

Document No: A710933

Report To: Council



Meeting Date: 26 March 2024

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

Type: Information Only

Purpose

- 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.

Background

2.1 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.

2.2 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; and
- 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.

Suggested Resolutions

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

A handwritten signature in blue ink, appearing to read "H BEEVER".

HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

March 2024

Community Partnership Grant Agreement 2021 - 2024

Waitomo District Council and Waitomo Caves Museum Society Incorporated
6-monthly report for March 2024

WAITOMO CAVES MUSEUM & VISITOR INFORMATION CENTRE

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, focusing on the key performance indicators identified in the agreement and the associated outcomes.

This report is for the period from June to December 2023.

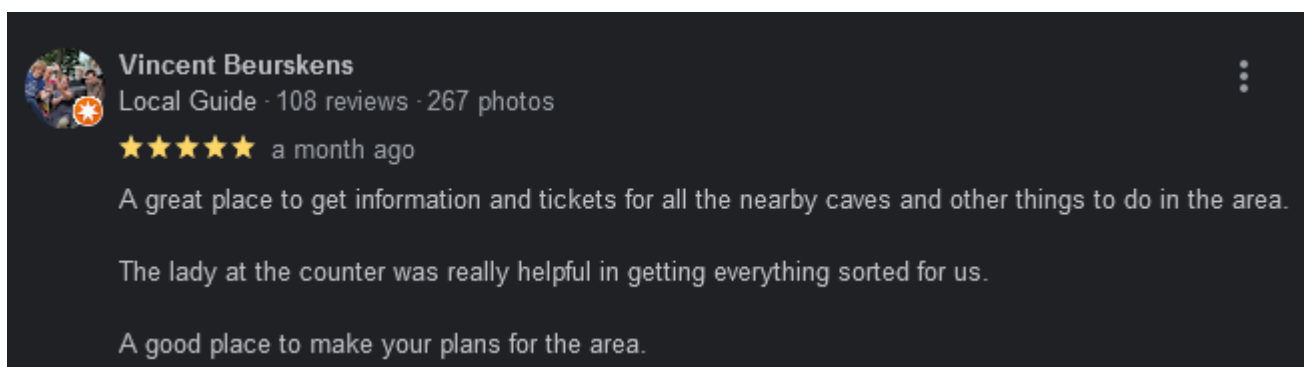
COMMUNITY PARTNERSHIP GRANT DELIVERABLES

Reporting on the KPIs of the Community Partnership Grant Agreement

KPI
To provide visitor information services by counter and phone enquiry for visitors to the Waitomo Caves Village.

We are required to provide accurate and objective information on activities in a timely manner and be courteous and professional when dealing with all enquiries. Visitor information services have been provided as outlined and the best demonstration of this is perhaps in online reviews, of which we have provided examples below.

Our customer satisfaction ratings on Trip Advisor and Google reflect an average score of greater than 4.5 / 5 stars, exceeding the KPI of our Community Partnership Grant Agreement.



File 1 - Page 3

Data from our sale system shows people from these countries visited in the reporting time period.

Country	Units
Australia	1329
USA	1271
NZ - Auckland	541
Germany	679
Local	1014
NZ - Other North Island	932
France	237
England	420
China	175
Canada	293
Other	503
NZ - Waikato Regions	468
Singapore	111
Netherlands	170
NZ - South Island	134
Korea - South	53
Japan	89
India	57
Switzerland	79
Spain	57
Italy	64
Austria	80
Finland	61
Hong Kong	46
Pacific Islands	48
UAE	48

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Indonesia	70
Malaysia	32
Brazil	36
Europe - Other	69
Chile	34
Ireland	57
Hawaii	35
Thailand	15
Taiwan	69
Wales	28
South America - Other	13
Argentina	24
Tahiti	20
Belgium	43
- To be completed	22
Mexico	30
Scotland	54
Philippines	28
Sweden	28
South Africa	15
Denmark	12
Israel	5
Portugal	9
Norway	26
Russia	18
Pakistan	10
Grand Total	9761

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The highest numbers of visitors over the past six months have come from Australia, the United States, Germany and the UK.

Our KPI for enquiry and booking activities in this reporting period was to be available for each day for 364 days of the year. The table below shows the number of people through the doors on average each day.

	Door count of	People / day
2023	people / month	(average)
June	1858	81
July	2932	113
August	1898	90
September	1501	83
October	2974	110
November	3958	152
December	5523	184

The Waitomo Caves Museum has been closed for one day in this reporting period, when a staff member became sick with Covid-19 and cover was not able to be found immediately.

Please note that even when the museum is closed, information is available to visitors via external brochure displays and our website.

KPI
To develop and promote the museum.
To archive, document and care for heritage material.
To provide information relating to the heritage of Waitomo Caves area

The museum displays include significant cave-related material and information relating to local heritage.

The collection, archives and documents, including the library collection belonging to the NZ Speleological Society, are actively maintained.

How well we are presenting the Waitomo Caves Museum is demonstrated by our reviews – please see below – and by the number of visitors.

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Brent H

Local Guide · 42 reviews · 90 photos

★★★★★ 2 months ago

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.



Ang R

19 reviews

★★★★★ 2 months ago

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!



Scott

3 contributions

👍 0 ...



A holiday full of great holes

Jul 2023 · Family

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.



Ateia M

1 contribution

👍 0 ...



Very nice experience in the waiting museum

Jul 2023 · Family

I went in with my partner and his family from Fiji the woman who greeted us had such a wonderful energy and beautiful service really loved every bit of our time in there the tour of the museum was amazing can't wait to come back again.

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The number of people visiting the Waitomo Caves Museum in the reporting period is shown in the table below.

	Adults	Children
2023		(not including schools)
June	137	75
July	226	210
August	97	85
September	138	126
October	193	123
November	356	130
December	473	212

KPI
To participate in the promotion of tourism in Waitomo Caves & the Waitomo District.
To provide information about non-commercial attractions in the district
To maintain a website and other advertising for the museum

We continue to participate in the promotion of tourism in the Waitomo District.

Our website promotes the museum and provides information about other attractions in the Waitomo District.

KPI
To provide public toilet facilities for Waitomo Caves Village, one of which will be open 24 hours per day.
To provide access to 3 rubbish receptacles through the grounds.

Included in our Community Partnership Grant is the provision of the public toilet facilities for Waitomo Caves Village.

Four public toilets are available for use by the public during the opening hours of the Waitomo Caves Museum & Visitor Information Centre.

Toilets are cleaned daily and are checked twice during the day for cleanliness and restocked with consumables as necessary.

After hours, when our doors are closed, one toilet is open from the exterior of the building, allowing public access 24/7.

There are three rubbish bins available for use outside the building.

Document No: A712255

Report To: Council



Meeting Date: 26 March 2024

Subject: **Presentation - Sport Waikato – Reporting against Multi-Year Community Partnership Grant Agreement**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Sport Waikato representatives Matthew Cooper, Chief Executive Officer, and Robbie Matthews, Regional Connectivity Coordinator, will be in attendance at 9.15am to present and speak to the Sport Waikato Multi-Year Community Partnership Grant Agreement.

Suggested Resolutions

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

A handwritten signature in blue ink that reads "H. Beever".

HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

Attachment: Sport Waikato Report

12 March 2024

Waitomo District Report

Date Range: 1 July – 31 December 2023



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ORGANISATIONAL UPDATE/S – Dr. Amy Marfell, Sport Waikato GM Regional Leadership

OUR PEOPLE

A focus on the provision of opportunities that meet the needs of the people of our region

**MORE ADULTS, MORE CHILDREN
'OUT THERE AND ACTIVE'**

BUILDING COMMUNITIES

A focus on quality local delivery of sport, recreation and physical activity experiences

HELPING COMMUNITIES TO HELP THEMSELVES

REGIONAL LEADERSHIP

A focus on regional and national partners working together to lead change and enhance outcomes

LEADING AND DELIVERING CHANGE

The work of Sport Waikato staff is guided by the Regional Strategy for Sport and Recreation in the Waikato – Moving Waikato – which is underpinned by a focus on 3 key areas: Our People; Building Communities; and Regional Leadership.

I'd like to take the time, on behalf of Sport Waikato, to thank Council for their (longstanding) support of Sport Waikato and the work that we do. Over the past year, we've been hugely successful in elevating some of our organisational goals to increase community physical activity participation, and particularly increasing the level of satisfaction children and young people are having in play, active recreation, sport and physical education. As we make our way to 75% of our region's population being active enough to positively impact their wellbeing, we know that quality, regular delivery of physical activity and participation satisfaction are key measures of the likelihood of sustained participation among young people.

- For tamariki (children aged 5-11 years) we have worked alongside 71 schools to increase the quality and quantity of physical education delivery with 91% of these schools now delivering better planned HPE and 73% increasing the frequency of delivery for the benefit of tamariki wellbeing.
- Equally our work has seen increased satisfaction among rangatahi in physical activity and sport in secondary schools from 22% of students in 2022 to 34% of students in 2023 being satisfied or highly satisfied with their experiences.



We're incredibly proud that more young people are now participating and enjoying their involvement in physical activity through the work that we are progressing with schools, communities and the sport and recreation sector.

Thank you again for your support and partnership, we look forward to continuing to work together in 2024 and beyond to increase the number of people in your community being active in ways that positively impact their wellbeing.




WAITOMO SPORT AND ACTIVE RECREATION PLAN MAJOR PROJECT UPDATES

STATUS	On Track 	Some Challenges 	High Risk 	Complete 
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Focus Areas	Progress	Further Considerations/ Proposed Future Actions	Status
<p>Opportunities for activity in the district are promoted via a central digital hub that is accessible to the community</p>	<p>Sport Waikato's new hub for activity - 'Actively' is currently in the build phase, and shortly moves into the population of data phase and testing. Following on from this there will be a soft launch of the website in the next couple of months. Social media channels and marketing will happen after soft launch with a full marketing plan. Actively is a bigger, better version of the previous 'Be Active' database of active listings (clubs, classes, recreation and under five activities) and will include playgrounds and parks, with extensive filtering options to help people choose the right activity for them.</p>	<p>Sport Waikato will communicate the launch of the new Actively website via multiple social media channels and will also seek council support to help ensure a region wide reach and uptake.</p>	
<p>Support activity deliverers in the district to better understand the needs of the participant (with a particular focus on target groups of children and young people, women and girls, and deprived communities)</p>	<p>Tū Manawa Sport Waikato continues to support the local education, community and sport and recreation sector in the region to access Tū Manawa funding opportunities to support the delivery of sport and recreation programmes, activations and play for children (tamariki 5-11 years) and youth (rangatahi 12-18 years). The fund aims to provide quality opportunities in play, active recreation and sport for those who are missing out.</p> <p>Within the Waitomo district during this reporting period \$52,300 has been allocated to a number of key initiatives including:</p> <ul style="list-style-type: none"> • Waitomo Kaahui Ako – Mau Maniapoto (Mau Raakau Workshops in schools) • Empower Wahine – I am Yoga (Waitomo & Otorohanga) • Rural Tamariki Wellbeing (Aria & Bennydale) - I am Yoga <p>An additional \$61,102 was awarded regionally with Waitomo District components included within the following successful applications</p> <ul style="list-style-type: none"> • Waikato Women’s Rugby League • Northern Cricket Community Connection Festivals • Young and Healthy Trust – Virtual Adventure 	<p>Sport Waikato will continue to drive applications from the district, including but not limited to, sports clubs, recreation providers and education settings (e.g., primary and secondary schools).</p> <p>Sport Waikato are actively looking to support delivery to happen in the Waitomo District.</p> <p>We would also invite Council to consider applications to the fund for the purposes of any play, active recreation and sport delivery projects that they may wish to implement.</p> <p>We are working with future applicants for the next round of funding by providing support and advice through the expressions of interest process.</p> <p>Continue to provide deliverers with connections and links to specific participation data, profiles and trends to assist with modifications in programming</p>	



	<ul style="list-style-type: none"> Otorohanga RDA <p>We are working with future applicants for the next round of funding by providing support and advice through the expressions of interest process.</p>	<p>and or delivery methods to ensure quality experiences.</p>	
<p>Grow local sector capability through the provision of targeted workshops and education initiatives</p>	<p>Growing Connections Conference - In November, Sport Waikato hosted the inaugural Growing Connections Through Play, Active Recreation, Sport and Curriculum Conference – a capability building event for primary, intermediate and secondary school principals, teachers, sports coordinators and sport staff as well as those leaders working in community sport and recreation settings (e.g., regional sporting organisations (RSOs) and clubs).</p> <p>Waitomo School Attendees: <i>Pukenui, Piopio College, Taumarunui, St Josephs, Piopio Primary, Aria, Waitomo, Te Kuiti Primary.</i></p> <p>Professional Learning in Primary Schools - Within the Waitomo District Kaahui Ako, four school, strength and needs analysis exercises were completed. These help to identify and celebrate what is done well, but also to identify areas for support and development, within health, physical activity, and sport.</p> <p>Additionally, using Sport NZ’s Move Well resource, whole staff training opportunities were facilitated, with the aim being to help support competence and confidence within teachers to deliver quality HPE opportunities to students.</p> <p>WAKA Kahui Ako/Waitomo School Cluster - Sport Waikato facilitated Professional Development Workshops alongside leaders in the following schools:</p> <ul style="list-style-type: none"> One on One HPE Planning school-wide – Pukenui School One on One HPE Planning – Juniors – St. Joseph’s Catholic School Supported re-imagined Tryathlon HPE planning whole School – Mokau HPE Planning – Senior School Rangitoto Worked into St. Josephs and Pukenui schools observing a number of classes within the schools 	<p>With 270 attendees, the conference was well received with overwhelming positivity being expressed regarding the concept and programme, complete with 14 different sessions catering to the breadth of roles and responsibilities attending.</p> <p>Sport Waikato looks forward to supporting our key partners with implementing their learning, as we work together to grow the physical activity levels of our region’s young people.</p> <p>Continue to build relationships with key people and encourage and facilitate the sharing of ideas and best practice within these communities.</p>	



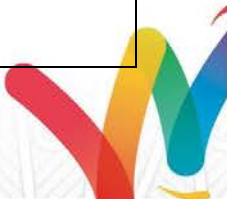
	<ul style="list-style-type: none"> • Piopio Primary School Principal Support – Providing resources and guidelines for a Parent/Supporter Code of Conduct for Winter Sports <p>Early Childhood Education U5 team has built a relationship with Te Kuiti Te Pukeiti Early Childhood Centre which is aligned with Te Nehenehenui Trust. Sport Waikato are supporting this centre, and a koohunga that they work closely with, to formally get physical activity implemented into their annual plan and introduce a physical activity policy.</p>		
<p>Support Coach Development in the district in both school and community settings</p>	<p>Sport Development Initial engagement with Te Kuiti High School and Piopio College to identify leaders within these schools around connecting, supporting and growing coaches and volunteers, with a key objective to have a more quality experience for volunteers and participants being integral to this engagement within these schools.</p>	<p>Sport Waikato along with the identified leaders and the schools will be building capability throughout 2024. We will be supporting the leaders to build sustainable and localised coaching confidence and competence, specifically around game based and person centred coaching that meets the needs of the participant.</p>	<p>●</p>
<p>Drive key outcomes, alongside District Council staff, as identified in the district sport and recreation plan – including and with specific attention to local facilities projects</p>	<p>King Country Indoor Stadium Ongoing promotion of the facility and opportunities within the wider community, including cross district (Regional).</p>	<p>Sport Waikato will continue to support this project through the various stages as the King Country Indoor Stadium is highlighted as a key infrastructure project in the Waikato Regional Active Spaces Plan.</p>	<p>●</p>
	<p>Vibrant Waitomo Attendance at the regional coalition group. Action items from the Waitomo District Play, Active Recreation and Sport Plan have been developed to link to Vibrant Safe Waitomo. Sport Waikato led action items are in progress including the development of the Sport and Active Recreation Advisory Group.</p>	<p>Continued inclusion of Sport Waikato representatives on the Coalition and local working groups. Continued link to Waitomo District Play, Active Recreation and Sport Plan. Activation of Relevant Action points that are in the 2024-25 Action plan.</p>	<p>●</p>
	<p>Town Concept Planning Review Regional Connectivity Coordinator supported council to connect the Sports Clubs and Active Recreation Providers to attend the Centennial Park Revitalisation consultation meetings to ensure that they understood the opportunity to be a voice and contribute within this process.</p>	<p>Sport Waikato – through the Regional Connectivity Coordinator’s presence within this process can provide this neutral stance utilising insights, data, trends and regional and or national examples and</p>	<p>●</p>




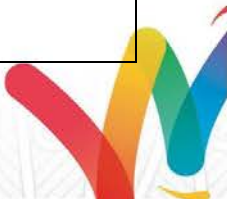
	<p>Regional Connectivity Coordinator connected with Council Placemaking and Development Lead to consider Play being included within the TCP, identified Playground development in Bennydale and passed on potential options to include within the development. Connected also with Parks and Recreation Manager to support Play considerations within other Playground and Green space upgrades.</p> <p>This consultation also included discussion around considering community consultation within the development process.</p>	<p>case studies to ensure informed decisions are based on need.</p>	
	<p>Hosted District Sports Forum – Bringing together community and potential sport leaders within Waitomo who are influential in guiding the future of sport within the area.</p> <p>First Forum was held in September 2023 to get an understanding of the ‘State of Sport’ within the district, what are the challenges and what the future looks like. Key discussion points covered:</p> <ul style="list-style-type: none"> • Hubbing and shared services • Coach and Volunteer support • Building principals and leaders • How to engage with youth that are not currently active <p>Sport Waikato continues to work alongside both Council and the Community to explore needs and options within and for the community, with current infrastructure, needs and feasibility also being considered. External consultants have been appointed to explore options further.</p> <p>Regional Connectivity Coordinator has used the opportunity to connect with the local sport and recreation sector, through the process of following up survey uptake, to have thought provoking conversations around opportunities to collaborate.</p>	<p>Sport Waikato will continue to connect the local sport and recreation sector (e.g. clubs) with opportunities to reflect on and enhance their sustainability.</p> <p>A State of Sport Forum follow-up is scheduled for the 25th March 2024. The forum will be focusing on the 2 key actions that came out of the September forum - collaboration and growing participation alongside quality experiences and opportunities. Individual conversations have taken place with clubs and organisations since the September forum to ensure readiness for an action-based meeting in April where we can look to work alongside clubs to support new ways of working.</p>	<p style="text-align: center;">●</p>
	<p>Sport NZ ‘Active As’ Project – King Country Cluster</p> <p>Sport New Zealand Ihi Aotearoa have launched a new project between regional agencies and themselves supporting secondary schools and wharekura to provide quality active recreation and sport opportunities.</p>	<p>Sport Waikato will continue to support this ‘Active as’ period project through the various stages over the 3 year project.</p>	<p style="text-align: center;">●</p>







	<p>40 secondary schools and wharekura will be supported to design and implement their own physical activity initiatives through to December 2026.</p> <p>There are 4 King Country schools that have been selected to be part of this project. The King Country Cluster includes Taumarunui High School , Te Kuiti High School, Piopio College and Otorohanga College. Each school will receive between \$80 - \$100k every year for 3 years towards the project activities. These schools are 4 of only 40 schools in Aotearoa that have been selected to be part of this project.</p> <p>Schools are to design their own initiatives. Rangatahi voice should be at the heart of the Active As initiative to ensure akonga are able to be active the way they want to be. Schools are encouraged to consider through their design, the below points:</p> <ul style="list-style-type: none"> • Enhancing the wellbeing of rangatahi through physical activity • Increasing the physical activity levels of rangatahi, particularly those that are less active • Demonstrating the value of physical activity to educational priorities <p>Sport Waikato, as the regional support agency, have been providing professional learning and development and access to local support networks</p> <ul style="list-style-type: none"> • Have supported the identified schools rangatahi leaders at the two Sport NZ project workshops held late in 2023 • Supported schools to complete and present their projects to a panel for feedback • All schools have completed their presentations and their proposals have been approved by Sport NZ • Sport Waikato staff have since met with the schools individually to discuss implementation of the projects <p>King Country Secondary School Sports Coordinator Cluster meeting The Cluster meeting hosted by Sport Waikato Sport Development, Secondary School lead and ‘This is Me’ teams. Representatives from Taumarunui, Piopio, Te Kuiti, Oparure, Otorohanga and Te Awamutu were at the meeting.</p>	<p>Sport Waikato will continue to connect the local sport and recreation sector (e.g. clubs, community and local providers) to support the Active As project where possible.</p> <p>Sport Waikato will continue to connect the local Secondary Schools with opportunities to enhance their participation in local sporting and active recreation opportunities. Sport Waikato will ensure Rangatahi have a voice within Play, Active Recreation and Sport within their local communities.</p>	
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	<p>These cluster meetings provide an opportunity for the Regional Connectivity Coordinator to present the concept of the Waitomo and Otorohanga District Sport and Active Recreation Advisory Group. Schools to identify youth from respective district school to be a voice within this advisory group.</p> <p>Other topics of discussion included the Rural Travel Fund that is managed by Councils and the need for more support within this Fund for the rural districts. Travel presented as the biggest barrier for all of the above schools. This Cluster have already been collaborating on a range of actions from the meeting including:</p> <ul style="list-style-type: none"> • Initiating sharing of players to make up combined sports teams to ensure Rangatahi had an opportunity to participate in their chosen sport • Initiating small game, fun opportunities to be able to have a go at sport within their lunchtime and PE spaces. Sharing concepts and brainstorming in this cluster space • Coordinate King Country winter and summer interschool sport fixtures and programme 		
<p>Provide stakeholders with district specific insights to support decision-making and enable community conversations</p>	<p>Voice of Tamariki (VOT) & Voice of Rangatahi (VOR)</p> <p>The Voice of Rangatahi (VoR) survey is a collaboration between Sport New Zealand and Regional Sports Trusts (RSTs). The RSTs and schools that take part have direct access to their own and regional data, which helps them establish what is working and what could be improved with physical activity at secondary schools.</p> <p>We worked with Te Kuiti High School and Piopio College to complete the Voice of Rangatahi survey alongside their students.</p> <p>We additionally collected end of season secondary school participant data on competition experience in rugby, football, badminton, and basketball.</p>	<p>Continue to provide deliverers with connections and links to specific participation data, profiles and trends to assist with modifications in programming and or delivery methods to ensure quality experiences.</p> <p>Encourage schools to participate in the VOT surveys to ensure a local perspective and inform Sport Waikato support mechanisms moving forward.</p> <p>This data is used to help schools and RSOs to offer opportunities that are more accessible, address barriers to participation and enhance participant experience.</p>	



	<p>SportsEye - Sport Waikato have partnered with data intelligence company ActiveXChange to assist with regional wide infrastructure, participation, and community profile mapping to help inform future planning for play, active recreation, and sport provision. Through partnership with Sport Waikato, council have access to the use of this resource.</p>	<p>We are collaborating with council staff to use this tool as evidence for projects. This has included playground surveying, community hall use, usage patterns of parks and reserves, and levels of service. We are further supporting the development of this platform with the ingestion of sport specific membership data.</p>	
<p>Contribute to Council conversations about play, active recreation and sport via regular meetings and collaboration on key projects</p>	<p>Sport Waikato would like to thank the Waitomo District Council for their willingness to allow the Regional Connectivity Coordinator a regular hot desk arrangement within council offices, specifically within the community facilities team, that has allowed for these types of conversations to take place on a regular basis.</p>	<p>Regular access to council office space with more spontaneous and kanohi ki te kanohi (face to face engagement) results in improved outcomes.</p> <p>Continue to have conversations with and work alongside Council to engage teams within Council to consider and embrace, play, active recreation and sport in their planning and collaborative projects.</p>	
	<p>Town Concept Planning/Spatial Plan Review – Sport Waikato continues to contribute to district wide town concept planning and growth discussions and has been involved with consultation planning and attended stakeholder sessions run by council.</p>	<p>Sport Waikato will continue to be involved in these conversations to ensure that play, active recreation and sport provision for the community meets growth needs and a strategic vision towards provision and development across the district is provided.</p>	
<p>Increase collaboration and connection between key stakeholders in play, active recreation and sport in the district through community partnerships</p>	<p>A key role of Sport Waikato staff is to support connections between key stakeholders in play, active recreation and sport to enhance community outcomes. These connections include council and council staff, national groups such as Recreation Aotearoa, Walking Access Commission, RSO's/NSO's, and local groups. Key projects where Sport Waikato is supporting this type of action is involvement in the King Country Indoor Stadium project, District Sport and Active Recreation Advisory Group and scoping Hubbing opportunities.</p> <p>Regional Connectivity Coordinator presently working on 3 Hubbing opportunities within the Waitomo District.</p>	<p>Continue to work alongside key stakeholders who activate play, active recreation and sport opportunities across the district.</p> <p>Continue to support and engage leaders to promote collaboration within the community, and across districts, for the betterment of play, active recreation and sport in the King Country region.</p>	



	<ul style="list-style-type: none"> • Piopio Equestrian & Domain Hub – includes Piopio Pony Club, Piopio Adult Riding Club, Piopio Polocrosse Club and Piopio Rugby Club • Centennial Park Community, Sport and Cultural Hub – Working with Council staff to scope out the potential for a Community, Sport, Council and Iwi partnership opportunity to revamp Centennial Park • Waitomo Village Sports & Community Hub – Working with the existing Waitomo Sports Club to support other opportunities to develop the club into a ‘Community Sports Hub <p>Cross District Collaboration Regional Connectivity Coordinator presently working on a project with the Otorohanga District Development Board on behalf of the Otorohanga District Council to assess the appetite for Cycleways in the District.</p> <ul style="list-style-type: none"> • Otorohanga Cycleways Project – Develop a district wide cycle trail network and interconnected walking and cycling network for Otorohanga. Includes Otorohanga to Waitomo Cycleway and Bike Park (ODDB) <p>These workshops and meetings with various parties has instigated wider conversation and consideration for the connectivity to include the Waitomo District Cycle Way opportunities such as the ‘Timber Trail’ and the potential opportunity to connect this to the above.</p> <p>Regional Connectivity Coordinator working with Michelle Hollands to develop a Cycle ways projects and Strategy to include both districts.</p>		
<p>Lead the development and review of the district sport and recreation plan, in collaboration with the District Council</p>	<p>Local PARs Plan 2025-2028 The new addition of the plan is currently being developed (alongside Council staff) and will look to align with council’s LTP processes. This evidence-based plan combines local and regional insights, including participation and demographic trends from clubs, organisations, and community members. Staff can access the data and trends already outlined in the draft plan.</p>	<p>The Regional Connectivity Coordinator will work alongside the steering group and bring in other staff to form the action plan that comes out of the new edition. Guidance will be sought from council staff on the consultation and adoption process over the next couple of months to ensure the plan aligns with LTP processes.</p>	<p>●</p>
<p>Identify opportunities to appropriately celebrate</p>	<p>Waikato Sport & Active Recreation Awards - hosted by Sport Waikato, the awards are being held at the Claudelands Event Centre on Thursday, 15th February 2024. This event is a community-focused celebration of connection,</p>	<p>Sport Waikato will continue to celebrate these new award categories, not least because they align with our strategic outcomes, but importantly because</p>	<p>●</p>



<p>positive sport and recreation outcomes</p>	<p>partnerships, diversity and inclusion and activation of spaces. This event will recognise excellence across seven categories: Community Connection, Sport & Active Recreation Partnership, Outstanding Active Space Initiative, Commitment to Diversity & Inclusion, Community Unsung Hero, Community Coach, and Commitment to Youth Engagement.</p>	<p>these individuals, groups and initiatives often go unrecognised without such an awards format.</p>	
	<p>Play Week & Get Outdoors Week – Between the 6th and 20th November we highlighted the two weeks with a competition aimed at families and individuals to show us how they play outdoors and supported by a Move Your Mood video showing a mum at the park intending to sit down on her phone but ends up playing with the kids, Facebook and LinkedIn posts showing a Let’s Talk Play Workshop delivered to council staff, and Sport NZ playweek.co.nz resources.</p>	<p>Thank you to council Communication Teams for amplifying these messages and continuing to support the message that Play is for everyone and can happen anywhere.</p>	

REGIONAL SPORT WAIKATO PROGRAMME UPDATES

Programme	Programme Updates
<p>Waikato Regional Active Spaces Plan (WRASP)</p>	<p>Sport Waikato continues to guide the progression of facility development priorities projects, optimisation and governance initiatives outlined in the Waikato Regional Active Spaces Plan (WRASP), along with supporting partners with spaces and places planning advice, growing the region’s facilities planning network. Sport Waikato continues to lead the development of the 4th edition of the WRASP due for completion in Q1 2024. As part of the review process, we ran a workshop with council partners in August and presented on the need for a regional infrastructure fund (regional rate) to support development priorities at the Regional Council LTP workshop in October and Mayoral Forum in November.</p>
<p>Regional Natural Bodies of Water – Network Plans</p>	<p>Sport Waikato continues to lead, alongside consultants Visitor Solutions, the development of the Waikato Natural Bodies of Water Network Plan which is a key recommendation of the Waikato Regional Active Spaces Plan (WRASP). This regional wide piece of work will include the development of a plan outlining outdoor bodies of water (lakes, rivers, oceans) accessible for a range of user groups including on-water activities (rowing, kayaking, sailing, waka ama, dragon boating) and include information about water quality and site management. This work will include developing an inventory of existing facilities and ancillary infrastructure currently supporting water sport, active recreation along with providing recommendations around investment. All local government authorities, Waikato Regional Council and Sport NZ through Sport Waikato’s partnership have funded the project. This is due for completion in the first quarter of 2024.</p>
<p>Waikato Regional Water Safety Strategy 2023-2030</p>	<p>On December 1st, we were proud to launch the Waikato Regional Water Safety Strategy – a nation first and the beginning of the Waikato region’s targeted and collaborative efforts to reduce the number of preventable drownings in the region to 0 by 2030.</p> <p>The strategy, which was formed by a steering group comprising Sport Waikato representatives (CE and GM), Water Safety NZ CE, Swimming Waikato CE, a Waikato Tainui representative, 2 Waikato TLA CE Forum representatives (Waikato District Council CE and Hamilton City Council GM Community), Regional Director Ministry of Education – Waikato and the Waikato Regional Council Harbourmaster. A very special thank you to Gavin</p>



for his contribution and commitment to this group, where his knowledge was invaluable as was his ability to quickly rally his CE colleagues to gain endorsement and support for the strategy's aims and objectives.

