulated Funds</b>	<b>244,539</b>	<b>263,887</b>
<b>Total Accumulated Funds</b>	<b>244,539</b>	<b>263,887</b>

### 7. Commitments

Repair work to the building identified as commitments previously and intended to be carried out in 2022 – 2023 has been delayed by the loss in income and consequent reduction in staffing levels resulting from the Covid pandemic. The initial estimates of the cost of repair/replacement of the roof is in the vicinity of \$200,000. Funding for this work is yet to be fully determined and is likely to be a combination of grant funding and board funding.

### 8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2023 (Last year - Nil).

### 9. Significant Grants and Donations with Conditions not Recorded as a Liability

There are no significant grants and donations with conditions not recorded as a liability. (Last year - Nil)

### 10. Assets Held on Behalf of Others

The Museum holds Artefacts and Collections on behalf of others, which are to be returned on request.

The exact value can not be ascertained on these items, and some are priceless, due to the non-replaceable nature of the items. None of these items have been valued and included in the Performance Report. The items have been adequately insured.

	2023	2022
<b>11. Related Parties</b>		
<b>Commissions Received</b>		
Danny Lurman	30,110	22,760
Travis Cross - Waitomo Education Services	23,262	21,253
Daniel Thorne - Discover Waitomo	44,339	13,237
<b>Total Commissions Received</b>	<b>97,711</b>	<b>57,250</b>

The Board Members listed above are owners/managers of the Companies that the Waitomo Caves Museum Society t/a Waitomo i-SITE Visitor Information Centre have sold products/services on behalf of. The Waitomo Caves Museum has been compensated by receiving commissions for these sales.

Other transactions, in the regular trading of business, have occurred with the following Board Members organisations:

- Missy Love - Ruapuha Uekaha Hapū Trust (trustee)
- Ben Stubbs - Caves Charitable Trust (trustee)
- Angela Pope - Ruapuha Uekaha Hapū Trust

The commission arrangements and transactions are carried out at market rates.

## 12. Events After the Balance Date

Other than the ongoing impact of the COVID-19 pandemic, there are no events that have occurred after the balance date that would have a material impact on the Performance Report.

For this reason, the Board continues to adopt the going concern assumption in preparing the financial statements for the year ended 30 June 2023.

## 13. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

	2023	2022
<b>14. Grants Received</b>		
COGS	2,000	4,000
National Services Te Paerangi (Professional Development Grant)	15,000	15,000
Trust Waikato	12,000	-
<b>Total Grants Received</b>	<b>29,000</b>	<b>19,000</b>

## WAITOMO DISTRICT COUNCIL

**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 27 AUGUST 2024 AT 9.00AM**

- PRESENT:** Mayor John Robertson  
Deputy Mayor Allan Goddard  
Dan Tasker  
Eady Manawaiti  
Gavin Todd  
Janene New
- IN ATTENDANCE:** Sport Waikato (Steve Dalgety and Robbie Matthews)
- STAFF:** Chief Executive, Ben Smit  
Manager – Governance Support, Michelle Higgle  
General Manager – Community Services, Helen Beever  
Chief Financial Officer, Tina Hitchen  
General Manager – Strategy and Environment, Alex Bell  
General Manager – Infrastructure Services, Shyamal Ram  
Manager – Strategy and Policy, Charmaine Ellery  
Three Waters Manager, David Karrol

<b>1. Karakia Tuwhera</b>
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<b>2. Apology</b>
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**Resolution**

The apology from Councillor Janette Osborne be received and leave of absence granted.

Robertson/Manawaiti      Carried

<b>3. Declarations of Member Conflicts of Interest</b>
--------------------------------------------------------

No declarations made.

<b>4. Presentation: Sport Waikato - Reporting against Multi-Year Community Partnership Grant Agreement</b>
------------------------------------------------------------------------------------------------------------

Council received a presentation from Sport Waikato representatives Steve Dalgety, General Manager Regional Leadership and Robbie Matthews, Regional Connectivity Coordinator, speaking to the Sport Waikato Multi-Year Community Partnership Grant Agreement.

**Resolution**

- 1      The Presentation from Sport Waikato – Reporting against Multi-Year Community Partnership Grant Agreement be received.

Robertson/Tasker      Carried

The General Manager – Community Services, Steve Dalgety and Robbie Matthews (Sport Waikato) left the meeting at 9.24am



**5. Confirmation of Minutes: 30 July 2024****Resolution**

The Minutes of the Waitomo District Council meeting of 30 July 2024 be confirmed as a true and correct record.

Goddard/Todd Carried

**6. Receipt of Unconfirmed Minutes: Audit and Risk Committee – 13 August 2024****Resolution**

The Unconfirmed Minutes of the Audit and Risk Committee meeting – 13 August 2024 be received.

Robertson/New Carried

**7. Receipt of Unconfirmed Te Raangai Whakakaupapa Koorero (Māori Relations Committee) Minutes – 15 August 2024****Resolution**

The Unconfirmed Minutes of the Te Raangai Whakakaupapa Koorero (Māori Relations Committee) – 15 August 2024 be received.

Manawaiti/Tasker Carried

**8. Mayor's Report – August 2024**

Mayor Robertson presented his report for August 2024.

**Resolution**

The Mayor's Report – August 2024 be received.

Robertson/Goddard Carried

The Chief Financial Officer entered the meeting at 9.30am.

**9. Chief Executive's Report – August 2024**

The Chief Executive presented his bi-monthly report for July/August 2024.

**Resolution**

The Chief Executive's Report – August 2024 be received.

Tasker/Manawaiti Carried

**10. Leadership/Governance, Finance and Information Services Activity Update Report**

Council considered a business paper providing an update on activities that form part of the Leadership/Governance Group including Finance and Information Services.

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

**Resolution**

The business paper on Information Services, Finance and Leadership/Governance Activity Update Report be received.

Robertson/Goddard Carried

<b>11. Kiritehere Cemetery/Urupa</b>
--------------------------------------

Council considered a business paper seeking Council's consideration of a request received from Kiritehere whanau in relation to the potential reopening of the Kiritehere Cemetery for interments in the form of the development of an ashes wall.

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

Council noted the importance of the terminology in communicating to the community that the Cemetery would only be open for ashes interments and the memorial wall.

**Resolution**

- 1 The business paper on Kiritehere Cemetery/Urupa be received.
- 2 Council approve staff to undertake the process to reopen the Kiritehere Cemetery for ash interments only.
- 3 Council approve the building of an Ashes / Remembrance Wall at an estimated cost of \$10,000 to be funded from within existing capital budgets.

Manawaiti/New Carried

<b>12. Waikato Waters Done Well – Recommendations from the Project Team</b>
-----------------------------------------------------------------------------

Council considered a business paper providing an update on the process and outcomes to date of the Waikato Waters Done Well Project and presenting the recommendations of the Project Team for Council's consideration and adoption.

The General Manager – Infrastructure Services entered the meeting at 9.45am.

The Chief Executive expanded verbally on the business paper by way of PowerPoint Presentation and answered Members questions.

**Resolution**

- 1 The business paper on Waikato Waters Done Well – Recommendations from the Project Team be received.
- 2 Council adopt the recommendations of the Waikato Waters Done Well Project Team.
- 3 The recommendations of the Waikato Waters Done Well Project Team be approved as follows:
  - **Recommendation 1** That the vision, outcomes and success measures be adopted in principle.
  - **Recommendation 2** That participating councils co-design an aggregated model that is staged by function and governed by a professional board from the outset. Stage 1 will be the establishment of an entity providing functional services to participating councils. The end point (to deliver on the vision, outcomes and success measures) is an aggregated, fully regulated water services entity.

- **Recommendation 3** That each member organisation formally advises the Forum Chairs of their decision in relation to the recommendations by mid-September 2024. (*Non-participating councils will exit this workstream but will be kept informed of the work underway.*)
- **Recommendation 4** That participating councils instruct their Chief Executive to negotiate a Heads of Agreement (HoA) to bring back for their approval by the end of October 2024 (with the intention of the HoA being signed in November 2024). The HoA will be a non-binding agreement between participating councils, entered into on a good faith basis to show a commitment to progress in the manner proposed. The framework will inform the development of more formal documentation.

Robertson/Goddard Carried

### **13. Interim Finance Report for the period ending 30 June 2024**

Council considered a business paper providing an overall progress report on WDC's financial activities for the year ended 30 June 2024.

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

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

#### **Resolution**

The business paper on the Interim Unaudited Financial Report for the year ended 30 June 2024 be received.

Robertson/Tasker Carried

The General Manager – Infrastructure Services left the meeting at 10.23am.

### **14. 2024 General Revaluation Update**

Council considered a business paper providing an update on the timeline for the 2024 General Revaluation for properties in the Waitomo district.

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

#### **Resolution**

The business paper on 2024 General Revaluation be received.

New/Goddard Carried

### **15. Bi-Monthly Regulatory Activity Update Report**

Council considered a business paper providing an update on work programmes that form part of the regulatory activity.

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

**Resolution**

The Bi-Monthly Regulatory Update Report be received.

Robertson/New Carried

The Manager – Strategy and Policy entered the meeting at 10.26am.

<b>16. Proposed Waitomo District Plan – Clause 10A Extension</b>
------------------------------------------------------------------

Council considered a business paper seeking Council's approval to make an application to the Minister for the Environment for an extension of time of six months for making a decision on the provisions and matters raised in submissions on the Proposed Waitomo District Plan.

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

**Resolution**

- 1 The business paper on the Proposed Waitomo District Plan – Clause 10A extension be received.
- 2 Council approve the letter to the Minister for the Environment requesting an extension of time to 20 April 2025 pursuant to Clause 10A of Schedule 1 of the Resource Management Act 1991.

Goddard/Todd Carried

<b>17. Non-Financial Performance Measures 2024 – Performance Measure 1 (Safety of Drinking Water)</b>
-------------------------------------------------------------------------------------------------------

Council considered a business paper presenting for adoption the additional performance measures for drinking water safety that have come into force on 21 August 2024.

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

The Three Waters Manager entered the meeting at 10.30am.

**Resolution**

- 1 The business paper on 'Non-Financial Performance Measures 2024 – Performance Measure 1 (Safety of Drinking Water)' be received.
- 2 Council adopt the additional performance measures to be included by reference added to the Long Term Plan 2024-2034 with a target of 'compliance achieved'.
  - (c) 4.7.1 T2 Treatment Monitoring Rules
  - (d) 4.7.2 T2 Filtration Rules
  - (e) 4.7.3 T2 UV Rules
  - (f) 4.7.4 T2 Chlorine Rules
  - (g) 4.8 D2.1 Distribution System Rule
  - (j) 4.11.5 D3.29 Microbiological Monitoring Rule
- 3 The existing performance measures for bacteria and protozoa are updated with corrected references.

New/Manawaiti Carried

The Three Waters Manager left the meeting at 10.34am.

<b>18. Review of the Land Transport Bylaw 2015 and Determinations Report</b>
------------------------------------------------------------------------------

Council considered a business paper presenting the Land Transport Bylaw determinations report for Council consideration.

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

**Resolution**

- 1 The Business Paper on the Review of the Land Transport Bylaw 2015 and Determinations Report be received.
- 2 Council determines that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to the matters addressed within the Land Transport Bylaw 2015 in accordance with section 155(1) of the Local Government Act 2002.
- 3 Council approves the initiation of a review of the Land Transport Bylaw 2015 in accordance with section 158 of the Local Government Act 2002.

Goddard/Manawaiti      Carried

<b>19. Karakia Whakamutunga</b>
---------------------------------

There being no further business the meeting closed at 10.46am

Dated this      day of

JOHN ROBERTSON  
**MAYOR**

**Document ID:** 775030

**Report To: Council**



**Meeting Date:** 24 September 2024

**Subject:** Mayor's Report – September 2024

**Type:** Information Only

**Author(s):** John Robertson  
Mayor

**1. Purpose of Report**

1.1 The purpose of this business paper is to present the Mayor's report for the current month.

**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 Mayor's Report – September 2024 be received.

**3. Commentary**

3.1 Our Council must come up with a plan on how it will operate the business of supplying public drinking and wastewater services to its town and village communities by August next year.

3.2 One option for Waitomo is business as usual.

3.3 Other options include:

- joining together with like-minded Councils to provide water services.
- setting up a Council Controlled Organisation (CCO) with other Councils both to own water assets and to provide these services.

3.4 At the last Council meeting we agreed by resolution to participate with other Councils to "co-design an aggregated model that is staged by function and governed by a professional board from the outset." Stage 1 is envisaged to be "...the establishment of an entity providing functional services to participating councils." The end point "...is an aggregated, fully regulated water services entity."

3.5 Chief Executives of participating Councils are charged with drafting up a non-binding MOU to help facilitate this process. Some Councils have decided not to participate in this workstream, including the largest in our region, Hamilton City. Councils that have agreed to participate in this work see it as a useful exercise to explore such an "aggregated" model.

3.6 It is important that we invest time and resources to explore other options as well. Council has put aside \$250,000 from "Better Off Funding" for this exercise. We will need outside help to undertake this option analysis.

3.7 The Councils of the Waikato Region are a mixed lot. Some rural, some urban, some small, some large, some facing growth pressures, some not, some hitting debt ceiling challenges, some financially sound.

3.8 Our analysis may lead us to partnering with a diverse group. It may lead us to remain alone. Or it may lead us to partner with Councils that have similar characteristics as us, whether in the Waikato region or not.

Document ID: 773312

**Report To: Council**

**Meeting Date:** 24 September 2024

**Subject:** **Standing Orders for Meetings of the Waitomo District Council: Proposed Amendment – Members Joining Remotely Counting as part of the Meeting Quorum**

**Type:** Decision Required

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

**1. Purpose of Report**

- 1.1 The purpose of this business paper is to consider amending the Standing Orders for Meetings of the Waitomo District Council (SO) to continue having members joining remotely to be included as part of the meeting quorum.

**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 Standing Orders for Meetings of the Waitomo District Council: Proposed Amendment – Members Joining Remotely Counting as part of the Meeting Quorum be received.
- 2 The Standing Orders for Meetings of the Waitomo District Council be amended to include provision for members joining remotely to be counted as part of the meeting quorum as follows:

**Page 14 Definitions - Present at the meeting to constitute quorum**

Amend to read:

**Present at the meeting to constitute quorum** means the member is to be either physically present in the room or attending the meeting by audio/visual link.

**Page 29 Clause 11. Quorum/Kōrama**

Clause 11.1 (a) and (b): delete the word “physically” as follows:

The quorum for a meeting of the council is:

- (a) Half of the members **physically** present, where the number of members (including vacancies) is even; and
- (b) A majority of the members **physically** present, where the number of members (including vacancies) is odd.

**Page 32      Clause 13.8      Member’s status: quorum/Te tūnga a te mema: kōrama**

Delete the word “not” as follows:

Members who attend meetings by electronic link will ~~not~~ be counted as present for the purposes of a quorum.

**Page 32      Clause 13.9      Member’s status: voting/Te tūnga a te mema: te pōti**

Delete the word “physically” as follows:

Where a meeting has a quorum, determined by the number ~~physically~~ present, the members attending by electronic link can vote on any matters raised at the meeting.

### **3. Background**

#### **3.1 Legislative Requirement**

- 3.2 It is a legal requirement under the Local Government Act 2002 (LGA) for councils to adopt a set of SO for the conduct of its meetings and those of its committees.
- 3.3 Council’s current SO were adopted on 29 November 2022 following the triennial elections.
- 3.4 Approval of at least 75 per cent of members present at a meeting is required to adopt (or amend) standing orders.
- 3.5 Any legislative requirements override the content of SO where applicable.

#### **3.6 COVID-19**

- 3.7 In early 2020, to address COVID-19 business continuity issues, the Government passed the COVID-19 Response (Urgent Management Measures) Legislation Act 2020 (COVID Act) which included temporary amendments to the Local Government Official Information and Meetings Act 1987 (LGOIMA).
- 3.8 One of the amendments included making provision for councils to convene audio and/or audiovisual meetings. Up until this time, legislation did not allow for members joining a meeting remotely to be counted as part of the meeting quorum.
- 3.9 The clause making this amendment expired on 20 October 2022.

#### **3.10 Extreme Weather Events**

- 3.11 As a result of the extreme weather events in early 2023, including Cyclone Hale on 10 January 2023, the flood events between 26 January and 3 February 2023 and Cyclone Gabrielle on 6 February 2023, the Government introduced several items of special legislation to assist with the recovery from those severe weather events.
- 3.12 The Severe Weather Emergency Legislation Act 2023 came into effect on 21 March 2023 and reinstated the provision for councils to convene audio and/or audiovisual meetings with members joining remotely to be counted as part of the meeting quorum.
- 3.13 The clause making this amendment is to be repealed on 1 October 2024.

#### **3.14 Local Government Electoral Legislation Act 2023**

- 3.15 In developing the Local Government Electoral Act 2023, which came into effect in August 2023, the Government responded to the circumstances presented by COVID-19, the Christchurch and Kaikoura earthquakes, and Cyclone Gabrielle and included provision,



effective from 1 October 2024, that it is up to individual councils to manage remote participation at meetings through their SOs.

## 4. Commentary

4.1 With the current legislative provision for members joining Council meetings remotely to be counted as part of the meeting quorum coming to an end on 30 September 2023 unless provision is made in SOs, it is appropriate that Council consider amending its SOs to continue the practice. This will also ensure that should future online meetings be required for any reason; the provision is in place to do so.

### 4.2 Proposed Amendments

4.3 The following amendments are proposed to Council's SOs to enable members joining remotely to be counted in the meeting quorum:

#### Page 14 Definitions - Present at the meeting to constitute quorum

Amend to read:

**Present at the meeting to constitute quorum** means the member is to be [either](#) physically present in the room [or attending the meeting by audio/visual link](#).

#### Page 29 Clause 11. Quorum/Kōrama

Clause 11.1 (a) and (b): delete the word "physically" as follows:

The quorum for a meeting of the council is:

- (c) Half of the members ~~physically~~ present, where the number of members (including vacancies) is even; and
- (d) A majority of the members ~~physically~~ present, where the number of members (including vacancies) is odd.

#### Page 32 Clause 13.8 Member's status: quorum/Te tūnga a te mema: kōrama

Delete the word "not" as follows:

Members who attend meetings by electronic link will ~~not~~ be counted as present for the purposes of a quorum.

#### Page 32 Clause 13.9 Member's status: voting/Te tūnga a te mema: te pōti

Delete the word "physically" as follows:

Where a meeting has a quorum, determined by the number ~~physically~~ present, the members attending by electronic link can vote on any matters raised at the meeting.

## 5. Analysis of Options

### 5.1 Option 1 – Adopt the proposed amendments (Recommended)

5.2 This option proposes amending Council's SOs to allow members attending meetings remotely via audio/audiovisual link be counted as part of the meeting quorum.

5.3 The advantages of this option are:

- It updates the SOs to reflect a practice that is already happening to good effect and is already provided for in legislation.
- There is less chance of a meeting not achieving a quorum.
- With an increase in extreme weather events, there is a chance that in future meetings may need to be convened from time to time when our rural Councillors are unable to attend in person due to road closures.
- It enables more freedom to members to attend meetings remotely when they are not physically in the District.

5.4 There are no disadvantages in making these amendments.

5.5 However, in doing so, Clauses 13.13 and 13.15 must still be considered with any member joining remotely as follows:

**13.13 Chairperson may terminate link/Ka āhei te ūpoko ki te whakakore i te hononga**

The chairperson may direct that an electronic link should be terminated where:

- (a) Use of the link is increasing, or may unreasonably increase, the length of the meeting;
- (b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;
- (c) It is distracting to the members who are physically present at the meeting;
- (d) The quality of the link is no longer suitable;
- (e) Information classified as confidential may be compromised (see also SO 13.16).

**13.15 Link failure/Ina mūhore te hononga**

Where an audio or audiovisual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

**5.6 Option 2 – Not amend the Standing Orders**

5.7 There are no advantages to this option.

5.8 The disadvantage of this option is that fully online meetings, and members joining remotely and being counted in the meeting quorum, would not be possible beyond 1 October 2024.

<b>6. Considerations</b>
--------------------------

**6.1 RISK**

6.2 There is no risk of adopting the proposed amendments as they are currently in use through legislation with no issues.

6.3 The risk of not adopting the proposed amendments is that in the future, should Council need to convene an online meeting, or require a member to join remotely to form a quorum, this would not be possible, and the meeting could not proceed.

**6.4 CONSISTENCY WITH EXISTING PLANS AND POLICIES**

6.5 Adoption of the proposed amendments is consistent with Council's existing plans and policies and is as provided for in legislation effective 1 October 2024.

**6.6 SIGNIFICANCE AND COMMUNITY VIEWS**

6.7 It is in the interest of our communities to ensure meetings can proceed, particularly in extreme circumstances where Council may need to call online meetings to make decisions as was experienced with COVID-19.

6.8 This is a procedural matter and does not trigger Council's Significance and Engagement Policy.

<b>7. Recommendation</b>
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7.1 Council amend its SOs as proposed.

<b>8. Attachments/Separate Enclosures</b>
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Separate Enclosures:

1 A "marked up" copy of the Proposed Amendment: Standing Orders for Meetings of the Waitomo District Council – 24 September 2024 (Doc ID 773333) is enclosed separately and forms part of this business paper.

Document ID: 773801

## Report To: Council



**Meeting Date:** 24 September 2024

**Subject:** **Representation Review - Deliberations of Submission Received and Adoption of Final Proposal**

**Type:** Decision Required

**Author(s):** Charmaine Ellery  
Manager – Strategy and Policy

Alex Bell  
General Manager – Strategy and Environment

### 1. Purpose of Report

- 1.1 The purpose of this business paper is to present to the Council the submission received on the initial proposal for the representation review and to seek a decision from Council on the review of representation arrangements.

### 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 Representation Review - Deliberations of Submission Received and Adoption of Final Proposal be received.
  - 2 The Council resolve to:
    - a) adopt the final proposal as follows:
      - That the Council would comprise of six elected members and a mayor;
      - The members would be elected by ward and a mayor elected at large;
      - There will be two wards, these are Te Kūiti Ward and Waitomo Rural Ward, the boundaries are identified in the attached map;
      - Three members will be elected from each of the above wards; and
      - There are no community boards.

### 3. Background

- 3.1. Councils must complete a representation review process at least once every six years as set out in the Local Electoral Act 2001 (LEA). All decisions made affect two triennial election cycles (2025 and 2028), and any other elections held in that time (i.e. by-elections) unless Council chooses to carry out another review in this time.
- 3.2. There are several steps that need to be considered in relevant order, these are:
- a) the council must consider the electoral system (voting method).

- b) the council must consider Māori representation.
  - c) the council must make detailed decisions about the implementation of representation arrangements (i.e., wards, councillors, community boards etc.).
- 3.3. The first two steps have been completed, so it is only step three that needs to be completed in 2024.
- 3.4. This stage of the representation review has looked at representation broadly, and includes:
- the number of councillors to be elected from each ward;
  - whether councillors are elected from wards or 'at large', or a mix of both; and
  - whether there should be community boards.
- 3.5. These considerations were explained in detail in the Council Business Paper presented on 30 July 2024.

## 4. **Commentary**

### 4.1. **INITIAL PROPOSAL**

4.2. The Council discussed representation arrangements at a workshop on 4 June 2024, and after considering the various models for representation it had available to it that the preference remained for the status-quo. A paper was presented to the Council on 30 July 2024 where the Council resolved to adopt the status-quo as the initial proposal.

4.3. This proposal stated that:

- That the Council would comprise of six elected members and a mayor;
- The members would be elected by ward and a mayor elected at large;
- There will be two wards, these are Te Kūiti Ward and Waitomo Rural Ward, the boundaries are identified in the attached map;
- Three members will be elected from each of the above wards; and
- There are no community boards.

### 4.4. **CONSULTATION**

4.5. A Public Notice was published on 1 August 2024 informing the public of the initial proposal and inviting submissions for a period of one month, submissions were accepted from 1 August to 2 September 2024.

4.6. This was advertised on WDC's website, Facebook page, the Waitomo Way newsletter, and in the King Country News.

4.7. At the close of the submission period, one submission had been received. The submitter did not wish to be heard, so there was no need to hold a hearing, which had been scheduled for 10 September 2024.

### 4.8. **SUMMARY OF SUBMISSIONS**

4.9. The below table provides the questions submitters were asked, and the response given in the one submission received.

Question	Submitter
Do you agree with the Council's proposal?	Adrianna Astle
Do you agree with the Council's proposal?	No
Any other comments?	
Do you think we should elect councillors by ward or at-large? Or a mix of both?	Elect a mix of ward and at-large councillors
Should we keep our current Te Kūiti Ward and Waitomo Rural Ward or make some changes? If so, what?	Keep
If make changes - What changes would you like to see?	
How many Councillors do you think we should have?	8
Do you think we should have any community boards? If yes, where?	
Is there anything else Council should consider when making this decision?	

- 4.10. Because only one submission was received and the submitter did not provide any commentary or explanation for why they had these preferences, it is hard to provide any advice or additional information to assist with making this decision. The submitter preferred the option of adding an additional two elected members, which possibly would be elected at-large given that they also preferred a mixed approach.
- 4.11. Electing two members at-large would mean two of the Councillors around the table would be voted for by all voters, much like the mayor is voted for now, and the implication is that they are there to consider the impact for the District as a whole above representing any one ward or area.
- 4.12. The risk of this approach is adding complexity to voting for the public. As each voter would vote for the mayor, vote for at-large candidates and vote for their local ward. It also adds to complexity for candidates deciding which ward to stand in and risks one of the wards not having enough candidates stand as we typically see low numbers of candidates standing for election.
- 4.13. Alternatively, the additional two elected members could be elected to our existing wards, one to the Te Kūiti Ward and one to the Waitomo Rural Ward. This would mean no changes would be needed to be made to any boundaries and reduces complexity for voters.
- 4.14. The remuneration pool for elected members would remain the same when additional members are added so there is a risk the role is made less attractive to candidates if the salary for each member is reduced.
- 4.15. It should be noted that Council is limited in its ability to make changes to its representation arrangements outside of the scope of the submission, and if the Council sought to make any changes outside the scope of the submission it could open itself to challenge.
- 4.16. **APPEALS**
- 4.17. Only those who made a submission are able to appeal Council's final proposal, therefore given that only one submission was received there is only a small chance the final proposal will be appealed.
- 4.18. Appeals must be received by Council within 1 month of the publication of a public notice of the final proposal. Any appeals received by Council will be sent to the Local Government Commission who assess the validity of the appeal, they will then determine whether the hearing scheduled for 11 December 2024 is required.
- 4.19. If no appeals are lodged, then the final proposal becomes the representation model.

## 5. Analysis of Options

- 5.1 The following options are available to Council with regard to the Representation Review:
- a) Adopt the initial proposal for representation arrangements as the final proposal, which includes:
    - That the Council would comprise of six elected members and a mayor;
    - The members would be elected by ward and a mayor elected at large;
    - There will be two wards, these are Te Kūiti Ward and Waitomo Rural Ward, the boundaries are identified in the tabled map;
    - Three members will be elected from each of the above wards; and
    - There are no community boards.
  - b) Choose to make amendments to the initial proposal after receiving submissions. The Council could choose to either increase the number of Elected Members from 6 to 8, and/or choose to elect members from a mixture of wards and at-large.

## 6. Considerations

### 6.1 **RISK**

- 6.2 There is a risk that members of the community will disagree with the final decision made and will feel that the Council did not adequately consider all views. However, given that only one submission was received this is very low.
- 6.3 As Elected Members are personally affected by the decisions made (e.g. a decision to have fewer councillors reduces each current member's chance of re-election, increasing the number of councillors reduces each member's pay), there is a risk of perceived bias.
- 6.4 If the Council chooses to make changes to the number of Elected Members, consideration will need to be had of how these members are elected and whether changes are needed to the electoral boundaries to ensure we are in keeping with the +/- 10% rule (to ensure fair representation, the average resident population of each ward to elected member ratio can be no more or less than 10% different from the total district population divided by the number of members).

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

- 6.6 No decision arising will be inconsistent with Council's plans or policies.

### 6.7 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 6.8 The views of affected parties have been considered during the public consultation period which was open for one month.
- 6.9 This decision could be assessed as significant in accordance with WDC's Significance and Engagement Policy. Representation arrangements affect the whole community. As such the community have been consulted with prior to a final decision being made.

## 7. Attachments/Separate Enclosures

Attachments:

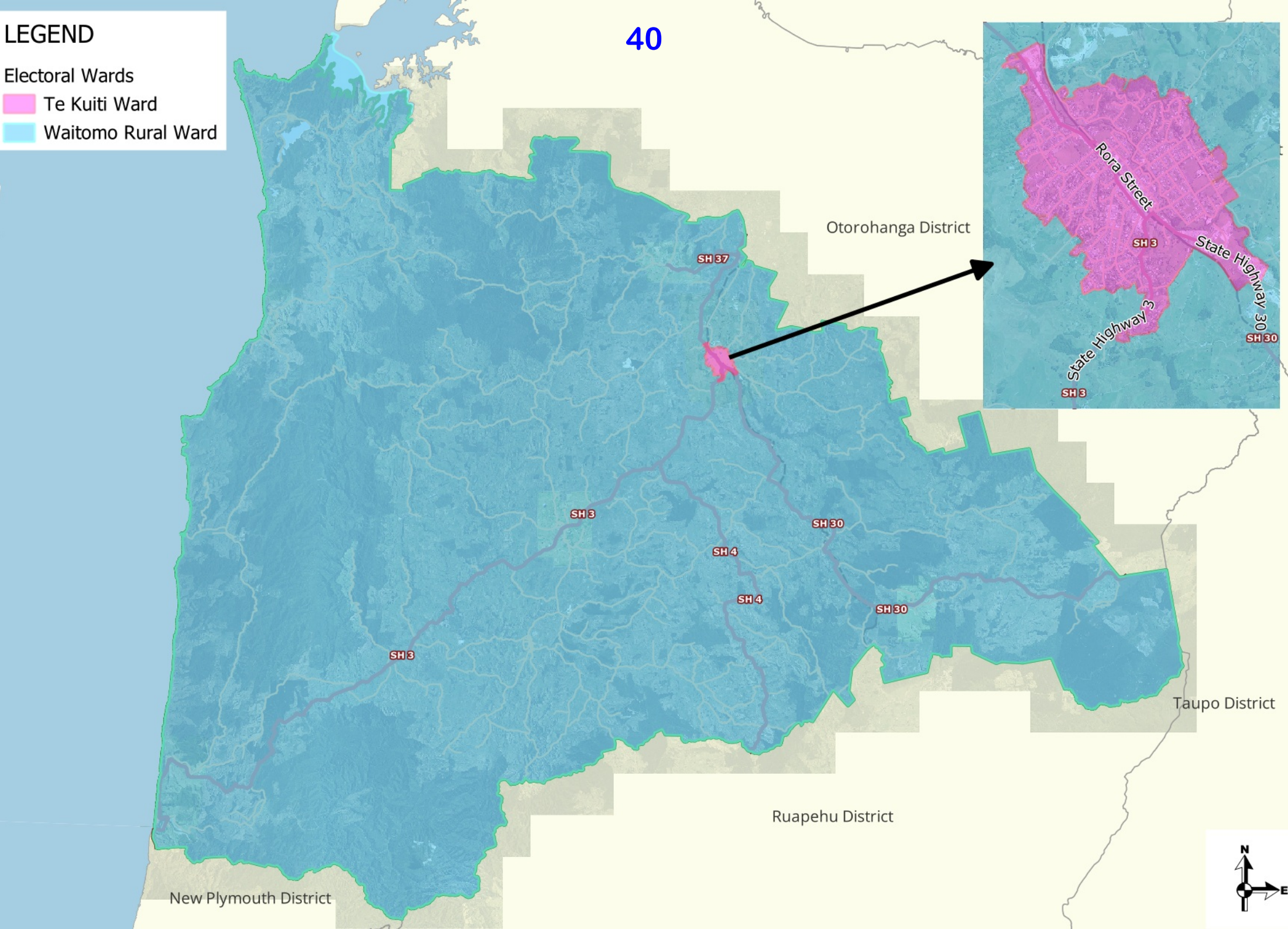
- 1 Submission 001
- 2 Ward Boundary Map



# LEGEND

- Electoral Wards
- Te Kuiti Ward
  - Waitomo Rural Ward

40

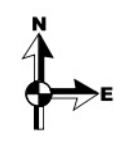


Otorohanga District

Taupo District

Ruapehu District

New Plymouth District





**Document ID:** 774704

**Report To: Council**



**Meeting Date:** 24 September 2024  
**Subject:** Sensitive Expenditure Policy  
**Type:** Decision Required  
**Author(s):** Charmaine Ellery  
 Manager – Strategy and Policy

## 1. Purpose of Report

- 1.1 The purpose of this business paper is to present to the Council the Sensitive Expenditure Policy for adoption and to seek Council's approval to revoke the Elected Members Allowances and Recovery of Expenses 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 Sensitive Expenditure Policy be received.
  - 2 Council adopt the Sensitive Expenditure Policy and allow the Chief Executive to make minor editorial corrections in consultation with the Mayor.
  - 3 Council revoke the Elected Members Allowances and Recovery of Expenses Policy as it has now been replaced with the Sensitive Expenditure Policy.