We wish to thank Council for their endorsement of the strategy through the CE forum and look forward to working with Council, its staff, and Elected Members as we begin implementation.



Document No: A713177

Report To: Council



Meeting Date: 26 March 2024

Subject: **Presentation: Waikato Regional Council – Simplifying Public Transport Funding**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Waikato Regional Council representative, Sarah Loynes (Manager – Transport Policy and Programmes) will attend the meeting at 9.30am to brief Council on the proposal for funding Public Transport across the Region (including the Te Kuiti Connector bus) ahead of their formal consultation process.

Suggested Resolution

The Presentation from Waikato Regional Council on Simplifying Public Transport Funding be received.

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

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 27 FEBRUARY 2024 AT 9:00AM

- PRESENT:** Mayor John Robertson
Deputy Mayor Allan Goddard
Councillor Dan Tasker
Councillor Eady Manawaiti
Councillor Gavin Todd
Councillor Janette Osborne
- IN ATTENDANCE:** Nicola Greenwell (Chief Executive of Hamilton & Waikato Tourism)
Grace Everitt
- Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
General Manager – Community Services, Helen Beever (for part only)
General Manager – Strategy and Environment, Alex Bell (for part only)
Chief Financial Officer, Tina Hitchen (for part only)
General Manager – Infrastructure Services, Shyamal Ram (for part only)
Manager – Strategy and Policy, Charmaine Ellery (for part only)
Property and Facilities Manager, Liz Riley (for part only)

1. Karakia Tuwhera

2. Apology

Resolution

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

Robertson/Goddard Carried

3. Declarations of Member Conflicts of Interest
--

No declarations made.

4. Change to Order of Items on the Agenda
--

Mayor Robertson requested that the confidential business paper on Council Commercial Activities Analysis be moved into public meeting as there is no reason to consider the paper in the public excluded portion of the meeting.

There were no objections from Elected Members to the item being considered in the public.

5. Presentation: Hamilton Waikato Tourism – 6 Monthly Report

Council received a presentation from Nicola Greenwell, Chief Executive of Hamilton & Waikato Tourism, to present and speak to the Hamilton & Waikato Tourism 6-Monthly Report.

The General Manager – Strategy and Environment entered the meeting at 9:16am.

Resolution

The Presentation from Hamilton & Waikato Tourism – 6-Monthly Report be received.

Goddard/Manawaiti Carried

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Nicola Greenwell (Hamilton & Waikato Tourism) and the General Manager – Community Services left the meeting at 9.20am.

6. Deputation: Grace Everitt

Mayor Robertson welcomed Grace Everitt to the meeting to make a deputation on her concerns regarding the area around the Centennial Park Sports Grounds, including vehicle speeds and burnouts, and the need to publicise and enforce the liquor ban at the Sports Grounds.

Resolution

- 1 The Deputation from Grace Everitt be received.
- 2 A business paper be prepared for Council providing details on the proposed speed limits for the area, the liquor ban area and signage.

Goddard/Manawaiti Carried

The General Manager – Strategy and Environment left the meeting at 9.31am.

7. Confirmation of Minutes: 28 November 2023

Resolution

The Minutes of the Waitomo District Council meeting of 28 November 2023, including the public excluded minutes, be confirmed as a true and correct record.

Robertson/Tasker Carried

8. Receipt of Unconfirmed Minutes: Audit and Risk Committee– 13 February 2024

Resolution

The Unconfirmed Minutes of the Audit and Risk Committee meeting of 13 February 2024, including the public excluded Minutes, be received.

Goddard/Todd Carried

9. Receipt of Unconfirmed Minutes: Appointments and Chief Executive Relationship Committee – 12 December 2023

Resolution

The Unconfirmed Minutes of the Appointments and Chief Executive Relationship Committee meeting of 12 December 2023, including the public excluded Minutes, be received subject to correction of Councillor Todd's name in the header.

Robertson/Todd Carried

10. Mayor's Report – February 2024

Council considered a business paper presenting the Mayor's Report for February 2024.

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

Resolution

The Mayor's Report – February 2024 be received.

Robertson/Osborne Carried

11. Chief Executive's Report – February 2024

Council considered a business paper providing the Chief Executive's oversight of the organisation and its progress toward achieving its vision, outcomes, and priorities.

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

Mayor Robertson noted that the Roads Maintenance Contract renewal was not included in the business paper. The Chief Executive gave members a verbal update on progress with the contract renewal process.

Resolution

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

Manawaiti/Tasker Carried

12. Adoption of 2024 Meeting Schedule
--

Council considered a business paper presenting a Meeting Schedule for the 2024 calendar year for consideration and adoption.

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

Resolution

1 The business paper on Adoption of 2024 Meeting Schedule be received.

2 Council adopt the following Meeting Schedule for the 2024 calendar year:

Tuesday	13 February 2024	9:00am	Audit and Risk Committee Meeting
Tuesday	27 February 2024	9:00am	Council Monthly Meeting
Thursday	7 March 2024	2.30pm	Te Raangai Whakakaupapa Korero
Tuesday	26 March 2024	9:00am	Council Monthly Meeting <i>(Adoption of Consultation Document and Supporting Information for draft Long Term Plan for Audit)</i>
Tuesday	9 April 2024	9:00am	Council Meeting <i>(Adoption of Statement of Proposal for draft Long Term Plan for Consultation)</i>
Tuesday	30 April 2024	9:00am	Council Monthly Meeting Hearing: Submissions to Waste Management and Minimisation Plan
Tuesday	14 May 2024	9:00am	Audit and Risk Committee Meeting
Tuesday	14 May 2024	1.00pm	Council Meeting <i>(Deliberation of Submissions to Waste Management and Minimisation Plan)</i>
Tuesday	28 May 2024 29 May 2024	9:00am	Hearing: Submissions to Long Term Plan <i>(If required)</i>
Tuesday	4 June 2024	9:00am	Council Meeting <i>(Deliberation of Submissions to draft Long Term Plan)</i>
Tuesday	25 June 2024	9:00am	Council Monthly Meeting <i>(Adoption of Long Term Plan and Waste Management and Minimisation Plan)</i>

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Tuesday	30 July 2024	9.00am	Council Monthly Meeting
Tuesday	13 August 2024	9.00am	Audit and Risk Committee Meeting
Tuesday	27 August 2024	9.00am	Council Monthly Meeting
Tuesday	24 September 2024	9.00am	Council Monthly Meeting
Tuesday	15 October 2024	9.00am	Audit and Risk Committee Meeting (Consideration of Annual Report)
Tuesday	29 October 2024	9.00am	Council Monthly Meeting
Tuesday	26 November 2024	9.00am	Council Monthly Meeting

- 3 Meetings are to be convened in the Council Chambers, Queen Street, Te Kuiti commencing at 9.00am, unless publicly notified otherwise.

Robertson/Manawaiti Carried

13. Documents Signed Under Seal

Council considered a business paper informing Council of documents signed under the Common Seal of the Council, in accordance with Council's Policy on the Use of the Council Seal.

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

Resolution

The business paper on Documents Signed and Sealed under Council's Common Seal be received.

Robertson/Goddard Carried

The Chief Financial Officer entered the meeting at 9.54am.

14. Bi-Monthly Activity Report: Information Services, Finance and Leadership/Governance Activity Update Report

Council considered a business paper providing an update on the activities of Finance, Information Services and Leadership/Governance.

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.

Tasker/Todd Carried

The Chief Financial Officer left the meeting at 9.58am.

15. Tainui Wetere Domain Recreational Reserve Society Incorporated Lease

Council considered a business paper seeking Council's consideration of a suitable rental amount for the Ground Lease of the Tainui Wetere Domain Recreational Reserve Society Incorporated for the Tainui Domain.

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

The Chief Financial Officer re-entered the meeting at 10:12am.

The Chief Financial Officer explained the reasoning for there only being one rating line on the rate demand for the Tainui Wetere Domain.

The Chief Financial Officer left the meeting at 10:13am.

Mayor Robertson acknowledged the differing opinions on this matter around the Council table.

Resolution

- 1 The business paper on Tainui Domain Recreational Reserve Society Incorporated Lease be received.
- 2 Council rescinds Resolution 2 of Public Excluded Item 2 "Tainui Wetere Domain Recreational Reserve Society Incorporated Lease" made on 28 November 2023 which reads: "*Council obtain an independent valuation of the Domain property, including an assessment of lease value.*"
- 3 Council approves a notional market rental for the Tainui Wetere Domain of \$2,100 per annum.
- 4 That the Tainui Domain Recreational Reserve Society Incorporated will pay rates as assessed by Waitomo District Council.
- 5 There is a Community Lease Grant of \$2,000 per annum granted to the Tainui Wetere Domain Recreational Reserves Society Incorporated.

Robertson/Goddard Carried

Councillors Osborne and Tasker requested that their objection to the resolutions be noted in the Minutes.

The meeting adjourned for morning tea at 10:25am and reconvened at 10:38am.

The General Manager – Infrastructure Services and General Manager – Community Services entered the meeting at 10:38am.

16. Better-Off Funding Update

Council considered a business paper informing of progress of the '3 Waters' Better-Off Central Government funded projects.

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

Mayor Robertson requested a more detailed update be provided to Council on the specific projects and funding, noting that the additional round of Better Off funding originally forecast is no longer available.

Councillor Osborne suggested a launch/social walk once the Motakiora/Brook Park - Mangaokewa River Walkway is completed. The Chief Executive advised that a launch will be arranged once the project is completed.

Resolution

- 1 The business paper on Better-Off Project updates be received.
- 2 A detailed update be provided to Council on the specific Better-Off Funding projects including the current funding status of each project.

- 3 An update on the Rangatahi Pathways Programme be provided to Council mid-way through the current calendar year.

Osborne/Goddard Carried

17. Grassroots Trust Limited Grant Application - Centennial Park Grandstand

Council considered a business paper presenting the grant application to Grassroots Trust Limited to support upgrades to the Centennial Park Grandstand.

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

Resolution

- 1 The business paper on Grassroot Trust Grant Application – Centennial Park Grandstand be received.
- 2 Council approve the lodging of a grant application to Grassroots Trust Limited for funding towards the upgrade of the Centennial Park Grandstand for an amount up to \$250,000 excluding GST.

Robertson/Osborne Carried

The Chief Financial Officer re-entered the meeting at 10:57am.

18. Civic Financial Services Ltd - Statement of Intent to 31 December 2024

Council considered a business paper presenting the Statement of Intent to 31 December 2024 for Civic Financial Services Ltd

Resolution

- 1 The business paper on the Civic Financial Services Ltd Statement of Intent to 31 December 2024 be received.
- 2 The Civic Financial Services Ltd Statement of Intent for Civic Financial Services Ltd for the year ended 31 December 2024 be received.

Goddard/Todd Carried

The Chief Financial Officer left the meeting at 10:58am.

Manager – Strategy and Policy entered the meeting at 10:58am

19. Adoption of Statement of Proposal for Consultation on draft Waste Management and Minimisation Plan 2024

Council considered a business paper seeking approval of the Statement of Proposal and the draft Waste Management and Minimisation Plan 2024 for public consultation.

The General Manager – Strategy and Environment entered the meeting at 11:00am.

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

Resolution

- 1 The Business Paper on the Adoption of the Statement of Proposal for Consultation on the reviewed Waste Management and Minimisation Plan 2024 be received.
- 2 Council adopts the Statement of Proposal, which includes the draft Waste Management and Minimisation Plan 2024, for public consultation.
- 3 Council approves that the Public Consultation period begins on 4 March 2024 and concludes on 8 April 2024.
- 4 Council authorises the Chief Executive to make any editorial or layout changes to the Statement of Proposal that may be necessary before it is made publicly available.
- 5 Council receives the Waste Assessment dated September 2023.
- 6 Council receives the Medical Officer of Health's feedback obtained in September 2023.

Manawaiti/Osborne Carried

The General Manager – Infrastructure Services left the meeting at 11:05am.

20. Bi-Monthly Activity Report: Regulatory Activity Update Report

Council considered a business paper providing an update on the 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.

Council noted the correction required to paragraph 3.10 of the business paper - that the Long Term Plan hearing date is scheduled for Tuesday 28 May (with Wednesday 29 May as back-up day if required).

Resolution

The business paper on the Regulatory Activity Performance Reporting be received.

Robertson/Manawaiti Carried

21. Te Kuiti Primary School – Land Swap

Council considered a business paper seeking a decision from the Council on a potential land swap with Te Kuiti Primary (Ministry of Education) to rectify a long-standing land tenure issue.

The General Manager – Community Services entered the meeting at 11:11am.

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

Resolution

- 1 The business paper on Te Kuiti Primary – Land Swap, be received.
- 2 Council authorises the Chief Executive to proceed with the land swap subject to acceptable terms and conditions being agreed between Council and the Ministry of Education.

Goddard/Osborne Carried

22. Audit – Long Term Plan 2024-2034

Council considered a business paper presenting the Audit Engagement Letter for the audit of the Long Term Plan 2024-2034.

Council noted:

- 1 The Long Term Plan Consultation Document will not be audited by the Office of the Auditor General this year so will not include an audit opinion. This is due to the late inclusion of 3 Waters into the Long Term Plan therefore not allowing all councils sufficient time to complete this process and still adopt by 30 June 2024.
- 2 Through the process of auditing the Long Term Plan of which the Consultation Document is a key component, the Auditor will assess the Consultation Document content and underlying assumptions.

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

The Chief Financial Officer entered the meeting at 11:16am.

he General Manager – Infrastructure Services entered the meeting at 11:17am.

Mayor Robertson recommended that no comment outside the core activities be included in the Long Term Plan i.e. comments re Future of Local Government, so that the audit fees are restricted to solely Council business.

Resolution

- 1 The business paper on Audit: Long Term Plan 2024-2034 be received.
- 2 The Deloitte Audit Engagement Letter be accepted.
- 3 In accordance with the delegation contained in the Terms of Reference of the Audit and Risk Committee the Chief Executive be authorised to sign on behalf of the Waitomo District Council the Deloitte Audit Engagement Letter.

Goddard/Todd Carried

23. Financial Report for the Period ended 31 December 2023

Council considered a business paper providing an overall progress report on WDC's financial activities for the period ended 31 December 2023.

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

Resolution

The business paper on the Financial Report for the period ending 31 December 2023 be received.

Robertson/Goddard Carried

24. Council Commercial Activities Analysis

Council noted that this item was published in the Agenda as public excluded, but at the request of the Mayor agreed at the beginning of the meeting to re-order the Agenda and consider this item in the public part of the meeting.

Council considered a business paper providing an update of the operating cost/rating requirement position of Council activities that are more commercial than social, regulatory or infrastructure in nature, with the aim of reducing this type of activity to reduce rates for non-core activities. The activities covered in the business paper are Aerodrome, Elder

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Persons Housing, Other Properties, Council Owned Quarries, and Inframax Construction Ltd.

The Property and Facilities Manager entered the meeting at 11:42am.

The Chief Executive, Chief Financial Officer, General Manager – Infrastructure Services and Property and Facilities Manager expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The business paper on Council Commercial Activities Analysis be received.
- 2 This business paper be presented to Council annually in a consistent format.

Robertson/Todd Carried

The Property and Facilities Manager left the meeting at 11:55am.

25. Motion to Exclude the Public

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

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
Release of Council Property for Housing Development – Eketone Street, Te Kuiti	Section 7(2)(c)(h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)

- 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 Committee with its decision making:

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Community Services	Portfolio Holder
General Manager – Strategy and Environment	Portfolio Holder
General Manager – Infrastructure Services	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.

Manawaiti/Robertson Carried

The meeting adjourned for lunch at 11:56am and reconvened at 12:35pm.

26. Public Excluded Items to be made public following Council's decision taking
--

Resolution

Following Council's consideration and decision taking of the public excluded items -

1 Release of Council Property for Housing Development – Eketone Street, Te Kuiti

The Resolutions only be made public following the meeting.

Resolution

1 The business paper on Release of Council Property for Housing Development – Eketone Street, Te Kuiti, be received.

2 Council consult with the wider community on three options for the future of the Council owned freehold land (Lot 46 DP 389272) at Eketone Street as follows:

Option One: The property not be subdivided and released for residential development purposes.

Option Two: Council subdivide off and sell three residential lots adjacent to Eketone Street leaving adequate area for an accessway to the rear of the property.

Option Three: Council enable subdivision of the entire freehold property into twelve residential lots.

Robertson/Tasker

Carried

There being no further business the meeting closed at 1:47pm

Dated this day of 2024

JOHN ROBERTSON
MAYOR

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Confidential

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL TE RAANGAI WHAKAKAUPAPA KOORERO (MĀORI RELATIONS COMMITTEE) HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON THURSDAY 7 MARCH 2024 AT 2.30PM

PRESENT: Councillor Eady Manawaiti (Chairperson)
Mayor John Robertson
Councillor Dan Tasker

IN ATTENDANCE: 7 Representatives of Mana Whenua O Marokopa

Councillor Gavin Todd
Ben Smit, Chief Executive
Michelle Higgie, Manager – Governance Support
Alice Tasker, Senior Strategy and Policy Advisor

1. Karakia Tuwhera

2. Apologies

Apology for lateness from the Chief Executive.

3. Declarations of Member Conflicts of Interest

No declarations were made.

4. Confirmation of Minutes – 9 November 2023

Resolution

The Minutes of a meeting of the Te Raangai Whakakaupapa Koorero (Māori Relations Committee) held on 9 November 2023 be confirmed as a true and correct record.

Robertson/Tasker Carried

5. Activity Report: November 2023 to February 2024

The Committee considered a business paper documenting, for recording and transparency purposes, the activities of Te Raangai Whakakaupapa Koorero (Māori Relations Committee) during the period November 2023 to February 2024 as follows:

Date	Event
25 January 2024	Meeting at Piopio School with Te Whare ki Mōkau ki Runga
27 February 2024	Meeting at Council Chambers with Te Whare ki Rereahu representatives

Resolution

The Activity Report – November 2023 to February 2024 be received.

Tasker/Robertson Carried

6. 2024 Work Plan

The Committee considered a business paper seeking consideration of a proposed Work Plan for the period to July 2024.

Resolution

- 1 The business paper on Te Raangai Whakakaupapa Koorero Work Plan be received.
- 2 Te Raangai Whakakaupapa Koorero approve the following Work Plan:

Activity	Timeframe
Continue development of the engagement model with Māori.	Now to July 2024
Support with whanau for the Te Kuiti Water Resilience project.	Now to July 2024
Support the development of a model to improve the understanding of staff (and potentially Elected Members) of Te Reo, Te Ao Māori and Tiriti.	May to July 2024
Support the connections with Whare and Marae for the development of Town / District Gateway Entrance statements as required.	March to June 2024

- 3 The next meeting of the Te Raangai Whakakaupapa Koorero be scheduled for August 2024 at a date and time to be agreed by the Committee members.

Robertson/Tasker Carried

Representatives of Mana Whenua O Marokopa entered the meeting at 2.45pm.

Chairperson Manawaiti welcome the representatives to the meeting.

7. Presentation: Mana Whenua O Marokopa – Campground and School House Proposal

The Committee received a presentation from Mana Whenua O Marokopa (Working Group) whanau detailing the history of the land ownership and development relative to the Marokopa Campground and old School property.

The whanau asked, based on the historical land ownership, that Council consider returning the land to mana whenua.

The whanau asked Council not to sell the property because it is not currently paying its way, but that Council work with Mana Whenua O Marokopa to come up with viable options.

Mayor Robertson advised the whanau that the Chief Executive has been instructed to get the Marokopa Campground to operate without ratepayer subsidy, and agreed that in the interim Council will continue to work with the Mana Whenua O Marokopa Work Group on building a relationship for management of the Campground and Old School House property in the future.

The whanau advised they wish to build a relationship/partnership with the Council and work toward having access to services which are currently not available locally to Marokopa whanau utilizing the property which they feel is appropriate for this purpose.

The Chief Executive advised that first and foremost the health and safety concerns with the old derelict school building must be addressed as it is constantly being broken into and inhabited unlawfully. He advised that for these reasons the best option will be to have the old building demolished. The Chief Executive asked if the whanau had any issues with Council demolishing the building.

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The whanau advised that it is not the buildings, but the land itself which holds importance to mana whenua.

The whanau want to work with Council to build a 6 month plan and then a long term vision for the future of the land.

Chairperson Manawaiti thanked the Marokopa whanau for their presentation, advised that Te Raangai Whakakaupapa Koorero will make a recommendation to the Council meeting on 26 March 2024 taking into account the wishes expressed by the Marokopa whanau at this meeting.

Resolution

- 1 The Presentation from Mana whenua o Marokopa on a proposal for the Marokopa Campground and old School House be received.
- 2 Te Raangai Whakakaupapa Koorero provide input into the development of a recommendation to Council for the 26 March 2024 meeting on the future management of the Marokopa Campground and old School House.

Robertson/Tasker Carried

8. Karakia Whakamutunga

There being no further business the meeting closed at 3.45pm

Dated this day of 2024

EADY MANAWAITI
CHAIRPERSON

Document No: A713185

Report To: Council



Meeting Date: 26 March 2024

Subject: Mayor's Report – March 2024

Today Council will consider its proposed Long Term Plan, 2024 to 2033.

- The first year of this plan is most important, for once finalised in June this year it will set the rates for the year beginning 1 July 2024.
- The second and third years of this plan will guide this current and the next Council as to revenue and expenditure and debt levels expected for the next three years.
- The fourth through to tenth years of this plan indicate the pathway ahead, a longer-term outlook based on the policies of this Council.

All over New Zealand councils are going through the same process as we are, and all are challenged by the pressures of inflation. Our plan forecasts increases in expenditure of around 10 percent for our "normal" operations. It also forecasts additional expenditure required to maintain roads impacted by the wave of forest harvesting that is now upon us due to the planting of pine forests begun thirty years ago. A new forestry rate is recommended.

Waitomo's rates have been relatively high for years. We have a large area to service with a small ratepayer base. Our amenities per head of population are high – nineteen public toilets, significant recreation reserve areas, four drinking water plants, four wastewater plants, a landfill, three holiday parks, and an aerodrome. Most Councils do not own landfills, holiday parks nor aerodromes.

Waitomo residents benefit from these amenities. We have a very "liveable" district. So do visitors to our district benefit.

As we consider our Long Term Plan we have a responsibility as governors to seek from management advice on how we can provide services more efficiently. The affordability of rates is a question all Councils face.

I suggested in an opinion piece in the King Country News three weeks ago that some efficiencies could be gained by Waitomo District Council and Otorohanga District Council amalgamating. I suggested more than a million dollars annually could be cut from rates.

Mayor Baxter from the Otorohanga District Council and I have discussed the pros and cons of amalgamation. We will continue to do so. The two Councils that we lead make up most of Te Ropu Potae, the King Country.

Amalgamation feels like the right thing to do, both in terms of our history and in terms of securing efficiencies when providing services.

A handwritten signature in blue ink, appearing to read "John Robertson".

JOHN ROBERTSON, QSO

MAYOR

Document No: A713162

Report To: Council



Meeting Date: 26 March 2024

Subject: **The Ombudsman Investigation – Open for Business**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present a summary of the findings and recommendations following an investigation carried out by The Ombudsman New Zealand to test concerns raised that councils are using workshops and other informal meetings to make decisions and seeking Council's guidance on how it wishes to convene workshops in the future.

Introduction

2.1 Local Government Official Information and Meetings Act 1987

2.2 The Local Government Official Information and Meetings Act 1987 (LGOIMA) was introduced five years after the Official Information Act 1982 (OIA) turned the existing legislation at that time - the Official Secrets Act 1951 – on its head.

2.3 The Official Secrets Act 1951 was based on the grounds that all official information should be withheld from the public, unless good reason existed to release it.

2.4 The OIA and LGOIMA reversed the presumption of secrecy and introduced the principle that all official information should be available to the public, unless there is good reason to withhold it.

2.5 The purpose of LGOIMA is to increase the availability of information held by local authorities and to 'promote the open and public transaction of business at meetings' to enable the public to participate in local authority decision making, to promote accountability of elected members and staff, and ultimately enhancing respect for the law and ensuring the promotion of good local government in New Zealand.

2.6 Under LGOIMA, final decisions and resolutions of a council cannot be lawfully made outside of a properly constituted council meeting.

2.7 The Role of The Ombudsman

2.8 The Ombudsman (in this instance through the Chief Ombudsman (CO), Peter Boshier) is tasked by Parliament to monitor agencies' official information and meeting practices, resources, and systems.

2.9 The CO has jurisdiction to investigate 'any decision or recommendation made, or any act done or omitted' by a local authority.

2.10 One way this is done is by the CO undertaking targeted investigations and publishing reports of the findings. The outcome of those investigations being to improve the operation of LGOIMA to ensure the purposes of the Act are being met.

Acronyms:

LGOIMA	Local Government Official Information and Meetings Act 1987
OIA	Official Information Act 1982
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2.11 The Investigation

- 2.12 The COs investigation to test concerns raised that councils were using workshops and other informal meetings to make decisions was started in August 2022. The timeframe of matters considered in the COs investigation was from the electoral term beginning 12 October 2019 until 30 June 2023.
- 2.13 The CO also examined councils' practices around excluding the public from meetings that are regulated by the LGOIMA.
- 2.14 The scope of the investigation was to investigate eight councils actions and decisions in relation to both council meetings held under the LGOIMA, and workshops (or information meetings) to which the LGOIMA meeting provisions do not apply. Those eight councils are:
- | | | | |
|---|-------------------------------|---|------------------------------|
| 1 | Rotorua Lakes Council | 5 | Rangitīkei District Council |
| 2 | Taranaki Regional Council | 6 | Waimakariri District Council |
| 3 | Taupō District Council, | 7 | Timaru District Council |
| 4 | Palmerston North City Council | 8 | Clutha District Council |
- 2.15 The CO investigation considered practices from the above mix of different sized councils, both urban and rural, across a variety of geographical locations.
- 2.16 A copy of "Open for business" – A report on the Chief Ombudsman's investigation into local council meetings and workshops" is enclosed separately and should be read in conjunction with this business paper.
- 2.17 The CO in his report notes –

This investigation has highlighted to me the important role that workshops play in the decision making process for councils. Provided an actual and effective decision is not made, deliberative discussion may take place in a workshop. Workshops can be an efficient use of time, in order to convey information which may be voluminous and complex to elected members, and for elected members to give council officials advice to focus their efforts on the range of tenable options. This prevents time and energy being wasted on options that aren't realistic.

However, this is not to say that all workshops should take place behind closed doors or without adequate record keeping. The principles of openness and good administrative practice apply to workshops as much as any other aspect of council business. It is crucial that these are adhered to in order to maintain public trust and avoid perceptions that councils are operating in secret.

- 2.18 Of particular importance from the report is the CO's statement – *"I expect all councils to make sure their policies and practices meet my expectations of good workshop practice. Crucially, this includes opening workshops to the public by default; closing them only where good reason exists."*

Chief Ombudsman Recommendations

- 3.1 The table below is extracted from the COs report on the investigation and sets out his expectations of councils going forward. The note column has been added to show where WDC is meeting the COs expectations (✓). A Note number has been added where we could either do better or currently do nothing.

Acronyms:

LGOIMA	Local Government Official Information and Meetings Act 1987
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What councils should do now		Notes
Leadership and culture	<ul style="list-style-type: none"> • Induction training for staff and elected members must highlight the distinction between the operational and governance arms of local councils. 	✓
	<ul style="list-style-type: none"> • Senior leaders should communicate clear and regular messages to all staff, signalling the council's commitment to conducting business in a manner that is open, transparent, and promotes accountability and public participation. 	✓
	<ul style="list-style-type: none"> • Councils should have clear and visible public statements about their commitment to conducting business in a manner that is open, transparent, and facilitates accountability and public participation. 	1
	<ul style="list-style-type: none"> • Ensure pathways exist for council staff to make suggestions about meeting and workshop practices. 	✓
	<ul style="list-style-type: none"> • Consider including a link to information about meetings and workshops prominently on the website landing page. 	2
	<ul style="list-style-type: none"> • Consider surveying constituents to establish the type of information about meetings and workshops they want to see on the website. 	3
Meetings	<ul style="list-style-type: none"> • Review ease of access for meeting agendas, papers, and minutes on council websites (with a clear navigation path from the home page and minimal 'clicks' required). 	✓
	<ul style="list-style-type: none"> • Make sure agendas and papers are posted on council websites with as much advance notice as possible before the meeting date. 	✓
	<ul style="list-style-type: none"> • Review practice and internal guidance for the writing of public exclusion resolutions, ensuring: <ul style="list-style-type: none"> - the form includes all elements of the Schedule 2A form; - exclusion grounds are clearly identified, and section 7(2)(f)(i) is not relied on to exclude the public from meetings; and - the reasons for applying the named exclusion ground to the content of the agenda item are clearly set out in plain English along with how the decision to exclude the public has been balanced against public interest considerations. 	✓
	<ul style="list-style-type: none"> - the form includes all elements of the Schedule 2A form; 	✓
	<ul style="list-style-type: none"> - exclusion grounds are clearly identified, and section 7(2)(f)(i) is not relied on to exclude the public from meetings; and 	✓
	<ul style="list-style-type: none"> - the reasons for applying the named exclusion ground to the content of the agenda item are clearly set out in plain English along with how the decision to exclude the public has been balanced against public interest considerations. 	✓
	<ul style="list-style-type: none"> • Review practice and internal guidance for the keeping of meeting minutes, ensuring that minutes reliably contain a clear audit trail of the full decision making process, including any relevant debate and consideration of options, and how individual elected members voted. 	✓
<ul style="list-style-type: none"> • Formalise a process for reconsidering the release of public excluded content at a time when the basis for withholding it may no longer apply. 	✓	
Workshops	<ul style="list-style-type: none"> • Adopt a principle of openness by default for all workshops (and briefings, forums etc.), including a commitment to record a clear basis for closure where justified, on a case-by-case basis. 	4
	<ul style="list-style-type: none"> • Make sure the time, dates, venues, and subject matter, of all workshops are publicised in advance, along with rationale for closing them where applicable. 	5
	<ul style="list-style-type: none"> • Review practice and internal guidance for keeping records of workshop proceedings, ensuring they contribute to a clear audit trail of the workshop, including details of information presented, relevant debate, and consideration of options. Councils may wish to consider consulting 	✓

Acronyms:

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What councils should do now		Notes
	with Archives NZ to determine good practice in this respect. <ul style="list-style-type: none"> Publish workshop records on the council's website as soon as practicable after the event. Formalise a process for considering release of information from closed workshops. Consider adding the message that members of the public are able to make a complaint to me about the administration of workshops on a relevant section of a council's website. 	6 7 8
Accessibility	<ul style="list-style-type: none"> All councils should aim to live stream council meetings and/or audio visually record meetings and publish the recording on their website. Consider live streaming and/or audio visually recording workshops. Consider making meeting dates and times more visible to the public. Ensure full agendas, including reports, supporting materials, and meeting minutes are in a searchable format for screen readers. Undertake an accessibility audit to identify any barriers to inclusion and on completion of the audit, put in place a schedule of work to remedy any access issues or barriers to full inclusion of a wide range of people. 	✓ 9 ✓ ✓ 10
Organisation structure, staffing and capability	<ul style="list-style-type: none"> Ensure sufficient staff have training in governance functions so that institutional knowledge does not rest with only a small number of staff, and processes for fulfilling these functions are written down and easily accessible. Explore ways of using existing networks in local government to bolster resilience in critical areas of meeting and workshop practice. Review the general training and guidance provided to staff, and consider approaching my office for assistance in improving those resources or in assisting with direct training of relevant staff. 	✓ ✓ ✓

3.2 From the above table, generally WDC performs well with everything except the new expectations regarding workshops.

3.3 The following table addresses the notes from the table above.

Note	Comment
1	Currently Council has no published clear and visible public statements about its commitment to conducting business in a manner that is open, transparent, and facilitates accountability and public participation. <p style="margin-left: 20px;">This could be easily addressed by including statements –</p> <ul style="list-style-type: none"> On WDCs "Council Meetings" website page On all Agendas On all Council Meeting Schedules published in the local newspaper
2	Council currently does not have a website link to the Council Meetings page on its Home Page. However it is only two clicks from the Home Page: Our Council / Council Meetings. <p style="margin-left: 20px;">Consideration should be given as to whether this is adequate or if a link should be included on the website's Home Page.</p>

Acronyms:

LGOIMA	Local Government Official Information and Meetings Act 1987
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Note	Comment
3	<p>Whilst annual surveys are undertaken with our constituents on the services we provide, we have never surveyed our constituents to establish the type of information about meetings and workshops they want to see on the website.</p> <p>Council needs to consider whether this is something that should be carried out.</p>
4 - 9	<p>Openness by default for all workshops.</p> <p>Currently all Council workshops are closed to the public with no notification of workshop dates or publication of business considered.</p> <p>The CO has stated his expectation that all workshops should be open to the public by default and only closing them where good reason exists.</p>
10	<p>No accessibility audit has been carried out to identify any barriers to inclusion relating to meetings.</p> <p>Accessibility and reach is a constant consideration for WDC, and all learnings from consultation processes are taken onboard with improvements made wherever possible.</p>

Taituarā Webinar

- 4.1 On Wednesday 13 December 2023, Taituarā convened a webinar for local government with legal experts from Simpson Grierson highlighting the key insights from the Chief Ombudsman's report and providing information on the transparency recommendations and legal obligations under LGOIMA.
- 4.2 To summarise the outcome of that webinar, while it was noted that currently there is no definitive legal requirement to meet the expectations set out in the COs report, for those councils who currently have closed workshops, doing nothing is not an option. Any councils who choose to retain closed workshops will draw the attention of both the CO to monitor the proceedings of those councils, and the media, which is not a positive outcome.
- 4.3 It was also pointed out that there is likely to be legislative changes relating to workshops in the future.
- 4.4 LGNZ has already updated Appendix 1 of its Guide to the LGNZ standing orders templates to reflect the COs report. WDC bases its own meeting standing orders on the LGNZ template. A copy of the updated Guide is enclosed separately for members to refer to the updated Appendix 1.
- 4.5 The media is also taking an interest in this matter and WDC has already received enquiries on what actions it will be taking toward addressing the expectations of the CO.

What do other councils do?

- 5.1 Questions on this topic have been canvassed on the local government LISTSERV groups. Whilst there is a wide range of ways that councils handle their workshops, the majority convene their workshops as open to the public unless there is business to be deliberated with a genuine reason for requiring confidentiality.
- 5.2 However, the extent to which "open to the public" is met varies from amongst councils i.e.
 - 1 Publicly notifying workshop dates alongside meeting dates, publishing workshop agendas, livestreaming workshops, and publishing workshop notes, and dealing with public excluded business on the same basis as at meetings

Acronyms:

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- 2 Noting workshop dates on the council's website, convening workshops open to the public, no recording or livestreaming, no publication of workshop agendas or notes, and dealing with public excluded business on the same basis as at meetings
- 5.3 There are still councils in the same situation as WDC who convene closed workshops and who are only now reviewing that position following release of the COs report.

Considerations

- 6.1 Council needs to consider the COs expectations, including the legal advice provided by Simpson Grierson through the Taituarā webinar, and decide to what extent it wishes to implement measures toward meeting the COs expectations for workshops i.e.
 1. Adopt a principle of openness by default for all workshops (and briefings, forums, etc) including a commitment to record why they are closed, on a case-by-case basis
 2. Publicly notify workshops in advance, along with reason for closing them where applicable
 3. Ensure there is internal guidance on workshop processes (for audit purposes) – record keeping, details of information presented, relevant debate, consideration of options
 4. Publish workshop records on council's website as soon as practicable after the event
 5. Formalise a process for considering release of information for closed workshops
 6. Consider adding the message that complaints about workshops can be made to the Ombudsman
 7. Consider live streaming and/or recording workshops

Recommendation

- 7.1 Based on guidance received from the Council on this matter, it is recommended that Council, as a minimum –
 - Include the following statement on WDC's "Council Meetings" website page, on all agendas and on all meeting schedules published in the local newspaper:

Waitomo District Council is committed to conducting its business in a manner that is open, transparent and facilitates accountability and public participation.

Any member(s) of the public wishing to address the Council at a Meeting or Workshop are asked to make arrangements through the Mayor's Office at least three clear working days before the scheduled Meeting or Workshop.
 - Add a "Quick Link" on the WDC website home page to the Council Meetings page.
 - Adopt a principle of openness by default for all workshops (and briefings, forums, etc) including a commitment to record reasons should a workshop be closed to the public, on a case-by-case basis. (Workshops not recorded or livestreamed).

In the event that it is known that a workshop session will be closed to the public prior to that workshop's Order Paper being finalised, the reason for such closure will be noted on the Order Paper.

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It is however noted that from time to time there may be occurrences where the nature of discussion during a workshop may require the temporary exclusion of the public i.e. to protect the privacy of natural persons or for commercial sensitivity reasons.

- Include a Workshop Schedule (similar to the Council Meetings Schedule) on the "Council Meetings" page of WDC's website.
- Publish Workshop Order Papers on the WDC website.

Suggested Resolutions

- 1 The business paper on The Ombudsman Investigation – Open for Business be received.
- 2 The following statement be included on the Waitomo District Council "Council Meetings" website page, on all agendas and on all meeting schedules published in the local newspaper:

Waitomo District Council is committed to conducting its business in a manner that is open, transparent and facilitates accountability and public participation.

Any member(s) of the public wishing to address the Council at a Meeting or Workshop are asked to make arrangements through the Mayor's Office at least three clear working days before the scheduled Meeting or Workshop.
- 3 A "Quick Link" to the Council Meetings page be added to the Waitomo District Council website home page.
- 4 Council adopt a principle of openness by default for all workshops (and briefings, forums, etc) including a commitment to record reasons should a workshop be closed to the public, on a case-by-case basis, and that workshops will not be recorded or livestreamed.
- 5 A Schedule of Workshops (similar to the Council Meetings Schedule) be included on the "Council Meetings" page of the Waitomo District Council website.
- 6 Workshop Order Papers shall be published on the Waitomo District Council website.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Separate Enclosures:

- 1 "Open for business" – A report on the Chief Ombudsman's investigation into local council meetings and workshops" (Doc A708536)
- 2 Guide to the LGNZ standing orders templates (Doc A708538)

Acronyms:

LGOIMA	Local Government Official Information and Meetings Act 1987
OIA	Official Information Act 1982
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Document No: A710480

Report To: Council



Meeting Date: 26 March 2024

Subject: Co-Lab – Half-yearly Report to 31 December 2023 and Draft 2024-25 Statement of Intent

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present the Half-yearly Report to 31 December 2023 for Co-Lab and the Draft 2024-25 Statement of Intent (Sol).

Background

2.1 HALF YEARLY REPORT

- 2.2 Section 66 of the Local Government Act 2002 determines that the Board of a Council Controlled Organisation (CCO) must deliver a half yearly report on the organisation's operations to the shareholder by the end of February of each year and this report must contain any information required under its Statement of Intent.

- 2.3 Attached to, and forming part of this business paper, is a copy of the Co-Lab half-yearly report for the six months ended 31 December 2023. (Attachment 1)

2.4 STATEMENT OF INTENT

- 2.5 Section 64 of Local Government Act 2002 (LGA 2002) requires all CCOs to have a Sol that must not be inconsistent with the constitution of the CCO.

- 2.6 The Board is required to approve a Draft Sol by 1 March each year for consideration by the Shareholders. The Board must consider any Shareholder comments by 1 May and deliver the completed Sol to Shareholders by 30 June.

- 2.7 Attached to, and forming part of this business paper, is a copy of the Co-Lab Draft Sol for 2024/25. (Attachment 2)

Commentary

3.1 HALF YEARLY REPORT

- 3.2 The financial performance for the six months to 31 December 2023 resulted in a deficit of \$320,000, which was less than the YTD forecast deficit of \$431,000.

- 3.3 Revenue and expenditure were both lower than anticipated. This is largely due to the LiDAR (Light Detection and Ranging technology project) progressing slower than expected.

\$000's	Dec 2023 Actual	Dec 2023 Budget	Variance to budget	Dec 2022 Actual
Total income	4,468	6,078	(1,610)	4,924
Total operating expenditure	4,788	6,509	(1,721)	3,793
Net deficit	(320)	(431)	(111)	1,131

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3.4 There are currently nine major initiatives operating under the Co-Lab umbrella, plus a number of Working Parties investigating new opportunities. Other key highlights for the period were:

- Finalisation of the three-year strategic plan.
- Creation of a benefits of collaboration framework to better articulate and measure the value of collaboration.
- Completion of the business case and delivery of the inaugural RATA spaces and places community asset forum with 5 interested councils moving forward with this initiative.
- Co-Lab learning and development service is gaining momentum with 7 out of 10 councils launching it with their staff.
- Pilot projects planned for project management shared service and a car parking management shared service.

3.5 An update on the progress against the performance targets set out in the current years' Statement of Intent is included on page 10-12 of Attachment 1.

3.6 **DRAFT 2024-25 STATEMENT OF INTENT**

3.7 Co-Lab have finalised a three-year strategy that focusses on:

- Improving the way it communicates the value it provides to shareholders and increasing that value.
- Growing shared services, which may include providing services to councils who are not shareholders.
- Employing great people with diversity of thought so shareholders receive high quality services.

3.8 The performance targets presented in the Draft Sol have been revised to align to the Co-Lab strategic plan and are summarised in the following table:

Strategic goal	3-year objective	Annual KPI
Shareholding councils understand we provide them value	<ul style="list-style-type: none"> • We know the value we provide shareholders has improved by 15%, by 30 June 2027* (baseline y/e 30 June 23). • By 30 June 2027, 80% of shareholders agree they get value from Co-Lab. • All shareholders take up at least one additional shared service. <p><i>*Based on the regional benefits of collaboration (not an individual councils' benefits from collaboration).</i></p>	<ul style="list-style-type: none"> • Year-on-year increase in the value we provide to councils. • 80%+ of council survey respondents believe those Co-Lab services they received meet or exceed their expectations (evidenced by an annual survey). • Year-on-year increase in the utilisation of services we provide to councils.
Deliver value by growing the scale of our shared service function	<ul style="list-style-type: none"> • Expand the utilisation of Co-Lab's shared services by a minimum of 24 customers, by June 2027 (baseline y/e 30 June 23) 	<ul style="list-style-type: none"> • Year-on-year increase in the utilisation of services we provide to councils. • Year on Year increase in the number of services available to councils
Diverse, talented and motivated people work for us	<ul style="list-style-type: none"> • Staff engagement increases by 5% by 30 June 2027. • Staff turnover is less than 15%. • Our vacancies are filled by suitable candidates within 3 months. <p><i>All baselined y/e 30 June 23)</i></p>	<ul style="list-style-type: none"> • Year-on-year increase in staff engagement. • Staff turnover is less than 15%. • Vacancies are filled by suitable candidates within 3 months.

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- 3.9 The funding needs for Co-Lab for the next three years are summarised in the following table. The full forecast financials are included on page 9-10 of Attachment 2.

\$000's	Sol 2023-24	Draft Sol 2024-25	Draft Sol 2025-26	Draft Sol 2026-27
Total income	11,966	9,761	12,183	11,408
Total operating expenditure	11,865	10,774	12,418	11,454
Net deficit	101	(1,013)	(235)	(46)

- 3.10 Total revenue for 2024-25 is forecast at \$9.8 million, with 43% of revenue (\$4.3 million) forecast for Co-Lab Water Services followed by \$2.1 million from Road Asset Technical Accord (RATA) services. Company management support revenue is significantly less in 2024-25 as Co-Lab intends to utilise cash surplus on hand to fund these costs as a one-off adjustment which will reflect in lower member charges for 2024-25. Forecast revenue increases to \$12.2 million in Year 2 due mostly to funding for the Waikato Regional Transport Model.
- 3.11 Total expenditure is forecast at \$10.8 million, with increases forecast for Co-Lab Water Services and RATA offset in part by reductions in Information Technology and Waikato Regional Transport Model costs which have been re-sequenced to Year 2.
- 3.12 Co-Lab are budgeting for losses in all forecasted years to utilise cash surplus on hand and future surplus from SVDS and Co-Lab Waters.
- 3.13 Council is now invited to consider the Draft Sol and provide comments should it choose to.

Analysis of Options

- 4.1 Council as a shareholder needs to consider the Draft Sol and has the option of agreeing to it as presented as per section 65 of the LGA 2002 or proposing further amendments to the Sol for the Co-Lab Board to consider.
- 4.2 The Board must consider any comments by the shareholders on the Draft Sol by 1 May and then deliver the completed Sol to the shareholders on or before 30 June.

Considerations

- 5.1 **RISK**
- 5.2 If Council does not consider and decide to agree to the Draft Sol, then it runs the risk of non-compliance with legislative requirements around preparation and adoption of the Sol.
- 5.3 There is additional risk that Co-Lab Board and Management will not be able to plan well and in advance, any strategy or financial changes they might need to make to accommodate the suggestions of Council.
- 5.4 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 5.5 The decision to agree on the Draft Sol as presented will be consistent with Council's understanding of the future plans of Co-Lab and its objectives for the CCO.
- 5.6 **SIGNIFICANCE AND COMMUNITY VIEWS**
- 5.7 The Draft Sol is aligned to Co-Lab's constitution and its plans and forecasts discussed with the Council previously and is generally aligned with the expectations of Council from its shareholding. Therefore, the decision is not considered to require public engagement as per Council's Significance and Engagement Policy.

Recommendation

- 6.1 Co-Lab Half-yearly Report to the 31 December 2023 be received and be published on Council's website.
- 6.2 The Co-Lab Draft 2024-25 Statement of Intent be received.
- 6.3 Council responds to the Board of Co-Lab, noting that no changes to the Draft Sol are suggested.

Suggested Resolutions

- 1 The business paper on Co-Lab Half-yearly Report to the 31 December 2023 and the 2024-25 Statement of Intent be received.
- 2 The Co-Lab Half-yearly Report to 31 December 2023 be received and be published on Council's website.
- 3 The Draft 2024-25 Statement of Intent for the year ending 30 June 2025, be received.
- 4 No changes are suggested to the Draft 2024-25 Statement of Intent for Co-Lab.



TINA HITCHEN
CHIEF FINANCIAL OFFICER

16 March 2024

Attachments:

1. Co-Lab – Half Yearly Report to the 31 December 2023 (A710537)
2. Co-Lab – Draft 2024-25 Statement of Intent (A712888)



**Half-yearly report
(un-audited)**

1 July 2023 to 31 December 2023

**Supporting councils to maximise the value
they provide to their communities by
helping them identify and realise shared
opportunities**

Contents

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Collaboration & Partnership

We are better together | *He hunga toa takitini*

We collaborate and partner by:

- Building kotahitanga and respect
- Focussing on community benefits
- Delivering together
- Valuing diversity

Integrity

We do the right thing | *He hunga whai i te tika*

We act with integrity by:

- Being accountable and honest
- Having courage
- Trusting and listening
- Behaving in good faith

Innovation

We transform ideas into results

He hunga whai i te tika

We innovate by:

- Thinking boldly
- Challenging perceptions
- Being solution focused
- Embracing change

Statement of service performance

Co-Lab¹ works with councils to:

- Make councils more effective and efficient; and
- Improve the experience communities have when engaging with councils.

It achieves these outcomes by:

- Acting as an ideas laboratory for developing opportunities that create value to councils;
- Providing shared services to councils; and
- Entering joint procurement arrangements for the benefit of councils.

This report includes projects and shared services that have substantial activity to report on over the first half of the financial year.

Opportunity development highlights

As directed by The Board, Opportunity Development projects were anchored in industry and field research which meant less reliance on council peoples' time. In some cases, the projects will become a pilot so lessons from building and testing a solution can be realised faster. Pilot projects being planned include a project management shared service and a car parking management shared service.

We completed the business case and delivered the inaugural RATA Spaces & Places Community Asset Forum and are pleased to be moving RATA Spaces and Places forward with five interested councils.

Right People, Right Place (RPRP)

The RPRP project considers what councils can do (collectively and individually) to address their pressing need to meet current and future workforce requirements.

We undertook an extensive research project which included an international literature review, qualitative interviews, and workshops with councils' subject matter experts. This work helped to diagnose the problem and the primary causes of this problem. A key finding was that the close geographical proximity of councils will be an advantage for many collaborative initiatives that will help redress the current situation.



The research assisted us in identifying a range of initiatives that will help bolster the local government workforce. Some of these initiatives will result in incremental change while others are more strategic or transformational. The initiatives were categorised and prioritised and will be presented to chief executives for consideration early in 2024 as to what Co-Lab can progress.

¹ Co-Lab is the trading name of Waikato Local Authority Shared Services Ltd

Waikato Regional Transport Model (WRTM) restructure & governance

To ensure the ongoing success of the WRTM programme, we worked with council stakeholders and Waka Kotahi to implement a new governance and management arrangement. There were three foundational activities progressed during the period;

- updated partnership agreements;
- establishment of a new WRTM Governance Committee; and
- recruitment of a full time WRTM Programme Manager.



During the period, the new management and governance structure has been implemented and we commenced the build phase of the Hamilton Transport Model (HTM). The WRTM Strategic Model (WRTM-S) will be the parent model to the HTM.

We also focused on the delivery of the WRTM-S. The new model scenarios for future years were released, including medium and high growth scenarios for 2025, 2035, 2045 and 2055, providing quality information and data to assist councils in making informed decisions.