## 3. Background

- 3.1 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.
- 3.2 To manage internal spending Waitomo District Council (WDC) as an organisation has policies on:
- Gifts, Acknowledgements and Farewells
  - Koha and Donations
  - Travel and Expenses Policy
  - Credit Card
  - Fuel Card
  - Procurement
- 3.3 Council officers have developed a new policy – the Sensitive Expenditure Policy (the Policy) - which incorporates and revises some of these policies, as well as broadening the scope to cover all sensitive expenditure.
- 3.4 Spending by Elected Members is currently covered by the Elected Members Allowances and Recovery of Expenses Policy, the Credit Card Policy also applies to Elected Members as the Mayor can be allocated a credit card. However, we note that the current Mayor does not have a mayoral credit card and has advised us this can be removed.

- 3.5 Following direction from Elected Members at the Council Workshop on 13 August 2024, the original draft has been amended so that the Policy can apply to both employees of WDC and Elected Members. This allows for greater transparency and keeps rules around spending consistent across the organisation.
- 3.6 To do this consistently the Elected Members Allowances and Recovery of Expenses Policy has been checked, and where there are any discrepancies or Elected Members are entitled to allowances not available to employees, these have been added to the Policy (section 9). Elected Members' allowances are covered by the Remuneration Authority Act 1977 (the Act), the Policy refers to the Act for specific amounts as these may change regularly.
- 3.7 The Procurement Policy and the Fuel Card Policy will remain as stand-alone policies.
- 3.8 The Office of the Auditor General provides guidance for public organisations on sensitive expenditure which has been used in developing this Sensitive Expenditure Policy.

#### **4. Commentary**

- 4.1 The Credit Card Policy had been kept as a separate policy, but this has now also been included because credit card use is an example of sensitive expenditure, this is shown in the draft attached in red.
- 4.2 Where the allowances and rules were not the same across both policies, these have been shown in the tracked changes.

#### **5. Analysis of Options**

- 5.1. The following options are available to the Council with regard to the Sensitive Expenditure Policy:
- a. Adopt the Policy with some changes.
  - b. Adopt the Policy as is, allowing for minor editorial changes by the Chief Executive.
  - c. Choose to not adopt the Policy.
- 5.2. The following options are available to the Council with regard to the Elected Members Allowances and Recovery of Expenses Policy:
- a. Rescind the Policy and replace it with the Sensitive Expenditure Policy.
  - b. Retain the Policy and amend the Sensitive Expenditure Policy to only apply to employees.

#### **6. Considerations**

- 6.1 **RISK**
- 6.2 There is no risk in adopting this Policy. This is often asked for by WDC's auditors and helps to provide consistency and transparency to the way that WDC manages sensitive expenditure.
- 6.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 6.4 No decision arising will be inconsistent with Council's plans or policies.

6.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

6.6 This Policy is not seen as significant in accordance with WDC's Significance and Engagement Policy. However, Council may choose to consult with the community on the Policy. It is considered by officers as an operational policy and has been written in accordance with the advice of the Office of the Auditor General.

<b>7. Attachments/Separate Enclosures</b>
-------------------------------------------

Attachments:

1 Sensitive Expenditure Policy Final Draft – Sep 2024 (Doc ID 764803)

**DRAFT**

**Waitomo District Council**

**SENSITIVE EXPENDITURE  
POLICY (INCLUDING THE POLICY  
ON ELECTED MEMBERS  
ALLOWANCES AND RECOVERY OF  
EXPENSES)**

---

**CORPORATE POLICY**

First adopted	<b>Update when adopted</b>
Last Reviewed	<b>Update – same as above</b>
Review Date	<b>2 years from the last reviewed date.</b>
Associated documents	<b>Need to list these here please</b>
Responsibility	<b>Chief Executive</b>

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## INTRODUCTION | KUPU ARATAKI

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 in addition to the benefit to the organisation. This spending, if not well managed, risks harming the reputation of an organisation. Waitomo District Council's Sensitive Expenditure Policy helps the organisation to responsibly manage public money by introducing strong controls and guidance, promoting integrity, impartiality, and transparency within the organisation.

A policy cannot cover every conceivable example of sensitive expenditure; good judgement and an adherence to principles is important to guide staff in their decision making.

The Policy is based on the Office for the Auditor General's recommendations for public organisations on sensitive expenditure.

## PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. The purpose of the Sensitive Expenditure Policy is to provide employees of Waitomo District Council (WDC) with a framework for entering into and approving sensitive expenditure.
2. The Policy applies to all Waitomo District Council employees, ~~and~~ contractors when operating on WDC's behalf, and elected members. The term "employee" will be used to refer to employees ~~and~~ contractors of WDC, and elected members throughout.
- ~~2.3.~~ The Policy also sets out rules for elected members claiming expenses and resources available to them during their term.
- ~~3.4.~~ The provisions of the Sensitive Expenditure Policy apply to all sensitive expenditure as defined below.
- ~~4.~~ Parts of this Policy may apply to Elected Members at their discretion.

## DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

<b>Cost-Effective</b>	This means that spending is good value, taking into account both affordability and the value to the organisation.
<b><u>Employee</u></b>	<u>Refers to paid staff of WDC, contractors when operating on WDC's behalf, and elected members.</u>
<b>General Manager</b>	Refers either to a WDC general manager or the Chief Financial Officer, the Chief Information Officer, or the Chief Executive.
<b>Integrity</b>	Exercising power in a way that is true to the values, purposes, and duties for which that power is entrusted to, or held by, someone. It is about consistently behaving in keeping with agreed or accepted moral and ethical principles.
<b>Impartiality</b>	Decisions based on objective criteria, rather than based on any sort of bias, preference, or improper reason.
<b>Immediate family</b>	A person's spouse or partner, parent, child, or sibling.
<b>Justifiable business purpose</b>	A reason that would make clear sense, supported by evidence of the need for the spending and evidence that a range of options have been considered.

<b>Moderate and conservative</b>	Shall mean considering the circumstances of the spending and whether justifiable business purpose could be achieved at a lower cost.
<b>Proper authority</b>	The person approving the spending has the appropriate financial delegation to do so, for the type and amount of spending and follows correct procedures.
<b>Sensitive expenditure</b>	Any spending by an organisation that could be seen to be giving private benefit to staff in addition to the business benefit to the organisation.
<b>Transparency</b>	In this context, transparency is being open about spending and willing to explain any spending decisions or have them reviewed.
<b>Waitomo District Council (WDC)</b>	Shall mean the organisation established to administer Council affairs, conduct operations, and bring effect to Council policies and strategies.

## **POLICY | KAUPAPA HERE**

### **1. Sensitive Expenditure Policy**

#### 1.1 PRINCIPLES OF SENSITIVE EXPEDITURE

1.2 WDC is committed to responsible financial management and will act at all times in the best interest of ratepayers and residents. All sensitive expenditure decisions will:

- a) have a justifiable business purpose that is consistent with WDC objectives;
- b) preserve impartiality;
- c) be made with integrity;
- d) be moderate and conservative;
- e) be made transparently; and
- f) be made with proper authority.

#### 1.3 APPROVAL OF SENSITIVE EXPENDITURE

1.4 Sensitive expenditure incurred by employees is reviewed and approved by the employee's General Manager (GM).

1.5 Sensitive expenditure incurred by a General Manager, or those who report directly to the Chief Executive, is reviewed and approved by the Chief Executive.

1.6 Sensitive expenditure incurred by the Chief Executive is reviewed and approved by the Mayor and the Manager - Governance Support.

1.7 Sensitive expenditure incurred by the Mayor is reviewed and approved by the Manager - Governance Support and the Chief Executive.

1.8 Sensitive expenditure incurred by other Elected Members is reviewed by the Mayor and approved by the Chief Executive.

1.9 Approval of all types of sensitive expenditure is given:

- a) Only when the approver is satisfied that each of the principles of sensitive expenditure as defined above have been satisfied;
- b) Wherever possible, before the expenditure is incurred;
- c) Only within WDC's statutory limits; and
- d) Subject to budget provision.



## 1.10 JUDGEMENT

- 1.11 In the absence of a specific rule for a given situation, approvers of expenditure will exercise good judgement by taking into account the principles of sensitive expenditure and the context of the situation.

## 2. **Travel**

- 2.1 All decisions regarding travel expenditure will be made in accordance with the Principles of Sensitive Expenditure.

- 2.2 Employees require written approval using the Application for Personal Development Form from their General Manager prior to booking or undertaking any travel for external training, courses, or conferences. [Approval for Elected Members is covered by section 9 of this Policy.](#)

- 2.3 Employees should consider technology-enabled solutions as opposed to travel in person where this is an option (e.g. joining a meeting on Zoom rather than in person).

- 2.4 Employees, [but excluding Elected Members](#), will not be paid for travel time or time spent in attendance at meetings or training outside of their normal hours of work unless otherwise agreed.

### 2.5 DOMESTIC AIRFARES

- 2.6 Flights shall be arranged and booked by WDC's Executive Assistants, or other delegated staff, and paid for by the relevant GM's WDC credit card.

- 2.7 Domestic flights must be economy class and employees are, to the extent practical, expected to:

- a) Book flights as early as possible to ensure the most cost-effective fare is secured; and
- b) Select the most cost-effective flight available at the time of booking, taking into account the time of travel and time of event attendance.

- 2.8 Employees may amend or cancel a booking if there is a genuine business reason for doing so. If a booking is changed for personal convenience, all additional costs incurred will be paid by the employee.

- 2.9 If there is uncertainty regarding travel plans at the time of booking, employees should book the flexible fare.

### 2.10 INTERNATIONAL TRAVEL

- 2.11 The above provisions for domestic airfares apply to international travel, with the below additional requirements.

- 2.12 International travel must have prior written approval from the Chief Executive. [Elected Members, including the Mayor's, overseas travel must have prior approval of the full Council.](#)

#### *Class*

- 2.13 Flights will be booked as economy class, unless in exceptional circumstances where the Chief Executive may consider a higher class of travel. Consideration will be given to:

- a) Work schedule on arrival; and
- b) Personal health, safety, and security.

- 2.14 WDC will not pay for first class travel.

#### *Upgrades*

- 2.15 Upgrades offered by the airline may be accepted if there is no additional cost to WDC.

- 2.16 Employees may upgrade their airfare at their own expense. The cost of the upgrade must be paid for by the employee at the time of the upgrade.

*Passport, visas, and insurance*

- 2.17 Employees are responsible for organising and paying for their own passport.
- 2.18 WDC will pay for, and assist with obtaining, a visa required by an employee travelling for a genuine business purpose.
- 2.19 WDC may provide insurance for international travel.

*Stopovers*

- 2.20 WDC will not fund stopovers unless there is clear and genuine business purpose for doing so and with the prior written approval of the Chief Executive.

*Tipping*

- 2.21 WDC will reimburse employees for moderate and conservative tips when travelling internationally in countries where tipping is customary. A daily allowance will be determined by Human Resources prior to departure, based on the country visited.

*Use of WDC telecommunications when travelling*

- 2.22 Please refer to the Acceptable Use Policy for guidance on use of telecommunications equipment while travelling for work.
- 2.23 It is the responsibility of the employee to arrange roaming for their mobile devices when travelling overseas via the WDC IT department. Failure to do so may result in any exceptional charges being reimbursed by the employee upon their return.

2.24 ACCOMMODATION

- 2.25 Bookings shall be made by WDC's Executive Assistants or other delegated staff.
- 2.26 Accommodation must be booked as early as possible in order to secure the best rate. To the extent practical, employees must select the most cost-effective accommodation, which should be mid-range in value, taking into consideration the proximity of the accommodation to the venue or destination and the associated time, safety, and cost of travel between both.
- 2.27 If the event that the employee is travelling for is being held at a particular hotel or motel, the employee may stay at that hotel or motel if this is cost-effective.
- 2.28 Room upgrades may be accepted if offered by the provider where there is no additional cost to WDC.
- 2.29 Accommodation should be charged directly to WDC via purchase order and invoice or payment by a WDC credit card. The employee must personally pay, or reimburse WDC, for any expenditure that is:
- a) For alcohol, mini bar purchases, or pay-per-view movies; and
  - b) Above the maximum reimbursement limit for allowable items (see section 8).

*Amending or cancelling accommodation*

- 2.30 If an accommodation booking needs to be amended or cancelled, the employee is responsible for advising the provider at least 24 hours before check-in, wherever possible.

*Private stay*

- 2.31 Employees may choose to stay overnight with a friend or relative, rather than a hotel. Employees may claim reimbursement to cover the cost of reciprocal hospitality or koha to their hosts up to \$60 per night.

## 2.32 SPOUSE OR COMPANION TRAVEL

~~2.33~~—WDC will not pay for the travel expenses of a spouse, partner, or any other person accompanying an employee on business travel. ~~unless:~~

~~2.34~~—

~~2.35~~—~~Their involvement directly contributes to a clear and genuine business purpose; and~~

~~2.36~~ ~~2.33~~ ~~The Chief Executive has given written approval of their travel.~~

2.33

~~2.37~~ ~~2.34~~ A spouse, partner, or companion may accompany an employee on a business trip at their own expense.

## ~~2.38~~ ~~2.35~~ COMBINING LEISURE WITH BUSINESS TRAVEL

~~2.39~~ ~~2.36~~ Employees may take annual leave and personal travel in conjunction with business travel, as long as the personal travel is incidental to the business travel. That is, there must be a clear business purpose, and this must be the primary reason for the travel. There must be no additional cost or loss of time to WDC.

## ~~2.40~~ ~~2.37~~ GROUND TRANSPORT

~~2.41~~ ~~2.38~~ Employees are expected to use the most cost-effective means of travel available, taking into consideration cost, time, value, and safety. WDC will reimburse employees for reasonable transportation costs they incur on genuine WDC business, including travel via taxi, bus, shuttle, rideshare, and other public transport.

### *Fleet and private vehicle use*

~~2.42~~ ~~2.39~~ Where employees require a car for travel, they shall use a WDC fleet vehicle. If a fleet vehicle is unavailable, the use of a private vehicle will be permitted with prior approval from the Chief Executive. Reimbursement for the use of a private vehicle will be made in accordance with the Inland Revenue Department's mileage rate or another rate if agreed to prior to travel.

### *Rental vehicle use*

~~2.43~~ ~~2.40~~ Employees may hire a rental vehicle when travelling on WDC business if it will be more cost-efficient than alternative transport options. The most economical type and size of vehicle, consistent with the requirements of the travel, will be hired.

~~2.44~~ ~~2.41~~ All rental car charges will be charged directly to WDC.

~~2.45~~ ~~2.42~~ Private use of a rental car hired for WDC business is allowed only under exceptional circumstances, with prior approval from the employee's manager and only if there is no additional cost to WDC.

### *Parking and Traffic Offences*

~~2.46~~ ~~2.43~~ WDC will reimburse employees for reasonable parking costs they incur while on genuine WDC business.

~~2.47~~ ~~2.44~~ Employees are personally responsible for any parking, traffic, or vehicle related offences incurred while driving a rental or fleet vehicle.