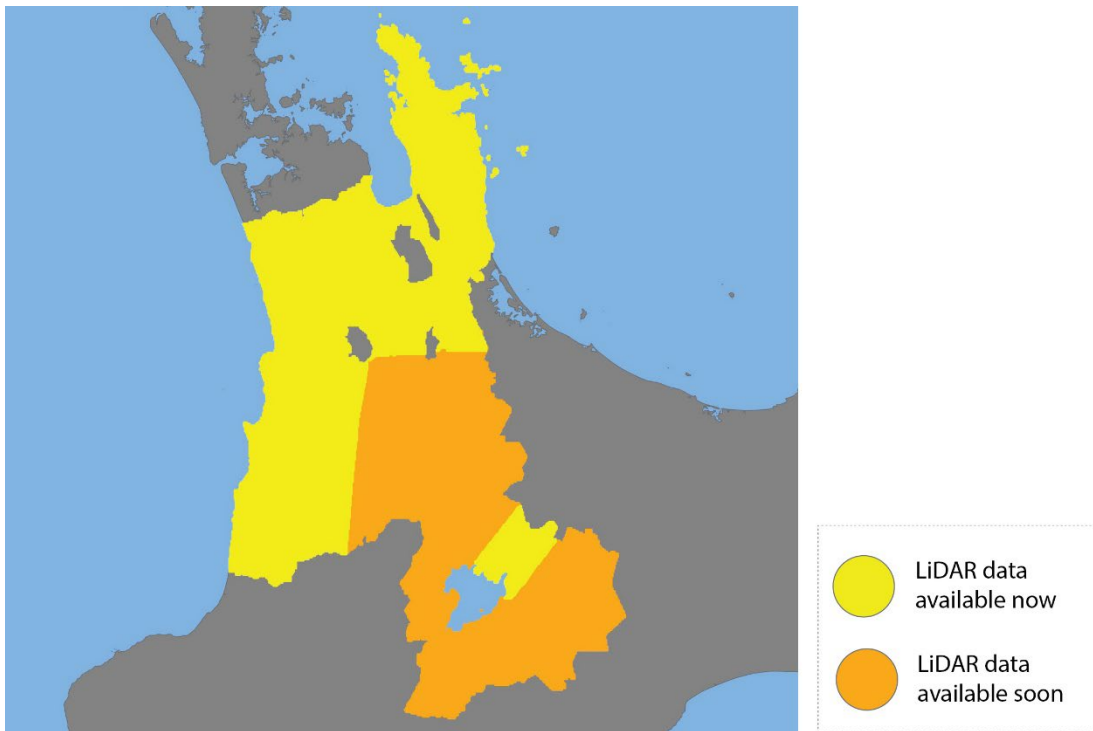
LiDAR

A LiDAR (Light detection and Ranging) survey collects precise laser measurement of the earth surface in our region to enable more accurate modelling of natural hazards and climate change, design better infrastructure, support better land use planning, and improve environmental outcomes for the regional community.

Co-Lab, on behalf of 10 councils and 5 other (non-council) funders, entered into an agreement with Ocean Infinity in 2020 to supply the first ever region-wide LiDAR data set. The project was supported by \$1.4 million from the Provincial Growth fund and is nearing completion.

Although there have been challenges for the supplier to meet the data specifications, the quality control team at LINZ and Waikato Regional Council have worked hard to ensure that these standards were met. During the period, over 60% of the data met our specifications and therefore was accepted. This data is publicly available and has rapidly provided tangible benefits including being used in the planning of the new State Highway 25A bridge built under urgency following cyclone Lola in early 2023.

The remainder of the data is going through quality control and will be publicly available in the first six months of 2024.



Service Delivery highlights

Co-Lab Water Services

During the period, we raised the region's profile and knowledge sharing at industry events. The Trade Waste team presented at the Trade and Industrial Waters Conference in August where they gave an update on the service provided across the Waikato region, the benefits of collaboration and Anna Coman, Trade Waste Team Leader, shared key technical knowledge about how to set up the Trade Waste function under water reforms.



Michelle Templeton, Smart Water Coordinator, was the Hamilton host for the "Insights from the Smart Water Metering Journey" held in Auckland, Wellington, Christchurch, and online as part of the Water Efficiency and Conservation Network. Michelle is a committee member.

During the period, the Smart Water team focused on schools and community engagement. School visits in terms three and four occurred across Hamilton, Waipā and Waitomo. For the first time since the pandemic, the team attended six community events in November and December also across Hamilton, Waipā and Waitomo, interacting with approximately 700 people and approximately 50 people taking a public pledge to do one thing to save water over the summer.

A successful showerhead exchange programme was completed in Hamilton and Waipā, which saw 31 and 20 (respectively) old showerheads exchanged for new ones. Based on a household of four people, this sees annual water savings in Hamilton and Waipā of 64,240 litres and 68,620 litres respectively.

RATA

During the period we progressed 56 Asset Management related projects and services on behalf of 10 councils. With uncertainty around water reform and resource shortages, the focus for the first half of this financial year was on the delivery of core roading related services.

We completed the re-negotiation and 12-month extension of the three data collection contracts (for traffic counting, road condition assessment, and high-speed data collection across 9820km of Waikato council roads). We also completed improved delivery and performance tracking of the traffic counting suppliers' contracts (delivering approximately 1200 counts per year).

We finished the first year of the nine Structures Asset Management Services (SAMS) contracts, delivering specialist structural inspections of over 3500 structures (1500 bridges), and asset management advice to Waikato councils. Each council provided positive performance assessments of the suppliers, with each achieving an "exceeding requirement" rating as part of the Annual performance review process.

We saw excellent results for the Waikato Councils' National Road Asset Data Quality Scores, which in part was due to Cameron Senior and Debbie Flynn's technical skill, diligence, and drive for continuous improvement. Waikato councils filled the top 3 spots across all 67 Councils in NZ, and all Waikato councils ranked in the top 17 across NZ.

"the GM ... found it valuable to inform him of the options and background to some of their important roading network investment decisions. He was delighted about the "added bonus" of the cost savings they shared in as part of taking a Waikato councils-wide approach to delivery of this project" – dTiMS report

The work of Cameron Senior and his team over the years has really lifted Council's capability, and they are now comfortable they have credible, accurate roading asset data they can use to make better asset investment decisions. They really do appreciate having Cameron's presence in their office. We think that the (roading) RATA asset management partnership is a great example of the benefits to the Waikato councils, and other asset classes should adopt.

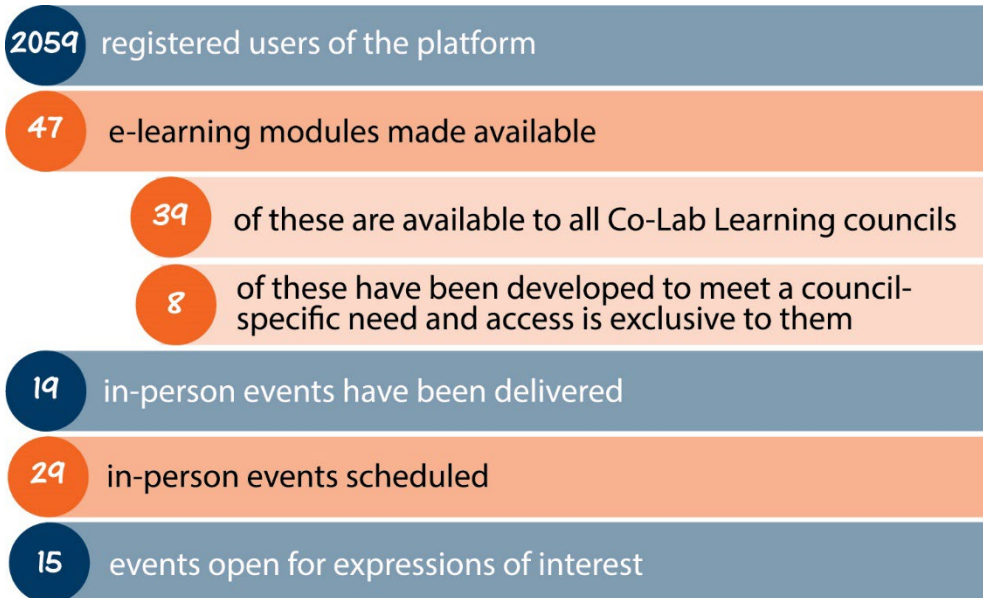
Recruitment is in progress for the RATA team to get the team back to full capacity. The current level of resourcing has limited the pace at which the team has progressed some new initiatives. This has meant we've been asked to identify and prioritise the "must do", "should do" and "could wait" projects, until we're able to deliver the full programme.



Co-Lab Learning

The new learning & development service is gaining momentum as seven out of ten councils launched it to their council people.

In numbers



However, overall uptake of the service remains low with just 16% of registered users having completed one or more eLearning modules. Only five councils have utilised the service to arrange and administer the 19 in-person courses. Of these courses, seven were instigated by other Co-Lab services (WBCG, RATA, Procurement) who worked with Co-Lab Learning to arrange them.

There was some interest expressed in jointly procuring a Learning Management System. A paper to assess the level of support has been presented to councils.

Work is nearing completion on the development of a shared competency framework for line managers/team leaders, alongside the development of a Management Essentials programme of learning. Waikato Regional Council is working closely with us on this.

A report was released to councils about Co-Lab Learning's progress against its strategic plan. Feedback about the report was positive.

Relationships with MBIE, Taituarā and LGNZ have progressed well. MBIE will return to the Waikato region in March and September 2024 to deliver two-weeks (in total) of procurement training.

Regional Infrastructure Technical Specification (RITS)

The Regional Infrastructure Technical Specification v2 has taken some time to review and compile input from councils, however it will be ready for consultation early in 2024. It delivers better quality drawings, editable forms, and improved search functionality.



Company support highlights

During the period, the Senior Leadership Team (SLT) focused on finalising the organisation's first three-year strategy. The wider team was involved in creating a Benefits of Collaboration framework to better articulate and measure the value of collaboration. These were socialised with the Co-Lab Board and Council Executive Leadership Teams and will be included in the FY2024/25 Statement of Intent.

During the period, several new people were appointed. The existing full-time procurement support role was split into two part-time roles; one to support councils who don't have in-house procurement expertise and the other to support us with the joint procurement arrangements we enter for the benefit of councils and to administer the Professional Services Panel (PSP). We welcomed Jayne Signal and Zoe Perkins, respectively. We welcomed Mary Hobby to maintain and improve the quality of RAMM databases, and finally we established a new part-time communications role which is a shared resource with Waitomo District Council and welcomed Jessica Judge.

Our visits to council ELTs were very useful to inform our strategic direction and engagement with councils. We also continued engagement to on-board our newest shareholder, Western Bay of Plenty District Council.

We've taken on administrative support for the Waikato Mayoral Forum and the Joint Mayors and Chairs Forum and continued administrative support for our working parties.

Internal highlights included a focus on professional development with some colleagues completing a Te Ao Māori course, and 40% of Co-Lab people completing one or more Co-Lab Learning modules.

Performance framework



Assessment of performance against targets

An update on performance against the targets set in our Statement of Intent, as at 31 December 2023, is shown in the table below.

Priority	Performance measure	Target	Outcome (progress toward target)
Prioritise and develop business cases for opportunities that, if implemented, add value to councils by achieving one or more of our objectives	Business cases will include measurable benefits linked to one or more of the outcomes sought	Projected savings/increased revenue to councils of at least \$300k	<p>During the first six months of the financial year, Co-Lab advanced various opportunities that will ultimately add value.</p> <p>These are:</p> <ul style="list-style-type: none"> • Right People Right Place • RATA Spaces & Places • Project Management shared service • Restructure of the WRTM service • Parking enforcement shared service <p>Co-Lab's new benefits framework highlights that some of our opportunities will deliver value that is not specifically aligned with 'projected savings/increased revenue'.</p> <p>The Right People, Right Place project has the potential to deliver significant savings to councils by improving staff retention. However, because the report is at a strategic level, and because no decisions have been made on how the initiative will continue, the benefits have not been quantified in any detail.</p> <p>Project Management Shared Service and the Parking enforcement Shared Service both have the potential to deliver savings. These will be estimated as each opportunity is developed.</p>
	Businesses cases are supported by councils (evidenced by take up of the opportunity)	75% of councils	<p>Average (across 2 initiatives) is 60%</p> <p>The RATA Spaces & Places opportunity was supported by 5 (45%) councils (out of a possible 11)</p> <p>Building Consent Cadetship opportunity was supported by 6 (75%) councils (out of a possible 8). The Cadetship was not established because it was decided that it needed 100% participation.</p>

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Develop opportunities and deliver projects within agreed budgets and timelines	Opportunities / projects are developed / delivered within agreed timelines	80%	<p>60% (3/5) for the 6 months to 31/12/2023</p> <p>Within timeline:</p> <ol style="list-style-type: none"> 1. Future Proof Data Analytics 2. Right People, Right Place 3. Project Ohu Round 1 <p>Not completed as per plan were:</p> <ol style="list-style-type: none"> 1. AMCE (Now RATA Spaces & Places) Opportunity Assessment (slow council response) 2. Project Wakanda Round 1 (delayed to allocate effort to another project)
	Opportunities / projects are developed / delivered, within approved budget	90%	<p>83% (6/7) for the 6 months to 31/12/2023</p> <p>Within Budget:</p> <ol style="list-style-type: none"> 1. AMCE (Now RATA Spaces & Places) 2. WRTM restructure 3. Right People, Right Place 4. Project Wakanda Round 1 5. Project Ohu Round 1 <p>The Future Proof Data Analysis project was the exception. This was completed 8% over budget.</p>
	Overall, Company Management / Support functions will be undertaken within budget, unless additional expenditure has board pre-approval		<p>Our latest forecast shows that Company Management & Support will be undertaken under budget by \$38k for the full 2024 financial year.</p>

Ensure projects realise their expected benefits	Measurable benefits are actively monitored and reported against	Six-monthly	Management presented one "Project Benefit Assessment" to the Audit & Risk Committee (ARC). The assessment covered Waikato OneView.
	Audit & Risk Committee undertake an assessment of projects following implementation (which will include an assessment of whether projected benefits have been realised)	For \$200k+ Projects (based on cost of opportunity development and ongoing investment) Assessment within 15 months 90% of projected quantifiable benefits are realised	No "Project Benefit Assessments" for \$200k Projects were undertaken in the 6 months to 31/12/23.

<p>Ensure existing services are meeting the needs of councils</p>	<p>The services we provide (below) are considered by councils who use that service to meet or exceed their expectations (evidenced by an annual survey):</p> <ul style="list-style-type: none"> • RATA – roading & waters • Waikato Building Cluster • Regional Infrastructure Technical Specifications • Energy & Carbon Management • Professional Services Panel • Health & Safety pre-qualification 	<p>80% of councils</p>	<p>Not currently measurable: As in the prior year we will be undertaking a survey of council staff in the first half of 2024 to ensure each service offering is continuing to meet the needs of councils.</p>
<p>Foster and promote cross-council collaboration and networking to share ideas on improving efficiencies and best practice</p>	<p>Across these groups, ideas for future consideration and/or initiatives are identified each year</p>	<p>Four per annum</p>	<p>No ideas were received through our website in the 6 months to 31/12/23.</p> <p>Ideas continue to arrive from other sources. Notably, 'Parking Enforcement Shared Service' and the 'EV charging' opportunity came to us from council staff and are already being escalated.</p> <p>Project Wakanda is a board directive to search for ideas by looking for shared-service success stories (internationally and in other sectors).</p>

Co-Lab's financial position

Summary

The financial results for the six months to 31 December 2023 are favourable to budget. This is largely due to the LiDAR project progressing slower than anticipated meaning less expenditure arose during the period, and because of a change to the sequencing of invoicing. For the full year we are currently forecast to be behind budget due to utilising RATA's surplus cash reserves (that is, we are actively managing down our cash reserves as signalled to councils in December).

The cash position as at 31 December 2023 is made up as follows:

	Cash balance @ 1/07/2023	Cash surplus / (deficit)	Cash balance @ 31/12/2023
Company Management & Support	444,498	87,108	531,606
RITS	69,543	15,031	84,574
Working Parties Projects	275,332	(92,572)	182,760
Information Technology	23,822	0	23,822
Energy Management	50,503	41,749	92,251
Shared Valuation Data Service (SVDS)	439,128	24,767	463,896
Road Asset Technical Accord (RATA) & Waters Collaboration	466,021	(258,370)	207,651
Waikato Regional Transport Model (WRTM)	290,945	(203,670)	87,274
Waikato Building Consent Group (WBCG)	261,825	(2,550)	259,275
Mayoral Forum	(13,155)	(5,206)	(18,361)
Co-Lab Water Services	0	162,806	162,806
Co-Lab Learning	72,675	8,578	81,253
Procurement	(56,914)	(71,101)	(128,016)
Geospatial Services	71,829	10,347	82,175
Communications Shared Resource	(150)	(38,269)	(38,419)
Accounts Receivables	(3,186,195)	809,560	(2,376,635)
Accounts Payables	3,103,408	(637,899)	2,465,509
Total	2,313,115	(149,693)	2,163,422

Note: Cash balances for each workstream vary from the actual cash position as a result of accounts receivable / payable which are not tracked on an activity by activity basis.

We will be reforecasting in March and will reassess the likely year-end cash position for each workstream at that time and take this into account in the company's finalised Statement of Intent issued in June 2024.

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Statement of financial performance

Co-Lab

Statement of Financial Performance

For the six months ending 31 December 2023

	Financial year 2024 YTD Actuals	Financial year 2024 YTD Budget	Financial year 2023 YTD Actuals
Revenue			
SVDS Data & Software Sales	167,272	213,880	166,810
Interest	1,191	1,002	121
Other Revenue			
User Charges	4,299,678	5,863,064	4,757,252
Total Other Revenue	4,299,678	5,863,064	4,757,252
Total Revenue	4,468,141	6,077,946	4,924,183
Expenditure			
Depreciation and amortisation expense	16,443	35,412	21,183
Personnel costs	754,360	856,770	717,025
Other expenses	4,016,988	5,617,005	3,054,470
Total Expenditure	4,787,791	6,509,187	3,792,678
Net Profit	(319,650)	(431,241)	1,131,505

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Statement of financial position

Co-Lab

Statement of Financial Position

As at 31 December 2023

	Financial year 2024 Actual at 31/12/2023	Financial year 2023 Actual at 31/12/2022
Assets		
Current Assets		
Bank		
Transaction Account	482,800	1,909,021
Call Account	29,837	29,123
Rapid Save Account	700,785	0
Term Deposit	950,000	0
Total Bank	2,163,422	1,938,145
Accounts Receivable		
Accounts Receivable	1,098,465	659,483
Accounts Receivable Accruals	1,159,051	1,952,105
GST Receivable	116,761	0
Total Accounts Receivable	2,374,277	2,611,588
Prepayments	0	0
Deferred Tax Asset	2,358	2,358
Total Current Assets	4,540,057	4,552,091
Non-current Assets		
SVDS - Original Cost	0	0
WRTM - Original Cost	2,296,855	2,296,855
MoneyWorks Software	1,195	1,195
IT equipment	110,101	79,240
Accumulated Depreciation	(2,372,700)	(2,333,889)
Office Furniture	66,751	66,169
Total Non-current Assets	102,202	109,570
Total Assets	4,642,259	4,661,661
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	1,077,418	451,819
Accounts Payable Accrual	533,030	25,409
Total Accounts Payable	1,610,448	477,228
RWT on Payments	0	11,413
Credit Card Balance	2,296	3,633
Revenue in Advance	828,695	880,462
Employee Entitlements	24,070	75,298
GST Payable	0	90,887
Total Current Liabilities	2,465,509	1,538,922
Total Liabilities	2,465,509	1,538,922
Net Assets	2,176,750	3,122,739
Equity		
Contributed Capital	2,957,001	2,957,001
Retained Earnings	(780,251)	165,738
Total Equity	2,176,750	3,122,739

Statement of cashflows

Co-Lab

As at 31 December 2023

For the six months ending 31 December 2023

	Financial year 2024 YTD Actuals	Financial year 2023 YTD Actuals
Cashflows from Operating Activities		
Interest Received	1,071	121
Receipts from Other Revenue	4,748,701	3,482,790
Payments to Suppliers and Employees	(4,464,435)	(4,184,530)
Taxes Paid	0	9,900
Goods & Services tax (net)	(416,883)	96,339
Net cash from operating activities	(131,546)	(595,380)
Cashflows from Investing Activities		
Capital enhancements	0	0
Purchase of PPE	(18,147)	(36,112)
Purchase of investments	0	0
Net cash from investing activities	(18,147)	(36,112)
Net increase in cash, cash equivalents and bank accounts	(149,693)	(631,493)
Opening cash and cash equivalents and bank overdrafts	2,313,115	2,569,637
Closing cash, cash equivalents and bank accounts	2,163,422	1,938,145
Summary of Bank Accounts		
BNZ - Transaction Account	482,800	1,909,021
BNZ - Call Account	29,837	29,123
BNZ - Rapid Save Account	700,785	0
BNZ - Term Deposit	950,000	0
Closing Balance of Bank	2,163,422	1,938,145

Policies

The accounting policies on which the preceding financial statements have been prepared are consistent with those used in preparing the Financial Statements for the year ended 30 June 2023, included in the company's Annual Report.

Financial forecasts

Latest financial forecasts are contained in the company's 2024 Statement of Intent issued for shareholder comment in February 2024.

Governance

Co-Lab is owned in equal portion by 12 Local Authorities:

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- Hamilton City
- Hauraki District
- Matamata-Piako District
- Ōtorohanga District
- Rotorua Lakes
- South Waikato District
- Thames-Coromandel District
- Waikato District
- Waikato Regional
- Waipā District
- Waitomo District
- Western Bay of Plenty District

During the period, the Directors of Co-Lab were:

Director	Representing
Peter Stubbs	Independent Chair
Chris McLay	Waikato Regional Council
Lance Vervoort	Hamilton City Council
Ben Smit	Ōtorohanga, Rotorua Lakes, South Waikato and Waitomo District Councils
Gavin Ion	Waikato and Waipa District Councils
Don McLeod	Hauraki, Matamata-Piako, Thames-Coromandel and Western Bay of Plenty District Councils

The independent Chair of Co-Lab receives director fees and reimbursed expenses. Directors representing the councils will not receive any fees or reimbursed expenses for work undertaken on behalf of the company.

Nature & scope of activities

The principal initiatives operating under the Co-Lab umbrella are:

Services

- Co-Lab Water Services
- Co-Lab RATA
- Co-Lab Learning
- Energy & Carbon management
- Co-Lab Procurement Services
- Co-Lab Geospatial Services: Waikato Data Portal and Waikato One View
- Waikato Building Consent Group (WBCG)
- Waikato Regional Transportation Model (WRTM)
- Regional Infrastructure Technical Specification (RITS)

Other

- Waikato Regional Infrastructure Procurement (WRIP)
- Health & safety pre-qualification
- LiDAR (Light Detection and Ranging) technology
- Shared Valuation Data Services (SVDS)
- Waikato Regional Aerial Photography Service (WRAPS)

Information on these activities is included in the company's Statement of Intent.



2024 DRAFT Statement of intent

For the year ended 30 June 2025

**Council collaboration through Co-Lab
maximises community wellbeing.**

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This SOI is a public declaration of the activities and intentions of the Council Controlled Organisation, Waikato Local Authority Shared Services Ltd trading as Co-Lab (Co-Lab). It outlines the nature and scope of the work it will undertake, the Directors' accountabilities to the shareholders for corporate performance and financial forecasts, as required by Schedule 8 of the Local Government Act 2002. This information is provided in relation to the financial years ended 30 June 2025 to 30 June 2027.

Message from the Chair



“If you make your business about helping others, you’ll always have plenty of work” – Blogger Chris Guillebeau.

When I read this quote, I felt it summed up the role Co-Lab plays for councils, and equally summed up councils’ role in helping communities. Co-Lab is a non-profit owned by councils. Co-Lab exists to help its shareholding councils maximise community wellbeing. It does this by identifying and realising shared opportunities through collaboration.

It’s clear that there is plenty of work ahead for councils and Co-Lab. The next year will likely be made more complex by legislative reform and rates increases, and other change that will undoubtedly come from a new government.

To ensure we are focused on the right tasks, allowing our council shareholders to assist their communities, for the first time Co-Lab Management has created a 3-year strategy. The strategy will see the company:

- Improve the way that it communicates the value it provides to shareholders, and increase that value;
- Focus on growing shared services, which may include providing services to councils who are not shareholders, but never at the expense of value to shareholders; and
- Employ great people with diversity of thought so shareholders receive high-quality services.

This strategy builds on our Benefits of Collaboration Framework, which clarifies the value and measures of regional collaboration through Co-Lab into three main outcomes: reducing costs, creating value and enabling innovation and collaboration.

In this Statement of Intent, we are signalling our intention to adopt the three-year strategy and new related performance measures, although work towards these goals began as soon as The Board and council ELTs validated it during 2023.

We are committed to playing our part in helping councils reduce costs. We will be reducing council member charges for FY2024/25, from what they otherwise would have been, by ~\$900k across our various workstreams, using cash-on-hand. This manifests itself as a significant operating loss in that year but reflects a one-off adjustment, so the company remains in a sustainable financial position longer term.

On the back of the Government’s repeal of the water reform legislation and the proposed “Local Water Done Well” approach, our financial forecasts now assume that Co-Lab Waters will remain with Co-Lab throughout the forecast period¹.

Yours Sincerely,
Peter Stubbs
Chair

¹ Financial forecasting is based on the information we have at the time of writing this draft. This will be updated if new information comes to light after the draft is published and before the final Sol is published.

Statement of Intent at a glance - our 3-year strategy



Commentary

While Co-Lab has had a performance framework in place for some time, it did not include long-term goals and did not provide a clear line of sight for Co-Lab people to understand how their individual KPIs related to it. And while the previous vision and purpose were adequate, the vision needed to more strongly indicate what Co-Lab is about – collaboration.

In creating the three-year strategy, we considered the operating environment for the next three to five years and what is important to shareholders in the success of their council-controlled organisation (CCO). With this in mind, we still have work to do for our shareholders to perceive value from Co-Lab, and improve that value, for our existing services to be better utilised, and to grow the suite of services on offer. To achieve strategic goals one and two, we need to invest in our people.

The evolution of the company's strategic goals has necessitated a corresponding evolution in the company's performance measures. At the same time, we have reviewed the previous measures. In most cases, while these previous measures may continue to be monitored internally at an operational level, they have been superseded by the new objectives.

Performance measures

To ensure we deliver against our 3-year strategy, we will be using the following annual Key Performance Indicators (KPI).