## ~~2.48~~ ~~2.45~~ TRAVEL MEMBERSHIP PROGRAMMES

~~2.49~~ ~~2.46~~ WDC does not pay for airline club memberships costs (such as Koru membership) or any other loyalty programmes for air travel, accommodation, or rental cars, ~~with the exception of the Mayor, who is may be provided with a Koru membership.~~

~~2.50~~ ~~2.47~~ Employees may collect frequent flyer programme benefits (such as Airpoints) when travelling on WDC business and may use these points for personal travel.

## ~~2.51~~ ~~2.48~~ MEALS WHEN TRAVELLING

~~2.52~~2.49 Where employees are required to stay away overnight for business purposes, meals will be reimbursed. Refer to the Sensitive Expenditure Guidance document.

~~2.53~~2.50 If meals are a part of a conference registration or otherwise provided, the daily allowance will be appropriately adjusted to take account of this.

~~2.54~~2.51 WDC will not reimburse any costs for alcohol purchases.

~~2.55~~2.52 WDC recognises that this reimbursement amount may not be sufficient for international travel. The maximum reimbursement for international meal expense will be determined by the Chief Executive prior to departure, based on the country visited.

### 3. Entertainment and Hospitality

3.1 WDC may provide food and hospitality where there is genuine business purpose, it is appropriate for the occasion, and cost-effective. All decisions regarding food and hospitality expenditure will be made in accordance with the Principles of Sensitive Expenditure.

#### 3.2 EXPENDITURE GUIDANCE

3.3 Consideration should always be made in the first instance whether providing tea, coffee, and biscuits is appropriate and satisfies a requirement to provide hospitality for any event before any further catering is considered.

3.4 The Sensitive Expenditure Guidance document (A724551) provides guidance on the meetings and events which WDC may fund catering for, and the maximum value per person (including non-alcoholic beverages) that is considered reasonable expenditure. These values have been set to provide maximum limits on expenditure, when incurring expenses employees are expected to choose the most cost-effective option.

3.4 The organiser of any event or meeting where catering is provided should request attendees to RSVP to ensure the appropriate level of catering is provided.

3.5 Any expenditure outside of these guidelines is considered an exception and must have prior written approval from the Chief Executive.

#### *Meetings and meals*

3.6 Café meetings between staff will not be funded by WDC. Café meetings with external guests will be paid for by WDC only where it is appropriate to do so.

#### *Alcohol*

3.8 Except where the Chief Executive provides approval in advance, WDC will not pay for alcohol at any WDC meeting, event, or functions.

#### *Spouses and partners*

3.9 WDC will include provision for accompanying spouses or partners for catering of appropriate functions at the discretion of the Chief Executive.

#### *Documentation*

3.10 All food and hospitality expenditure must be supported by appropriate documentation including receipts, names of parties in attendance, and the reasons for the entertainment or hospitality.

### 4. Goods and Services Expenditure

4.1 Any employee wishing to make a purchase on behalf of WDC needs to be aware of who within the organisation they must get approval from, prior to making the commitment. Purchases

shall be made in accordance with this Policy and the Principles of Sensitive Expenditure and the Procurement Policy.

- 4.2 Wherever possible, goods and services that are purchased for WDC should be invoiced directly to WDC or paid using a WDC credit card. It is acknowledged that this is not always possible so employees will be reimbursed for genuine business expenses they incur that adhere to this Policy.
- 4.3 Employees may set up accounts with providers as required by their role, to purchase legitimate and approved goods and services. The employee is responsible for closing any of these accounts prior to leaving their employment with WDC.

## **5. Disposal of Surplus Assets**

- 5.1 WDC will follow a fair and transparent process when disposing of surplus assets.
- 5.2 [The sale of assets to employees valued at over \\$1000 must be reported to the Audit and Risk Committee.](#)
- 5.3 INFORMATION TECHNOLOGY ASSETS (MOBILE DEVICES, LAPTOPS)
- 5.4 When an information technology asset is no longer of use to WDC, officers get approval from the Chief Executive to write off or dispose of these assets. In the case of disposal, the market value of the asset must be determined.
- 5.5 Where there is market value, these are able to be offered (at market value) to WDC employees in the first instance. Any remaining surplus assets, or those of no value, are then to be handed over to an electric recycling company for proper disposal and recycling. Any equipment with no data storage (e.g. printers and scanners) can be taken to the Te Kūiti Transfer Station.
- 5.6 Prior to selling or disposing of any written-off equipment it must be scraped for data.
- 5.7 All sale proceeds from the sale of surplus assets will be passed on to WDC.
- 5.8 The list of assets disposed of with CE approval is provided to the Finance Team who will dispose of the assets from the asset register.
- 5.9 FURNITURE AND OTHER ASSETS
- 5.10 When a furniture item or other similar asset is no longer of use to WDC, officers get approval from the Chief Executive to write off or dispose of these assets. In the case of disposal, the market value of the asset must be determined.
- 5.11 Where there is market value, these can be sold (at market value) to WDC employees or the community. Any remaining assets can be taken to the shop at Te Kūiti Transfer Station.
- 5.12 Where there is no, or very little, market value these unwanted items will be taken to the shop at the Te Kūiti Transfer Station. This ensures a fair and transparent sale of the item at minimal administrative cost to WDC.
- 5.13 Surplus furniture or similar assets may be donated to Waitomo District schools or community groups at the discretion of the Chief Executive.
- 5.14 All sale proceeds from the sale of surplus assets will be passed on to WDC
- 5.15 The list of assets disposed of with CE approval is provided to the Finance Team who will dispose of the assets from the asset register.

## **6. Gifts, Koha, and Donations**

- 6.1. All decisions regarding expenditure on gifts, koha, and donations will be made in accordance with the Principles of Sensitive Expenditure.
- 6.2. RECEIVING GIFTS, KOHA, AND DONATIONS

- 6.3. Gifts, koha, or donations will not be accepted if acceptance could be perceived as influencing any WDC decisions, now or in the future.
- 6.4. If a gift, koha, or donation is offered or received, the employee must advise their General Manager as soon as possible.
- 6.5. Gifts with an assessed value of \$100 or less may be kept by the employee, with the approval of the employee's General Manager. Gifts valued over \$100 must be reported to the Chief Executive who will determine how the gift will be used. This may include:
- a) Using the gift, koha, or donation for WDC activities, such as at social events;
  - b) Keeping the gift, koha, or donation for display in a WDC office; or
  - c) Returning the gift, koha, or donation (where this will not cause offence).

- 6.6. Gifts of any value should be declared to Human Resources.

*Gift register*

- 6.7. WDC maintains a Gift Register that records all gift, koha, or donation offered valued over \$100, regardless of whether it was accepted.

*Culturally significant gift*

- 6.8. Under exceptional circumstances and where a gift is of cultural significance, an employee may be able to personally keep a gift valued over \$100, at the discretion of the Chief Executive.

*Infrequent and inexpensive gifts*

- 6.9. Employees may personally acquire infrequent and inexpensive gifts that are openly distributed by suppliers and customers (e.g. pens, badges, calendars, etc.). These gifts do not need to be logged on the Gift Register if their value is under \$100.

6.10. GIFTS, KOHA, AND DONATIONS TO EXTERNAL PARTIES

- 6.11. Gifts, koha, and donations are given voluntarily on behalf of WDC, and without expectation of anything in return

*Donation*

- 6.12. There are circumstances where it is appropriate for WDC to fund a gift or donation to an external person or organisation where there is a clearly identified relationship between WDC and the recipient. This must be justified in terms of the ordinary business of WDC. Appropriate circumstances include, but are not limited to:

- a) An individual or organisation who host a WDC employee or elected member;
- b) An individual who is asked to speak at a WDC event (that is not paid to do so) to cover travel costs.

*Koha*

- 6.13. Gifts of koha by WDC must reflect the occasion and be appropriate in cultural terms. Appropriate circumstances include, but are not limited to:

- a) Tangihanga;
- b) Attendance at an event/meeting;
- c) For use on or for a marae; and
- d) Support for pōwhiri, mihi whakatau meetings, or other events.

- 6.14. In some situations it is appropriate for koha to be given in the form of gifts appropriate to the giver or department being represented (e.g. books or plants). In other circumstances it may be more appropriate to give koha in the form of money.

- 6.15. Where a group of people are attending an event on behalf of WDC, only one koha should be given on behalf of the group.

- 6.16. When koha is given in the form of money, if it is not possible to pay this into a bank account, an employee may pay this using petty cash kept by the Finance Team.

*Approval*

- 6.17. All koha and donations must conform to the guidance issued by the Inland Revenue Department. This acknowledges that koha is a gift or contribution that is usually a discretionary and unreceipted expenditure.
- 6.18. The amount given on behalf of WDC should be reflective of the occasion and should not exceed \$500. All gifts, koha, or donations must be given prior written approval by a General Manager, or in the case of cash, the Chief Executive, via a Koha and Gift Request Form. The Chief Executive may approve amounts greater than \$500 in exceptional circumstances.
- 6.19. WDC requires gifts, koha, and donations to be:
- a) Lawful in all respects;
  - b) Disclosed in the aggregate in the annual report;
  - c) Made to recognised organisations (not individuals) by normal commercial means;
  - d) Not in cash (unless as a koha and with the express approval of the Chief Executive or a General Manager); and
  - e) Non-political.

6.20. PAYMENTS WHICH ARE NOT KOHA

- 6.21. Payments are not koha if they have a taxation implication and must be charged to the appropriate expenditure account and should not be given in the place of legitimate payment or remuneration. Non-koha payments include, but are not limited to:
- a) A payment for personal services – this creates an employee relationship and as a result PAYE must be deducted.
  - b) A payment for the provision of services or a fee for services – this is a business transaction, and the payment is treated by the IRD as taxable income to the beneficiary.
  - c) A payment for the use of marae premises involving accommodation, food, drink and/or other services that is strictly a business arrangement (where a marae is GST registered, such tax is payable by WDC in addition to the charge levied by the marae and is subsequently accounted for by the marae as GST input tax).
  - d) Any other payment that is not an unconditional gift – all such payments are assessable for tax in one form or another.

6.22. GIFTS TO WDC EMPLOYEES

*Farewell gifts*

- 6.23. WDC may contribute to a farewell gift for employees. The value of the gift will be based on the length of service. Guidance on the value of gifts is provided in the Sensitive Expenditure Guidance document (A724551), the CE may, at their discretion, approve a gift of a greater value.
- 6.24. Where an employee has worked for WDC for less than one year, a gift will be at the discretion of the Chief Executive.

*Farewell celebration*

- 6.25. Where an employee has worked for WDC for more than a year, a farewell celebration can be arranged by Human Resources. Catering should be arranged in accordance with Section 3: Entertainment and Hospitality with reference to the Sensitive Expenditure Guidance document.
- 6.26. Where an employee has worked for WDC for less than a year, a farewell celebration will not be organised by WDC. Employees are able to arrange their own celebration for departing team members at their own expense.

*Employee organised gift*

- 6.27. WDC employees may wish to arrange a private collection for a departing employee. This will be separate from the processes outlined above and treated as a separate gift.

*Other gifts and acknowledgements*

- 6.28. General Managers can authorise the purchase of a medium-sized bouquet of flowers or equivalent gift if an employee or Elected Member:
- a) has or adopts a child.
  - b) is hospitalised.
  - c) suffers a bereavement in their immediate family.
  - d) gets married.
- 6.29. Employees may choose to arrange a morning tea, lunch, or afternoon tea, bring a plate, and/or contribute to a gift, at their own expense for functions outside of this Policy (e.g. baby shower, birthdays).

*Rewards and recognition*

- 6.30. WDC's Employee of the Month (EOM) initiative recognises positive and special contributions that are displayed on a regular basis by employees.
- 6.31. At WDC's End of Year Awards, held in December of each year, three awards are given to employees for Employee of the Year, Customer Service Champion, and Health and Safety Champion.
- 6.32. Criteria and gifts awarded are outlined in the Reward and Recognition Guidelines (A181550).

*Long-term service*

- 6.33. Employees achieving ten years of continuous service to WDC will have that significant length of service recognised. The value of a gift shall be moderate and appropriate and approved by the Chief Executive.

*Monitoring and reporting*

- 6.34. Due to Fringe Benefit Tax (FBT) requirements, if gift expenditure on any one employee will exceed \$300 in a quarter, managers should notify the Finance Team before proceeding with the purchase.

## **7. Credit Card Use**

- 7.1. The following positions are authorised for the issue of a WDC credit card:
- a) Members of the Senior Management Team
  - b) The Manager – Governance Support
  - c) The Mayor
- 7.2. The Chief Executive may authorise the issue of additional credit cards, or alter card limits, where it is considered necessary and appropriate to do so. The credit limit is to be set at the minimum amount necessary to enable the cardholder to undertake their duties.
- 7.3. The Manager – Governance Support shall maintain a register (A207787) of all cardholders.
- 7.4. Upon approval from the Chief Executive, the Chief Financial Officer will arrange for the issue of a credit card.
- 7.5. VALID EXPENDITURE
- 7.6. WDC credit cards are to be used solely for the payment of business-related expenditure where credit card is the most efficient form of payment available including, but not limited to:
- a) Travel;
  - b) Accommodation;



- c) Training Courses;
  - d) One-off product or licence purchases; and
  - e) Vehicle Road User Charges.
- 7.7. All credit card spending should be done in accordance with the principles of Sensitive Expenditure.
- 7.8. ONLINE AND PHONE PAYMENTS
- 7.9. Online and phone payments should only be made to established and reputable organisations. A copy of the online order form and invoice must be retained to support the payment. Any online purchases must comply with WDC's normal purchasing procedures and the Procurement Policy.
- 7.10. INAPPROPRIATE EXPENDITURE
- 7.11. WDC credit cards must not be used for the following types of inappropriate expenditure:
- a) Personal purchases;
  - b) Cash advances or cash reimbursement;
  - c) Payment for any work attracting PAYE tax; or
  - d) Court costs or fines, tax payments, personal services or any other inappropriate spending.
- 7.12. There may be exceptional circumstances where payments related to the above are required (e.g. overseas travel where cash advances are necessary). In these cases an explanation is to be provided to the Chief Executive (or in the case of expenditure by the Chief Executive, to the Mayor), within two days of the expenditure being incurred.
- 7.13. WDC will not be liable for any unauthorised transactions incurred by the cardholder. In all cases the cardholder will be liable for the reimbursement to WDC of any inappropriate or unauthorised expenditure charged to a credit card. Inappropriate expenditure is deemed to be that specified in Paragraph 3.1 of this Policy.
- 7.14. MONITORING AND APPROVALS
- 7.15. An approval hierarchy for monthly credit card statement monitoring and authorisation, based on a one-up procedure, is as follows:

Position	Authoriser
Chief Executive	Mayor (or Deputy Mayor in the Mayor's absence) and Manager – Governance Support
Senior Management Team Members	Chief Executive
Manager – Governance Support	Mayor (or Deputy Mayor in the Mayor's absence) and Chief Executive
Mayor	Chief Executive and Manager – Governance Support

*Note: Guidance from the Office of the Auditor General on sensitive expenditure states that it is essential there be no reciprocal arrangements for approving sensitive expenditure – therefore the Chief Executive cannot approve the Mayor's statements alone and vice versa.*

- 7.16. Where more than one cardholder is present (e.g. at a WDC function or travelling together), it is expected that the most senior employee will use their card for any expenses incurred.
- 7.17. A Mastercard Statement Authorisation Form (A690250) shall be completed by all cardholders for every month where expenditure has been charged to their credit card. If no expenditure has been charged to their credit card for the month, no Authorisation Form is required.
- 7.18. 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.
- 7.19. ELIGIBILITY AND LIMITS

- 7.20. WDC credit cards may only be used for expenditure with a genuine WDC business purpose and may be issued to the following positions with the following card limits:

Position	Card Limit
Chief Executive	\$10,000
Members of the Senior Management Team	\$5,000
Manager – Governance Support	\$10,000
Mayor	\$5,000

7.21. EXPENDITURE DOCUMENTATION

- 7.22. All credit card transactions must be correctly coded by the cardholder for posting in WDC's accounting system. Credit card payments must be authorised like other invoices and in accordance with the Procurement Policy and Delegations Register.
- 7.23. All credit card transactions of more than \$20.00 in value must be supported by original documentation (tax invoices and/or receipts) to corroborate transactions.
- 7.24. Where supporting documentation is not available or has been lost by the cardholder, or the credit card transaction is less than \$20.00 and no supporting documentation is available (e.g. a carpark did not provide a receipt), a full description of the expenditure including dates, amounts and purpose must be included on the monthly Mastercard Statement Authorisation Form.
- 7.25. For all entertainment and travel transactions, all involved parties (if any) must be recorded along with the business purpose of the meeting. This is to ensure that all transactions can be appropriately reviewed by the authoriser, and to allow WDC to claim back the GST content of qualifying purchases. GST invoices (where relevant) shall be attached to the card statement prior to review by the authoriser.