Strategic goal	3-year Objective	Annual KPI
Shareholding councils understand we provide them value	<ul style="list-style-type: none"> • We know the value we provide shareholders has improved by 15%, by 30 June 2027* <i>(baseline y/e 30 June 23).</i> • By 30 June 2027, 80% of shareholders agree they get value from Co-Lab. • All shareholders take up at least one additional shared service. <p><i>*Based on the regional benefits of collaboration (not an individual councils' benefits from collaboration).</i></p>	<ul style="list-style-type: none"> • Year-on-year increase in the value we provide to councils. • 80%+ of council survey respondents believe those Co-Lab services they received meet or exceed their expectations (evidenced by an annual survey). • Year-on-year increase in the utilisation of services we provide to councils.
Deliver value by growing the scale of our shared service function	<ul style="list-style-type: none"> • Expand the utilisation of Co-Lab's shared services by a minimum of 24 customers, by June 2027 <i>(baseline y/e 30 June 23)</i> 	<ul style="list-style-type: none"> • Year-on-year increase in the utilisation of services we provide to councils. • Year on Year increase in the number of services available to councils.
Diverse, talented and motivated people work for us	<ul style="list-style-type: none"> • Staff engagement increases by 5% by 30 June 2027. • Staff turnover is less than 15%. • Our vacancies are filled by suitable candidates within 3 months. <p><i>All baselined y/e 30 June 23)</i></p>	<ul style="list-style-type: none"> • Year-on-year increase in staff engagement. • Staff turnover is less than 15%. • Vacancies are filled by suitable candidates within 3 months.

Nature & Scope of services

Opportunity Development

Co-Lab also acts as an ideas laboratory by developing opportunities that will reduce costs, create value for councils, or enable innovation and change.

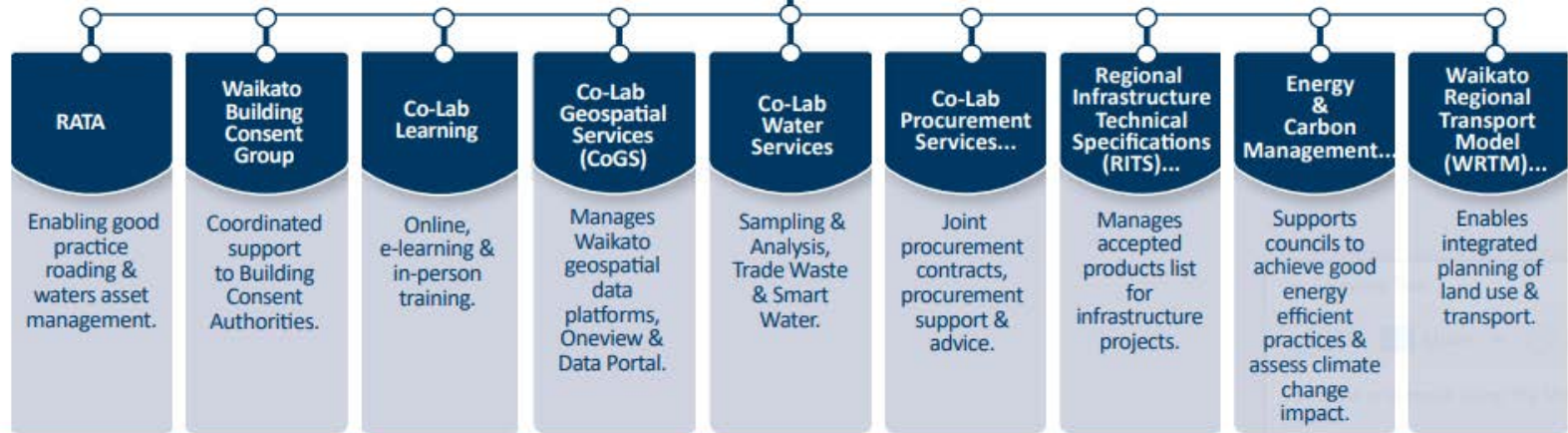
If you'd like more information on the Opportunity Development Projects we are currently investigating, please get in touch.

Shared Services

A list of our shared services follows on page 7. For more information on our services, please visit our website www.colabsolutions.govt.nz

PARTICIPATING COUNCILS 2024

SERVICE DELIVERY
The principal initiatives operating under the Co-Lab umbrella are:



Shareholding Councils

Hamilton City Council								
Hauraki DC								
Matamata-Piako DC								
Ōtorohanga DC								
Rotorua Lakes Council								
South Waikato DC								
Thames-Coromandel DC								
Waikato DC								
Waikato Regional Council								
Waipā DC								
Waitomo DC								
Western Bay DC								

Other Councils

Taupō DC								
Service grown since 2019								
Service new since 2019								

Councils participate in the service in some way

Financials

Overview

Services

Revenue from services decreases in the 2024/25 financial year (FY), as we intend to utilise cash surpluses across the workstreams wherever possible to minimise the cost to councils.

Member charges

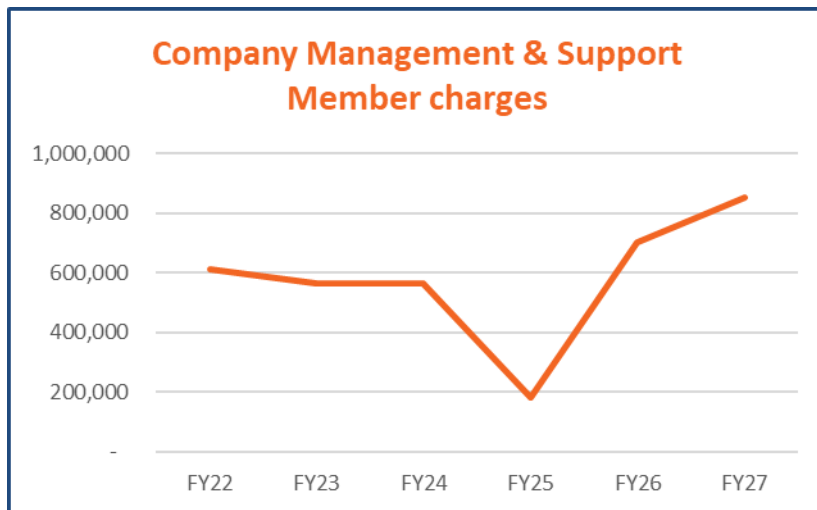
In the past few years, we have held member charges for core operating costs (company management and support) relatively constant. We intend to use current cash surpluses to reduce member charges in FY25 which results in markedly lower member charges to help our shareholding councils.

In this SOI we are also signalling our intention to change the way we ask councils to fund cross-council infrastructure procurement resource. The financial forecasts reflect the resource being included under Company Management & Support, and accordingly funded through member charges, as opposed to what has to date been a user pays model. By doing so this removes what we believe has been a key barrier to councils using the resource.

The change will take effect with an 18-month trial to assess its success or otherwise.

Considering the above, there is a 'one-off' reduction in member charges for FY25, with member charges returning to 'normal levels' from FY26 (taking into account the change in approach for funding cross-council infrastructure).

We will be considering where there are opportunities to reduce costs without undermining our ability to deliver value to you, and how we might otherwise increase revenue streams. Our goal remains to minimise the increase in member charges.



Cashflow

We intend to draw on cash reserves to fund the operating losses that are forecast in the out-years. While doing so our financial position remains robust.

Statement of Financial Performance

Co-Lab					
Company Summary					
for the forecast financial years ended 30 June 2025-2027					
	Budget 2023/24	Forecast 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Income					
Company Management / Support	1,209,916	970,286	589,962	1,121,340	1,285,407
Working parties projects	724,929	713,349	628,741	576,178	604,987
RITS	27,000	27,000	-	-	11,977
Information Technology	766,177	772,835	-	-	-
Energy Management	137,838	144,824	94,421	151,642	159,224
Shared Valuation Data Service (SVDS)	447,506	368,825	392,892	409,638	425,251
Road Asset Technical Accord (RATA)	1,504,614	2,280,627	2,082,874	2,573,383	2,362,527
Waikato Regional Transport Model (WRTM)	1,751,775	643,615	823,990	1,644,615	512,904
Waikato Building Consent Group	381,350	357,924	157,194	338,600	399,299
Waikato Mayoral Forum	5,000	5,005	10,130	10,637	11,168
Water Collaboration	493,988	-	-	-	-
Co-Lab Water Services	3,474,554	3,684,498	4,260,948	4,473,995	4,697,695
Co-Lab Learning	423,368	440,615	445,907	556,831	564,214
Procurement	325,000	250,286	193,442	203,114	213,270
Geospatial	69,170	70,770	18,000	57,006	91,356
Communications Resource	224,400	65,773	62,484	65,608	68,889
Total Income	11,966,585	10,796,232	9,760,984	12,182,587	11,408,168
Operating Expenditure					
Company Management / Support	1,507,208	1,243,455	1,473,305	1,561,094	1,632,202
Working parties projects	724,929	740,637	628,741	576,178	604,987
RITS	15,600	24,157	24,469	25,693	26,977
Information Technology	666,474	749,815	-	-	-
Energy Management	137,838	140,731	144,421	151,642	159,224
Shared Valuation Data Service (SVDS)	309,151	282,920	302,063	311,574	321,394
Road Asset Technical Accord (RATA)	1,500,183	2,577,990	2,078,443	2,568,819	2,357,735
Waikato Regional Transport Model (WRTM)	1,722,615	643,615	823,990	1,644,615	512,904
Waikato Building Consent Group	381,350	370,161	357,194	378,600	399,299
Waikato Mayoral Forum	5,000	5,000	10,130	10,637	11,168
Water Collaboration	491,474	-	-	-	-
Co-Lab Water Services	3,236,070	3,331,138	4,021,258	4,222,320	4,433,437
Co-Lab Learning	473,159	491,176	519,666	556,831	564,214
Procurement	329,696	324,629	193,442	203,089	213,218
Geospatial	69,170	70,783	82,863	87,006	91,356
Communications Resource	224,400	64,817	64,001	67,189	70,536
Total operating expenditure	11,794,318	11,061,025	10,723,985	12,365,287	11,398,651
Earnings before interest, tax and depreciation/ amortisation (EBITDA)	172,267	(264,793)	(963,002)	(182,701)	9,516
Depreciation / amortisation					
Company Management / Support	41,665	27,419	44,087	46,292	48,606
WBCG	0	3,076	3,072	3,072	3,072
Co-Lab Learning	0	867	864	864	864
Procurement	0	1,791	1,872	1,872	1,872
Communications	0	770	840	840	840
WRTM	29,160	-	-	-	-
Total Depreciation / amortisation	70,825	33,923	50,735	52,940	55,254
Earnings before interest and tax (EBIT)	101,442	- 298,715	(1,013,737)	- 235,640	- 45,738
Net Surplus (Deficit) before tax	101,442	(298,715)	(1,013,737)	(235,640)	(45,738)

We are budgeting losses in all the forecasted years to utilise cash surplus on hand and future surplus from SVDS and Co-Lab Waters.

Statement of Financial Position

Co-Lab					
Financial Position					
for the forecast financial years ended 30 June 2025-2027					
	Budget 2023/24	Forecasted 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
CAPITAL					
Shares - SVDS	1,607,001	1,607,001	1,607,001	1,607,001	1,607,001
Shares - WRTM	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000
Retained Earnings	(1,467,033)	(460,604)	(759,319)	(1,773,057)	(2,008,697)
Plus Current Year Operating Surplus/(Deficit)	2,466	(298,715)	(1,013,737)	(235,640)	(45,738)
TOTAL CAPITAL FUNDS	1,492,434	2,197,682	1,183,944	948,304	902,566
ASSETS					
CURRENT ASSETS					
Prepayments	134,000	4,128	3,300	3,465	3,638
Accounts Receivable	580,998	598,329	488,049	609,129	570,408
Bank	2,164,346	2,397,159	1,843,139	1,594,807	1,576,145
GST Receivable / (Payable)	5,097	(28,145)	(30,643)	65,030	67,989
TOTAL CURRENT ASSETS	2,884,442	2,971,471	2,303,845	2,272,432	2,218,180
NON-CURRENT ASSETS					
WRTM - Intangible Asset	2,296,855	2,296,855	2,296,855	2,296,855	2,296,855
MoneyWorks Software	1,195	1,195	1,195	1,195	1,195
Accumulated Depreciation	(2,298,050)	(2,298,050)	(2,298,050)	(2,298,050)	(2,298,050)
IT Equipment & Office Furniture	150,132	185,000	197,500	197,500	197,500
Accumulated Depreciation - IT equipment & Office Furniture	(41,546)	(33,923)	(92,281)	(139,440)	(188,804)
TOTAL NON-CURRENT ASSETS	108,587	151,077	105,219	58,060	8,696
TOTAL ASSETS	2,993,028	3,122,549	2,409,063	2,330,491	2,226,876
LESS CURRENT LIABILITIES					
Accounts Payable	1,415,383	785,965	1,073,624	1,218,874	1,148,200
Accounts Payable Accrual	32,173	33,782	37,244	39,106	41,062
Employee Benefits	53,038	105,120	114,251	124,207	135,049
TOTAL CURRENT LIABILITIES	1,500,594	924,866	1,225,119	1,382,187	1,324,310
NET ASSETS	1,492,434	2,197,682	1,183,944	948,304	902,566

Statement of Cashflows

Co-Lab					
Statement of Cashflows					
for the forecast financial years ended 30 June 2025-2027					
	Budget 2023/24	Forecasted 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Cashflows from Operating Activities					
Interest Received / (Paid)	80,625	60,594	70,282	70,272	70,261
Receipts from Other Revenue	11,868,628	11,850,047	9,798,424	11,991,025	11,376,407
Payments to Suppliers	(11,879,652)	(11,470,117)	(10,422,705)	(12,208,174)	(11,456,481)
Taxes Paid	0	0	0	0	0
Goods & Services tax (net)	30,937	(271,978)	2,498	(95,674)	(2,959)
Net cash from operating activities	100,538	168,546	(551,501)	(242,551)	(12,772)
Cashflows from Investing Activities					
Capital enhancements	0	0	0	0	0
Purchase of PPE	(30,334)	(84,502)	(4,877)	(5,780)	(5,891)
Purchase of investments	0	0	2,358	0	0
Net cash from investing activities	(30,334)	(84,502)	(2,519)	(5,780)	(5,891)
Net increase in cash, cash equivalents and bank accounts	70,205	84,044	(554,020)	(248,332)	(18,662)
Opening cash and cash equivalents and bank overdrafts	2,164,346	2,313,115	2,397,159	1,843,139	1,594,807
Closing cash, cash equivalents and bank accounts	2,234,551	2,397,159	1,843,139	1,594,807	1,576,145
Summary of Bank Accounts					
BNZ - Call a/c	2,234,551	2,397,159	1,843,139	1,594,807	1,576,145
Closing Balance of Bank	2,234,551	2,397,159	1,843,139	1,594,807	1,576,145

Appendix I: Governance

Co-Lab² is owned in equal portion by the 12 Waikato Local Authorities³:

- Hamilton City
- Waipa District
- Waikato Regional
- South Waikato District
- Waitomo District
- Thames-Coromandel District
- Matamata-Piako District
- Hauraki District
- Rotorua Lakes District
- Western Bay of Plenty District
- Waikato District
- Ōtorohanga District

Co-Lab's⁴ vision is that council collaboration through Co-Lab maximises community wellbeing. The company's purpose is to achieve this vision by helping councils identify and realise shared opportunities.

It achieves these outcomes by:

- Acting as an ideas laboratory for developing opportunities that create value to councils;
- Providing shared services to councils; and
- Entering joint procurement arrangements for the benefit of councils.

Co-Lab conducts itself in accordance with its constitution, its annual Statement of Intent, the provisions of the LGA and Co-Lab policies.

The Board is made up five council representative directors and an independent Chair. There is also a standing Audit & Risk Committee.

The current Directors of Co-Lab are:

Director	Representing
Peter Stubbs	Independent Chair
Chris McLay	Waikato Regional Council
Lance Vervoort	Hamilton City Council
Ben Smit	Ōtorohanga, Rotorua, South Waikato and Waitomo District Councils
Gavin Ion	Waikato and Waipa District Councils
Vacant	Hauraki, Matamata-Piako, Thames-Coromandel District and Western Bay of Plenty District Council

⁴ Co-Lab is the trading name of Waikato Local Authority Shared Services Ltd

Peter Stubbs' appointment as Independent Chair has been renewed for a further three years from 1 July 2022.

The independent Chair of Co-Lab receives director fees and reimbursed expenses. Directors representing the councils will not receive any fees or reimbursed expenses for work undertaken on behalf of the company.

Appendix II: Policy Statements

Statement of accounting policies

Reporting entity

Waikato Local Authority Shared Services Limited ("the Company") is a Company incorporated in New Zealand under the Companies Act 1993 and is domiciled in New Zealand. The company is a Council Controlled Organisation as defined under section 6 of the Local Government Act 2002 (LGA), by virtue of the shareholding councils' right to appoint the Board of Directors.

The primary objectives of the Company are to:

- Develop opportunities that benefit the Waikato region's local authorities; and
- Act as a vehicle to deliver value-added services to those local authorities.

The Company has designated itself as a public benefit entity (PBE) for financial reporting purposes.

Summary of significant accounting policies

Basis of preparation

Financial statements are prepared on the going concern basis, and the accounting policies are applied consistently throughout the period.

Statement of Compliance

Financial statements are prepared in accordance with the requirements of the LGA, which include the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

Financial statements are prepared in accordance with and comply with Tier 2 PBE Standards reduced disclosure regime (RDR). WLASS is eligible to report under the RDR as it:

- is not publicly accountable; and
- has expenses more than \$2 million, but less than \$30 million.

The accounting policies set out below are consistent with the prior year, other than the inclusion of policy:

- on operating leases, related to the lease of commercial premises;
- employees; and
- property, plant and equipment.

Measurement base

The financial statements are prepared on a historical cost basis.

Presentation currency and rounding

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar unless otherwise stated. The functional currency of the Company is New Zealand dollars.

Goods and services tax

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All items in the financial statements are stated exclusive of goods and services tax (GST), except for receivables and payables, which are presented on a GST-inclusive basis. Where GST is not recoverable as input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue (IR) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the cash flow statement.

Commitments and contingencies are disclosed exclusive of GST.

Critical accounting estimates and assumptions

In preparing the financial statements the Company makes estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There are no areas requiring estimate or assumptions made that are considered to carry a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

Intangible assets

Useful lives and residual values

At each balance date the Company reviews the useful lives and residual values of its intangible assets. Assessing the appropriateness of useful life and residual value estimates of intangible assets requires the Company to consider a number of factors such as the expected period of use of the asset by the Company and expected disposal proceeds from the future sale of the future sale of the asset.

An incorrect estimate of the useful life of residual value will impact the amortisation expense recognised in the income statement and carrying amount of the asset in the balance sheet. The Company minimises the risk of this estimation uncertainty by reviewing that the asset technology is still relevant and there is no alternative options to recreate the asset at a lower price.

Impairment of intangible assets

Intangible assets measure at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the assets carrying amount exceeds its recoverable amount. The recoverable amount is higher of an assets fair value less costs to sell and value in use.

If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written-down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit. The reversal of an impairment loss is recognised in the surplus deficit.

Revenue

Revenue

Revenue comprises the fair value of the considerations received or receivable for the sale of goods and services, excluding GST, rebates and discounts and after eliminating sales within the Company. No provisions have been recorded as all revenue and trade receivables are expected to be received.

Other Revenue

Member charges for all activities are recognised when invoiced to the user (i.e. councils). The recorded revenue is the net amount of the member charges payable for the transaction. Contributions received for projects that were not completed in a financial year are recognised when the Company provides, or is able to provide, the service for which the contribution was charged. Until such time, contributions are recognised as liabilities.

Operating expenses

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Personnel costs

Defined contribution schemes

Employer contributions to KiwiSaver, the Government Superannuation Fund, and other defined contribution superannuation schemes are accounted for as defined contribution schemes and are recognised as an expense in the surplus or deficit when incurred.

Receivables

Short-term receivables are recorded at the amount due, less any provision for amounts not considered collectable.

Receivables are initially measured at nominal or face value. Receivables are subsequently adjusted for penalties and interest as they are charged and impairment losses. Non-current receivables are measured at the present value of the expected future cash inflows.

Debtors are amounts due from customers. If collection is expected in one year or less, they are classified as current assets. If not, they are presented as non-current assets.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, with original maturities of three months or less, and bank overdrafts.

Income tax

Income tax expense includes components relating to both current tax and deferred tax.

Current tax is the amount of income tax payable based on the taxable surplus for the current year, plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the statement of financial position and the corresponding tax bases used in the computation of taxable profit.

Deferred tax is measured at the tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at balance date. The measurement of deferred tax reflects the tax consequences that would follow from the manner in which the entity expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable surpluses will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset or liability in a transaction that is not a business combination, and at the time of the transaction, affects neither accounting profit nor taxable profit.

Current and deferred tax is recognised against the surplus or deficit for the period, except to the extent that it relates to a business combination, or to transactions recognised in other comprehensive income or directly in equity.

Intangible assets Other financial assets

Investments in bank deposits are measured at fair value plus transaction costs.

At each balance date the Company assesses whether there is any objective evidence that an investment is impaired. Any impairment losses are recognised in the income statement.

Payables and deferred revenue

Short-term creditors and other payables are recorded at their face value.

Trade and other payables are non-interest bearing and are normally settled on 30-day terms, therefore the carrying value of trade and other payable approximates their fair value.

Contributions received for projects that were not completed in a financial year are recognised as deferred revenue until the Company provides, or is able to provide, the service for which the contribution was charged.

Employee benefits liabilities

Short-term employee entitlements

Employee benefits expected to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay.

These includes salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, and sick leave.

A liability for sick leave is recognised to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent it will be used by staff to cover those future absences.

A liability and an expense are recognised for bonuses where there is a contractual obligation or where there is a past practice that has created a constructive obligation.

A liability and an expense are recognised for bonuses where there is a contractual obligation or where there is a past practice that has created a constructive obligation.

Presentation of employee entitlements

Sick leave, annual leave, vested long service leave, and non-vested long service leave and retirement gratuities expected to be settled within 12 months of balance date, are classified as a current liability. All other employee entitlements are classified as a non-current liability.

Reconciliation of equity

Equity is the shareholders interest in WLASS and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components:

Contributed equity

Contributed equity is the net asset and liability position at the time the company was formed. The allocation of capital amongst shareholders is explained in this note.

Retained earnings

Retained earnings is the company's accumulated surplus or deficit since formation.

Document No: A710849

Report To: Council



Meeting Date: 26 March 2024

Subject: **Inframax Construction Ltd – Half Annual Report to 31 December 2023 and Draft Statement of Intent for Year Ending 30 June 2025**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present the Half Annual Report to 31 December 2023 and the draft Statement of Intent (SoI) for Inframax Construction Ltd (ICL) for the year ending 30 June 2025.

Background

2.1 **HALF ANNUAL REPORT**

- 2.2 Section 66 of the Local Government Act 2002 (LGA 2002) determines that the Board of a Council Controlled Organisation (CCO) must deliver a half yearly report on the organisation's operations to the shareholder by end of February of each year and this report must contain any information required under its SoI.

- 2.3 Attached to, and forming part of this business paper, is a copy of the ICL half annual report for the six months ended 31 December 2023. (Attachment 1)

2.4 **STATEMENT OF INTENT**

- 2.3 Section 64 of LGA 2002 requires all CCO's to have a SoI that must not be inconsistent with the constitution of the CCO.

- 2.5 The purpose of an SoI as set out in Schedule 8 of LGA 2002 is to:

- a) State publicly the activities and intentions of a CCO for the year and the objectives to which those activities will contribute.
- b) Provide an opportunity for shareholders to influence the direction of the organisation.
- c) Provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

- 2.6 The SoI must specify the following information for the CCO and any subsidiaries for next year (i.e. 2024/25) and the following two financial years:

- a) The objectives of the group.
- b) A statement of the board's approach to governance of the group.
- c) The nature and scope of the activities to be undertaken by the group.
- d) The non-financial performance targets and other measures by which the performance of the group may be judged in relation to its objectives.
- e) The major accounting policies of the group.

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- f) The ratio of consolidated shareholders' funds to total assets, and the definition of those terms.
 - g) An estimate of the amount or proportion of accumulated profits and capital reserves that is intended to be distributed to the shareholders.
 - h) The board's estimate of the commercial value of the shareholders' investment in the group and the manner in which, and the times at which, that value is to be reassessed.
 - i) Any other matters that are agreed by the shareholders and the board.
- 2.7 Attached to, and forming part of this business paper, is a copy of the ICL draft SoI for 2024/25. (Attachment 2)
- 2.8 The Board of a CCO must deliver to its shareholders a draft SoI by 1 March each year for consideration. The Shareholders are invited to provide comments on the draft SOI and the Board must consider any Shareholder comments by 1 May and deliver the completed SoI to Shareholders by 30 June.
- 2.9 Council is now invited to consider the draft SoI 2025 and provide comments should it choose to.

Commentary

- 3.1 **HALF ANNUAL REPORT TO 31 DECEMBER 2023**
- 3.2 The Chairperson's report provides an overview of the first half of the 2023/2024 financial year, the key points are:
- Realisation of the full annual impact of the Ruapehu District Council Road Maintenance Contract,
 - Commencement of the second stage of the SH43 Forgotten Highway Seal Extension project provides solid foundation for forward construction order book.
 - NZTA Waka Kotahi's confidence in Inframax continues to grow.
 - Formulating a compelling and value-added solution for Council's Road Maintenance Services.
 - Carbon emission baseline data was established to measure and test the effectiveness of carbon reduction initiatives.
 - Challenging economic environment impacting the phasing of work and challenges in attracting staff across the regions that ICL operates in.
- 3.3 Overall revenue is up by 50% (\$7.7 million) on the same period last year and EDITDA increased by \$983,000 compared to December 2022. Total assets and equity have both increased during the period, with assets up by \$3.9 million and equity increased by \$1.4 million.
- 3.4 The six-month results provide an indication of progress towards the full year target during the period and are shown in the following table. The full year result against SoI targets will be reported in the 2023/24 annual report.

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SoI Measure	2023/24 Full Year Target	Dec 2023 Result
Equity Ratio (Shareholder funds as % of total assets)	50%	52%
Current Ratio (current assets as a % of current liabilities)	Positive	Positive
EBITDA (earnings before tax, interest, depreciation and amortisation)	\$3.1	\$1.7m
Revenue Target	\$44.0m	\$23.0m
Bank Covenants	Met	Satisfied
Notifiable injuries	Zero	24
Accident compensation days – new injuries	0	205
Accident compensation days – prior year injuries	100	0
Achievement of ISO9001 accreditation	Standard achieved	Standard achieved
Achievement of ISO45001 accreditation	Standard achieved	Standard achieved
Environmental consent compliance	Full compliance	3 Partially compliant, 5 Fully compliant 1 Not assessed
Number of local events supported	15	9

3.5 **DRAFT STATEMENT OF INTENT 2025**

3.6 The Board has presented a draft 2025 SoI for consideration.

3.7 The key financial performance measures from the draft SoI 2025 have been included in the table below, with the measures from the SoI 2024 for comparative purposes.

Measure	Current SoI 2024	Current SoI 2025	Draft SoI 2025	Draft SoI 2026	Draft SoI 2027
Equity Ratio (shareholders' funds as a % of total assets)	50%	51%	51%	52%	53%
Current Ratio (current Assets expressed as a % of current liabilities)	Positive	Positive	Positive	Positive	Positive
EBITDA (earnings before interest, tax, depreciation and amortisation)	\$3.1m	\$3.2m	\$3.5m	\$3.6m	\$3.7m
Revenue targets	\$44m	\$45m	\$45m	\$46m	\$47m
Bank covenants	Met	Met	Met	Met	Met

3.8 The non-financial performance measures tabled below are in comparison to the targets set in the SoI 2024.

Measure	Current SoI 2024	Current SoI 2025	Draft SoI 2025	Draft SoI 2026	Draft SoI 2027
Lost Time Injury Frequency Rate	Zero	Zero	Zero	Zero	Zero
Accident Compensation days	New Injuries 0	New Injuries 0	New Injuries 0	New Injuries 0	New Injuries 0

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Measure	Current SoI 2024	Current SoI 2025	Draft SoI 2025	Draft SoI 2026	Draft SoI 2027
	Prior years injuries 100	Prior years injuries 100	Prior years injuries 100	Prior years injuries 100	Prior years injuries 100
ISO 9001 Accreditation	Standard Achieved	Standard Achieved	Standard Achieved	Standard Achieved	Standard Achieved
ISO 45001 Accreditation	Standard Achieved	Standard Achieved	Standard Achieved	Standard Achieved	Standard Achieved
Environmental Consent Compliance	Full Compliance	Full Compliance	Full Compliance	Full Compliance	Full Compliance
Number of Broader Outcome Initiative	15 (Waitomo district 9 other 6)	15 (Waitomo district 9 other 6)	15 (Waitomo district 9 other 6)	15 (Waitomo district 9 other 6)	15 (Waitomo district 9 other 6)

Analysis of Options

4.1 **STATEMENT OF INTENT**

- 4.2 Council, as the 100% shareholder, needs to consider the draft SoI 2025 and has the option of agreeing to it as presented as per s65 of the LGA 2002 or Council has the option of proposing further amendments to the draft SoI for the ICL Board to consider.
- 4.3 The Board must consider any comments by the shareholders on the draft SoI by 1 May then deliver the completed SoI to the shareholders on or before 30 June.

Considerations

5.1 **RISK**

- 5.2 If Council does not consider and decide either to agree to the draft SoI 2025 or propose changes to the draft SoI 2025, then it runs the risk of non-compliance with legislative requirements around preparation and adoption of the SoI.
- 5.3 There is additional risk that ICL Board and Management will not be able to plan well and in advance, any strategy or financial changes they might need to make to accommodate the suggestions of Council.

5.4 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 5.5 The decision to agree on the draft SoI 2025 as presented will be consistent with Council's understanding of the future plans of ICL and its objectives for the CCO.

5.6 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 5.7 The draft SoI 2025 is aligned to ICL's constitution, and its plans and forecasts discussed with the Council previously and is generally aligned with the expectations of Council from its shareholding. Therefore, the decision is not considered to require public engagement as per Council's Significance and Engagement Policy.

Recommendation

- 6.1 The Inframax Construction Limited – Half Annual Report to the 31 December 2023 be received.

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- 6.2 The draft Statement of Intent be received and no changes to the draft SoI are recommended.

Suggested Resolutions

- 1 The business paper on Inframax Construction Ltd – Half Annual Report to 31 December 2023 and the draft Statement of Intent for year ending 30 June 2025 be received.
- 2 The Half Annual Report for Inframax Construction Ltd for the period 31 December 2023, be received.
- 3 The Inframax Construction Limited – Half Annual Report to the 31 December 2023 be published on Council's website.
- 4 The draft Statement of Intent for Inframax Construction Ltd for year ending 30 June 2025, be received.
- 5 No changes are suggested to the draft Statement of Intent for the year ending 30 June 2025 for ICL OR Council requests the following changes to the Statement of Intent for 2025.



TINA HITCHEN
CHIEF FINANCIAL OFFICER

15 March 2024

Attachments:

1. Half Annual Report to 31 December 2023 – Inframax Construction Ltd (A710850)
2. Draft Statement of Intent Year Ending 30 June 2025 – Inframax Construction Ltd (A710851)



Inframax Construction Limited
Half Annual Report
For the six months ended 31 December 2023

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Report from the Chairman

For the six months ended 31 December 2023

It is pleasing to see further stabilising of Inframax's revenue and EBITDA performance in the six months ended 31 December 2023 as the business realises the full annual impact of the Ruapehu District Council road maintenance contract. Revenue for the first half of the reporting year was up \$7.7M (being 50%) on the same period prior year. EBITDA for the same period was up \$983K (being 129%) on prior year.

A key highlight in the first six months of the 2024 reporting year was commencing the second stage of the SH43 Forgotten Highway, Tangarakau Gorge Seal Extension project (stage 2). Awarded off the back of the high-quality work delivered by the Inframax team for stage 1 of the same project, the project works span two years and provides a solid foundation for Inframax's forward order book in construction. It is pleasing to see NZTA / Waka Kotahi's confidence in Inframax to deliver construction projects continue to grow.

Formulating a compelling and value-added solution for road maintenance services for one of our key account customers, Waitomo District Council, has been a strategic priority for the business in the six months ended 31 December 2023. The tender for these services was released in November 2023, closing February 2024. With a maximum term of 7 years, resecuring this contract is important to the order book security of the maintenance business of Inframax.

The business' baseline data for carbon emissions was established in the first six months of the year, which will be the reference point as the business measures carbon emissions and the effectiveness of carbon reduction initiatives going forward.

The economic environment continues to be challenging for New Zealand businesses, with interest rates remaining high despite inflation finally starting to come down, albeit slowly. Funding is one of the biggest challenges that local authorities are facing and this, in turn, is impacting the flow and phasing of work across some of our customers and contracts. The business continues to monitor and work closely with our customers to navigate these challenges. The business has worked hard to implement fair, equitable and market tested wage rates, labour constraints, particularly with our frontline workforce continues to be a challenge, with every one of the regions we operate within proving challenging to attract talent. Succession continues to be a key focus for the business.

Summary of Financial Results

Dollars in Thousands	six months ended 31 December 2023	six months ended 31 December 2022
Revenue	23,111	15,361
EBITDA	1,744	761
Net cash inflow / (outflow) from operating activities	2,798	795
Net cash inflow / (outflow) from investing activities	(1,065)	(2,180)
Net cash inflow / (outflow) from financing activities	(792)	1,050
Net Cash Flow Movement	940	(335)
Total Assets	25,421	21,438
Total Equity	13,000	11,593
Equity Percentage	51%	54%

Earl Rattray
Chairman

Statement of Performance Measures

For the six months ended 31 December 2023

The Statement of Corporate Intent states the Company will endeavor to exceed the targets of the Projected Business Plan. The results achieved compare with performance criteria in the Statement of Corporate Intent as follows:

	Statement of Intent 31 December 2023		Statement of Intent 31 December 2022	
	Achieved six months	Full Year Target	Achieved six months	Full Year Target
Performance Measures				
Equity Ratio	52%	50%	57%	65%
Current Ratio	Positive	Positive	Positive	Positive
Revenue (millions)	\$23	\$44	\$15	\$35
Bank Covenants	Satisfied	Satisfied	Satisfied	Unconditionally met
EBITDA (millions)	\$1.7	\$3.1	\$0.7	\$2.6

The Equity Ratio is the average Shareholders Funds expressed as a percentage of average Total Asset. Average Total Assets and Average Shareholders Funds are based on 31 December 2022 and 31 December 2023 figures.

	Statement of Intent 31 December 2023		Statement of Intent 31 December 2022	
	Achieved six months	Full Year Target	Achieved six months	Full Year Target
Non-Financial Performance Measures				
Lost Time Injury Frequency Rate	24	Zero	n/a	n/a
Accident Compensation Days	Prior Injuries - 0 New Injuries - 205	Prior Injuries - 100 New Injuries - 0	10 Standard Achieved (note: assessment scheduled Jun23)	850 Standard Achieved
ISO 9001 Accreditation	Standard Achieved	Standard Achieved	Standard Achieved (note: assessment scheduled Jun23)	Standard Achieved
ISO 45001 Accreditation	Standard Achieved	Standard Achieved		Standard Achieved
Environmental Consent Compliance				
Non-compliant	0		0	
Partially compliant	3		3	
Highly compliant	0	All	5	All
Fully compliant	5		0	
Not Assessed	1		1	
Support of local events in operating area				
Number of local events where the company provided complimentary goods, service or financial support	9	15	3	15

Note

1. Lost Time Injury Frequency Rate – This is not a measure in the current year as agreed with the Shareholder.
2. Accident compensation days – are measured on a 1 April to 31 March year.

Inframax Construction Limited

STATEMENT OF INTENT

FOR THE YEAR ENDING 30 JUNE 2025

1.0 INTRODUCTION

1.1 Inframax Construction Limited is –

- a limited liability company pursuant to the Companies Act 1993.
- a Council Controlled Organisation pursuant to Section 6 of the Local Government Act 2002.

1.2 This Statement of Intent is prepared to meet the requirements of Section 64 and Schedule 8 of the Local Government Act 2002.

1.3 It outlines the activities and intentions of Inframax Construction Limited and the objectives to which those activities will contribute. Performance targets and measures are specified, along with the Company's policies relating to governance and other matters.

1.4 The Statement of Intent is reviewed annually by the Company following consultation with Waitomo District Council.

2.0 NATURE AND SCOPE OF ACTIVITIES

2.1 The core business of the Company will be roading maintenance and construction, quarrying and crushing of aggregates and maintenance and construction of utilities and infrastructure assets.

2.2 The Company will compete for infrastructure contracts in the central western North Island Districts and in other areas where it is identified that such contracts will yield an appropriate rate of return or where the Company believes that there are sound commercial reasons for doing so.

2.3 The Company may expand into other ventures and/or activities that are consistent with the Company's objectives and the provisions of the Local Government Act 2002.

3.0 OBJECTIVES

The principal objective of Inframax Construction Limited is to operate as a successful business and to contribute to the wellbeing of the communities in which it operates.

In pursuing the principal objective, the Company and Directors shall:

- Maximise the long-term viability and profitability consistent with the Shareholder's objectives for ownership and value creation.
- Seek and develop profitable business opportunities that make best use of the people, technical and financial resources of the Company.
- Continue to review the available options for the share ownership of the Company, to be able to provide informed advice to the Shareholder as to the most efficient arrangements to enhance both profitability and Shareholder value.

- Ensure assets and liabilities are prudently managed consistent with the nature of a contracting business.
- Ensure transparent and informed relationships are maintained with the shareholder within the spirit of 'no surprises'.
- Act as a good employer by:
 - Providing a work environment that recruits, fosters and maintains safe, competent, motivated, committed and productive employees
 - Recognising and rewarding excellent performance of any staff.
- Act in an environmentally and socially responsible manner and implement sustainable business practices.

4.0 CORPORATE GOVERNANCE

Pursuant to Section 57 of the Local Government Act 2002, the Board of Directors is appointed by the shareholder to govern and direct the activities of the Company.

All Directors are required to comply with a formal Code of Conduct, which is based on the Institute of Directors in New Zealand's Code of Practice for Directors.

(a) **Role of the Board of Directors**

The Directors' role is defined in Section 58 of the Local Government Act 2002. This section states that all decisions relating to the operation of the CCO shall be made pursuant to the authority of the directorate of the Organisation and its Statement of Intent. The Board consults with the Company's shareholder in preparing and reviewing the Statement of Intent.

The Board meets on a regular basis and is responsible for the proper direction and control of the Company's activities. This responsibility includes such areas of stewardship as the identification and control of the Company's business risks, the integrity of management information systems and reporting to the shareholder.

The Board accepts that it is responsible for the overall control system operating within the Company but recognises that no cost-effective internal control system will permanently preclude all errors or irregularities. The control systems reflect the specific risks associated with the business of the Company.

To achieve this governance the Board will:

- Conduct regular briefings with the designated shareholder representatives to discuss emerging risk and opportunities of the business, the general forecast performance expectations and to learn of relevant changes in council policies, expectations and risk appetite.
- Act on a fully informed basis, in good faith, with due diligence and care, and in the best interests of the company.
- Act in accordance with the Constitution and Statement of Intent.
- Ensure compliance with applicable legislation, regulation, codes and accounting standards.
- Structure itself to utilise the expertise of Directors to add value.
- Monitor the effectiveness of overall governance and make changes as needed.

- Monitor and manage potential conflicts of interest of management, board members and shareholder.
- Appoint and monitor the performance and remuneration of the Chief Executive Officer and oversee succession planning.
- Ensure the Company's financial management is consistent with good business practice.
- Decide on necessary actions to protect the Company's financial position and the ability to meet its debts and other obligations when they fall due, and ensure such actions are taken.
- Ensure the Company's goals are clearly established, and that strategies are in place for achieving them (such strategies being expected to originate, in the first instance, from management).
- In the spirit of 'no surprises', keep the shareholder informed on significant events and issues, including those sensitive to publicity that may arise from Council being a political organisation.
- Promote a culture which requires all employees to adhere to high levels of ethical behaviour.
- Ensure the Company has appropriate risk management/regulatory compliance policies in place and that these are monitored on a regular basis.

(b) The Role of the Shareholder

The Board aims to ensure that the shareholder is informed in a timely manner of all major developments affecting the Company's state of affairs. The shareholder is consulted on the review of the Company's Statement of Intent and is responsible for the appointment of Directors. Information is communicated to the shareholder in the Annual Report, the Half-Annual Report and special meetings where required.

The shareholder is expected to:

- Deal with issues raised by the Company in a prompt and expedient fashion.
- Maintain a high level of communication with the Company on relevant matters.
- Ensure transparent and collaborative relationships are maintained with the Company.

5.0 PERFORMANCE INDICATORS

In its half-year and annual report, the Company will record its performance relating to its goals and objectives.

6.0 PERFORMANCE MEASURES AND TARGETS

The Company will endeavour to exceed the targets of the Projected Business Plan.

6.1 Ratio of Shareholder's Funds to Total Assets

The Ratio of Shareholder's Funds to Total Assets shall not be less than that set out in this Statement of Intent.

6.2 Current Ratio

The Current Ratio measures solvency. The Company will maintain a positive Current Ratio. For the purposes of this measure, "Positive" means equal to or greater than 100%.

6.3 EBITDA

Earnings before interest, tax, depreciation and amortisation gives an indication on the underlying operational profitability of the business.

6.4 Revenue

Measuring revenue growth gives a good indication of the rate at which the company has expanded the business.

6.5 Bank Covenants

The Company will meet all bank covenants.

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	30 June 25	30 June 26	30 June 27
6.1 Equity Ratio Shareholders Funds expressed as a % of Total Assets	51%	52%	53%
6.2 Current Ratio Current Assets expressed as a % of Current Liabilities	Positive	Positive	Positive
6.3 EBITDA Earnings Before Interest, Tax, Depreciation and Amortisation	\$3.5m	\$3.6m	\$3.7m
6.4 Revenue Revenue Targets	\$45m	\$46m	\$47m
6.5 Bank Covenants As agreed with the Bank from time to time	Met	Met	Met

7.0 NON-FINANCIAL PERFORMANCE MEASURES

7.1 Lost Time Injury Frequency Rate

The lost time injury frequency rate will measure the number of lost time injuries for year ending 30th June 2025 relative to the number of hours worked in the same period.

$$\frac{\text{Total lost time injuries in 2025}}{\text{Total hours worked in 2025}} \times 1,000,000$$

Lost time injuries are occurrences that result in a fatality, permanent disability or time lost from work of one day/shift or more.

7.2 ACC Weekly Compensation Days

ACC weekly compensation days measures and gives an indication of workplace safety. It is also a measure of wellness in the workplace and indicates how a company cares for and rehabilitates employees injured at work. Measure is the number of compensation days incurred in the ACC calendar year.

7.3 ISO 9001 Accreditation

ISO 9001 is a quality accreditation standard verifying that the company has systems and processes in place to operate to industry best practices. It confirms that issues within the company are identified, recorded and information used to generate continual business improvement.

7.4 ISO 45001 Accreditation

ISO 45001 is a global standard for Occupational Health and Safety (OS&S) Management Systems that provides a practical solution to improve the safety and health of both employees and other personnel by preventing work-related injury and ill health, as well as by proactively improving the Company's OH&S performance.

7.5 Environmental Consent Compliance

There are three measures of environment consent compliance - full, partial and non-compliance. Full compliance of consents held by the Company indicates that all conditions of consents are met in full and the organisation is acting in an environmentally responsible manner.

7.6 Number of Broader Outcome Initiatives

The Local Government (Community Well-being) Amendment Act 2019 provides for local authorities to play a broad role in promoting social, economic, environmental and cultural well-being of their communities. Broader Outcome Initiatives are initiatives the Company deploys that contribute to the wider social, economic, cultural and environmental well-being of the communities for which it operates in.

	30 June 25	30 June 26	30 June 27
7.1 LTI Frequency Rate	Zero	Zero	Zero
7.2 ACC Weekly Compensation Days	Relating to: New injuries – zero Relating to: Prior years' injuries - 100	Relating to: New injuries – zero Relating to: Prior years' injuries - 100	Relating to: New injuries – zero Relating to: Prior year's injuries - 100
7.3 ISO 9001 Accreditation	Standard Achieved	Standard Achieved	Standard Achieved
7.4 ISO 45001 Accreditation	Standard Achieved	Standard Achieved	Standard Achieved
7.5 Environmental Consent Compliance	Full Compliance	Full Compliance	Full Compliance
7.6 Number of Broader Outcome Initiatives	15 (Waitomo District 9, Other 6)	15 (Waitomo District 9, Other 6)	15 (Waitomo District 9, Other 6)

8.0 DIVIDEND POLICY

- 8.1 Subject to the Directors being satisfied as to the solvency of the Company, the meeting of its bank covenants and the integrity of its asset replacement and investment programme, the Company is committed to the provision of annual distributions to the Shareholder.
- 8.2 A dividend payment is not anticipated in the 2024/2025 financial year.
- 8.3 Should a distribution to the Shareholder occur, it will be made, after consultation with the Shareholder, by subvention payment, or other mutually agreed methods after taking account of all tax considerations.
- 8.4 The Company may declare dividends as approved by the Directors.
- 8.5 The Directors may from time to time pay interim dividends.

9.0 ACCOUNTING POLICIES

- 9.1 The Company will maintain accounting records in accordance with the Companies Act 1993 and the Financial Reporting Act 2013.

Significant accounting policies adopted by the Company in its Annual Report are –

- Compliance with New Zealand generally accepted accounting practice (NZ GAAP).
- Preparation on a historical cost basis, apart from Land and Buildings and Heavy Quarry Equipment which are stated at their fair value.
- Preparation on a going concern basis.
- Financial assets, other than those at fair value, are assessed for impairment at each balance date.
- Revenue and profit are primarily recognised based on value earned.
- Trade and other receivables are stated at their expected realisable value after providing for impairment.
- Aggregate stocks are valued using standard costs based on the estimated average cost of production.
- Property, plant and equipment other than Land and Buildings and Heavy Quarry Equipment (which are measured at fair value), are carried at cost less accumulated depreciation and impairment losses.
- Trade and Other Payable are recognised when the Company becomes obliged to make future payments.

10.0 INFORMATION TO BE PROVIDED TO SHAREHOLDERS

- 10.1 Annual Report and half-yearly operational report will be submitted in accordance with the Local Government Act 2002.
- 10.2 The half-yearly report will include details as are necessary to enable an informed assessment of the Company's performance during the reported period. This report will be accompanied by the Chairman's review of the period. The half-yearly report will be made available to the Shareholder no later than 1 March in every year.
- 10.3 The Annual Report will include all items required by the Companies Act 1993, the Financial Reporting Act 2013 and such other information as the Directors deem necessary for the Shareholder to measure performance of the Company against performance targets as agreed in the Statement of Intent.

11.0 SIGNIFICANT ACQUISITIONS

- 11.1 Procedure to be followed as per Schedule 8, Clause 9(1)(i) of the Local Government Act 2002 regarding share transactions will be at the discretion of the Directors unless the acquisition qualifies as a major transaction as defined in 10.3.
- 11.2 The Board will consult with the Shareholder before making any significant acquisition including investment in another entity.
- 11.3 Acquisitions involving more than 10% of the total assets of the company will constitute a "major transaction" under Section 129 of the Companies Act 1993 and will require a special resolution of the Shareholder.

12.0 ESTIMATED COMMERCIAL VALUE OF SHAREHOLDER'S INVESTMENT

- 12.1 Net Assets in the Annual Report as at 30 June 2023 stood at \$12.56m.
- 12.2 An independent valuation of the shares in the company was undertaken in September 2023. The valuation method adopted for the valuation was an earnings capitalisation valuation (as opposed to an asset based valuation method). The valuation, using the earnings based approach, assessed that the fair value of 100% of the shares in the Company at 30 June 2023 was between \$9.2m and \$12.1m, with a midpoint of \$10.6m.
- 12.3 The Directors believe that as the business continues to deploy and realise value from business improvement initiatives, the company's operating performance and, in turn, the earnings based valuation of the shares will continue to grow.

13.0 CAPITAL SUBSCRIPTION

- 13.1 No capital will be required from the Shareholder.
- 13.2 No capital injections from the Shareholder are expected in the current period.

Document No: A7128386

Report To: Council



Date: 26 March 2024
Subject: **Solid Waste Bylaw 2009 (adopted 25 June 2014) – 10 Year Review**
Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to recommend to Council that the 10 year review of the Solid Waste Bylaw 2009 (adopted 25 June 2014) not be completed in accordance with Section 160A of the Local Government Act 2002.

Background

2.1 **LOCAL GOVERNMENT ACT 2022 (LGA)**

- 2.2 The LGA provides the requirements for the making, reviewing, and revoking of Bylaws.
- 2.3 Section 156 of the LGA requires that the use of the special consultative procedure must be used when making, amending or revoking bylaws. However, a council may, by resolution publicly notified, make minor changes to, or correct errors in a bylaw outside the required 5 or 10 year reviews.
- 2.4 Section 158 of the LGA provides that any new Bylaw adopted by the Council must be reviewed within 5 years of it being made.
- 2.5 Section 159 provides that further reviews must be completed no later than 10 years after the last review.
- 2.6 Section 160 of the LGA requires that for any review of a Bylaw (5 or 10 year review), whether changes have been made or not, Council must consult using the special consultative procedure.
- 2.7 Section 160A of the LGA provides that a bylaw not reviewed under Sections 158 or 159 (as above), is revoked on the date that is 2 years after the last date on which the bylaw should have been reviewed.

2.8 **WASTE MINIMISATION ACT 2008 (WMA)**

- 2.9 The WMA also includes requirements for bylaws relative to waste minimisation. Some of the WMA requirements differ and take priority over the requirements of the LGA, and others defer to the requirements of the LGA.
- 2.10 Section 56(2) of the WMA requires that a bylaw must not be inconsistent with a council's Waste Management and Minimisation Plan.
- 2.11 Section 58 of WMA requires that a bylaw made under Section 56 must be reviewed not later than 10 years after it was made (the LGA requirement is 5 years) and then at intervals of not more than 10 years after the last review (same as the LGA).

Acronyms:

LGA – Local Government Act 2022

SWB09 – Solid Waste Bylaw 2009

WMMP – Solid Waste Management and Minimisation Plan

WMA – Waste Minimisation Act 2009

MfE – Ministry for the Environment

LTP – Long Term Plan

2.12 **SOLID WASTE MANAGEMENT AND MINIMISATION PLAN (WMMP)**

2.13 Council is required to prepare and adopt a WMMP at intervals of no more than six years. Development of the WMMP is guided by the WMA, which encourages waste minimisation to protect the environment from harm, and to provide social, economic, and cultural benefits.

2.14 Council at its meeting of 27 February 2024, adopted a draft WMMP for public consultation. The timeline for that process to conclude is with adoption of the new WMMP at the June 2024 Council meeting, in conjunction with adoption of Council's 2024-2034 Long Term Plan (LTP).

Commentary

3.1 **SOLID WASTE BYLAW 2009 (SWB09)**

3.2 Council's SWB09 was adopted by Council as a "new" Bylaw in 2009. While the WMA requires the first review no later than 10 years after a bylaw is made, Council completed the first review of the SWB09 within 5 years.

3.3 That review was completed in terms of the LGA requirements and was carried out in conjunction with the required 5 year reviews of Council's Public Places Bylaw, Dog Control Bylaw and Public Health and Safety Bylaw. That review was completed in June 2014.

3.4 A copy of SWB09 is attached for information.

3.5 The 10 year review of the SWB09 is required to be completed by 25 June 2024.

3.6 **CONSIDERATIONS**

3.7 As part of considering the draft WMMP for public consultation at the 27 February 2024 Council meeting, Council was advised -

- The SWB09 is consistent with the draft WMMP as adopted for consultation.
- The Ministry for the Environment (MfE) is introducing changes to support a low-emissions, low-waste circular economy, including:
 - All councils accept the same standard set of materials in their recycling collection – effective from February 2024.
 - All councils provide recycling collections to households in urban areas of 1,000 people or more – effective January 2027.
 - All councils meet a performance standard for the amount of household waste diverted from landfill. The performance standard will increase over time, up to 50% by July 2030.
 - All private waste companies that provide regular household waste collections record tonnes of rubbish, recycling, food and garden waste collected, and contamination rates. From late 2025 they report these figures to MfE.
- Through the development of the 2024-2034 LTP Council is considering options for the future of Waitomo District Landfill. Options will be consulted on with the community and the way forward decided with the finalisation of the LTP. Depending on the outcome of that community consultation, it is likely the Solid Waste Bylaw will need to be reviewed as a result of changes to the Landfill site.
- The renewal of the kerbside collection contract for 2026 may also impact the Bylaw.

Acronyms:

LGA – Local Government Act 2022

SWB09 – Solid Waste Bylaw 2009

WMMP – Solid Waste Management and Minimisation Plan

WMA – Waste Minimisation Act 2009

MfE – Ministry for the Environment

LTP – Long Term Plan

3.8 **BYLAW REVIEW**

3.9 If the 10 year review of the SWB09 were to be completed before the end of June 2024 (as required by both the LGA and WMA), it is highly likely that an almost immediate second review would be required following adoption of the LTP to ensure consistency with any decision made on the future of the Landfill.