7.26. PROCEDURE FOR SURRENDER OF CARDS

- 7.27. Credit cards will be cancelled when a cardholder's employment with WDC ends, their position changes to one without card holder authority, or at the Chief Executive's request.
- 7.28. An employee must hand in their credit card by the 20<sup>th</sup> of the month that is one month prior to their final day, or if not possible, on the same day that they hand in their notice.
- 7.29. The Chief Financial Officer will arrange for the card to be cancelled and will ensure that the card is physically destroyed. All final wage/salary payments will be approved upon return of the credit card.

7.30. PROCEDURE FOR LOST OR STOLEN CARDS

- 7.31. Cardholders are responsible for immediately reporting a lost or stolen card to Westpac Bank and WDC, Manager – Governance Support. If a card is lost or stolen overseas it must be reported to the nearest bank displaying Mastercard® and Cirrus acceptance marks or making a collect call to Westpac Bank in New Zealand.
- 7.32. Written confirmation of what happened when the card was lost or stolen must be provided to Westpac Bank within a reasonable timeframe. Full details (where, when, how) must be included, as the bank may need to relay these details to the Police.
- 7.33. A replacement card is to be arranged through the Chief Financial Officer.

## 8. Employee Expense Reimbursement

- 8.1. Many expenses employees commonly claim reimbursement for are forms of sensitive expenditure. WDC will reimburse employees for expenses that directly relate to authorised WDC business and meet the requirements of the Principles of Sensitive Expenditure.

- 8.2. Authorised expenses must be approved by the appropriate delegated manager. No employee is permitted to approve reimbursement of their own expenses.

*Meal Allowances*

- 8.3. See Section 2.48 'meals when travelling'.

*Alcohol*

- 8.4. WDC will not reimburse employees (or allow charge back) for alcohol.

*Accommodation*

- 8.5. In the event an employee requires accommodation, and it was not possible to book beforehand, the employee will be reimbursed for costs incurred that are in accordance with principles of this Policy.

*Hotel Mini Bars and Entertainment*

- 8.6. WDC will not reimburse employees (or allow credit card charge back) for items from hotel mini bars or pay-per-view movies.

*Private Stay*

- 8.7. If an employee chooses to stay overnight with a friend or relative, rather than a hotel, they may claim reimbursement of up to \$60 per night to cover the costs of reciprocal hospitality or koha to their hosts. Receipts are not required. The employee may still claim the meal allowance.

*Transport*

- 8.8. WDC will reimburse employees for reasonable transportation costs they incur while travelling on genuine WDC business, including travel via taxi, bus, shuttle, and other public transport. Employees are expected to use the most cost-effective means of travel available. Refer to Section 2 'Travel'.
- 8.9. There will be no compensation payable for travel time required over and above normal working hours.

*Personal Vehicle Use*

- 8.10. Refer to section 2.39
- 8.11. Reimbursement will be at a rate set by reference to the Inland Revenue Department's casual mileage rate.
- 8.12. Employees will not be reimbursed for any traffic or vehicle offences incurred while driving any work or personal vehicle for WDC business.
- 8.13. Mileage cannot be claimed for use of private vehicles to and from work.

*Parking*

- 8.14. WDC will reimburse employees for reasonable parking costs they incur while on genuine WDC business. Employees will not be reimbursed for parking fines or traffic offenses.

*Goods and Services*

- 8.15. Wherever possible, goods and services that are purchased for WDC should be invoiced directly to WDC or paid using a WDC credit card. WDC acknowledges that this is not always possible and will reimburse employees for all genuine business expenses they incur that adhere to the Principles of Sensitive Expenditure defined in this Policy.

- 8.16. Employees must have the prior approval from their manager before incurring any expenses for goods and services that are not explicitly defined within this Policy.

*Use of Personal Assets*

- 8.17. WDC may reimburse employees for their use of personal assets for WDC business, at the discretion of their General Manager. Circumstances where this may be approved include cost, convenience and availability where WDC would not fully use such an asset if it were acquired directly e.g. personal mobile phones, home telephones and computers.

*Clothing*

- 8.18. In exceptional circumstances, and with approval from their General Manager, employees may claim reimbursement for cleaning or repair of clothing required as a result of undertaking WDC business.

*Professional Memberships*

- 8.19. WDC shall pay for or reimburse employees for professional memberships or associations where there is a requirement for membership or a direct benefit to WDC. This is at the discretion of the Chief Executive and will be by written agreement.

*Expense Claims*

- 8.20. Expense claim forms with all supporting receipts must be completed and submitted to Finance for payment within one month of incurring the expense where practicable.
- 8.21. GST receipts are required for all expenses, except where it is explicitly stated that this is not required within this Policy. EFTPOS receipts alone are not sufficient.
- 8.22. Expense claims for entertainment and hospitality must also include names of all people who attended and the reason for providing the entertainment/hospitality.
- 8.23. Mileage rates and expense amounts will be reviewed annually, or as new information comes to hand (e.g. changes to IRD mileage rates).

## **9. Elected Members Reimbursement**

- 9.1. From time to time, Elected Members incur expenses on the Council's behalf which need to be reimbursed. This reimbursement, and the use of Council supplied resources, applies only to elected members personally, and only while they are acting in their official capacity as Elected Members.
- 9.2. Expense claims for Elected Members are approved by the Mayor and the Manager – Governance Support, full original receipts are required.
- 9.3. Expense claims for the Mayor are approved by the Deputy Mayor and the Chief Executive, full original receipts are required.
- 9.4. Reimbursements will be made via the Council's payroll system. No allowances are paid without deducting withholding tax.
- 9.5. In the case of vehicle mileage, travel time, communications and childcare, all limits set in this Policy shall not exceed the Remuneration Authority's Determination.
- 9.6. All expenditure that complies with this Policy will be approved on the condition that it can be met within relevant budget provisions.
- 9.7. SPECIFIC ELECTED MEMBER ALLOWANCES
- 9.8. In addition to the expense allowances that apply to all employees, elected members are entitled to reimbursement for the expenses below.

Exceptional Circumstances for Council Related Meetings

- 9.10. WDC staff may arrange overnight accommodation for elected members when travel or business requirements do not allow for their return on the same day (e.g. if it is unreasonable for an Elected Member to travel to their home after a late meeting).

Communications Allowance

- 9.11. Elected Members will be provided with a tablet or laptop for the purpose of receiving electronic information from WDC, including Council Agendas, for specific use at Council meetings.
- 9.12. Elected Members will be paid an annual Communications Allowance at the maximum amount allowable in the current Remuneration Authority Determination (paid fortnightly via the Payroll System). This allowance includes provision for the use of personal computer, printer, mobile phone, Council related toll and mobile phone charges, and internet connectivity/use.
- 9.13. This allowance does not provide for the use of a tablet or laptop where this has been provided.

Stationery and Consumables

- 9.14. Elected Members will be supplied with reasonable amounts of stationery and printer consumables for Council business.

Travel Time Allowance

- 9.15. A travel time allowance will be paid to eligible Elected Members at the maximum amount as provided in the current Remuneration Authority Determination upon presentation of a signed Claim Form.

Childcare Allowance

- 9.16. A childcare allowance will be paid to eligible Elected Members in accordance with the current Remuneration Authority Determination upon presentation of a signed Claim Form and actual receipts.

- 9.17. SPECIFIC MAYORAL ALLOWANCES

- 9.18. In addition to the expense allowances that apply to Elected Members, Mayors are entitled to reimbursement for the expenses below.

Car

- 9.19. In the event that the Mayor is provided with a WDC vehicle:
- a) That vehicle will also be available for his/her private use;
  - b) A deduction will be made from his/her salary as determined by the Remuneration Authority;
  - and
  - c) Mileage will not be claimable.

Travel and Conferences, Courses and Seminars

- 9.20. The prior approval of the Chief Executive is required for travel within New Zealand for Council business, attendance at conferences/courses/training/events/seminars, and other purposes associated with the position of Mayor.
- 9.21. The prior approval of the Council is required for all international travel, where costs or partial costs are paid for by Council funds.
- 9.22. Where the Mayor or his authorised representative is accompanied by his/her partner on international travel, the Council will meet the cost of their travel, accommodation or incidental costs. The Council will only authorise such expenditure where the partner's involvement directly contributes to a clear business purpose.

Airline Club

- 9.23. Given the frequent travel requirements of this role, payment of an Air New Zealand Koru Club subscription.

Entertainment and Hospitality

- 9.24. The Mayor may hold a WDC Credit Card to pay directly for any entertainment or hospitality expenses incurred while carrying out Council business.

9.25. EXPENSES INCURRED BY ELECTED MEMBERSConferences, Courses, Seminars and Training

- 9.26. Attendance at a conference, course, seminar or training must contribute to the ~~Councillors~~Elected Members ability to carry out Council business.

- 9.27. Attendance at these events when held in New Zealand must be approved by both the Mayor (or Deputy Mayor) and the Chief Executive,

- 9.28. Attendance at these events when held overseas must be approved by the full Council.

Entertainment and Hospitality

- 9.29. ~~Councillors~~Elected Members may be reimbursed for costs incurred when hosting official visitors to the Council, or while travelling on Council business. These costs can cover a range of items including, but not limited to, tea and coffee and catering including alcohol with meals.

- 9.30. Such costs will be reimbursed upon presentation of a signed Claim Form and actual receipts.

**10. Breach of this Policy**

- 10.1. A breach of this Policy may be considered to be serious misconduct. When there is reason to believe that violation of the Policy or any law has occurred, disciplinary action may be taken.

Document ID: 772626

## Report To: Council



**Meeting Date:** 24 September 2024

**Subject:** **Community and Partnerships Bi-Monthly Activity Update Report**

**Type:** Information Only

**Author(s):** Helen Beever  
General Manager – Community Services

### 1. Purpose of Report

- 1.1 The purpose of this business paper is to update Council on activities that form part of the Community and Partnerships Group.
- 1.2 The business paper also provides an update on a range of Council recreation services and activities

### 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 Community and Partnerships Bi-Monthly Activity Update Report be received.

### 3. Background

- 3.1 At its meeting of 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 3.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly agenda.
- 3.3 The Community and Partnerships report incorporates commentary on its activities.

### 4. Commentary

#### 4.1 COMMUNITY SUPPORT AND DEVELOPMENT

- 4.2 The Community Support and Development group of activities incorporates Safe Communities, Community Grants, Youth Engagement and Events.

#### 4.3 CURRENT ACTIVITY

#### 4.4 MULTI-YEAR COMMUNITY PARTNERSHIP GRANT

- 4.5 The Multi-Year Community Partnership Grant application period commenced 1 July and concluded 1 August 2024. During this timeframe a total of 27 applications were received.
- 4.6 The applications came from a wide range of organisations across the district.
- 4.7 Council will consider the allocation of funding at the 24 September 2024 Council meeting.

#### 4.8 VIBRANT WAITOMO

4.9 The Vibrant Waitomo Coalition met on 24 July 2024 to review the current Action Plan resulting in the introduction of new actions for the 2024/2025 year. In addition to these new actions the Coalition has also determined which existing actions will remain, to ensure continuity and progression with the established goals. This approach aims to enhance the effectiveness of the Action Plan by integrating fresh objectives while maintaining momentum on existing projects.

4.10 The Community Connectors will meet in early October 2024 to provide their insights and contributions towards the delivery of the Action Plan. This collaborative effort is crucial for aligning the Plan with the community needs and with achieving our collective goals.

#### 4.11 **RISKS AND OPPORTUNITIES**

4.12 There are no immediate identified risks with this activity.

#### 4.13 **LOOKING FORWARD – THE NEXT 3 MONTHS**

4.14 Planning for the Waitomo District Christmas Parade on 13 December 2024.

4.15 Allocation of Multi-Year Community Partnership Grant and DC Tynan Trust grants.

4.16 Community Connectors meeting.

#### 4.17 **CUSTOMER SERVICES AND LIBRARY**

##### 4.18 **CURRENT ACTIVITY**

##### 4.19 CUSTOMER SERVICES

4.20 Customer Services are in the process of working with local businesses to put together a 'package' for members of the NZ Motor Caravan Association visiting the district for the 2025 Great New Zealand Muster. Staff look forward to sharing the details of this package in the next report.

##### 4.21 RATES REBATE

4.22 Customer Service staff met with staff from the Ministry of Social Development Te Kuiti office (MSD) to discuss the Rates Rebate scheme. MSD have the ability to send bulk text messages out to their clients encouraging eligible home owners to apply for the Rates Rebate. MSD Te Kuiti is going to look into rolling this out to Waitomo residents.

4.23 Customer Services have processed 180 Rates Rebate applications from June – August 2024, with only 91 applications being processed for the same time period in 2023.

4.24 Customer Services will work alongside library staff to support the running of the DORA Bus during the week of 23 – 27 September. This will provide an opportunity to engage with residents and increase rebate awareness.

##### 4.25 DOG REGISTRATIONS

4.26 2,716 dogs have been registered as of 11 September 2024.

4.27 Customers Services contacted 300 owners with pending overdue dog registrations. This campaign was well received and was a great success, almost halving the number of owners who received penalties.

4.28 163 owners received penalties.



#### 4.29 WAITOMO DISTRICT LIBRARY

4.30 On 2 September 2024, the 3D printer became available to the general public. Staff have chosen to do a soft launch of this technology in order to provide staff with a chance to refine the procedures and policies. An advertising campaign will be launched in the coming months to promote this new service.

4.31 Library staff attended the Tech Step Event in August to promote some of the technologies available for use at the library. This included the 3D printer, VR's, Makey-makey, Lego mindstorm, Greenscreen, Sphero and much more. The tamariki who attended had a chance to code, play, watch, create and learn. This was a great opportunity to promote the library's creation station and other technologies and was a huge success. The participants were amazed to see the vast selection of items on offer at the library. We have already noticed a larger uptake of our tech collection and look forward to attending again in 2025.

#### 4.32 **RISKS AND OPPORTUNITIES**

4.33 There are no immediate identified risks with this activity.

#### 4.34 **LOOKING FORWARD – THE NEXT 3 MONTHS**

4.35 A patron recently enquired about the potential of forming a homeschooling group at the library. Since then, staff have spoken with five other homeschooling families to see if this appeals to them and have received a good response. The first get together will be on 17 September 2024 and will become a monthly gathering open to all homeschooling families.

4.36 Also in September will be the first meeting of our brand-new board game club. This will be open to all ages and will be a weekly after-school event. Staff hope this will encourage all board game lovers to come together and play while socialising and enjoying the library space.

4.37 From Monday 23 September to Friday 27 September, DORA Te Waka Matihiko Hauora, a mobile learning bus, will be parked in the library carpark. DORA's visit is being supported by Digital Inclusion Alliance Aotearoa, Waitomo District Library, Te Kuiti Community House Trust and Aotahi Heartland Services. Staff from these organisations will be providing free training to the public on how to use medical apps. These apps are becoming more widely used and give patients access to their health records and allow them to order repeat prescriptions as well as booking appointments with their GPs. Staff will also be open to helping with any other digital requirements and training needs. Customer Services staff will be available to discuss rates rebates.

4.38 The October school holidays are fast approaching, and staff are in the process of planning for these. Staff will prepare 125 activity packs (these have proved to be so popular that 100 is no longer enough). A couple of activities we will have during the course of the holidays are a marble run day, and we will also be working with Smart Water to run an event and create a new collaborative story book to sit on the shelf alongside "When I Grow Up" which was created and printed in 2023.

#### 4.39 **COUNCIL RECREATION SERVICES**

4.40 Council Recreation Services incorporates the Waitomo Aquatic Centre and Gallagher Recreation Centre.

#### 4.41 **CURRENT ACTIVITY**

#### 4.42 GALLAGHER RECREATION CENTRE (GRC)

4.43 Throughout the 2023/2024 year, the GRC has seen steady growth in the utilisation and the number of programmes and user groups participating. There were over 70,000 visits to the GRC throughout the year.

- 4.44 Te Kuiti High School is a large participant group with its PE classes during term time. The Miniball league and Waitomo basketball groups are also large users of the stadium space with futsal, volleyball, gymnastics and netball amongst the range of activities that have been offered at the GRC. The participation rate for the stadium was 51,941 people in the 2023/24 year.
- 4.45 The Fitness Centre has seen steady growth since the GRC opened with 18,200 visits to the Fitness Centre throughout the 2023/24 year.
- 4.46 In addition to the core areas of the stadium and the fitness centre, the GRC has also hosted a range of community meetings and events including first aid courses, mental health seminars, consultation meetings and a range of community and local business meetings. 200 visits were recorded.
- 4.47 Staff are working with GRC management to identify further opportunities such as school holiday programmes, and introducing new competitions such as Pickleball, etc.
- 4.48 A "Have A Go" day is scheduled to take place on 21 September 2024. This day is about providing the community with the opportunity to try a variety of sporting activities that are planned for the summer season. Activities include volleyball, pickleball, badminton, turbo touch, RPM spin class, body pump class and a fitness challenge.
- 4.49 WAITOMO DISTRICT AQUATIC CENTRE
- 4.50 The Waitomo District Aquatic Centre will open on 1 October 2024, with the swim season running through to 31 March 2025.
- 4.51 Staff are preparing the facility for opening day.
- 4.52 **RISKS AND OPPORTUNITIES**
- 4.53 There are no immediate identified risks with this activity.
- 4.54 **HUMAN RESOURCES**
- 4.55 Over the last few months, WDC has been successful in recruiting the following positions:
- Three Waters Engineer
  - Rates Officer – Collections
  - Customer Support Advisor
- 4.71 The recruitment process is underway for the Roding Engineer position, which remains vacant.

Document ID: 775062

**Report To: Council****Meeting Date:** 24 September 2024**Subject:** 2024 Multi-Year Community Partnership Grant - Consideration of Funding Applications**Type:** Decision Required**Author(s):** Sarah McElroy  
Manager – Community DevelopmentHelen Beever  
General Manager – Community Services**1. Purpose of Report**

- 1.1 The purpose of this business paper is for Council to consider the 2024 Multi-Year Community Partnership Grant Applications and to allocate funding.

**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 2024 Multi-Year Community Partnership Grant – Consideration of Funding Applications be received.
  2. Council approve the allocation of the 2024 Multi-Year Community Partnership Grants, as follows:

<b>Name of Applicant</b>	<b>Allocation (per annum)</b>
Friends of the Timber Trail	\$5,000.00
Tainui Historical Society (Mokau Museum)	\$10,000.00
Citizens Advice Bureau Te Kuiti Incorporated	\$5,500.00
Maniapoto Rugby Sub-Union Incorporated	\$11,000.00
Te Kuiti Community House Trust	\$13,000.00
Piopio Community Swimming Pool Trust	\$10,000.00
Waitomo Sister City Incorporated	\$8,000.00
Te Kuiti & Districts Historical Charitable Trust	\$15,000.00
Mokau School	\$4,000.00
Waikato Screen NZ Ltd	\$6,500.00
Sport Waikato	\$35,000.00
Pinetree No.5 Trust	\$4,000.00
Te Kuiti Development Inc t/a Legendary Te Kuiti	\$15,000.00
On Stage Te Kuiti	\$3,000.00
Te Kuiti & Districts Highland Pipe Band	\$3,000.00
Piopio Lions Club	\$320.00

Name of Applicant	Allocation (per annum)
Project Piopio Trust Limited	\$10,000.00
Te Kuiti Amateur Swimming Club	\$3,000.00
Piopio Amateur Swimming Club	\$1,000.00
Maniapoto Maara Kai Roopu Trust	\$10,000.00
Waitomo Waipa Women's Refuge	\$5,000.00
Waitomo Caves Museum Society	\$10,000.00
New Zealand Shearing Championship	\$6,000.00
<b>TOTAL</b>	<b>\$193,320.00</b>

### 3. Background

- 3.1 The Multi-Year Community Partnership Grant forms part of the Waitomo District Council's broader Community and Partnerships Fund Policy.
- 3.2 The Multi-Year Community Partnership Grant supports community organisations whose work aligns with Council plans and strategies and contributes to any or all of the social, cultural, economic and community well-being of communities in the Waitomo District.

### 4. Commentary

- 4.1 The Multi-Year Community Partnership Grant is for a three-year period, aligning with Council's Long Term Plan cycle.
- 4.2 There is **\$224,000** per annum available for distribution in this funding round.
- 4.3 Applications were received as follows:

Friends of the Timber Trail	Tainui Historical Society (Mokau Museum)
Citizens Advice Bureau Te Kuiti Inc	Maniapoto Rugby Football Sub-Union Inc
Tainui Wetere Domain	Te Kuiti Community House Trust
Piopio Community Swimming Pool Trust	Waitomo Sister City Incorporated
Te Kuiti & District Historical Charitable Trust	Te Kuiti Development Inc t/a Legendary Te Kuiti
Mokau School	Waikato Screen NZ LTD
Sport Waikato	Pinetree No.5 Trust
The 50+ Club-Musical Memory Lane	Waitete RFC
On Stage Te Kuiti	Te Kuiti and District Highland Pipe Band Inc
Piopio Lions Club	Project Piopio Trust Limited
Maniapoto Maara Kai Roopu Trust	Otorohanga Kiwi House Charitable Trust
Waitomo Waipa Women's Refuge	Waitomo Caves Museum Society
New Zealand Shearing Championships	

- 4.4 To maintain the integrity of the assessment process, elected members independently completed an assessment for each application. The assessments were undertaken in accordance with the CPF Policy.
- 4.5 At a workshop held on 17 September 2024, Council reviewed and discussed the applications. The average score and a recommended grant value was independently assigned by elected members and reviewed to reach agreed funding allocations.

<b>5. Considerations</b>
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6.1 **RISK**

6.2 If Council does not consider the applications to the Multi-Year Community Partnership Grant, it will not be meeting its obligation under the Community and Partnerships Fund Policy.

6.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

6.4 The consideration of the funding applications has been undertaken consistently in accordance with the Community and Partnerships Fund Policy.

6.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

6.6 This decision is not a significant decision in terms of Council's Significance and Engagement Policy.

**Document ID:** 774769

**Report To: Council**



**Meeting Date:** 24 September 2024

**Subject:** **Waitomo District Council Grant Allocations 2023/2024**

**Type:** Information Only

**Author(s):** Sarah McElroy  
Manager Community Development

**1. Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with details of grant allocations made by Waitomo District Council for the 2023/2024 financial year.

**2. Suggested Resolutions**

- 2.1 The business paper on Waitomo District Council Grant Allocations 2023/2024 be received.

**3. Background**

- 3.1 Waitomo District Council (WDC) is committed to annually allocating funds and resources to support community initiatives through grants managed in accordance with Council's Community and Partnerships Fund Policy.
- 3.2 Set out below is a description of each of the grant categories that formed Council's Community and Partnerships Fund Policy for the 2023/2024 financial year.
- 3.3 **SINGLE-YEAR COMMUNITY ASSISTANCE GRANT**
- 3.4 The Single-Year Community Assistance Grant focused on providing assistance for not-for-profit community organisations that support community led projects. The grant was for one-off projects or initiatives completed within a 12-month period from receiving the grant.
- 3.5 **MULTI-YEAR COMMUNITY PARTNERSHIP GRANT**
- 3.6 The Multi-Year Community Partnership Grant supports community organisations that offer services or facilities that make a significant contribution and improve well-being in the Waitomo District.
- 3.7 The Multi-Year Community Partnership Grant is for a three-year period.
- 3.8 **COMMUNITY EVENTS FUND**
- 3.9 The Community Events Fund supported community events that created opportunities to build and celebrate community pride and for the community to connect and celebrate.
- 3.10 **COMMUNITY HALLS GRANT**
- 3.11 The Community Halls Grant provides funding to assist with the maintenance of Community Halls throughout the district.

3.12 **SPECIAL GRANTS - CREATIVE COMMUNITIES SCHEME, SPORT NZ RURAL TRAVEL FUND AND DC TYNAN GRANT**

3.13 There are two special grants administered by WDC on behalf of the Central Government. They are the Creative Communities Scheme and the Sport NZ Rural Travel Fund. Funding for both of these grants is provided by central government and each is administered by WDC in alignment with their own specific criteria.

3.14 WDC administers the DC Tynan Grant which is a generous bequest left by the late Daniel Circuit Tynan to the Borough of Te Kuiti. The purpose of the grant fund is to support organisations within the Te Kuiti Urban Ward that are involved with social, cultural, educational, or recreational activities.

#### **4. Commentary**

4.1 Attached to and forming part of this business paper is a summary setting out details of grants allocated for the 2023/2024 financial year under each of the grant categories, including:

- Single-Year Community Assistance Grant
- Multi-Year Community Partnership Grant
- Community Events Fund
- Community Halls Grants
- Creative Communities Scheme
- Sport NZ Rural Travel Fund
- DC Tynan Grant

#### **5. Attachments**

1. Summary of Grants 2023/2024 (Doc ID: 774772)

## Summary of Grants 2023/2024

### Single-Year Community Assistance Grant

Name of Applicant	Project Description	Amount Granted
Bluelight Te Kuiti	Bluelight Te Kuiti Rainbow Ends trip	\$845.00
Waikato Role Playing Guild Inc	Dice and Districts Event	\$817.00
Te Kuiti Amateur Swimming Club	Financial support for Lane Hire cost for 23/24 swimming season	\$5,000.00
Te Kuiti Playcenter	Resurface the playground area	\$10,000.00
Piopio Primary School	To provide a safe outdoor area for Tamariki	\$2,489.00
Centennial Park School	Maniapoto Cultural Festival	\$6,360.00
<b>TOTAL</b>		<b>\$25,511.00</b>

### Multi-Year Community Partnership Grant

Name of Applicant	Project Description	Annual Amount Granted
Tainui Historical Society (Mokau Museum)	Operational costs to support the Mokau Museum operations	\$10,000.00
Te Kuiti and District Highland Pipe Band Inc	Operational costs	\$2,000.00
Citizens Advice Bureau Te Kuiti Incorporated	Operational costs	\$4,500.00
Te Kuiti Community House Trust	Operational costs	\$12,000.00
Te Kuiti and District Historical Charitable Trust	Operating expenses to protect and preserve the communities cultural and historical heritage	\$15,000.00
New Zealand Shearing Championships Inc	Hall hire for the annual New Zealand Shearing and Woolhandling Championships event in Te Kuiti	\$6,000.00
Sport Waikato	Operational costs	\$35,000.00
Te Kuiti Development Inc/Legendary Te Kuiti	Wages for Marketing Officer	\$10,000.00
Pinetree No.5 Trust	Operating costs to support the Gallagher Meads Brothers Exhibition	\$3,000.00
Maniapoto Netball Association Incorporated	Operating costs to run the Maniapoto Netball Centre	\$10,000.00
Piopio Community Swimming Pool Charitable Trust	Costs to cover water bill and other operational expenses	\$10,000.00
The Hillview Trust Incorporated	Employment of a maintenance person for planned extension	\$20,000.00
Waitete RFC	Operational costs	\$5,000.00
Maniapoto Ruby Football Sub-Union Incorporated	Operational expenses to maintain Rugby Park in Te Kuiti	\$20,000.00
Waitomo Sister City Incorporated	To facilitate cultural exchange visits to experience the Japanese culture	\$3,000.00
Waitomo Caves Museum	Operating costs of the museum and provision of community/visitor facilities	\$44,000.00
<b>TOTAL</b>		<b>\$209,500.00</b>

Note: The following Multi-Year Community Partnership Grants were approved by Council however the funds were not uplifted by the applicants in the 2023/2024 financial year.

Name of Applicant	Project Description	Annual Amount Granted
Youthline Auckland Charitable Trust	Cost Associated with operating the Youthline helpline service	\$2,000.00
Piopio Lions Club	Hall hire for Senior Citizens Luncheon and Market in Piopio	\$550.00
Piopio Amateur Swimming Club	Lane hire for pre-season training	\$400.00
<b>Total</b>		<b>\$2,950.00</b>

### Community Halls Grant

Name of Applicant	Project Description	Amount Granted
Aria	Operational Costs	\$1,000.00
Awakino	Operational Costs	\$1,000.00
Benneydale	Operational Costs	\$1,000.00
Kinohaku	Operational Costs	\$1,000.00
Mahoenui	Operational Costs	\$1,000.00
Mairoa	Operational Costs	\$1,000.00
Marokopa	Operational Costs	\$1,000.00
Mokau	Operational Costs	\$1,000.00
Mokauiti	Operational Costs	\$1,000.00
Mapiu	Operational Costs	\$1,000.00
Waitanguru	Operational Costs	\$1,000.00
Rangitoto	Operational Costs	\$1,000.00
<b>TOTAL</b>		<b>\$12,000.00</b>



**DC Tynan Trust**

Name of Applicant	Project Description	Amount Granted
Brook Park Incorporated Society	Construction of seating for Brook Park.	\$1,000.00
Te Kuiti Playcenter	Resurface the playground area	\$3,492.00
Te kuiti Squash Racquets Club Incorporated	New security alarm to repace the 30+ year old one	\$800.00
<b>TOTAL</b>		<b>\$5,292.00</b>

**Community Events Fund**

Name of Applicant	Project Description	Amount Granted
Te Whanau Kohanga Reo O Piopio	All the Kohanga in the Waitomo Region wants to conduct a Te Reo and Maturanga day for Tamariki in the Waitomo area	\$4,000.00
Te Kuiti Development Inc t/a Legendary Te Kuiti	Legendary Te Kuiti wants to launch the Legend's Gallery in November with an unveiling ceremony	\$2,500.00
<b>TOTAL</b>		<b>6,500.00</b>

**Hall Hire Contribution**

Name of Applicant	Project Description	Amount Granted
Piopio Volunteer Fire Brigade	Service Honours Evening / Gold Stars - Extesion of booking	\$573.91
Maniapoto Marae PACT Trust	Kaumatua Games	\$891.30
Friends of the Timber Trail Inc	AGM	\$73.04
Maniapoto Marae PACT trust	Waitomo Otorohanga Community Health Form	\$1,047.83
Te Kuiti & Districs Pipe Band Inc	75 Year Jubilee	\$561.74
Te Kuiti Paa	Kaumatua Pamper	\$1,113.04
<b>TOTAL</b>		<b>\$4,260.86</b>

**Creative Communities Scheme****Round One November 2023**

Name of Applicant	Project Description	Amount Granted
Aria Primary School	Annual School Production	\$750.00
Benneydale School	Haware the Giant "A Rereahu story"	\$759.00
Silver Belles Choir	Bellingham workshop for Silver Belles	\$500.00
Hillview Trust	Pump station beautification	\$725.00
<b>TOTAL</b>		<b>\$2,734.00</b>

**Round two May 2024**

Name of Applicant	Project Description	Amount Granted
Ariana Sheehan	Mahi a te Whare Pora	\$2,424.00
Waitomo Society of Arts	Artists Exhibition Waitomo	\$3,000.00
Te Kuiti Combined schools music festival committee	Te Kuiti combined schools music festival	\$3,200.00
Te Kuiti Development Inc Legendary Te Kuiti	Photograph competition and exhibition boards	\$1,996.00
Te Nehenehenui	Pākōwhai Oratory Summit	\$10,000.00
Esther Gathambo - Recreators Charitable Trust	Upcycling Community Craft Workshops	\$2,295.35
Every Body is A Trtreasure Charitable Trust	Visual Poetry Jam Workshop and Online Master Classes	\$3,000.00
<b>Total</b>		<b>\$25,915.35</b>

Note: The following funds were approved by the Committee but are yet to be uplifted by the applicant.