3.10 Then there is also the possibility of a third review being required following implementation of MfE's proposed changes.

3.11 This could result in three separate reviews of the SWB09 in two years, all requiring special consultative processes.

3.12 As advised to Council at the February Council meeting, it is proposed that the 10 year review not be completed in accordance with Section 160A of the LGA.

3.13 **IMPLICATION OF NOT COMPLETING 10 YEAR REVIEW**

3.14 The implication of not completing the required 10 year review is that the SWB09 will be revoked as of June 2026 (if not revoked by the Council earlier) and a new Bylaw will need to be adopted.

3.15 An inhouse review of SWB09 will be undertaken following Council's decision on the future of the Landfill, and if required to continue consistency with policy and practices, a new Bylaw will be developed at that time. If the SWB09 is still consistent at that time, then a new Bylaw will be developed for adoption before June 2026, when SWB09 will be revoked.

3.16 If a new Bylaw is required before June 2026, then Council will need to revoke SWB09 at the time it adopts the new Bylaw.

3.17 There is no difference in the process/timeline between undertaking a review of an existing Bylaw or creating a new Bylaw.

3.18 In this instance, rather than undertake two, possibly three reviews of the SWB09 over the next two years, it is preferable to not complete the 10 year review, let the SWB09 lapse as of 25 June 2026 (unless revoked earlier by the Council), and create a new Bylaw for adoption and effect when required, and no later than 25 June 2026.

3.19 In the event a new Bylaw is adopted and comes into effect before June 2026, Council will need to revoke the SWB09 at that time.

Considerations

4.1 **RISK**

4.2 There is little to no risk involved in not completing the 10 year review of the Solid Waste Bylaw on the due date, as the Bylaw will still be in place until it is revoked in June 2026, unless revoked by the Council earlier.

4.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

4.4 The current Solid Waste Bylaw is consistent with Council's Waste Management and Minimisation Policy and Practices.

4.5 An inhouse review of the current Solid Waste Bylaw will be undertaken following Council's decision on the future of the Waitomo District Landfill, and if required a new Bylaw will be drafted at that time.

Acronyms:

LGA – Local Government Act 2022

SWB09 – Solid Waste Bylaw 2009

WMMP – Solid Waste Management and Minimisation Plan

WMA – Waste Minimisation Act 2009

MfE – Ministry for the Environment

LTP – Long Term Plan

4.6 A further review will be undertaken as MfE's proposed changes are implemented.

4.7 **SIGNIFICANCE AND COMMUNITY VIEWS**

4.8 There are no significance or community issues in not completing the 10 year review, as an inhouse review of SWB09 will need to be completed following adoption of the 2024-2034 Long Term Plan and Council's decision on the future of the Waitomo District Landfill to ensure ongoing consistency with Waste Management and Minimisation Policies and practices. At such time as an amendment is required, a new Bylaw will be developed through a special consultative process as required by the LGA and WMA.

Suggested Resolutions

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



ALEX BELL

GENERAL MANAGER – STRATEGY AND ENVIRONMENT

Attachment: Solid Waste Bylaw 2009 (adopted 25 June 2014)

Acronyms:

LGA – Local Government Act 2022

SWB09 – Solid Waste Bylaw 2009

WMMP – Solid Waste Management and Minimisation Plan

WMA – Waste Minimisation Act 2009

MfE – Ministry for the Environment

LTP – Long Term Plan



Solid Waste Bylaw 2009

**Amended Bylaw Adopted 25 June 2014
Effective 1 August 2014**

Created:	1 December 2009
Review Date:	March 2014
Adopted:	25 June 2014
Next Review Date:	June 2024

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PART A: GENERAL

1.0 SCOPE

- 1.1 The scope of this bylaw is to:
- (a) To ensure that household waste is reduced, collected and disposed of in the interests of public health and in an efficient and cost effective manner; and
 - (b) To provide for the efficient collection and recovery of recyclable waste; and
 - (c) To ensure that the obstruction of streets and roads by waste for collection is minimised; and
 - (d) To manage waste management facilities for the optimum disposal or recycling of waste.
- 1.2 This bylaw was made pursuant to the Waste Minimisation Act 2008 and the Local Government Act 2002.

2.0 INTERPRETATION

- 2.1 For the purposes of this Bylaw the following interpretations shall apply:

APPROVAL or APPROVED means Approval or Approved in writing by Council, either by resolution of Council or by an Authorised Officer.

APPROVED CONTAINER includes approved bins, approved pre-paid rubbish bags, and approved rubbish bags with prepaid tokens attached.

AUTHORISED OFFICER means any person appointed by Council to act on its behalf and with its authority and includes an agent of Council.

CLEANFILL WASTE means any inert material that does not undergo any physical, chemical or biological transformation and will not cause adverse environmental effects or health effects once it is disposed of to ground.

COLLECTION DAY means the day nominated by Council for the collection of refuse and recyclables from the street Kerb.

COUNCIL means the Waitomo District Council.

DISTRICT means the district of the Waitomo District Council.

FEES AND CHARGES MANUAL means the list of items, terms and prices for services associated with services as adopted and approved by Council.

FOOTPATH and ACCESSWAY have the respective meanings given to them by Section 315 of the Local Government Act 1974.

HAZARDOUS WASTE means any waste that:

- a) Contains substances defined in Section 2 of the Hazardous Substances and New Organisms Act 1996, which exceed the minimum degree of hazard specified by the Hazardous Substances (Minimum Degrees of Hazard) Regulations 2001, or
- b) Meets the definition for infectious substances included in the Land Transport Rule: Dangerous Goods 1999 and the NZ standard 5433: 1999 – Transport of Dangerous Goods on land; or
- c) Is publicly notified by Council from time to time by resolution publicly notified to be hazardous and to require special handling for the purpose of collection transportation or disposal.

INFRINGEMENT means an offence as specified by this bylaw under sections 243 and 259 of the Local Government Act 2002.

INORGANIC HOUSEHOLD COLLECTION means a kerbside collection of unwanted household items specifically allowed by Council resolution from time-to time.

LANDFILL means land set aside by Council upon which the deposit and disposal of solid waste to ground can lawfully occur.

LANDFILL CONTRACTOR means any person or company, employed by Council, engaged in the operation, control or management of a landfill.

LICENSED COLLECTOR means any person that has been granted a licence by Council to collect rubbish or recyclables from the street.

LITTER shall have the meaning as under the Litter Act 1979.

LITTER BIN means a refuse receptacle placed or installed by Council on a street or other public place for public use to deposit litter so as to prevent littering.

LONG TERM PLAN (LTP) means the operative Long Term Council Community Plan adopted under section 93 of the Local Government Act 2002.

OCCUPIER means the occupier of any property, and in any case where any building, house, tenement or premises is or are unoccupied shall be deemed to include the owner of such building, house, tenement or premises.

PERSON includes a corporation sole and also a body of persons, whether corporate or unincorporated.

PREMISES means any land, house, storehouse, warehouse, shop, cellar, yard, building, or part of the same, or enclosed space separately occupied, and all lands, buildings and places adjoining each other and occupied together shall be deemed to be the same premises.

PROHIBITED WASTE means any explosive(s), liquid or viscous fluid, radioactive wastes (excluding domestic smoke detectors), used oil, lead acid battery and refrigerators and/or freezers that have not been professionally degassed.

PUBLIC PLACE means every road, footpath and thoroughfare of a public nature or open to or used by the public as of right, reserve, park, domain, walkway, walking track, beach, foreshore, river esplanade and recreational ground under the control of Council.

RECYCLABLES means tin cans, aluminium cans, steel cans, plastic products coded "1 or 2", glass, paper, cardboard and such other items as may be publicly notified by the council as recyclable refuse from time to time.

RECYCLE BIN means a Council approved bin or other container for the placement of recyclables only for collection.

ROAD has the meaning given to it by the Land Transport (Road User) Rule 2004.

SHARP HEALTHCARE WASTE means any waste generated by healthcare services that is also sharp and includes a sharp home healthcare waste as defined by NZS 4304:2002 and specifically includes needles:

- a) The meaning of "sharp" shall be the same as included in NZS 4304:2002 under the definition of "sharps".

SPECIAL WASTE means any waste whether from a trade premise or any other source which is hazardous, toxic or by its nature requires special disposal because of environmental considerations or landfill operational requirements.

STORMWATER means surface water run-off resulting from precipitation.

STREET shall have the same meaning as **ROAD** herein.

TCLP TEST means a 'Toxicity Characteristic Leaching Procedure' test that estimates the potential for both organic and inorganic constituents to leach from a non-liquid waste. The test results indicate the environmental acceptability of disposing the non-liquid to landfill.

TRADE REFUSE means scrap, waste material, any sewerage or liquid, or rubbish resulting from the conduct of any factory, manufacture, process, trade, market or other industrial operation or undertaking.

TRANSFER STATION means a facility that receives material for possible segregation consolidation or compaction for bulk transport for resource recovery, treatment, or disposal facilities.

TRANSFER STATION CONTRACTOR means any person or company contracted to Council to operate, control or manage or assist in the control or management of a transfer station.

WASTE means any solid, material or thing that is discarded, discharged or selected for disposal.

WASTE COLLECTION CONTRACTOR means any person or company contracted or licensed by Council for the purpose of the collection of refuse.

WASTE DISPOSAL SITE means any landfill or closed landfill operated by or for Council for the disposal or temporary storage of refuse or any specified refuse. It includes those transfer stations owned by and operated for Council.

RESIDUAL WASTE OR SOLID WASTE means waste which is not suitable for composting or for recycling and which is not trade refuse.

WORKING DAY means any day of the week other than:

- (a) a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's birthday, Labour Day;
- (b) a day in the period commencing with the 25th day of December in a year and ending with the 2nd day of January in the following year;
- (c) if 1 January falls on a Friday, the following Monday; and
- (d) if 1 January falls on a Saturday, the following Monday and Tuesday.

3.0 OFFENCES AND PENALTIES

3.1 Offences

3.1.1 No person shall do anything or cause any condition to exist for which a licence or approval from Council is required under this bylaw without first obtaining that licence or approval and the failure to do so shall constitute a breach of this bylaw.

3.1.2 No application for a licence or authority from Council and no payment of or receipt for any fee paid in connection with such application, licence or authority, shall confer any right, authority or immunity on the person making such application or payment.

3.1.3 Everyone commits an offence against this Bylaw who:

- (a) Does, or causes to be done, or permits or suffers to be done, or is concerned in doing, anything whatsoever contrary to or otherwise than as provided by this bylaw; or
- (b) Omits, or neglects to do, or permits, or suffers to remain undone, anything which according to the true intent and meaning of this bylaw, ought to be done at the time and in the manner therein provided; or
- (c) Does not refrain from doing anything which under this bylaw he or she is required to refrain from doing; or
- (d) Permits or suffers any condition of things to exist contrary to any provision contained in this bylaw; or
- (e) Refuses or neglects to comply with any notice duly given under this bylaw; or

- (f) Obstructs or hinders any officer of Council in the performance of any duty to be discharged by such officer under or in the exercise of any power, conferred by this bylaw: or
- (g) Fails to comply with or acts in contravention of any provision of this bylaw or any direction given in this bylaw; or
- (h) Breaches the conditions of any consent to discharge granted pursuant to this bylaw.

3.1.4 In all cases Council may recover costs associated with damage to any Council property and/or breach of this bylaw in accordance with Sections 175 and 176 of the Local Government Act 2002 respectively.

3.2 Penalties

3.2.1 Every person convicted of an offence against this bylaw shall be liable to the penalties as set out in Section 242 (4) of the Local Government Act 2002 and further if the offence is one to which Section 243 of the Local Government Act 2002 applies (and is therefore an infringement offence) shall be liable to infringement fees as prescribed by Regulations made under Section 259 (b) of the Local Government Act 2002, or where any person is alleged to have committed an offence against this bylaw; be proceeded against pursuant to any other enactment so empowering Council.

3.2.2 The continued existence of any building, land, premises or thing in such a state or form as to be in contravention of any provision of this bylaw, shall be deemed to be a continuing offence under this bylaw.

4.0 EXEMPTIONS

4.1 Where in the opinion of Council full compliance with any of the provisions of this bylaw would needlessly or injuriously affect any person, or the course or operation of the business of, or bring loss or inconvenience to any person without any corresponding benefit to the community, Council may, on the special application of that person, dispense with the full compliance with the provisions of the bylaw; provided that any other terms and conditions (if any) that Council may deem fit to impose shall be complied with by that person.

5.0 FEES

5.1 General

5.1.1 The fees for the use of Council solid waste disposal facilities, the collection of waste, and any other matter described in this bylaw shall be as set out in Council's Fees and Charges Manual and/or calculated in terms of formulae approved by Council from time to time.

Note: Section 46 of the Waste Minimisation Act 2008 authorises Council to structure its Solid Waste fees and charges without reference to its actual costs to act as incentive or disincentive to promote the objectives of the Solid Waste Management and Minimisation Plan.

5.2 Recovery of Costs

5.2.1 Council may recover costs under Local Government Act 2002 relating to wilful damage or negligent behaviour (section 175) and remedying damage arising from any breach of this bylaw (section 176).

PART B: SOLID WASTE

6.0 COLLECTION OF WASTE AND RECYCLABLES

6.1 Household Waste and Recyclables

6.1.1 Council may from time to time amend rules governing the collection of waste and/or recyclable waste by or for Council, including:

- a) The days and hours that an operated transfer station will be available for solid waste disposal and management.
- b) The days that a collection is to take place.

6.1.2 Such rules shall be enforceable under this part.

6.1.3 Every owner or occupier of any premises shall ensure that no accumulation or collection of refuse, except as is herein provided, is permitted or suffered to remain or be in, on or about such premises or any portion thereof without Waitomo District Council consent

6.1.4 No person shall dispose of household refuse by burying it or burning it in such a manner as to cause a nuisance or in breach of any enactment.

6.2 Separation of Recyclables

6.2.1 No occupier of any premises shall cause or allow to be put out for collection from the street any recyclable materials unless the recyclables have been separated from the household waste and are contained in a separate container, except that paper and cardboard need only be secured as a package.

6.3 Use of Collection Service

6.3.1 Where Council makes provision for a waste collection service, users of that service must:

- (a) Place approved refuse bags out before 8.00am on the morning of the collection. (Neither Council nor any waste collection contractor or agent employed by Council will accept responsibility for the non-collection of waste if it is not put out for collection by 8.00am on the day appointed for collection in the area concerned, or in the case of special circumstances, the time specified on the notification).
- (b) Ensure that all waste is in a Council approved rubbish bag.
- (c) Ensure that the contents of any rubbish bag do not soak or escape there from so as to be injurious or dangerous to health, cause an offensive smell or be a source of litter.
- (d) Tie each bag securely closed so as to protect contents from the rain, dispersal by wind or ingress of flies and vermin.
- (e) Must ensure that recyclables are in a recycling bag/bin.

6.3.2 No person shall place waste out for collection in a manner where:

- a) The rubbish bag is damaged or otherwise likely to cause injury to the collector; or
- b) In the opinion of Council or waste collection contractor, the waste is in an unsanitary or in an offensive condition; or
- c) The waste includes waste prohibited under this bylaw; or
- d) The bag is not an approved Council rubbish bag; or
- e) The bag is in a condition that allows spillage of waste; or
- f) The bag or the waste does not comply with the rules under this part in terms of type; or

- g) Any other reason which the waste collector deems would cause a health and safety concern to the waste collection operation.

6.3.3 No person shall put their waste outside another person's property without the prior approval of an authorised officer.

6.4 Prohibition of Certain Materials

6.4.1 No person shall put out or cause or allow to be put out for collection, whether or not in an approved container:

- (a) Any explosive, hot ashes, highly flammable material, sharp healthcare waste or any other matter or thing other than household or garden rubbish.
- (b) Any liquid or other fluid.
- (c) Any sharp material or thing unless such material or thing is wrapped so as to prevent injury to any person engaged in collection work.

6.5 Trade Refuse

6.5.1 No person shall cause or permit any undue accumulation of trade refuse to be or remain in, upon or about any trade premises occupied by that person.

6.5.2 Household type waste placed out in an approved container will be collected by Council's waste collection contractor.

6.5.3 The occupier shall make his/her own arrangements either to remove any trade refuse from the premises for disposal, or with the Council or a private collection service to collect and dispose of any trade refuse from the premises.

6.5.4 Where in the opinion of Waitomo District Council an accumulation exists on any premises of trade refuse or salvaged material which is, or is likely to be, injurious to health, or offensive, or to harbour vermin, or is likely to create a fire hazard, Waitomo District Council may by notice in writing require its removal and disposal.

6.6 Obstruction of Footpath

6.6.1 No person shall place any receptacle for rubbish or recyclables, whether full or empty, on a footpath, carriage-way, cycleway or pedestrian way or at any location which would endanger the public and/or restrict visibility.

6.7 Non Collection

6.7.1 When the waste collector does not remove any bag of waste or recyclables because of non-compliance with this bylaw they are required to place a "Rejected Notice" on the bag to inform the occupier why the waste has been rejected.

6.7.2 The occupier is responsible for any waste not collected because of non-compliance with this bylaw. Any waste or recyclables shall be removed back to the occupier's premises by evening of collection day and alternative arrangements for disposal shall be made by the occupier as soon as practicable.

6.8 Responsibility for Litter-Free Collection

6.8.1 Except in the case of any litter resulting from an occupier's failure to comply with clause 6.3 and/or 6.4 above, the waste collector must ensure that all of the waste or recyclables put out for collection by that collector is collected and that no consequent litter remains once the relevant waste collection or recyclables collection has been completed.

6.9 Inorganic Collection

6.9.1 No person shall place any household items such as white ware, furniture or any other objects out for collection other than on a day determined by Council by special resolution and publicly notified.

6.10 Interference with or Removal of Waste or Recyclable Materials

- 6.10.1 The interference with or removal of waste or recyclables from any public place by anyone other than either the occupier or owner of the property from which the waste or recyclables were generated, or a person authorised by Council to remove such waste or recyclables, is prohibited.

7.0 WASTE DISPOSAL SITES AND TRANSFER STATIONS

7.1 General Provisions

- 7.1.1 All persons entering any waste disposal site, transfer station or landfill shall observe and comply with all erected signs, or any instructions given by an authorised officer with regard to operational and safety matters relating to the site or the depositing of waste or recyclable waste therein.
- 7.1.2 No person shall at any waste disposal site or landfill site:
- Enter other than for the purpose of depositing waste and/or recyclables and only during such hours as the site is open.
 - Dispose any special waste without the written consent of an authorised officer and in accordance with whatever conditions may be imposed in relation to the nature of the disposal required, or any charges that may be imposed.
 - Tip, throw, or deposit any waste in any manner at any place on any waste disposal site which is not intended for that purpose.
- 7.1.3 An authorised officer may refuse to accept, at any waste disposal site any waste for which fees or charges have not been paid or which, in his or her opinion:
- May cause undue hazard to the health and safety of the public or to any operator of the site, or
 - May damage the environment; or
 - Cannot be adequately treated or handled by the normal methods used on that site.
- 7.1.4 No person shall remove any deposited waste, article or materials from any waste disposal site without the consent of an authorised officer, provided that this shall not apply to any person authorised by Council to remove articles or materials for recycling or reuse.
- 7.1.5 All waste, garden waste, recyclable waste unwanted articles or other things deposited and left at any waste disposal site shall be deemed to be the property of Council which may dispose of such materials by recycling or in such other manner as it sees fit.
- 7.1.6 The person so depositing and leaving such waste shall be deemed to have abandoned all claims to ownership thereof but shall not be relieved of any liability for damage flowing in any way from such action nor from the penalties provided for offences against this part.
- 7.1.7 No person shall take any animal on to any waste disposal site or allow any stock to wander or graze thereon without the prior consent of an authorised officer.
- 7.1.8 An authorised officer may require any person to leave any waste disposal site, with or without any waste brought by that person for disposal, who is on the site contravening the provisions of this part.
- 7.1.9 All waste to be transported by vehicle through, over or upon any road or public place, is to be sufficiently and adequately covered to prevent the waste from falling or otherwise escaping on to any road or other public place.

7.2 Council Transfer Stations

- 7.2.1 All persons using any transfer station facilities shall ensure that:
- All waste is separated into recyclable refuse and residual waste categories.

- b) All waste is off-loaded at the place and in the manner directed by the site operator.
- c) All reasonable steps are taken to assist in the minimisation of waste.
- d) All reasonable steps are taken to protect the health and safety of all of those persons on site including site staff.
- e) No prohibited waste is off-loaded.

7.2.2 No person shall deposit any special or hazardous waste in any place except at the hazardous waste facility at Waitomo District Landfill, and persons using the hazardous waste facility must before using the facility:

- a) Complete all Health and Safety documentation.
- b) Pay any applicable fee for the disposal of commercial quantities of hazardous waste.

7.2.3 No person shall:

- a) Deposit any general waste in any place, facility or container designated for the deposition of recyclables.
- b) Disregard any reasonable instruction of an authorised officer to separate recyclables from general waste and to deposit them as directed.
- c) Wrongly or unlawfully dispose of non-recyclable waste or hazardous waste through the recycling system.

7.3 Council Landfill

7.3.1 The minimum opening hours for the Council landfill shall be approved by resolution publicly notified.

7.3.2 The following types of general waste will be accepted at the Council landfill:

- a) Municipal or domestic waste collected for disposal.
- b) End of life tyres.
- c) Non-hazardous commercial and industrial refuse acceptable for co-disposal with municipal or domestic waste.
- d) Clean fill if authorised as acceptable material by an authorised officer.

7.3.3 No person shall deposit any special waste, other than listed below, at the landfill:

- a) Asbestos (acceptable only if provided in accordance with the Asbestos Regulations 1998); or
- b) Small quantities of solids and liquid waste suitable for co-disposal with municipal refuse; or
- c) Hydrocarbon contaminated material; or
- d) Non hazardous liquid waste and waste from commercial grease interceptors which cannot be disposed of at the Te Kuiti Waste Water Treatment Plant; or
- e) Non-hazardous commercial and industrial refuse; or
- f) Screenings from approved waste water treatment plants; or
- g) Small quantities of waste products containing potentially hazardous materials that is not likely to have adverse effects when contained within the residential refuse collection; or
- h) Landfill leachate; or

- i) Other such waste which when tested by a TCLP test shows that the leachate concentrations will not affect the landfill's trade waste consent conditions.

7.3.4 No person shall dispose of special waste without first having obtained the written permission of Council and unless all relevant documentation has been completed and submitted to the weighbridge operator.

7.3.5 Prohibited wastes shall not be accepted at any landfill.

7.4 Out of District Waste

7.4.1 Except of with the prior permission of the Council, no person shall be allowed entry to any waste management and minimisation facility who has brought into the District **commercial** waste or recyclables for the purpose of depositing such waste or recyclables, whether in its original or some other form.

8.0 LITTER BINS

8.1 No person shall interfere with, or remove any litter bin erected or placed on any road or other public place for the depositing of litter by the general public, or the contents thereof other than an employee or agent of the person or organisation responsible for the emptying, cleansing or repair of that receptacle.

8.2 No unauthorised person shall remove, relocate, damage, deface, write or place any sign or in any way interfere with any litter bin being the property of Council.

8.3 No person shall dispose of household or commercial waste into any street litter bin.

9.0 WASTE MANAGEMENT FOR EVENTS

9.1 The organiser of a special event held in a Public Place shall at the time of making application to Council for consent to the use of the Public Place provide, to the satisfaction of Council, a Waste Management Plan produced for the special event.

9.2 The Waste Management Plan shall identify:

- a) An estimate of the types and volumes of waste to be generated by the event;
- b) Any opportunities for waste minimisation;
- c) The steps to be taken to maximise the use and collection of recyclables or re-useable materials;
- d) The waste and recyclables collection, storage and transportation equipment to be provided;
- e) The method of and person responsible for the collection and disposal of waste generated by the event;
- f) The arrangements made for the provision of post-event waste analysis and reporting of that information to Council.

10.0 LICENSING OF WASTE COLLECTORS

10.1 Obligation to Obtain Licence

10.1.1 All waste collectors operating or intending to operate within the District must within six months from the date that this Bylaw becomes operational obtain a licence from Council to do so.

10.2 Application for Licence

10.2.1 Applications for licences, permissions or approvals under this part of bylaw must be made in the prescribed form as determined by Council from time to time and be accompanied by any application or processing fee and such further supporting information as Council requests.

10.2.2 No application made under Section 10.2.1 and no payment of or receipt for any fee paid in connection with such an application, shall confer any right, authority or immunity on the person making the application.

10.3 Granting of Licence

10.3.1 Licences, permissions or approvals shall be granted at the discretion of the Council, and may be subject to such terms and conditions as Council thinks fit.

10.3.2 In considering whether to grant a licence to any person to carry on a trade or business that involves the collection of any waste or recyclables from the street, Council may take into account any matters bearing on the suitability of the applicant to hold the licence and the need for and suitability of the collection including but not limited to the following matters:

- (a) The extent to which the licensed activities will promote public health and safety and achievement of Council's waste management and minimisation plan and zero waste philosophy;
- (b) The type of waste or recyclables proposed to be collected;
- (c) The type and specification of vehicles, equipment and containers proposed to be used for the collection services;
- (d) The frequency and location of the proposed services;
- (e) The proposed manner of treatment (if any) and disposal of the waste and recyclables.
- (f) The applicant's experience, reputation and track record in the waste industry;
- (g) The applicant's financial position;
- (h) The terms of any contracts or proposed contracts between the applicant and the occupiers of premises, and in particular contractual provisions relating to:
 - (i) Waste minimisation;
 - (ii) Containers not obstructing footpaths, carriageways, cycleways or pedestrian ways or otherwise causing an obstruction that would endanger the public.

10.3.3 The terms and conditions upon which a licence to carry on a trade or business that involves the collection of any waste or recyclables from the street may be granted will include but are not limited to the following matters:

- (a) The term of the licence;
- (b) The licence fee;
- (c) The provision to Council of a works performance bond or security for the performance of the work licensed, of an amount determined by Council from time to time;
- (d) Compliance with any relevant Council standards and policies for the collection, transportation and/or disposal of refuse or recyclables;
- (e) Provision of services on the days and times and at the locations, specified in the licence;
- (f) The identification and display by the collector of a telephone number free of charge to callers from the District;
- (g) The holding of public liability insurance acceptable to Council;
- (h) Provision to Council of information as specified by Council from time to time relating to:
 - (i) The quantities and types of waste and recyclables collected; and
 - (ii) The source and destination of the waste and recyclables collected.