Name of Applicant	Project Description	Annual Amount Granted
Piopio College	Manipoto Secondary School Cultural Festival	\$5,200.00

**Sport NZ Rural Travel Fund**

Name of Applicant	Project Description	Amount Granted
Aria Primary School	Subsidise travel expenses	\$1,000.00
Rangitoto School	Subsidise travel expenses	\$1,000.00
Benneydale School	Subsidise travel expenses	\$594.00
Waitomo Junior Cricket Club	To cover the fuel costs	\$750.00
Piopio Youth Sports Committee	Subsidise travel expenses	\$1,500.00
Te Kuiti High School	Subsidise travel expenses	\$2,500.00
Piopio College	Subsidise travel expenses	\$3,000.00
<b>TOTAL</b>		<b>\$10,344.00</b>

**Document ID:** 772630

**Report To: Council**



**Meeting Date:** 24 September 2024

**Subject:** **Waitomo District Play, Active Recreation and Sport Plan 2024-2034**

**Type:** Decision Required

**Author(s):** Helen Beever  
General Manager – Community Services

**1. Purpose of Report**

- 1.1 The purpose of this business paper is to present the Draft Waitomo District Play, Active Recreation and Sport Plan 2024-2034 to Council for adoption.

**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 Waitomo District Play, Active Recreation and Sport Plan 2024-2034 be received.
  2. Council adopt the Waitomo District Play, Active Recreation and Sport Plan 2024-2034.

**3. Background**

- 3.1 The first Waitomo District Play, Active Recreation and Sport Plan 2021-2024 (the Plan) was adopted by Council at the May 2021 Council meeting.
- 3.2 Development of the Plan was led by Sport Waikato, in partnership with Council. Recommendations in the Plan were based on feedback received from sport and recreation providers, secondary schools, and community members, as well as information from Sport New Zealand, Statistics New Zealand and sector data.
- 3.3 The Plan is a living document providing a 10-year lens, reviewed on a three-year basis. Over recent months the Plan has been reviewed and updated.
- 3.4 The draft Plan was presented to Council at a Workshop held on 27 August 2024, and Council's feedback was sought.

**4. Commentary**

- 4.1 Attached to and forming part of this business paper is a copy of the Draft Waitomo District Play, Active Recreation and Sport Plan 2024-2034.
- 4.2 The Plan is designed to help guide decision making and investment in sport and recreation for Council, Sport Waikato and sport providers in the Waitomo district. It seeks to identify opportunities for strategic growth and development for partners who provide sport and recreation services that will help to contribute to community outcomes.

4.3 An Action Plan is included in the document (refer pages 21 to 23). 30 actions are listed and broken down into the areas of play, active recreation, sport, and physical activity in spaces and places.

#### 4.4 **PLAY**

- Freely chosen activities with no predetermined outcome. Play is spontaneous, fun, accessible, challenging, social, repeatable, and occurs anywhere at any time.
- Play for tamariki is personally directed with limited or no adult involvement but can also be undertaken together with whanau.

#### 4.5 **ACTIVE RECREATION**

- Includes all other forms of activity, other than sport, that require some level of physical exertion as a core element.
- Undertaken by people for enjoyment in their own free time with a reasonable expectation that participation will increase physical fitness and may include indoor or outdoor activities.

#### 4.6 **SPORT**

- Institutional rules, competition, and conditions of play.
- A formalised structure and a recognised representative body at a local club, regional, and/or national level.

#### 4.7 **PHYSICAL ACTIVITY IN SPACES AND PLACES**

- Locality or preferred locality where community physical activity occurs which can be play, active recreation or sport.
- Occurs across built infrastructure or across informal natural settings.

4.8 Sport Waikato will work in collaboration with staff to implement actions outlined in the plan. Five key actions have been identified as focus areas:

1. Play Streets
2. Play on the Way
3. Playground Renewals
4. Hubbing
5. School Access Partnerships

4.9 The Plan is presented to Council for adoption.

## **5. Analysis of Options**

5.1 The Council needs to consider the Plan and has the option to adopt the Plan as presented.

## **6. Considerations**

### **6.1 RISKS**

6.2 There are no identified risks with adoption of this plan.

**6.3 CONSISTENCY WITH EXISTING PLANS AND POLICIES**

6.4 The decision is consistent with existing plans and policies.

**6.5 SIGNIFICANCE AND COMMUNITY VIEWS**

6.6 Engagement has taken place with key stakeholders and the community and does not trigger the terms of the significance and engagement policy.

<b>7. Recommendation</b>
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1 The business paper on the Draft Waitomo District Play, Active Recreation and Sport Plan 2024-2034 is received.

2 Council adopt the Draft Waitomo District Play, Active Recreation and Sport Plan 2024-2034.

<b>8. Attachments/Separate Enclosures</b>
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Separate Enclosure:

1 Draft Waitomo District Play, Active Recreation and Sport Plan 2024-2034 (772645)

Document ID: 772649

## Report To: Council



**Meeting Date:** 24 September 2024

**Subject:** **Centennial Park – Implementation of Concept Development Plan**

**Type:** Decision Required

**Author(s):** Helen Beever  
General Manager – Community Services

Shyamal Ram  
General Manager – Infrastructure Services

### 1. Purpose of Report

- 1.1 The purpose of this business paper is to present the proposed priority of works for implementation of the Centennial Park Concept Development Plan to Council for consideration.

### 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 Centennial Park – Implementation of Concept Development Plan be received.
  2. Council agree the priority of works for implementation of the Centennial Park Concept Development Plan.
  3. Council approves allocation of the 2024/25 Centennial Park budget towards activation works on the Oval and North Field.

### 3. Background

- 3.1 Centennial Park was established in 1940 by the collective efforts of amateur sporting clubs, the Borough Council and interested bodies.
- 3.2 Today, the park provides active recreation and sporting facilities to Te Kuiti and the greater Waitomo District. The park is however, under utilised.
- 3.3 Better-Off Funding was allocated to prepare a Concept Development Plan for Centennial Park.
- 3.4 The project objective was to strengthen the connection of Centennial Park with the community by exploring how we can potentially reinvigorate an environment that supports community needs in social, health and wellbeing.
- 3.5 Community engagement took place from late November 2023 through to mid-March 2024 with park tenants, neighbouring residents, sports clubs and schools, and the wider community. 66 participants provided feedback which was analysed to help inform the Centennial Park Concept Development Plan.
- 3.6 \$250,000 of funding was approved by Grassroots Trust for the upgrade of the ablutions and change rooms under the grandstand. Work is scheduled for completion by March 2025.

- 3.7 \$200,000 is included in Year 1 of the Long-Term Plan (LTP) for capital improvements to the park. This will be attributed to the first priority of works. External funding support will also be sought.
- 3.8 Implementation of the full concept development plan will be phased out over multiple years. Funding partners will be sought to assist with the upgrades.

#### 4. Commentary

- 4.1 The Centennial Park Concept Development Plan was presented to Council at the 30 July 2024 Council meeting for adoption.
- 4.2 Forming part of the resolution, Council requested that the development plan and cost estimates be presented to the Centennial Park Working Party to prioritise the timing of projects, identify potential funding partners and present the plan to the community.
- 4.3 The Centennial Park Concept Development Plan and physical works estimated costs were presented to the Centennial Park Working Party on 28 August 2024.
- 4.4 Following discussion, the working party agreed on the priorities of work. It was acknowledged that the concepts outlined in the plan, and the associated upgrades to Centennial Park, will take place over several years and funding partners will be sought.
- 4.5 The physical works estimated costs outlined in the table below do not take into account provisional sums for margins, contingencies, professional fees, consents and cost escalations, which will not be insignificant.

Priority #	Action	Physical Works Estimated Cost
1	Activation of the Oval and North Field (the Oval – combo soccer/rugby goals and pads. North Field – mobile football goals, artificial cricket wicket and cricket cages).	\$125,000
2	Enhanced parking layout (start with road frontage, followed by central components).	\$366,000
3	Lighting and accessibility ramp to grandstand.	\$123,100
4	Picnic tables and BBQ area.	\$48,500
5	Picnic tables in the current playground area. Playground to remain in this area until all aspects of enhanced parking are complete.	\$22,500
6	Enhanced entranceways.	\$100,000
7	New playground.	\$388,000
8	Building visual upgrades.	\$86,600
9	New pump track.	\$100,000

- 4.6 Potential funding partners were identified including Trust Waikato, Grassroots Trust, Lottery Grants New Zealand, Resene Paints, Creative Communities NZ and Sports Clubs.
- 4.7 The Centennial Park Concept Development Plan will be shared with key stakeholders and the community via a range of media platforms.

## 5. Analysis of Options

- 5.1 The Council has the option of proposing amendments to the priority of works as outlined in this business paper.

## 6. Considerations

### 6.1 **RISK**

- 6.2 There is a risk that future funding from Council and/or external funding organisations is not obtained which would have an impact on implementation of the Plan.

- 6.3 There is a risk that community expectations are not in line with the likely extended timeline for implementation of all the improvements and additions outlined in the Plan.

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

- 6.5 This decision is consistent with existing plans and policies.

### 6.6 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 6.7 Engagement has taken place with key stakeholders and the wider community and does not trigger the terms of the significance and engagement policy.

## 7. Recommendation

- 7.1 That Council note the recommendation from the Centennial Park Working Party and approve allocation of the 2024/25 Centennial Park budget towards activation works on the Oval and North Field.

Document ID: 771858

## Report To: Council



**Meeting Date:** 24 September 2024

**Subject:** **Infrastructure Services Group Bi-Monthly Activity Update Report**

**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 update Council on the activities that form part of the Infrastructure Services Group.

### 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 Infrastructure Services Group Bi-Monthly Activity Update Report be received.

### 3. Background

- 3.1 At its meeting on 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 3.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly Agenda, and Business Support and Leadership / Governance and Regulatory reporting on the other month.
- 3.3 The Infrastructure Services report provides commentary on activities and operational projects covering three waters, roading, waste management, housing, and other property.
- 3.4 The report provides relatively high-level detail and will provide commentary on significant, not 'business as usual' matters.
- 3.5 Each sub-group will cover the following:
1. **Current Activity** - This narrative will cover operational projects, any further narrative on Capex projects not covered in the bi-monthly financial report, issues, and operational topics in these activities.
  2. **Risks and Opportunities** that are important to note.
  3. **Looking Forward** - What is happening in the next 1-3 months to give a picture of what is coming up.



## 4. Commentary

### 4.1 ROADS AND FOOTPATHS

4.2 The Roads and Footpaths group of activities incorporates maintenance and renewal of the road surface, pavement, footpaths and other roading assets such as bridges and structures.

### 4.3 CURRENT ACTIVITY

4.4 As we move into the Spring, NZTA budgets have now been approved. Our bid for Maintenance, Operational & Renewals has been approved but our bid for Low-Cost Low-Risk (LCLR) was rejected in full. This was rejected for all councils as the Government look to reallocate budgets into core activities. This will have an impact on various proposed projects across the next three years.

4.5 Council may be able to undertake some parts of the LCLR programme of works but will be restricted due to not receiving NZTA funding, which accounts for 75%. There are various projects and programmes that were within LCLR but notably this includes Speed Management Implementation and the repairs to Kent Street, which was damaged during the 2018 storm event and has since got progressively worse. More information on this will be shared during the meeting.

4.6 There are two Pavement Rehabilitation sites confirmed for this construction season. Site one is Lawrence Street in Te Kuiti, east of the Bridge (approximately 400m) and site two is Mangaotaki Road West of Piopio (approximately 2km).

4.7 Pre-resealing repairs have begun in advance of the resealing to be undertaken later in the year. The programme for this season is 42km which is above the KPI but will make up for the reduction in last year's programme.

### 4.8 CYCLONE RECOVERY

4.9 In February 2022, July-August 2022, January 2023, and September 2023 the region was struck by severe adverse weather. The initial response works have been completed, and repair works are now well underway with some significant contracts.

4.10 All works related to Cyclone Dovi have been completed except for one slip site on Mapara Road which was delayed due to WRC Winter Working requirements. This will be completed this financial year.

4.11 The final sites for 23/24 were completed throughout July and August 2024. These included sites on Fullerton & Oparure Roads. There are 15 sites for the 24/25 season where designs are underway. These are to be tendered prior to Christmas and construction will commence after Christmas. All repairs for this storm event are to be completed this financial year.

4.12 The work on the Mangarino Road from the storm event in September 2023 is progressing well, although slightly reduced due to the winter weather. The bulk of the earthworks are on track to be completed mid-September with pavement works to follow. The road is on track to be opened in early October.

4.13 A funding application for damages caused by Cyclone Gabrielle has been submitted to NZTA for approval and a drive-over was undertaken with NZTA in early September to agree on the treatments. This work will be packaged with other storm event sites, to be delivered this financial year.

4.14 The BOF Walkway Project involves upgrading/creating a path along the Mangokewa River between Lawrence Street and Te Kumi Side Road was completed last year. An associated project involving upgrading the track to the Mangaokewa Reserve is currently being scoped and is scheduled to be completed this financial year. Other components of this project include a storyboard and sign installation along the track from Brook Park to the Mangaokewa Reserve. The narrative for the nine storyboards has been provided by the contractor and reviewed by WDC staff. It will now be translated into Te Reo and voice recordings for the QR codes will be developed.

#### 4.15 **RISKS AND OPPORTUNITIES**

4.16 Opportunity to get favourable prices for the early tendering of the Pavement Rehabilitation contracts.

#### 4.17 **LOOKING FORWARD – THE NEXT 3 MONTHS**

4.18 Cyclone recovery emergency works are ongoing (multiple weather events).

4.19 Getting the Operational Performance Measures set correctly for the Maintenance Contract.

4.20 Work will begin on the Bridge Maintenance Forward Works Programme.

4.21 Tendering the Pavement Rehabilitation contracts.

#### 4.22 **THREE WATERS**

4.23 The Three Waters group of activities includes drinking water, wastewater, stormwater, and management of treatment plants and the reticulation network. This section will also cover a summary of transition activities relating to the three waters reform.

#### 4.24 **CURRENT ACTIVITY**

##### 4.25 **THREE WATERS REFORM**

4.26 The Mayor and the Chief Executive are in discussions with other Waikato councils to look for collaboration and aggregation opportunities.

4.27 Staff have attended Department of Internal Affairs workshops relating to producing the “Water Services Delivery Plan” by September 2025.

4.28 A consultant will be engaged to assess the viability and sustainability of a stand-alone water service delivery model. This will then be compared with the joint delivery model that will be developed in conjunction with other Councils.

##### 4.29 **DRINKING WATER**

4.30 We have completed Stage 1 of the evaluation process for the Water Resilience Project, and have short-listed two contractors, who would both be classified as Tier One contractors. The tender documents should be issued to the contractors in September with the tender period being two months. We are in the process of finalising the easements and negotiating the land purchase with the landowners for the reservoir. We have signed a Sales and Purchase Agreement for the new reservoir site.

4.31 We undertook an external audit on our Drinking Water in August 2024. The Audit shows compliance with Taumata Arowai Drinking Water Quality Assurance Rule 2022 in terms of health significance such as Total Coliform and E-coli. The audit showed non-compliance on technical required criteria such as frequency of testing, pH and turbidity values were outside the required setpoints.

4.32 We have put in a place pH dosing system in Mokau and Benneydale to ensure pH is adjusted and monitored.

4.33 We have identified the cause of the high turbidity leaving the Piopio Water Treatment Plant membrane and have put in place mitigation measures.

4.34 Mokau Water Treatment Plant (WTP) Access Road up to the top dam has suffered a slip which needs to be repaired. We have received a quote from a local civil contractor to repair the slip during the summer months. The cost of the repair has not been budgeted as this was unexpected and will reflect in overspend on the Mokau WTP Dayworks & Labour expenditure.

#### 4.35 WASTEWATER

- 4.36 Sludge Removal: Procurement documents are currently being drafted to engage contractors to dewater and dispose of sludge from the Te Kuiti Wastewater Treatment Plant ponds. A foundation will be formed before the geobags are placed and filled. There is a correlation between this project and the future of the Landfill.
- 4.37 Renewal of Benneydale Wastewater Treatment Plant Resource Consent to discharge treated water to stream and land is still progressing. We are currently investigating and discussing with Waikato Regional Council the possibility of either improving the current treatment structures and processes or supplying and installing new treatment plant structures and processes. The optioneering process identified a new treatment plant could cost ranging from \$1-2.5m. This is beyond what has been allowed for in the Long Term Plan. Retaining the existing treatment plant may not fully meet all the expected standards. Central government is looking at having a standardized approach to wastewater treatment and certain requirements may be relaxed in 2025 but we are not able to delay our application. Staff are in communication with the Tamata Arowai to look for a sensible solution to this problem given revised wastewater standards for small plants to make them affordable to communities is a prior for central government.
- 4.38 We are working closely with Iwi partners and plan to submit our application to the Waikato Regional Council in November 2024. This will allow the Council to still discharge whilst discussion with Waikato Regional Council continues.

#### 4.39 STORMWATER

- 4.40 Inspections of the critical stormwater reticulation network, such as open channels, wingwalls and screens will continue to be monitored before, during, and after heavy rainfall events. Remedial work before any forecast heavy rainfall will be implemented as soon as possible by the Council's maintenance contractor.
- 4.41 The open channel level sensors provide real time water level monitoring so staff can attend promptly when water is at a critical level.
- 4.42 We are currently working with our Telemetry/SCADA contractor to link all four level sensors to our SCADA system, so we can programme and configure it to send a text or sound an alarm when the water level reaches a pre-set level.
- 4.43 Procurement of stormwater modelling work in Te Kuiti is ongoing.
- 4.44 We have identified some sites in our smaller rural towns such as Mokau and Piopio, that will be improved this financial year.
- 4.45 We have and will identify more sites to improve the stormwater network in Te Kuiti that will be implemented this financial year.
- 4.46 Work continues with the stormwater Medium-Term Plans. This includes attenuation ponds. The first two ponds aim to minimise flooding on Ward, Ngatai and Duke Streets. The first site is at the back of Hill Street properties and the second is on the Ward Street Reserve. The majority of the property owners have been met with. The design has commenced and is split into 3 stages. The first stage is the preliminary design which involves a feasibility study. Piezometers have been installed on-site and will remain for a month to capture the groundwater level. Once this information is obtained, we will have a greater understanding of what the depth can be for the ponds, which will in turn allow us to complete a design.

#### 4.47 **RISKS AND OPPORTUNITIES**

- 4.48 The key risks for the Te Kuiti Water Resilience project are confirming the pipeline easement and also the potential for the project to go over budget. We have decreased the scope of work involving the contact tank, to only involve work that does not require shutting down or bypassing the contact tank. It was deemed that there would be too much risk involved in this process.
- 4.49 Waikato Regional Council may instruct Council to improve the treatment of wastewater for Benneydale after we lodge our application to continue discharging under current conditions.

- 4.50 Seeking a Telemetry and SCADA specialist contractor who is closer to the Waitomo district, to attend any critical and emergency situations (when required) so we can avoid any of our towns running out of water or discharging untreated wastewater to the environment.
- 4.51 Seeking a pump specialist to teach our treatment technicians on-site how to service and repair chemical dosing and other pumps.
- 4.52 Attend the Water NZ conference to learn new innovative ideas.
- 4.53 **LOOKING FORWARD – THE NEXT 3 MONTHS**
- 4.54 Work is continuing on inspections and servicing of all 199 domestic sewer pumps for each property in the Piopio township. So far, 66 properties have been serviced and returned to normal operations. This is unbudgeted but must be undertaken for operational and resource consent reasons.
- 4.55 Work will continue in Te Kuiti and Mokau for the inspections and servicing of all water network fire hydrants.
- 4.56 The Three Waters pipeline renewals programme for the next two to three years is currently being finalised. Once all the sites have been identified, the services can then be procured.
- 4.57 Renewal of Benneydale Wastewater Treatment Plant resource consent to discharge to stream or land.
- 4.58 Inspection and confirmation of six stormwater outlet locations for Piopio, Mokau, Maniaiti/Benneydale, Marokopa, Te Waitere and Waitomo Village will be performed and updated on GIS Maps. This will provide accurate sampling and monitoring of stormwater discharges.
- 4.59 **WASTE MANAGEMENT**
- 4.60 The Waste Management activity incorporates Landfill, Kerbside Collections and Transfer Station operations.
- 4.61 **CURRENT ACTIVITY**
- 4.62 The central government funded feasibility study for kerbside organics collection has been completed and the findings are now being reviewed internally.
- 4.63 The Waitomo District Landfill has recently encountered significant issues with the lateral movement of the overburden above the high wall. This movement has led to debris slipping down and accumulating over the catch pit at the base of the high wall. Work on this will start within the next two weeks, however, this is weather dependent. There will also be boundary fencing replaced which will be a 50/50 share between the landowner and WDC.
- 4.64 All paperwork for the installation of small solar panels at each transfer station, funded through our Transfer Station Upgrade budget, has been completed. This initiative will provide power to the portacoms, which currently lack an energy source.
- 4.65 **RISKS AND OPPORTUNITIES**
- 4.66 The primary risk for this quarter is the potential delay in excavation work on the Landfill overburden due to unfavourable weather conditions, which could lead to further movement.
- 4.67 **LOOKING FORWARD – THE NEXT 3 MONTHS**
- 4.68 We are looking forward to the continuation of various Waste Management and Minimisation Plan projects which will be implemented by our Waste Minimisation Officer.
- 4.69 Finalising the development of options for the future of the landfill.

4.70 **PROPERTY AND FACILITIES**

4.71 The Property and Other Facilities activity covers:

- Parks and Reserves
- Public Amenities
- Residential and Elder Housing
- Library
- i-Site
- Railway and Administration Buildings
- Aerodrome
- Holiday Parks

4.72 **CURRENT ACTIVITY**

4.73 Two air conditioning units at the Te Kuiti Library have been replaced due to the failure of the existing units.

4.74 The project to install new picnic tables on Rora Street is progressing, with four new tables ordered. The previous tables will be refurbished and relocated to coastal areas.

4.75 A new meter board has been installed at the Marokopa Holiday Park coinciding with the relocation of Wireless Dynamic equipment, necessitated by the demolition of the schoolhouse.

4.76 The water tank from the old Marokopa school site has been relocated to the Emergency Rural Fire building as part of the school's demolition.

4.77 The decks of the administration building on Queen Street are being replaced due to rot, alongside necessary repairs to the hallway and Council Chambers flooring.

4.78 Discussions have been initiated with Ray White Real Estate for the sale of properties located at 59 Esplanade, Eketone Street sections, 2A Julian Street, and 2-8 Jennings Street. 59 Esplanade and 2-8 Jennings Street will be listed for sale very shortly.

4.79 **RISK AND OPPORTUNITIES**

4.80 The primary risk during this period is the potential lack of interest in the sale of the properties.

4.81 **LOOKING FORWARD – THE NEXT 3 MONTHS**

4.82 Te Kuiti Aquatic Centre will open on 1 October 2024. Leak detection testing will be done before the opening and the findings included in paper to Council in October or November.

Document No: 774945

**Report To: Council**

**Meeting Date:** 24 September 2024  
**Subject:** 2023/24 Carry Forwards  
**Type:** Decision Required  
**Author(s):** Tina Hitchen  
 Chief Financial Officer

**1. Purpose of Report**

- 1.1 The purpose of this business paper is to seek approval to carry forward unspent 2023/24 operational and capital budgets to the 2024/25 financial year.

**2. Suggested Resolutions**

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

- 1 The business paper on 2023/24 Carry Forwards be received.
- 2 Council approve the carry forward of \$6,114,000 of unexpended 2023/24 capital budget and \$220,000 operational budget to the 2024/25 financial year as follows:

Activity	Project	Carry Over \$	Comment
Business Support and Fleet \$295,000	Information Services – hardware replacement, Assetfinda hardware upgrade and minor replacements	51,000	Ongoing equipment replacement, upgrade of Assetfinda hardware and remote access for Les Munro Centre AC controller.
	Aerial photography	50,000	Project underway - The aerial photography project has been delayed and is now due in December 2024.
	Quarry safety improvements	41,000	Remedial work required for Council owned quarries.
	Administration Building	102,000	Renewals of upstairs toilets and kitchen facilities.
	Fleet replacement	51,000	Project underway - Due to ongoing supplier delays, there are long lead-in times to the delivery of ordered vehicles.
Community and Partnerships \$12,000	District street flags	12,000	Project underway - the design for a district street flag, which can be in place outside of key events such as Matariki, Great NZ Muster and Anzac Day.
Recreation and Property \$438,000	Development Coastal Reserves	74,000	Funding for the design of the Mokau seawall at the end of Point Road, Mokau.
	Land purchase/subdivisions	47,000	Budget unspent for revocation of reserve classifications and completion of subdivisions for Eketone Street, Mangarino Road, Esplanade, Moa Streets.
	Park improvements	37,000	The unspent budgets will be utilised to support the Centennial Park development and Benneydale park improvements.

Activity	Project	Carry Over \$	Comment
	Motakiora/Brook Park renewals	16,000	Fencing, development of park areas and construction of retaining walls.
	Playground Renewals	15,000	Ongoing playground renewals.
	Swimming pool renewals	22,000	Replacement of broken pipes and repairing the sand filter.
	Les Munro Centre	151,000	Project underway - replacement of the air conditioning system installation and ducting.
	Skatepark renewals	50,000	Resurfacing of the Te Kuiti skatepark.
	Toilet Renewals	26,000	Installation of new flushing systems at Piopio toilets and replacement of Redwood and Rora Street North toilet equipment.
Solid Waste \$112,000	Te Kuiti Transfer Station and Rural Transfer Station improvements and renewals	52,000	The budget was not used as initially planned due to waiting for the standardised accepted materials to be released by Ministry for the Environment.
	Resource consent (volume expansion at landfill)	60,000	Budget committed to delaying the resource consent activation date and to comply with the new resource consent conditions.
Wastewater \$987,000	Te Kuiti Scada and telemetry improvements and renewals	60,000	Continue improvements for Te Kumi, Tammadge and Hillview pump stations by installing new Scada and renewing old telemetry aerials at Redwood and treatment plant sludge area.
	Te Kuiti wetland planting and resource consent planting	26,000	Planting around the treatment plant outlet pipe was postponed until November to avoid damaging soil/land as requested by neighbouring property.
	Te Kuiti sludge equipment and disposal improvements	506,000	Continue installation of septic disposal unit by inlet area of the treatment plant. Includes \$494,000 reallocated from unspent operational expenditure sludge disposal budget to implement further sludge disposal improvements.
	Te Kuiti wastewater reticulation renewals	351,000	Continue with planned renewal projects.
	Te Waitere wastewater	11,000	Network improvements including the purchase of spare pump for pump station.
	Benneydale resource consent renewal	25,000	Project underway - Renewal of the consent is expected to be lodged in November.
	Benneydale minor renewal treatment plant	8,000	Replace old and faulty control valves for Imhoff tanks.
Water Supply \$100,000	Te Kuiti resilience project	95,000	Project underway – unspent funds to continue the water resilience project.
	Te Kuiti filter replacement	5,000	Renewal of sand filter media.
Roads \$4,170,000	Emergency reinstatement and ex-Cyclone Dovi and storm renewals	4,170,000	Project underway – to complete the storm renewals from recent storm events. This work is part funded by NZTA.

3 Council note the re-sequencing of the Better Off projects.

### 3. Background

3.1 The 2023/24 Annual Plan was adopted in June 2023. Included in the Annual Plan are the Operational and Capital Budgets for the 2023/24 financial year.

- 3.2 At the end of the 2023/24 financial year, a number of projects and programmes that were either in progress and not completed or the start date was delayed as at 30 June 2024. This was at least in part due to the operational environment we are working in and the progression of Te Kuiti stormwater improvements in response to severe weather events that impacted part of the township.
- 3.3 The incomplete capital projects will continue into the 2024/25 financial year and therefore, the unexpended budgets will need to be carried over into the 2024/25 budget.

#### 4. Commentary

- 4.1 The 2023/24 financial year was impacted by a number of events that have delayed/impacted the completion of the capital works programme including, but not limited to severe weather events, prioritisation of other work programmes and the changes in the Water Reforms.
- 4.2 The proposed carry forwards will not impact the adopted 2024/25 funding requirement as all the carryover budgets have a funding source either through grants, reserves or debt.
- 4.3 The operational programmes that were incomplete or delayed, have been rated for and the rates were collected during the 2023/24 financial year.
- 4.4 **CAPITAL PROJECTS**
- 4.5 Total capital projects to be carried forward is \$6,114,000. The total revised capital programme for 2024/25 including the proposed carryovers will be \$27.6 million.
- 4.6 Of the total revised budget, the forecast roads capital expenditure is \$13.1 million (47%) including emergency reinstatement and Cyclone Dovi repairs, which will be largely funded from Waka Kotahi.

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#### 4.7 OPERATIONAL PROGRAMS / PROJECTS

4.8 The total operational projects to be carried forward is \$220,000.

Activity	Project	Carry Over \$
Roads	Unspent operational subsidised roads budgets to match NZTA funding for 2024-27.	163,000
Leadership	Unspent operational budgets for bylaw reviews.	20,000
Community Services	Development of imagery for district signs.	37,000
	<b>Total:</b>	<b>\$220,000</b>

#### 4.9 BETTER OFF PROJECTS

4.10 Total Better Off funding of \$3.55 million was allocated to Waitomo District Council as part of the , of this total \$1.37 million was spent at 30 June 2024. A further \$0.141 million of Tourism Infrastructure Funding (TIF) is also available for the Walkways project. The total available funding for these projects is \$3.691 million.

4.11 The revised budgets (expenditure and revenue) for Better Off projects are forecast in the table below.

Project	Allocation	Actual 2023	Draft Actual 2024	Forecast 2025	Forecast 2026	Uncommitted Funding
Town Gateways	450,000	0	3,625	446,375	0	0
Walkways*	537,000	65,878	307,463	163,659	0	0
LMC revitalisation	200,000	0	0	20,000	0	180,000
Sports Development Initiative	200,000	0	0	100,000	100,000	0
Housing Strategy	80,000	36,732	41,568	1,700	0	0
Mokau Museum	30,000	0	30,000	0	0	0
Rangatahi Pathways	600,000	133,716	216,964	215,430	33,890	0
Centennial Park Development	50,000	0	49,225	775	0	0
Sealing projects (Piopio, Benneydale Hall, SH30)	483,700	14,132	469,568	0	0	0
Marokopa Camp Ground	91,300	0	1,962	89,338	0	0
Unallocated tranche - • Waikato waters • Stormwater improvements	969,000	0	0	0	0	969,000
<b>Better Off Funding Projects + TIF Funding</b>	<b>3,691,000</b>	<b>250,458</b>	<b>1,120,375</b>	<b>1,037,277</b>	<b>133,890</b>	<b>1,149,000</b>

\*Includes TIF funding of \$141,000 to be spent by 31 December 2024 (legends walkway and track to stairs)

4.12 The unallocated tranche of \$969,000 has been earmarked in the LTP for funding stormwater improvements (\$719,000) and Waikato Waters model/transition costs (\$250,000).

## 5. Analysis of Options

5.1 Council has the option to approve the carryover budgets as proposed in the business paper or alternatively amend the carryover budgets. The majority projects are committed and/or in progress and reducing the available budget would negatively impact the completion of these projects.

**6. Considerations****6.1 RISK**

6.2 There is reputational risk associated with not approving the carry forward of these budgets to complete capital and operational projects as WDC has collected the rates for these projects and programs and not delivered them.

6.3 There is risk that the additional projects will have negative impact on the delivery of the projects planned to be delivered in the 2024/25 financial year.

**6.4 CONSISTENCY WITH EXISTING PLANS AND POLICIES**

6.5 The decision Council is being asked to consider in this business paper is not inconsistent with its existing plans and policies.

**6.6 SIGNIFICANCE AND COMMUNITY VIEWS**

6.7 It is considered that the decision will be of low significance when measured against WDC's Significance and Engagement policy.

**7. Recommendation**

1 That Council agrees to carry forward the 2023/24 capital and operational underspent budget to the 2024/25 financial year.

Document ID: 764283

**Report To: Council**

**Meeting Date:** 27 August 2024

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

**Type:** Decision Required

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

**1. Purpose of Report**

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

Note: It is Council'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
Valuation of Investment in Inframax Construction Limited at 30 June 2023	Section 7(2)(c)(i)  (c) To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information —  (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied;	Section 48(1)(d) –  That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
Chief Financial Officer	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.