10.4 Suspending or Revoking Licences

10.4.1 Council may revoke or suspend a licence granted under this bylaw if it reasonably believes the licence holder:

- (a) Has acted or is acting or is proposing to act in breach of the licence; or
- (b) Is unfit in any way to hold or retain such a licence.

10.4.2 Council may require the licence holder to attend a hearing to explain why the licence should not be revoked or suspended. Council may revoke or suspend the licence at its discretion, if either;

- (a) The licence holder does not attend the hearing; or
- (b) If after the hearing the Council is satisfied that either of the grounds in clause 10.4.1 existed beyond a reasonable doubt.

10.4.3 Council may suspend any licence granted under this bylaw for a period not exceeding 72 hours during the staging of any special event, by giving the licence holder 15 days notice in writing. Council may suspend any such licence for the purposes of protecting the public from nuisance or for protecting, promoting or maintaining public health and safety.

Common Seal of Waitomo District Council:



The Common Seal of the Waitomo District Council was hereto affixed in the presence of:

Mayor

Chief Executive

Document No: A708069

Report To: Council



Meeting Date: 26 March 2024

Subject: Community and Partnerships Bi-Monthly Activity Update Report

Type: Information Only

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.

Background

- 2.1 At its meeting of 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 2.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly agenda.
- 2.3 The Community and Partnerships report incorporates commentary and its activities, along with commentary on the Aquatic Centre, Libraries, Les Munro Centre and Stadium.

Community Support and Development

- 3.1 The Community Support and Development group of activities incorporates Safe Communities, Community Grants, Youth Engagement and Events.
- 3.2 **CURRENT ACTIVITY**
- 3.3 **ENVIROSCHOOLS**
- 3.4 Waitomo District Council (WDC) has a partnership agreement in place with Waikato Regional Council (WRC) for delivery of the Enviroschools programme.
- 3.5 The programme was launched nationally in 2001 within the Waikato region, with its resource development held under the guardianship of the Toimata Foundation. The programme aims to integrate environmental education into the whole of school life and is built on a collaborative organisational model.
- 3.6 An example of a successful Enviroschools initiative is Centennial Park School. In 2019 Centennial Park School integrated waste management into their Enviroschools journey by repurposing their old pool shed into a growing house, funded by the WRC Envirofund. Despite the option of a new structure, they opted for sustainability, minimising waste, and extending resource lifespan. They added a rainwater harvesting system, benefiting their garden. They further promoted recycling during playground refurbishment, repurposing components for their maara kai. Gravel from the playground was reused in the garden. This aligns with their sustainability plan, which includes a communal food sharing space and investing in food dehydrators to reduce surplus fruit waste.



3.7 **GREAT NZ MUSTER**

3.8 The Great NZ Muster, scheduled for Saturday 6 April 2024 is in the latter stages of planning.

3.9 There has been a wide range of interest from a diverse range of stall holders indicating promising participation levels for the event. Confirmed attractions include a Rock-Climbing Wall, Bouncy Castles, Stilt Walkers, Balloon Animal Artist, and a Magician Show.

3.10 We continue building on our strong relationship with the NZ Shearing Committee throughout the planning of the Great NZ Muster, to support the Running of the Sheep and the NZ Shearing Championship events.

3.11 One of the notable achievements in the planning process is the securing of two celebrity MCs for the day. This accomplishment has been made possible through generous sponsorship from Crusader Meats and Universal Beef Packers.

3.12 The Lines Company are also supporting the event, coming onboard as a major sponsor towards free children's entertainment.

3.13 This support underscores the significance of corporate partnerships in facilitating community endeavors.

3.14 **RISKS AND OPPORTUNITIES**

3.15 The Great NZ Muster is a public event. A Health and Safety Plan will be in place to mitigate risks.

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

- 3.17 Delivery of the Great NZ Muster.
- 3.18 Vibrant Waitomo Community Connectors and Regional Coalition meetings.
- 3.19 Creative Communities Funding – Round 2.
- 3.20 Funding Workshop, open to community groups and organisations.

District Promotion / Development

- 4.1 The District Promotion / Development group of activities incorporates Economic Development, Visitor Information Centre, District and Regional Promotion and Sister City.

4.2 **CURRENT ACTIVITY**

4.3 **MSD CONSERVATION WORK SKILLS PROGRAMME**

- 4.4 The Conservation Work Skills (CWS) Programme, initiated in 2018 by Conservation Volunteers NZ (CVNZ) and MSD, assists unemployed individuals in returning to work by utilising environmental conservation to foster skill development, create job opportunities, and enhance overall wellbeing.

- 4.5 WDC is supporting workforce development by offering work experience as part of the programme, which is being piloted from 12 February to 26 April 2024. It accommodates 10 students over 12 weeks with the goal of securing employment pathways.

- 4.6 While at WDC, students will gain practical experience in parks and recreation, animal control and water services activities.

4.7 **CENTENNIAL PARK CONCEPT DEVELOPMENT PLAN**

- 4.8 In December 2023, stakeholder engagement was conducted with residents, tenants, sports clubs, and schools to gather feedback to support preparation of the Centennial Park Concept Development Plan. Wider community engagement began on 26 February 2024 via digital online promotion. A drop-in session was held on 7 March 2024 at Railway Building 3, with engagement closing on 16 March 2024.

- 4.9 Community feedback will be analysed to help inform the draft Concept Development Plan which is scheduled for completion by late April 2024. The draft Plan will then be presented to Council for consideration.

- 4.10 A funding application of \$250,000 was submitted to Grassroots Trust to support upgrades to the Centennial Park Grandstand and it is pleasing to advise the funding application was successful.

4.11 **DIGITAL EXPERIENCE PILOT**

- 4.12 Hamilton & Waikato Tourism (HWT) is developing and piloting an online experience to promote free attractions in the district, within the 'Google sphere.'

- 4.13 The Te Kuiti Digital Experience pilot will include locations in Rora Street such as the Millennium Pavilion, Sir Colin Meads Statue and Meads Brothers Exhibition, Legends Gallery, Japanese Garden, Heritage House and Shearing Statue.

4.14 **RISKS AND OPPORTUNITIES**

- 4.15 For the Centennial Park Concept Development Plan there is a risk that wide representation of community feedback is not gathered due to a lack of participation.

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

- 4.17 Centennial Park Concept Development Plan completed.
- 4.18 HWT Digital Experience planning.
- 4.19 Meeting of the Housing Taskforce.

Customer Services and Library

5.1 **CURRENT ACTIVITY**

5.2 **ALGIM AWARD FOR TOP 10 BEST CUSTOMER EXPERIENCE AWARD**

- 5.3 The WDC Customer Services Team ranked exceptionally well in the 2023 Association of Local Government Information Management (ALGIM) awards.
- 5.4 Across all Councils (80) the WDC Customer Services Team ranked 6= and across District Councils (54), the WDC Customer Services Team ranked 5.
- 5.5 These surveys are conducted by mystery shoppers who contact the Customer Service Team via email and phone:
 - Phone audit score 90.3% with national ranking 16/80
 - Email audit score 98.3% with national ranking 5/80
 - Overall audit score 93.2% with national ranking 6=/80
 - Improved national ranking by 27 places to 6= in 2023

- 5.6 The WDC Customer Service Team also won the ALGIM Award for Best Supportive Team during Covid in 2021.

5.7 **CHRISTMAS HOLIDAYS AT THE LIBRARY**

- 5.8 The library once again held holiday competitions, mystery missions, craft events, and the sea-quest reading challenge during the Christmas holidays. These were a success with approximately 100 people participating in the activities.
- 5.9 In January, Hamilton-based magician Gambit performed a magic show and created balloon animals for all in attendance at the Library. This was warmly received by the 70 plus participants.

5.10 **NEW TECHNOLOGIES**

- 5.11 The library launched the 'beanstack' app in February. Customers can now download the app from the app store or go to waitomolib.beanstack.org online and register. This will enable them to track their reading, accomplish challenges, earn badges and read with friends.
- 5.12 Beanstack has been launched with 4 challenges to begin with. One beginner challenge to get a feel for the app, a reading bingo for adults, a term two reading challenge for children and a community challenge to attempt to read a collaborative 2,000,000 minutes over the following year.
- 5.13 A rise in individuals requesting one-on-one assistance with technology and internet-related questions has been observed by library staff. These include establishing email addresses, setting up new cellphones, requesting online refunds, retrieving lost passwords and account logins, and managing Google accounts. These types of enquiries are expected to increase as life gets more and more digital.

5.14 **CLICK AND COLLECT SERVICE**

5.15 Library members can now collect books and printing from the library lockers outside of opening hours. Customers can go online and complete a form letting staff know their requirements or do this over the phone. The service will help to accommodate those living out of town or unable to visit the library during opening hours due to work commitments.

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

5.17 Preparing for the upcoming school holidays. Activities will include crafts for Easter, Anzac, and stickers to make as well as a joint programme with Animal Control to teach children about animal safety.

5.18 Twice a year during the school holidays the library gives out activity packs that children take home and complete. These are generally made up of crafts, challenges, activities, and puzzles. 100 packs are given out each time. This year the library will trial adding a reading component to the pack. Children will read a book, rate the story and enter a competition at the library. These packs are a lot more popular than our reading programmes, so if this is successful, it may be a more effective way of enhancing literacy going forward.

5.19 Two new services will be introduced in July 2024 – laser cutting/engraving and 3D printing. These services will be available for public use, educational opportunities, and library activities.

Council Recreation Services

6.1 Council Recreation Services incorporates the Waitomo Aquatic Centre, Les Munro Centre, and Gallagher Recreation Centre.

6.2 **CURRENT ACTIVITY**

6.3 **GALLAGHER RECREATION CENTRE (GRC)**

6.4 As of 5 March 2024, membership was 386.

6.5 Waikato Volleyball Association is currently holding a 4-week competition at the GRC, involving local primary schools - years 5, 6, 7 and 8. This initiative was first launched back in mid-2023, with an excellent response received. The aim is for rangatahi to play volleyball and have fun. Waikato Volleyball Association received funding from the Tu Manawa Fund to run this programme.

6.6 Mixed Social Netball commenced on 8 February 2024, and staff at GRC are currently awaiting word from the Waitomo Basketball Association as to when they would like to start their mixed Basketball.

6.7 Futsal is scheduled to start again in Term 2, and plans are in place to hold an all-grades Miniball Competition which will bring in approximately 900 visitors over three days.

6.8 **WAITOMO DISTRICT AQUATIC CENTRE**

6.9 The facility opened for the season at the end of November 2023, with SwimMagic swimming lessons commencing on 28 November 2023. Lessons ran for the last four weeks of Term Four.

6.10 Funding was secured from Waikato Swimming for Water Safety Lessons which help our local schools teach water safety to our children. An eight-week block started in January and ends in March 2024.

6.11 On Waitangi Day, Community Leisure Management (CLM) hosted a Pool Party which was a free community event. The event was well received, especially by the children. There was a line of approximately 40 customers waiting to enter the complex before the doors opened.

6.12 Approximately 280 patrons enjoyed the day's activities which included inflatable toys, bomb competitions, dual races on the inflatable and fishing for balls for the smaller children. Grass games were also available for families to enjoy.

6.13 **RISKS AND OPPORTUNITIES**

6.14 There are no immediate identified risks with this activity.

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

6.16 Ongoing advertising and promotion of the Gallagher Recreation Centre.

6.17 The Waitomo District Aquatic Centre will close for the season on 31 March 2024.

Human Resources

7.1 Over the last few months, WDC has been successful in recruiting the following positions:

- Animal Control Officer
- Parks and Facilities Operator
- Customer Support

7.2 The recruitment process is underway for the following positions, which remain vacant:

- Manager – Programme Delivery
- Roading Manager
- Roading Engineers
- Health and Safety Coordinator

Suggested Resolution

The business paper on Community and Partnerships Performance Reporting be received.



HELEN BEEVER

GENERAL MANAGER – COMMUNITY SERVICES

13 March 2024

Document No: A694999

Report To: Council



Meeting Date: 26 March 2024

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

Type: Information Only

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.

Background

- 2.1 At its meeting on 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 2.2 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.
- 2.3 The Infrastructure Services report provides commentary on activities and operational projects covering three waters, roading, waste management, housing, and other property.
- 2.4 The report provides relatively high-level detail and will provide commentary on significant, not 'business as usual' matters.
- 2.5 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.

Roads and Footpaths

- 3.1 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.
- 3.2 **CURRENT ACTIVITY**
- 3.3 The Mokau Toilet Associated Works contract was awarded to Cambridge Excavators Limited. The sealing work is complete, however there were some defects, all of which have been rectified. The final walk through was done with an NZTA official, and practical completion was issued.
- 3.4 The 2022/23/24 Footpaths and Associated Works Contract is nearing completion. Separable Portion One was completed prior to Christmas and the contractor has now come back to Te Kuiti to complete the last of Separable Portion Two works.

- 3.5 The Structural Component Renewals Contract that was awarded to MaxBuild is nearing completion. Separable Portion One was completed prior to Christmas 2023 whilst consent was sought for Separable Portion Two. This was granted and the contractor has made good progress, with the programme of works due to be completed towards the end of March. The contractor is currently working on culvert relining while the weather is good and water levels are low.
- 3.6 The Interim Speed Management Plan was consulted on and adopted by Council at the 28 November 2023 Council meeting. The Plan was then submitted to the director of Land Transport for review and approval. This has now been approved and will move into the implementation phase with further funding being made available in the next LTP roading budgets.
- 3.7 Pavement Rehabilitation sites for 2022/23 are progressing well. Waimiha Road has been completed and the Taharoa Road section is in its final stages with sealing to be completed soon. The site for 2023/24 which is on Te Anga Road has been awarded. The contractor is establishing onsite, with works to be completed before the end of April.
- 3.8 The resealing programme was due to be finished in February 2024 but there was one outstanding site, Rora Street Asphalt, which is undertaken by a different team. This work is due to be completed from 23 to 26 March 2024 with line marking being completed on 27 March, subject to weather, and will be done overnight (6pm to 6am) to reduce the impact on businesses. These overnight road closures have been advertised and affected businesses have been contacted in person.
- 3.9 **CYCLONE RECOVERY**
- 3.10 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.
- 3.11 Taumatotara West Road has been completed and has come in under budget. The contractor performed well and will continue to tender for further work.
- 3.12 The first major package of the winter storm event is Fullerton Road and Mairoa Road retaining walls. This was awarded to Nicholls and Uttinger who completed Taumatotara West Road. Further sites are currently being tendered and will be awarded and built this financial year.
- 3.13 Further damage to the roading network was incurred during the Auckland Anniversary 2023 storm event. The initial clean up works were funded at 100% through Waka Kotahi. Design and investigations for these sites will be undertaken during the 2023/24 financial year.
- 3.14 Mangarino Road was damaged during the storm event on 24 September 2023 to the point of a full road closure being put in place. Design and contract documentation was completed in February 2024. The work is currently out for tender with tenders closing late March for construction beginning in April.
- 3.15 **CONTRACT RENEWAL/EXTENSION**
- 3.16 The Roads Maintenance and Reseals Contract Tender was advertised prior to Christmas 2023 and closed in January 2024. Tender evaluations are ongoing and the award date is now estimated to be mid-April 2024.
- 3.17 **ACTIVITY MANAGEMENT PLAN**
- 3.18 A draft Roads and Footpaths Activity Management Plan (AMP) was developed to provide a high-level plan for the next 10 years. The AMP incorporates details from the next National Land Transport Program (NLTP). This gives an indication to Waka Kotahi of what funding will be required in the near and distant future.
- 3.19 The AMP was submitted to Waka Kotahi for approval in August. Due to the change in Government and priorities, there has been a delay in the confirmation of roading budgets and therefore finalisation of the LTP and AMPs.

3.20 **RISKS AND OPPORTUNITIES**

3.21 Indications are, there is an increasing likelihood of more regular and more intense weather events which will affect the region going forward. These types of events interrupt scheduled work programmes and potentially push jobs into the next financial year.

3.22 Expected increases in inflation and material prices will be reflected in contractors' rates. This is of particular relevance with the new Roads Maintenance Contract which is currently being evaluated. Prices received for current tenders have been in-line with budgets which suggests a competitive market.

3.23 Due to limited funding for year three, the resurfacing KPI will not be met. The current KPI is to reseal 34.5km of the network, but the forecast based on the available budget will be 21.1km which is 4.6% of the total sealed network. This has been reduced due to the Rora Street asphalt site being added which has a much higher cost compared to rural chip sealing. This budget may further be affected by any drainage upgrade works.

3.24 The Piopio Carpark Project funded from the Better-off Funding (BOF) commenced on 27 October 2023. The asphalt is completed in the carpark, and it is now in use. There is still some minor outstanding work to be completed on the project. This includes the installation of some signage and bike racks.

3.25 Two sites in Benneydale are also part of the BOF Carpark Project. One site is by the Benneydale Hall, the other is widening on the State Highway opposite the dairy. Both these sites are sealed, however, line marking, and minor works are yet to be completed.

3.26 The BOF Footpath Walkway is currently being constructed. This involves upgrading/creating a footpath along the Mangaoweka River between Lawrence Street and Te Kumi Side Road and should be completed by the end of March.

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

3.28 Capital works are ongoing making use of good weather. Budgets are being tracked to confirm no overspends. This includes pavement rehabilitation sites, footpaths and reseals.

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

3.30 Maintenance Contract Renewal evaluation and award.

3.31 There is a planned full road closure in Rora Street, Te Kuiti to hold the Muster on 6 April 2024 and also road closures for the ANZAC Day Ceremonies in Te Kūiti and Piopio. The ANZAC Day closure at Piopio is on the State Highway, but traffic will be detoured through the local roads.

3.32 There is another closure planned for Rora Street asphalt resurfacing works are detailed in paragraph 3.8 above.

3.33 A temporary speed limit reduction is in place at Point Road, Mokau. This will be posted at 30km/h and will run through to Easter 2024.

Three Waters

4.1 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.

4.2 **THREE WATERS REFORM**

4.3 There is still much uncertainty regarding the waters reform due to the changes in Central Government. At the time of writing this business paper there are no specific updates to report.

4.4 **CURRENT ACTIVITY**

4.5 **DRINKING WATER**

4.6 The Te Kuiti Water Resilience Project is progressing well with road and land access to and near the Hetet Reservoir currently being arranged with the nearby landowners. WSP Ltd has been appointed and has completed the onsite investigative work such as geotech site investigation, site topographical survey, cadastral survey, reservoir structural assessment physical work, and water network investigations. In addition, WSP is preparing survey drawings for land and easement purchases.

4.7 Work is in progress by WSP to define reservoir importance levels for earthquake resistance design and work required on the existing reservoirs.

4.8 Staff completed leak detection work in Piopio at the end of November 2023. It was found there were four large reticulation leaks in the area that were fixed when identified. A further 20 properties were found to have medium to high internal leaks. Letters were sent to each of the affected properties advising the owners of potential internal leaks and asking them to investigate and fix the leaks. These will be followed up until repaired.

4.9 **WASTEWATER**

4.10 Request for Quotation (RFQ) for the dewatering, drying and disposal of sludge from Te Kuiti Sludge Pond were sent out to interested contractors. One contractor submitted their methodology and cost but was non-conforming and unsuccessful. Other procurement methods are being considered.

4.11 Renewal of the Te Waitere Wastewater Soakage Field was completed mid-March. Security fencing will be completed by the end of the month.

4.12 Inspection work continues on the Inflow and Infiltration Programme with 400 properties inspected so far.

4.13 Staff are currently carrying out investigative work on a preferable route for existing and new manhole invert levels, and the method of installation for the bottom half of the Hospital Road sewer upgrade.

4.14 **STORMWATER**

4.15 The Stormwater Project on Carrol Street, Te Kuiti was awarded to McIndoe Group. Project works started mid-March.

4.16 Continuation of inspections of critical stormwater reticulation will continue to be monitored before, during and after heavy rainfall events.

4.17 An Environmental Consultant (Te Mairo) is on track to provide a final draft report to WDC for review before submitting the seven Resource Consent applications to WRC allowing WDC to discharge stormwater.

4.18 Work is in progress for the supply and installation of a flood level sensor on the Ngatai Street, Te Kuiti open channel as well as on three other sites.

4.19 Costings to carry out stormwater modelling in Te Kuiti have been received and are being reviewed before finalising the contract.

4.20 A work programme for short-term measures to alleviate the flooding issue in Te Kuiti has been finalised and details have been sent to the contractors to commence work.

4.21 Works are currently being finalised for the Waitete Road and Edward Street stormwater upgrades.

4.1 Work is in progress for the stormwater Medium-Term Plans. This includes attenuation ponds. 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, and design work will commence once a designer has been appointed. Once the design has been completed, easements or purchasing of land will be discussed with the property owners. The first two ponds aim to minimise flooding on Ward, Ngatai and Duke Street.

4.2 **RISK AND OPPORTUNITIES**

4.3 It is predicted that there will be an increased likelihood of stormwater flooding in Te Kuiti and other local towns due to the predicted increase in frequency and severity of storm events in the future.

4.4 During the summer months, we had the opportunity to review the Piopio Water Treatment functional description and made several changes to its operating parameters. These changes enabled the Water Treatment Plant to cater for the high demand and also resulted in the reservoir levels going back to maximum capacity.

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

4.6 Inflow investigations will continue over the next 6-9 months. This will involve visiting every property and identifying illegal downpipes connected to the wastewater system.

4.7 Work to inspect and service all domestic sewer pumps for each property in the Piopio township will continue. This is unbudgeted but has to be undertaken for operational and resource consent reasons.

4.8 Work will continue in Te Kuiti and Mokau for the inspections and servicing of all water network fire hydrants.

4.9 De-gritting the main sewer pump stations at several locations.

4.10 Supply and install a level sensor at the bottom dam for Mokau Water Treatment Plant to monitor the capacity of the dam.

Waste Management

5.1 The Waste Management activity incorporates Landfill, Kerbside Collections and Transfer Station operations.

5.2 **CURRENT ACTIVITY**

5.3 The new cell development, high wall stabilisation and gas flaring projects at the Landfill are on hold while other options are being considered. This includes identifying options for sludge disposal.

5.4 The Waste Management and Minimisation Plan (WMMP) includes a summary of the waste situation, along with goals, objectives, and targets. It includes an action plan with detailed information about activities to achieve the objectives and targets and how they will be carried out and resourced. The WMMP has been reviewed and is currently out for public consultation. The consultation timeline is as follows:

- Adoption of the Statement of Proposal – 27 February 2024
- Consultation opens – 4 March 2024
- Drop-in Session 1 at Gallagher Recreation Centre – 12 March 2024
- Drop-in Session 2 at Te Kuiti Landfill – 16 March 2024
- Consultation closes – 8 April 2024
- Hearings – 30 April 2024 (as part of Council meeting)
- Deliberations – 14 May 2024 (following ARC meeting)
- Adoption of the WMMP – 25 June 2024

5.5 Standardised signs for all Transfer Stations and Landfills are currently being designed according to standardisation templates from Central Government.

- 5.6 Kerbside standardisation came into effect from 1 February 2024. The major change for our district is the acceptance of number 5 plastics.
- 5.7 The Kerbside Collection Contract extension for two years is currently under review. During a Mokau community meeting, a proposal was made to switch their collection day to Monday, which was subsequently presented to the contractor. Due to challenges in completing the Te Kuiti collection within a single day, the contractor has proposed dividing the collection into two separate days without any additional charge.
- 5.8 WDC intends to utilise the contract extension as an opportunity to implement this change requested by the Mokau community.
- 5.9 The following changes will commence 1 July:

Original Council Kerbside Collection

ODC	MON	Kawhia / Aotea
WDC	TUE	Mokau / Piopio / Awakino / Waitomo
ODC	WED	Otorohanga
	THU	No Kerbside Collections
WDC	FRI	Te Kuiti

Proposed new collection time

WDC	MON	Mokau / Awakino / Waitomo 1/2 (<i>Oparure Road Side</i>)
ODC		Kawhia / Aotea
WDC	TUE	Piopio / Waitomo ½ (<i>Te Anga - Main Road - Hangatiki - Mangarino Road</i>)
ODC	WED	Otorohanga
WDC	THU	Te Kuiti ½ (One side of Railway)
WDC	FRI	Te Kuiti ½ (One side of Railway)

5.10 **RISKS AND OPPORTUNITIES**

- 5.11 There is consideration of extending the Waitomo District's Kerbside Collection Contract to 30 June 2026 to align with neighbouring councils to collaborate and work under one contract. If extended this will allow WDC to review all collections and recycling.

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

- 5.13 Funding has been approved by MfE for a Feasibility Study (\$93,000) for organic collection and quotes have been received. The Feasibility Study commenced 23 February 2024.

Property and Other Facilities

- 6.1 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

6.2 **CURRENT ACTIVITY**

- 6.3 Work on four Property Asset Management Plans is now under review.
- 6.4 The entrance to Tui Park will undergo an upgrade to implement the Kiwicash system removing the need for the honesty box, and also include the installation of three campervan power points.
- 6.5 The Waitomo District Library toilet facilities are scheduled for an upgrade, which will include refurbishment of lino, toilets, hand basins, re-painting and building work to raise the internal walls to ceiling.

6.6 **RISK AND OPPORTUNITIES**

- 6.7 The installation of three new powered sites at Tui Park is likely to result in an increase in use.

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

- 6.9 Signboard/Signage development will continue through Motakiora, as well as the new and upgraded trails out to the Mangaokewa Reserve as part of the 'Better-off' Funding Project.
- 6.10 The Rora Street 24-hour access disabled toilet building work is expected to be completed by the end of April 2024.
- 6.11 The aging swing set at Benneydale Park has come to the end of its lifespan. This has prompted its removal and replacement with a new steel frame set along with a triple tri-net climbing frame with completion expected by May 2024.

Suggested Resolution

The business paper on Infrastructure Services Group Activity Update Report be received.



SHYAMAL RAM
GENERAL MANAGER – INFRASTRUCTURE SERVICES

7 March 2024

Document No: A713144

Report To: Council



Meeting Date: 26 March 2024

Subject: **Motion to Exclude the Public**

Type: Decision Required

Purpose

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 items listed below in the public or public excluded portion of the meeting.

Commentary

2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives 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.

Suggested Resolutions

- 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
Marokopa Holiday Park and Old School House Future	Section 7(2)(c)(i) – To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a)(i)
Deloitte – Audit Plan	Section 7(2)(c)(i) – (c) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information— (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or	Section 48(1)(a)(i)

- 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 Committee with its decision making:

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Strategy and Environment	Portfolio Holder
General Manager – Infrastructure Services	Portfolio Holder
General Manager – Community Services	Portfolio Holder
Manager – Strategy and Policy	Portfolio Holder

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



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT