

**Document No:** A652857

**Report To: Audit and Risk Committee**



**Meeting Date:** 22 February 2023

**Subject:** Declaration of Members' Interest

## Purpose of Report

- 1.1 The purpose of this business paper is for members to –
- 1 Declare interests that may be deemed a potential conflict with their role as an elected member relating to the business papers for this meeting, and
  - 2 Declare any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 29168.

## Commentary

### 2.1 **Conflicts of Interest**

2.2 Every elected member has a number of professional and personal links to their community. They may own a business or be a member on a board or organisation. They may have a pecuniary (financial) interest or a non-pecuniary (non-financial) interest. These interests are a part of living in the community which they need to make decisions about in their role with Council.

2.3 Elected members are governed by the Local Authorities (Members' Interests) Act 1968 and are guided by the Auditor-General in how this Act is administered. In relation to pecuniary interests, the two underlying purposes of the Act are to:

- ensure members are not affected by personal motives when they participate in local authority matters; and
- in contracting situations, prevent members from using their position to obtain preferential treatment from the authority (the Council).

2.4 Non-pecuniary interests relate to whether an elected member could be in danger of having a real or perceived bias for an issue under consideration.

2.5 Elected members will also have interests that are considered no greater than the public at large. For example, most elected members will own a property and therefore be a ratepayer in the Waitomo District.

2.6 Conflicts of interest at times cannot be avoided, and can arise without anyone being at fault. They need not cause problems when they are promptly disclosed and well managed.

### 2.7 **Declarations of Interests and Conflicts**

2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves (including spouses and partners). It is up to the elected member to judge whether they have any interests to declare. Some elected members may not have any, other elected members may have many.

2.9 As well as this, elected members may decide that they have an interest in a particular issue or item to be discussed at a meeting. There is a standing item on every meeting agenda for elected members to declare conflicts of interest.

- 2.10 These declarations should be clear as to whether there is just an “interest” with no pecuniary benefit and no greater benefit than to any member of the public, or they may be a Council appointed representative to an organization, or whether there is a “conflict of interest” in that there could potentially be a pecuniary or other direct benefit to the elected member.
- 2.11 Members who have declared a “conflict of interest” at the commencement of a meeting should make a further declaration when that item of business is considered and leave the meeting table (or the meeting room) and not take part in any discussion, debate or voting on the matter of conflict.
- 2.12 Attached to and forming part of this business paper is information to assist elected members in determining conflicts of interest.

**Declarations**

The Chairperson will invite Committee members to give notice of any conflicts of interest relating to the business for this meeting.

In the event of a Declaration being made, the Committee member must provide the following information relating to the Declaration:

In the event of a Declaration being made, the elected member must provide the following information relating to the Declaration:

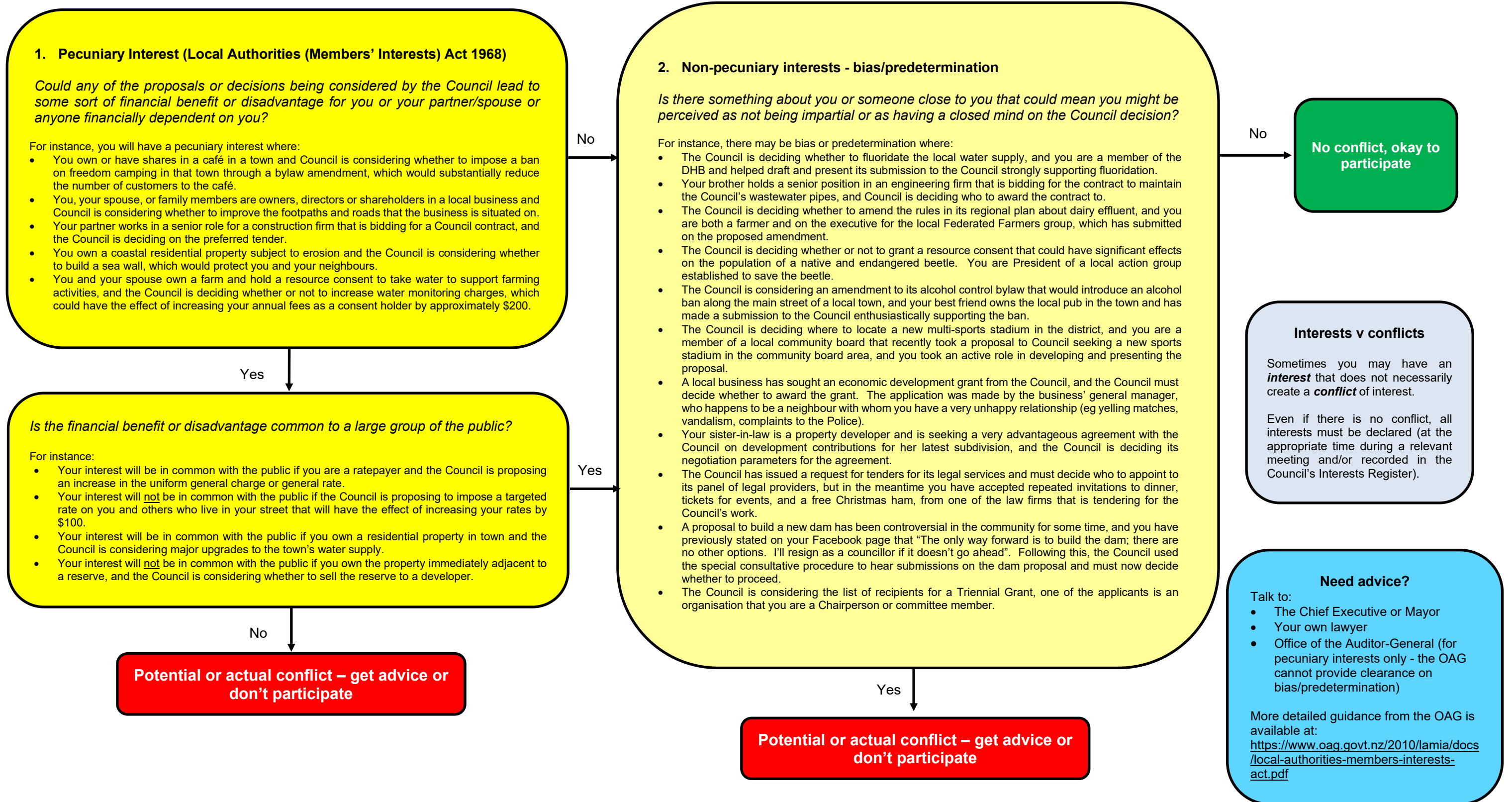
<b>Elected Member Name:</b>		
<b>Item(s) of Business on the Order Paper</b>	<b>Reason for Declaration</b>	<b>Type of Conflict</b> Financial Non-Financial Conflict of Roles Pre-Determination
Item No -	•	•

**MICHELLE HIGGIE**  
**MANAGER – GOVERNANCE SUPPORT**

# Before you participate in any Council decision ...

## CONFLICTS OF INTEREST

Check you don't have a pecuniary interest and that there is no bias or predetermination.



**Remember: If in doubt, stay out!**



# Managing conflicts of interest

A conflict of interest is a situation where the responsibilities you have in your work for a public organisation are affected by an interest or relationship you have in your private life.

Having a conflict of interest does not necessarily mean you have done anything wrong. It all depends on how you manage it.

You need to ask yourself not just whether the interest or relationship means you are biased, but also whether someone looking in from the outside could have reasonable grounds to think you might be.

The "rules" for managing conflicts of interest in the public sector are generally stricter than in the private sector. If you work for a public organisation, the public needs to have confidence that any decisions you make:

- are made impartially and for the right reasons; and
- are not influenced by personal interests or ulterior motives.

Any decisions about conflicts of interest should take into account the core public service values:

- integrity;
- impartiality
- trustworthiness;
- respect; and
- responsiveness.



## Tips for managing conflicts

- Make sure you know what rules apply to you, whether in your employment contract, contract for services, terms of appointment, or any internal policies of the entity you work for.
  - Declare any interests you have that might pose a conflict. This shows you are being open. It will also help the entity you work for avoid putting you in a situation where a conflict might arise, or to manage a conflict if one arises.
  - Follow any rules or guidance provided by the entity you work for when deciding how to manage a conflict.
- As a minimum, declare any conflicts you have as soon as you become aware of them, preferably in writing.
  - Think about what else you might need to do to manage the conflict. Get advice if you need to. Talk to your manager, or if you are on a board, the chairperson.
  - You need to consider ethics as well as legal rules. Just because it's not unlawful to participate, that does not necessarily mean it would be appropriate to participate.

If in doubt, stay out.



## When you have to make a decision, ask yourself:

### FINANCIAL

- Do you stand to gain or lose financially from the decision?
- Does someone close to you – like an immediate family member – or a business you are involved with stand to gain or lose financially from the decision?

A situation does not need to involve cash changing hands to be considered a financial interest. A financial interest could, for example, relate to an effect on the value of property.

A financial interest might be direct or indirect. In situations that someone close to you or a business you are involved with has a financial interest, you might be considered to share their interest.

Financial interests are generally treated more strictly than other types of interest. If you have a financial conflict of interest, the law presumes you are biased. This is why you should automatically treat a financial conflict of interest seriously, even if it seems trivial to you.

For some entities in the public sector, there are specific statutory requirements that apply to managing the financial conflicts of interest, which you need to be aware of.

### NON-FINANCIAL

- Is someone close to you or an organisation you are involved with likely to be affected by the decision you make?
- If so, is there a risk that you will be seen to be biased in your decision because of this relationship or association?

If you have a conflict of interest, but not one from which you stand to gain or lose financially, the law does not automatically assume you are biased.

This does not necessarily mean a non-financial conflict is less serious than a financial conflict – but there is generally more room for judgement about whether it is acceptable for you to participate.

Questions you need to think about include:

- How close is your relationship with this other person or organisation?
- Will they be directly affected by the decision?
- How seriously will they be affected?

### CONFLICT OF ROLES

- Will a second organisation you have a role in (entity B) be affected by the decision you are making for the public organisation you work for (entity A)?
- If so:
  - Is there a risk that you will be seen to be acting in the interests of entity B rather than entity A?
  - If you participate in this decision, is there a risk that you might breach obligations you owe to either entity – for example, a duty of loyalty or confidentiality?

The issue with a conflict of roles is not so much whether you personally have a conflict, but whether the interests of the two organisations conflict.

If you have a conflict of roles, you will need to consider whether it is appropriate for you to participate in the decision-making process "on both sides of the table". You will also need to think about whether you are going to be in a position to fulfil your obligations to both entities at the same time.



If there is a risk that there might be conflicts at some point during the decision-making process, you should discuss your situation with both entities. This gives each an opportunity to consider the risks from their perspective and decide whether they are comfortable with you participating on both sides.

### PRE-DETERMINATION

- Is there anything you have previously done or said that might make people think you are not going to listen fairly to all the relevant information before you make your decision?

It is accepted that people working for public entities will have their own views on many matters, and, in many cases, might already have views on what the "right answer" to an issue is.

You are not required to approach every decision as though you have given it no prior thought, or have no existing knowledge or opinion. However, you are required to keep an open mind, and you must be prepared to change or adjust your views if the evidence or arguments warrant it.

That means you need to take care that what you do or say does not make it look like you have already made your decision before you have considered all the relevant information and evidence.

## Where to read more

FINANCIAL	NON-FINANCIAL	CONFLICT OF ROLES	PRE-DETERMINATION
Paragraphs 3.7-3.11	Paragraphs 3.12-3.24	Paragraphs 3.25-3.31	Paragraphs 3.32-3.40
Scenarios 3, 5	Scenarios 1, 2, 3, 9, 11	Scenarios 8, 10	Scenarios 4, 7
If you are an elected member of a local council, or a member of the governing body of any other entity to which the Local Authorities (Members' Interests) Act 1968 applies, please also read our Guide on that Act.			



**Document No:** A652855

**Report To:            Audit and Risk Committee**



**Meeting Date:**        23 February 2023  
**Subject:**                **Mastercard Expenditure Report  
September 2022 to January 2023**  
**Type:**                    Information Only

## Purpose of Report

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

## Commentary

### 2.1        **Introduction**

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

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

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

### 2.5        **Acknowledgement of Risk**

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

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

### 2.8        **Policy**

2.9        A summary of the Policy is as follows:

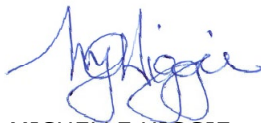
- Provides guidance on the use of a WDC Corporate Credit Card
- Limits approval of the issue of any credit card to the Chief Executive
- Requires a bi-annual review of both Cardholders and the Policy
- Details what is valid expenditure and what is not
- Makes an allowance for exceptional circumstances
- Requires all credit card purchases (both online and telephone) to reflect good security practice, to meet the criteria of WDC's Procurement Policy and comply with authorized Financial Delegations.
- Requires reimbursement of any unauthorized expenditure.
- Details the procedure for documenting monthly statements, monitoring by the Chief Executive and the approval (sign-off) of expenditure.
- Details card "limits" and the process for dealing with lost or stolen cards

2.10 **Presentation of Expenditure Details**

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

<b>Suggested Resolution</b>
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The Mastercard Expenditure Report for the period September 2022 to January 2023 be received.



MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

Attachments: Mastercard Authorisation Forms: September 2022 to January 20232



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# CONSOLIDATED STATEMENT

TAX INVOICE  
GST NO. 93 259 688

27 September 2022

THE DIRECTOR  
WAITOMO DISTRICT COUNCIL  
P O BOX 404  
TE KUITI 3941

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



## Business Mastercard®

### Account summary

Facility Number: **0030 1565 8499**  
Total Cardholder Limit: **\$15,000.00**  
Total Cardholder Net Balance: **\$4,378.76**  
Total Interest and Fees: **\$0.00**

Statement period: **29/08/2022 to 27/09/2022**

### Consolidated summary

CARDHOLDER NAME	ACCOUNT NUMBER	LIMIT \$	BALANCE \$
Ms M D Higgle	0030 2936 5933	10,000	1,802.70
Mr A M Duncan	0030 6052 5296	5,000	2,576.06
<b>TOTALS</b>		<b>\$15,000</b>	<b>\$4,378.76</b>

### Direct Debit payment

We advise that \$4,378.76 will be directly charged to your account 03-0449-0070201-00 on 20 October 2022, please note this transaction for your records.

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

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WAITOMO DISTRICT  
COUNCIL.


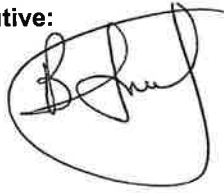
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# Mastercard Statement Authorisation Form

<b>Name:</b>	<b>Michelle Higgle</b>	
<b>Position:</b>	<b>Manager – Governance Support</b>	
<b>Statement Date:</b>	<b>27 / 09 / 22</b>	
<b>(1) Creditor:</b>	Waka Kotahi NZ Transport Agency	
<b>Date:</b>	2 September 2022	
	\$705.20 (breakdown below)	
	Amount:	\$249.80
	GL Code:	820 27 773
	Expenditure:	5,000km Road User Charges for WDC Fleet Vehicle (Rego NKG330) Treatment Plant Operator
	Amount:	\$102.80
	GL Code:	820 27 769
	Expenditure:	2,000km Road User Charges for WDC Fleet Vehicle (Rego KBU342) Treatment Plant Operator
	Amount:	\$102.80
	GL Code:	820 27 769
	Expenditure:	2,000km Road User Charges for WDC Fleet Vehicle (Rego KBU342) Treatment Plant Operator
	Amount:	\$249.80
	GL Code:	820 27 779
	Expenditure:	5,000km Road User Charges for WDC Fleet Vehicle (Rego PFN107) Chief Executive
<b>(2) Creditor:</b>	2BOTS GROUP	
<b>Date:</b>	6 September 2022	
<b>Amount:</b>	\$385.50	
<b>GL Code:</b>	111 40 700	
<b>Expenditure:</b>	2 x Engraved Silver Presentation Trays for elected members not re-standing in 2022 Elections - Guy Whitaker and Lisa Marshall	
<b>(3) Creditor:</b>	Air New Zealand	
<b>Date:</b>	12 September 2022	
<b>Amount:</b>	\$430.00	
<b>GL Code:</b>	111 50 551	
<b>Expenditure:</b>	Airfare Changes: Chief Executive - Attendance at Third Reading of Maniapoto Settlement Claims Bills at Parliament on 15 September 2022 (postponed from 15 September due to passing of Queen Elizabeth II).	
<b>(4) Creditor:</b>	Air New Zealand	
<b>Date:</b>	12 September 2022	
<b>Amount:</b>	\$282.00	
<b>GL Code:</b>	111 40 551	
<b>Expenditure:</b>	Airfare Changes: (Hamilton-Wellington Return ) for Te Awhina Anderson (Mayor Robertson's Rangatahi for the Mayors Taskforce for Jobs Tuia Programme) - Attendance at Final (3rd) reading of the Maniapoto Claims Settlement Bill in Wellington on Thursday 22 September 2022 (postponed from 15 September due to passing of Queen Elizabeth II).	
<b>I certify that:</b>		
1 I have attached the necessary supplementary docket or receipt.		
2 The account is payable.		
3 The debt incurred is work related.		
4 That any private component is identified and the amount has been reimbursed as follows:		
<b>Signature of Manager – Governance Support</b>	<b>Authorised by Chief Executive:</b>	<b>Authorised by Mayor:</b>
		
<b>Date:</b> 20 October 2022	<b>Date:</b> 20 October 2022	<b>Date:</b> 20 October 2022

# Mastercard Statement Authorisation Form

<b>Name:</b>	<b>Alister Duncan</b>
<b>Position:</b>	<b>General Manager – Business Support</b>
<b>Statement Date:</b>	<b>27 / 09 / 22</b>
<b>(1) Creditor:</b>	Air New Zealand
<b>Date:</b>	4 September 2022
<b>Amount:</b>	\$713.60
<b>GL Code:</b>	81738700 Professional Development/Training
<b>Expenditure:</b>	Airfares - Return trip - Hamilton to Christchurch - for Pandi to attend Aspiring to Lead event by Taituara
<b>(2) Creditor:</b>	Hamilton Airport
<b>Date:</b>	4 September 2022
<b>Amount:</b>	\$40.00
<b>GL Code:</b>	81738700 Professional Development/Training
<b>Expenditure:</b>	Airport Parking - Pandi to attend Aspiring to Lead event by Taituara at Christchurch
<b>(3) Creditor:</b>	Novotel Christchurch
<b>Date:</b>	4 September 2022
<b>Amount:</b>	\$278.46
<b>GL Code:</b>	81738700 Professional Development/Training
<b>Expenditure:</b>	Accommodation for Pandi to attend Aspiring to Lead event by Taituara at Christchurch
<b>(4) Creditor:</b>	Smartsheet
<b>Date:</b>	15 September 2022
<b>Amount:</b>	\$900 USD
<b>GL Code:</b>	81621701 Software Licensing
<b>Expenditure:</b>	Subscription - Business Plan - Licensed Users
<b>I certify that:</b>	
1 I have attached the necessary supplementary docket or receipt.	
2 The account is payable.	
3 The debt incurred is work related.	
4 That any private component is identified and the amount has been reimbursed as follows:	
<b>Signature of GM – Business Support</b>	<b>Authorised by Chief Executive:</b>
	
<b>Date:</b> 20 October 2022	<b>Date:</b> 20 October 2022



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WAITOMO DISTRICT  
COUNCIL

## CONSOLIDATED STATEMENT

TAX INVOICE  
GST NO. 93 259 688

27 October 2022

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

## Business Mastercard®

## Account summary

Facility Number: 0030 1565 8499  
Total Cardholder Limit: \$25,000.00  
Total Cardholder Net Balance: \$3,598.73  
Total Interest and Fees: \$0.00

Statement period: 28/09/2022 to 27/10/2022

## Consolidated summary

CARDHOLDER NAME	ACCOUNT NUMBER	LIMIT \$	BALANCE \$
Ms M D Higgle	0030 2936 5933	10,000	2,489.40
Mr A M Duncan	0030 6052 5296	5,000	0.00
Mr A M Bell	0030 6627 0319	5,000	304.60
Mr S C Ram	0030 6674 8769	5,000	804.73
TOTALS		\$25,000	\$3,598.73

## Direct Debit payment

We advise that \$3,598.73 will be directly charged to your account 03-0449-0070201-00 on 20 November 2022, please note this transaction for your records.

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



# 11 Mastercard Statement Authorisation Form

<b>Name:</b>	<b>Michelle Higgle</b>
<b>Position:</b>	<b>Manager – Governance Support</b>
<b>Statement Date:</b>	<b>27 / 10 / 22</b>

<b>(1)</b>	<b>Creditor:</b>	Waka Kotahi NZ Transport Agency
	<b>Date:</b>	7 October 2022
		\$607.20 (breakdown below)
	<b>Amount:</b>	\$102.80
	<b>GL Code:</b>	820 27 753
	<b>Expenditure:</b>	2,000km of Road User Charges for WDC Fleet Vehicle (Rego MGA225) Parks and Facilities Operator
	<b>Amount:</b>	\$249.80
	<b>GL Code:</b>	820 27 741
	<b>Expenditure:</b>	5,000km of Road User Charges for WDC Fleet Vehicle (Rego LHC171) Treatment Plant Operator
	<b>Amount:</b>	\$102.80
	<b>GL Code:</b>	820 27 777
	<b>Expenditure:</b>	2,000km of Road User Charges for WDC Fleet Vehicle (Rego NLD334) Treatment Plant Operator
	<b>Amount:</b>	\$151.80
	<b>GL Code:</b>	820 27 766
	<b>Expenditure:</b>	3,000km of Road User Charges for WDC Fleet Vehicle (Rego KBU339) Animal Control Officer




<b>(2)</b>	<b>Creditor:</b>	Air New Zealand
	<b>Date:</b>	12 October 2022
	<b>Amount:</b>	\$180.80
	<b>GL Code:</b>	811 42 712
	<b>Expenditure:</b>	Return Airfares: Mayor Robertson - Attendance at LGNZ Mayoral Induction Event in Wellington on 17/18 October 2022. Note: Total Airfares were \$782.00, but previous Air New Zealand credits (arising due to COVID-19 related cancellations) of \$601.20 were redeemed.



<b>(3)</b>	<b>Creditor:</b>	Waka Kotahi NZ Transport Agency
	<b>Date:</b>	13 October 2022
	<b>Amount:</b>	\$396.80
	<b>GL Code:</b>	820 27 753
	<b>Expenditure:</b>	8,000km of Road User Charges for WDC Fleet Vehicle (Rego NHZ59) Roading Engineer

<b>(4)</b>	<b>Creditor:</b>	Oaks Wellington Hotel
	<b>Date:</b>	16 October 2022
	<b>Amount:</b>	\$601.00
	<b>GL Code:</b>	811 42 712
	<b>Expenditure:</b>	Accommodation (2 Nights): Mayor Robertson - Attendance at LGNZ Mayoral Induction Event in Wellington on 17/18 October 2022.

<b>(5) Creditor:</b> Oaks Wellington Hotel		
<b>Date:</b> 18 October 2022		
<b>Amount:</b> \$57.00		
<b>GL Code:</b> 811 42 712		
<b>Expenditure:</b> Meals: Mayor Robertson - Attendance at LGNZ Mayoral Induction Event in Wellington on 17/18 October 2022.		
<b>(6) Creditor:</b> Waka Kotahi NZ Transport Agency		
<b>Date:</b> 19 October 2022		
\$646.60 (breakdown below)		
<b>Amount:</b>	\$494.80	
<b>GL Code:</b>	820 27 742	
<b>Expenditure:</b>	10,000km of Road User Charges for WDC Fleet Vehicle (Rego LHC172) Water Treatment Plant Operator	
<b>Amount:</b>	\$151.80	
<b>GL Code:</b>	820 27 769	
<b>Expenditure:</b>	4,000km of Road User Charges for WDC Fleet Vehicle (Rego KBU342) Treatment Plant Operator	
<b>I certify that:</b>		
1 I have attached the necessary supplementary docket or receipt.		
2 The account is payable.		
3 The debt incurred is work related.		
4 That any private component is identified and the amount has been reimbursed as follows:		
<b>Signature of Manager – Governance Support</b>	<b>Authorised by Chief Executive:</b>	<b>Authorised by Mayor:</b>
		
<b>Date:</b> 15 November 2022	<b>Date:</b>	<b>Date:</b> 30 November 2022

13  
**Mastercard Statement Authorisation Form**

<b>Name:</b> Alex Bell	
<b>Position:</b> General Manager – Strategy and Environment	
<b>Statement Date:</b> 27 / 10 / 22	
<b>(1) Creditor:</b>	Air New Zealand
<b>Date:</b>	6 October 2022
<b>Amount:</b>	\$304.60
<b>GL Code:</b>	817 38 700
<b>Expenditure:</b>	Return Airfares: Animal Control Officer – Attendance at NZ Institute of Animal Management Conference in Wellington
<b>I certify that:</b>	
1 I have attached the necessary supplementary docket or receipt.	
2 The account is payable.	
3 The debt incurred is work related.	
4 That any private component is identified and the amount has been reimbursed as follows:	
<b>Signature of</b> GM – Strategy and Environment 	<b>Authorised by</b> Chief Executive: 
<b>Date:</b> 15 November 2022	<b>Date:</b> 30 November 2022



# Mastercard Statement Authorisation Form

14

**Name:** Shyamal Ram  
**Position:** General Manager – Infrastructure Services  
**Statement Date:** 27 / 10 / 22

(1) **Creditor:** Trinity Wharf Tauranga  
**Date:** 6 October 2022  
**Amount:** \$286.23  
**GL Code:** 120 40 600  
**Expenditure:** Accommodation: General Manager – Infrastructure Services – Attendance at 3 Waters Entity B Transition Workshop

(2) **Creditor:** Elizabeth Street Parking (Tauranga)  
**Date:** 6 October 2022  
**Amount:** \$12.00  
**GL Code:** 120 40 600  
**Expenditure:** Parking: General Manager – Infrastructure Services – Attendance at 3 Waters Entity B Transition Workshop

(3) **Creditor:** NZ Transport Agency  
**Date:** 6 October 2022  
**Amount:** \$1.90  
**GL Code:** 120 40 600  
**Expenditure:** Toll Road Charge: General Manager – Infrastructure Services – Attendance at 3 Waters Entity B Transition Workshop

(4) **Creditor:** Air New Zealand  
**Date:** 17 October 2022  
**Amount:** \$505.60  
**GL Code:** 81738700  
**Expenditure:** Return Airfares: General Manager – Infrastructure Services attendance at Taituara Conference 2022 in Wellington

**I certify that:**

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

**Signature of  
GM – Infrastructure Services**



**Date: 30 December 2022**

**Authorised by  
Chief Executive:**



**Date: 30 December 2022**



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**CONSOLIDATED STATEMENT**

TAX INVOICE  
GST NO. 93 259 688

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01 DEC 2022

WAITOMO DISTRICT  
COUNCIL

27 November 2022

THE DIRECTOR  
WAITOMO DISTRICT COUNCIL  
P O BOX 404  
TE KUITI 3941

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



**Business Mastercard®**

**Account summary**

Facility Number: **0030 1565 8499**  
Total Cardholder Limit: **\$25,000.00**  
Total Cardholder Net Balance: **\$4,829.02**  
Total Interest and Fees: **\$0.00**

Statement period: **28/10/2022 to 27/11/2022**

**Consolidated summary**

CARDHOLDER NAME	ACCOUNT NUMBER	LIMIT \$	BALANCE \$
Ms M D Higgle	0030 2936 5933	10,000	2,575.20
Mr A M Duncan	0030 6052 5296	5,000	1,461.44
Mr A M Bell	0030 6627 0319	5,000	484.38
Mr S C Ram	0030 6674 8769	5,000	308.00
TOTALS		<b>\$25,000</b>	<b>\$4,829.02</b>

**Direct Debit payment**

We advise that \$4,829.02 will be directly charged to your account 03-0449-0070201-00 on 20 December 2022, please note this transaction for your records.

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# Mastercard Statement Authorisation Form

**Name:** Michelle Higgie  
**Position:** Manager – Governance Support  
**Statement Date:** 27 / 11 / 22

(1) **Creditor:** Waka Kotahi NZ Transport Agency  
**Date:** 11 November 2022  
**Amount:** \$1,106.80 (breakdown below)

<b>Amount:</b>	\$151.80
<b>GL Code:</b>	820 27 748
<b>Expenditure:</b>	3,000km of Road User Charges for WDC Fleet Vehicle (Rego LPS822) Parks and Facilities Operator
<b>Amount:</b>	\$249.80
<b>GL Code:</b>	820 27 776
<b>Expenditure:</b>	5,000km of Road User Charges for WDC Fleet Vehicle (Rego NJS781) Building Control Officer
<b>Amount:</b>	\$249.80
<b>GL Code:</b>	820 27 753
<b>Expenditure:</b>	5,000km of Road User Charges for WDC Fleet Vehicle (Rego MGA225) Parks and Facilities Operator
<b>Amount:</b>	\$151.80
<b>GL Code:</b>	820 27 752
<b>Expenditure:</b>	3,000km of Road User Charges for WDC Fleet Vehicle (Rego MGA224) Parks and Facilities Operator
<b>Amount:</b>	\$151.80
<b>GL Code:</b>	820 27 744
<b>Expenditure:</b>	3,000km of Road User Charges for WDC Fleet Vehicle (Rego LHY96) Parks and Facilities Operator
<b>Amount:</b>	\$151.80
<b>GL Code:</b>	820 27 777
<b>Expenditure:</b>	3,000km of Road User Charges for WDC Fleet Vehicle (Rego NLD334) Parks and Facilities Operator

Registration number transposed when ordering online. This charge reversed see credit below (17 November 22)

(2) **Creditor:** Waka Kotahi NZ Transport Agency  
**Date:** 11 November 2022  
**Amount:** \$249.80  
**GL Code:** 820 27 776  
**Expenditure:** 5,000km of Road User Charges for WDC Fleet Vehicle (Rego NJS781) Building Control Officer

(3) **Creditor:** Air New Zealand  
**Date:** 15 November 2022  
**Amount:** \$483.60  
**GL Code:** 111 42 710  
**Expenditure:** Return Airfares: Cr Eady Manawaiti - Attendance at LGNZ Te Maruata Subcommittee Meeting in Wellington on 6 December 2022.

<b>(4) Creditor:</b>	Waka Kotahi NZ Transport Agency
<b>Date:</b>	17 November 2022
<b>Amount:</b>	-\$249.80
<b>GL Code:</b>	820 27 776
<b>Expenditure:</b>	5,000km of Road User Charges for WDC Fleet Vehicle (Rego NJS781) Building Control Officer

*Credit of incorrect purchase due to transposing of Registration number. Refer note above (11 November 22)*



<b>(5) Creditor:</b>	Waka Kotahi NZ Transport Agency
<b>Date:</b>	24 November 2022
<b>Amount:</b>	\$984.80
<b>GL Code:</b>	820 27 778
<b>Expenditure:</b>	20,000km of Road User Charges for WDC Fleet Vehicle (Rego NMK783) Water Treatment Plant Operator

**I certify that:**

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

<p><b>Signature of Manager – Governance Support</b></p>  <p><b>Date:</b> 1 February 2023</p>	<p><b>Authorised by Chief Executive:</b></p>  <p><b>Date:</b> 1 February 2023</p>	<p><b>Authorised by Mayor:</b></p>  <p><b>Date:</b> 1 February 2023</p>
--	---	---

# Mastercard Statement Authorisation Form <sup>18</sup>

<b>Name:</b>	<b>Alister Duncan</b>
<b>Position:</b>	<b>General Manager – Business Support</b>
<b>Statement Date:</b>	<b>27 / 11 / 22</b>
<hr/>	
<b>(1) Creditor:</b>	Air New Zealand
<b>Date:</b>	20 November 2022
<b>Amount:</b>	\$661.60
<b>GL Code:</b>	81738700 Professional Development/Training
<b>Expenditure:</b>	Airfares: Tauranga to Christchurch Return - Systems Analyst/Senior IT Support Officer attendance at 2022 ALGIM Conference
<hr/>	
<b>(2) Creditor:</b>	Ibis Christchurch
<b>Date:</b>	20 Nov 22 - 23 Nov 22
<b>Amount:</b>	\$799.84
<b>GL Code:</b>	81738700 Professional Development/Training
<b>Expenditure:</b>	Accommodation: Systems Analyst/Senior IT Support Officer attendance at 2022 ALGIM Conference
<hr/>	
<b>I certify that:</b>	
1 I have attached the necessary supplementary docket or receipt.	
2 The account is payable.	
3 The debt incurred is work related.	
4 That any private component is identified and the amount has been reimbursed as follows:	
<b>Signature of</b> <b>GM – Business Support</b>	<b>Authorised by</b> <b>Chief Executive:</b>
	
<b>Date:</b> 2/2/23.	<b>Date:</b>



19

# Mastercard Statement Authorisation Form

<b>Name:</b>	<b>Alex Bell</b>
<b>Position:</b>	<b>General Manager – Strategy and Environment</b>
<b>Statement Date:</b>	<b>27 / 11 / 22</b>

✓

<b>(1) Creditor:</b>	Standards New Zealand
<b>Date:</b>	31 October 2022
<b>Amount:</b>	\$484.38
<b>GL Code:</b>	64540551
<b>Expenditure:</b>	Standards re Proposed Waitomo District Plan

**I certify that:**


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

**Signature of**  
**GM – Strategy and Environment**



**Date:** 2/12/2023

**Authorised by**  
**Chief Executive:**



**Date:**

20


# Mastercard Statement Authorisation Form

**Name:** Shyamal Ram  
**Position:** General Manager – Infrastructure Services  
**Statement Date:** 27 / 11 / 22

(1) **Creditor:** The Devon Hotel (New Plymouth)  
**Date:** 15 November 2022  
**Amount:** \$308.00  
**GL Code:** 120 40 600  
**Expenditure:** Accommodation: General Manager – Infrastructure Services attendance at 3 Waters Entity B Workshop in New Plymouth on 17/18 November 2022.


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

**Signature of**  
**GM – Infrastructure Services**



**Date:** 2/2/2023

**Authorised by**  
**Chief Executive:**



**Date:**



A6475971

Emailed to Maivinda 25/01/23

# CONSOLIDATED STATEMENT

TAX INVOICE  
GST NO. 93 259 688

RECEIVED

09 JAN 2023

WAITOMO DISTRICT  
COUNCIL

27 December 2022

THE DIRECTOR  
WAITOMO DISTRICT COUNCIL  
P O BOX 404  
TE KUITI 3941

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



## Business Mastercard®

### Account summary

Facility Number: **0030 1565 8499**  
Total Cardholder Limit: **\$25,000.00**  
Total Cardholder Net Balance: **\$3,756.25**  
Total Interest and Fees: **\$0.00**

Statement period: **28/11/2022 to 27/12/2022**

### Consolidated summary

CARDHOLDER NAME	ACCOUNT NUMBER	LIMIT \$	BALANCE \$
Ms M D Higgle	0030 2936 5933	10,000	2,453.80
Mr A M Duncan	0030 6052 5296	5,000	393.45
Mr A M Bell	0030 6627 0319	5,000	0.00
Mr S C Ram	0030 6674 8769	5,000	909.00
<b>TOTALS</b>		<b>\$25,000</b>	<b>\$3,756.25</b>

### Direct Debit payment

We advise that \$3,756.25 will be directly charged to your account 03-0449-0070201-00 on 20 January 2023, please note this transaction for your records.

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# Mastercard Statement Authorisation Form

22

<b>Name:</b>	<b>Michelle Higgle</b>
<b>Position:</b>	<b>Manager – Governance Support</b>
<b>Statement Date:</b>	<b>27 / 12 / 22</b>
<b>(1) Creditor:</b>	Waka Kotahi NZ Transport Agency
<b>Date:</b>	28 November 2022
<b>Amount:</b>	\$249.80
<b>GL Code:</b>	820 27 765
<b>Expenditure:</b>	5,000km of Road User Charges for WDC Fleet Vehicle (Rego KBU338) Building Control Officer
<b>(2) Creditor:</b>	Waka Kotahi NZ Transport Agency
<b>Date:</b>	28 November 2022
<b>Amount:</b>	\$494.80
<b>GL Code:</b>	820 27 766
<b>Expenditure:</b>	10,000km of Road User Charges for WDC Fleet Vehicle (KBU339) Animal Control Officer
<b>(3) Creditor:</b>	Waka Kotahi NZ Transport Agency
<b>Date:</b>	13 December 2022
	\$989.60 (breakdown below)
<b>Amount:</b>	\$494.80
<b>GL Code:</b>	820 27 772
<b>Expenditure:</b>	10,000km of Road User Charges for WDC Fleet Vehicle (Rego NHZ59) Roading Engineer
<b>Amount:</b>	\$494.80
<b>GL Code:</b>	820 27 779
<b>Expenditure:</b>	10,000km of Road User Charges for WDC Fleet Vehicle (Rego PFN107) Chief Executive
<b>(4) Creditor:</b>	Waka Kotahi NZ Transport Agency
<b>Date:</b>	14 December 2022
<b>Amount:</b>	\$53.80
<b>GL Code:</b>	820 27 749
<b>Expenditure:</b>	1,000km of Road User Charges for WDC Fleet Vehicle (Rego LPS823) Parks and Facilities
<b>(5) Creditor:</b>	Waka Kotahi NZ Transport Agency
<b>Date:</b>	16 December 2022
<b>Amount:</b>	\$102.80
<b>GL Code:</b>	820 27 777
<b>Expenditure:</b>	2,000km of Road User Charges for WDC Fleet Vehicle (Rego NLD334) Water Services Team
<b>(6) Creditor:</b>	Waka Kotahi NZ Transport Agency
<b>Date:</b>	16 December 2022
<b>Amount:</b>	\$102.80
<b>GL Code:</b>	820 27 733
<b>Expenditure:</b>	2,000km of Road User Charges for WDC Fleet Vehicle (Rego JDQ986) Property & Facilities Manager

<b>(7) Creditor:</b>	Waka Kotahi NZ Transport Agency
<b>Date:</b>	13 December 2022
	\$308.40 (breakdown below)
Amount:	\$102.80
GL Code:	820 27 769
Expenditure:	2,000km of Road User Charges for WDC Fleet Vehicle (Rego KBU342) Wastewater Services Team
Amount:	\$102.80
GL Code:	820 27 748
Expenditure:	2,000km of Road User Charges for WDC Fleet Vehicle (Rego LPS822) Parks and Facilities
Amount:	\$102.80
GL Code:	820 27 742
Expenditure:	2,000km of Road User Charges for WDC Fleet Vehicle (Rego LHC171) Water Services

<b>(8) Creditor:</b>	Waka Kotahi NZ Transport Agency
<b>Date:</b>	21 December 2022
<b>Amount:</b>	\$151.80
<b>GL Code:</b>	820 27 749
<b>Expenditure:</b>	3,000km of Road User Charges for WDC Fleet Vehicle (Rego LPS823) Manager - Internal Services

**I certify that:**

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

**Signature of  
Manager – Governance Support**



**Date:** 1 February 2023

**Authorised by  
Chief Executive:**



**Date:** 1 February 2023

**Authorised by  
Mayor:**



**Date:** 1 February 2023



# Mastercard Statement Authorisation Form <sup>24</sup>

**Name:** Alister Duncan  
**Position:** General Manager – Business Support  
**Statement Date:** 27 / 12 / 22

✓  
**(1) Creditor:** Smartsheet Inc.  
**Date:** 30 November 2022  
**Amount:** \$393.45 (USD \$257.53)  
**GL Code:** 816 21 701  
**Expenditure:** Purchase of Software Subscription Licence

**I certify that:**

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

**Signature of**  
**GM – Business Support**



**Date:**

2/2/23

**Authorised by**  
**Chief Executive:**



**Date:**

25  
**Mastercard Statement Authorisation Form**


**Name:** Shyamal Ram  
**Position:** General Manager – Infrastructure Services  
**Statement Date:** 27 / 12 / 22


(1) **Creditor:** Axbusfare (Wellington)  
**Date:** 27 November 2022  
**Amount:** \$4.50 *No Receipt issued*  
**GL Code:** 817 38 700  
**Expenditure:** Airport Express (Wellington Airport to Wellington CBD) - General Manager – Infrastructure Services attendance at 2022 Taituara (Local Government Managers) Conference in Wellington

✓ (2) **Creditor:** Intercontinental Wellington  
**Date:** 28 November 2022  
**Amount:** \$900.00  
**GL Code:** 817 38 700  
**Expenditure:** Accommodation (2 Nights) – General Manager – Infrastructure Services attendance at 2022 Taituara (Local Government Managers) Conference in Wellington

(3) **Creditor:** Axbusfare (Wellington)  
**Date:** 29 November 2022  
**Amount:** \$4.50 *No Receipt issued*  
**GL Code:** 817 38 700  
**Expenditure:** Airport Express (Wellington CBD to Wellington Airport) - General Manager – Infrastructure Services attendance at 2022 Taituara (Local Government Managers) Conference in Wellington

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

**Signature of**  
**GM – Infrastructure Services**  
  
**Date:** 2/2/2023

**Authorised by**  
**Chief Executive:**  
  
**Date:**



A649958 26

RECEIVED

02 FEB 2023

WAITOMO DISTRICT COUNCIL

CONSOLIDATED STATEMENT

TAX INVOICE  
GST NO. 93 259 688

29 January 2023

THE DIRECTOR  
WAITOMO DISTRICT COUNCIL  
P O BOX 404  
TE KUITI 3941

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



Business Mastercard®

Account summary

Facility Number: 0030 1565 8499  
Total Cardholder Limit: \$25,000.00  
Total Cardholder Net Balance: \$1,854.24  
Total Interest and Fees: \$0.00

Statement period: 28/12/2022 to 29/01/2023

Consolidated summary

CARDHOLDER NAME	ACCOUNT NUMBER	LIMIT \$	BALANCE \$
Ms M D Higgle	0030 2936 5933	10,000	1,759.00
Mrs H M Beever	0030 3956 2081	5,000	95.24
Mr A M Duncan	0030 6052 5296	5,000	0.00
Mr S C Ram	0030 6674 8769	5,000	0.00
TOTALS		\$25,000	\$1,854.24




Direct Debit payment

We advise that \$1,854.24 will be directly charged to your account 03-0449-0070201-00 on 20 February 2023, please note this transaction for your records.

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# 27 Mastercard Statement Authorisation Form

<b>Name:</b>	<b>Michelle Higgle</b>	
<b>Position:</b>	<b>Manager – Governance Support</b>	
<b>Statement Date:</b>	<b>29 / 01 / 23</b>	
<b>(1) Creditor:</b>	Meta - Facebook	
<b>Date:</b>	7 December 2022	
<b>Amount:</b>	\$20.00 <span style="margin-left: 50px;"><i>No Receipt</i></span>	
<b>GL Code:</b>	81124515	
<b>Expenditure:</b>	Advert boost of FB post (11 Days)	
<b>(2) Creditor:</b>	Waka Kotahi NZ Transport Agency	
<b>Date:</b>	11 January 2023	
<b>Amount:</b>	\$494.80	
<b>GL Code:</b>	820 27 774	
<b>Expenditure:</b>	10,000km RUC for WDC Fleet Vehicle (Rego NKQ165) Manager-Internal Services	
<b>(3) Creditor:</b>	Waka Kotahi NZ Transport Agency	
<b>Date:</b>	16 January 2023	
<b>Amount:</b>	\$249.80	
<b>GL Code:</b>	820 27 776	
<b>Expenditure:</b>	5,000km RUC for WDC Fleet Vehicle (Rego NJS791) Team Leader - Building Services	
<b>(4) Creditor:</b>	Waka Kotahi NZ Transport Agency	
<b>Date:</b>	18 January 2023	
	\$499.60 (breakdown below)	
	Amount:	\$249.80
	GL Code:	820 27 747
	Expenditure:	5,000km RUC for WDC Fleet Vehicle (Rego LPS811) Treatment Plant Technician
	Amount:	\$249.80
	GL Code:	820 27 752
	Expenditure:	5,000km RUC for WDC Fleet Vehicle (Rego MGA225) Parks and Facilities Operator
<b>(5) Creditor:</b>	Waka Kotahi NZ Transport Agency	
<b>Date:</b>	24 January 2023	
<b>Amount:</b>	\$494.80	
<b>GL Code:</b>	820 27 773	
<b>Expenditure:</b>	10,000km RUC for WDC Fleet Vehicle (Rego NKG330) - 3 Waters Manager	
<b>I certify that:</b>		
1 I have attached the necessary supplementary docket or receipt.		
2 The account is payable.		
3 The debt incurred is work related.		
4 That any private component is identified and the amount has been reimbursed as follows:		
<b>Signature of Manager – Governance Support</b>	<b>Authorised by Chief Executive:</b>	<b>Authorised by Mayor:</b>
		
<b>Date: 9 February 2023</b>	<b>Date: 9 February 2023</b>	<b>Date: 9 February 2023</b>

28

# Mastercard Statement Authorisation Form

<b>Name:</b>	<b>Helen Beever</b>
<b>Position:</b>	<b>General Manager – Community Services</b>
<b>Statement Date:</b>	<b>29 / 01 / 23</b>

<b>(1) Creditor:</b>	Ali Express
<b>Date:</b>	12 January 2023
<b>Amount:</b>	\$59.49
<b>GL Code:</b>	23024700
<b>Expenditure:</b>	Library Display Equipment

**I certify that:**

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

<b>Signature of GM – Community Services:</b>  	<b>Authorised by Chief Executive:</b>  
<b>Date:</b> 9 February 2023	<b>Date:</b> 9 February 2023



**Document No:** A651784

**Report To: Audit and Risk Committee**



**Meeting Date:** 22 February 2023  
**Subject:** **Insurance Update Report for the Insurance Year to 31 October 2023**  
**Type:** Information Only

### Purpose of Report

- 1.1 The purpose of this business paper is to brief the Committee on Council's 2022/23 insurance arrangements.

### Background

- 2.1 Council is a member of the Co-Lab Insurance Advisory Group which has a membership of ten councils in the greater Waikato area. Council has been part of this arrangement under the umbrella of Co-Lab since its inception in June 2012.
- 2.2 There are many benefits of being a member of the Insurance Advisory Group including reduced premiums through greater buying power and continued reassessment of Council's insurance requirements particularly from a strategic perspective.
- 2.3 For the insurance policies taken out under the Co-Lab insurance collective arrangement, AON is the insurance broker, with the exception of the public liability and professional indemnity and environmental impairment insurance. These two policies are arranged through Marsh Insurance Brokers as they are significantly better priced for smaller to medium-sized councils than what is offered through AON.

### Commentary

- 3.1 The table summarising the insurance policies currently in place along with a brief description of the coverage and respective excess arrangements is included in Appendix 1.
- 3.2 The insurance policies taken out under the Co-Lab arrangement were renewed on 31 October 2022 for a 12 month period. The insurance year adopted is to allow for a better approach to the insurance market for the insurance cover required for the collective. The public liability and professional indemnity policy and environmental impairment policy were renewed on 30 June 2022.
- 3.3 Asset valuations for insurance purposes were undertaken at 30 June 2022 for three waters assets, solid waste assets, bridges and retaining walls on the back of valuations carried for financial reporting purposes. The values have been incorporated into the declared values for the relevant policies; being material damage and the infrastructure policies.
- 3.4 The building assets covered by the material damage policy are based on insurance values at 30 June 2021 plus any additional assets capitalised during the year. The insurance values for buildings are scheduled to be updated at 30 June 2023 and will be reflected accordingly on the material damage schedule for the 2023/24 year.
- 3.5 There has been no changes to the type of policies renewed with the exception of the following:
  - Standing timber insurance has been discontinued at 31 October 2022 because the forest at the landfill was harvested in the last summer.
  - Machinery breakdown cover was discontinued from 31 October 2022. The cover was mostly for machines located at the treatment plants and the aquatic centre to cover loss

as a result of damage or failing within the machine which causes further damage to the machine and consequential damage to other machines/structures. It did not cover external perils. A review found this policy was no longer required, as apart from two machines, Council has a lot of smaller machines, with some loosely connected, but an internal failing of one machine is unlikely to cause other machines to be damaged. No claims have been made under this policy.

- Aviation hull (UAV) policy was discontinued from 31 October 2022. Council does not own any drones and any drone work undertaken in the future would be undertaken under the drone contractors insurance policy.
- For the commercial motor vehicles insurance policy, coverage for windscreens was removed as it was found for commercial fleets providing this cover became a “dollar for dollar” swap exercise. The benefit each council received through reduced premiums was influenced on their past claims’ history for this peril. Council is now self-insuring for windscreen damage to its fleet vehicles.

**3.6** Total insurance premiums for the 2022/23 year was \$351,000 (2022: \$312,000).

### **3.7 Cyber Policy**

3.8 There was a significant increase in premiums and also coverage amounts for cyber-attacks. This reflected insurers better understanding of the risk around this exposure. The insurers are wanting to provide this cover because it complements the other insurance policies on offer, however they have mandated several minimum control requirements for information systems. (This is an industry wide issue, not just an issue for councils).

3.9 In response to this Council has implemented several enhancements to ensure minimum requirements are met along with the adoption of a cyber security framework called SAM<sup>1</sup> - Local Government (ALGIM<sup>2</sup> Local Government Cybersecurity Programme) which is based on NIST<sup>3</sup> and CIS<sup>4</sup> Controls principles. The below security improvements are part of the council cyber security framework functions.

- **MFA** - Multi-factor authentication (MFA) have been enabled and enforced across organization for all Microsoft 365 users, this includes remotely connecting VPN users.
- **Phriendly Phishing Security Training** - Module 1 of the Cyber awareness training for all staff and other users of the Council’s systems has been completed and is a ongoing process.
- **End of life systems** - Most of the End of Life Systems have been removed, however, there are still a few remaining that need removal.
- **Backups** – Offsite backups and replications of all critical servers are in place along with separate Office 365 user account backups that run at regular intervals and a Business Continuity capability is in place, with documentation of the recovery processes is still to be completed.

3.10 As a result of this Council through the Information Services team won a top five placing for Most Improved Cybersecurity Award from ALGIM. The award was received in November 2022.

### **3.11 Recent storm events**

3.12 At the time of writing, there have been no potential claims identified for council assets. The repair cost for the damaged water-main at View Terrace, Piopio is likely to be under the \$500,000 excess of the infrastructure insurance policy.

<sup>1</sup> Self Assessment and Monitoring [System]

<sup>2</sup> Association of Local Government Information Management

<sup>3</sup> National Institute of Standards and Technology

<sup>4</sup> Centre for Internet Security

### 3.13 Insurances for Community Organisations

- 3.14 A new Council policy covering insurance cover for community organisations was introduced in February 2022. The policy allows for charitable organisations (where their facilities are located on Council owned or Council reserve land) to have their insurance cover conducted through Council. The cost of the insurance cover is passed through to the community organisation, with the addition of an administration charge. This is an option for those qualifying organisations, however there is no compulsion to be part of the scheme.
- 3.15 Following the introduction of the new policy, two new community organisations have been added to the insurance cover:

Organisation	Total MD Sum Insured	Cover Type
Waitomo Indoor Sports Centre, King St West, Te Kuiti	325,000	Demolition Only
St Helens Domain, Aria (Squash Courts & Woolshed)	1,765,000	Replacement Value

### Suggested Resolution

The business paper on the Insurance Update Report for the Insurance Year to 31 October 2023 be received.



ALISTER DUNCAN  
**GENERAL MANAGER – BUSINESS SUPPORT**

16 February 2023

Attachment: Coverage Summary – AON (A651927)

Appendix 1: Summary of Insurance Policies

## APPENDIX 1: SUMMARY OF INSURANCE POLICIES

Policy	Description	Values Covered	Excess
Material Damage and Business Interruption	<p><b>Material Damage:</b> Covers all risks to identified buildings, contents such as computers, books and furniture. Also covers above ground infrastructural assets such as treatment plants and reservoirs and other community assets such as playgrounds and statues.</p> <p><b>Business Interruption:</b> Covers consequential loss resulting from physical loss or damage to Council owned property such as loss of rental income if a building burns down. The policy has both shared limits and sub limits specific to each member Council.</p> <p>Further policy details are included in the policy cover summary which is included as an attachment to this business paper.</p>	<p>Replacement value covered \$133,340,883</p> <p>Fire Limit \$15 million</p> <p>Business Interruption declared value \$1,660,000</p>	<p><b>Non-Natural Disaster</b> Deductible \$10,000. Landslip and/or Subsidence \$25,000.</p> <p><b>Natural Disaster</b> Deductible 2.5% but not less than \$25,000.</p> <p>For Pre 1935 Risks Deductible 10% but not less than \$25,000.</p>
Infrastructure Insurance (40% Placement)	<p>Physical loss to insured assets caused by a Natural Catastrophe Event including: Earthquake, Natural Landslip, Flood, Tsunami, Tornado, Windstorm, Volcanic Eruption, Hydrothermal and Geothermic Activity and Subterranean Fire.</p> <p>[Insured assets are underground, water supply, waste water, stormwater assets and bridges and retaining walls which are part of the road network].</p>	<p>Declared value \$105,842,618.</p> <p>Limit of Liability: Combined limit is 40% of \$300 million, subject to each council's sublimit, with Waitomo DC's being \$30 million.</p>	<p>Deductible \$500,000 to be applied 100% to the full loss in any one event, prior to the 40% claim settlement adjustment from Central Government</p> <p>Sub-limit \$30 million</p>
Infrastructure 60% Sidecar Policy (renamed - previously Primary Layer)	<p>Additional primary layer cover is also in place to cover the first \$10 million layer of the government's 60% share of a natural hazard claim. This policy would respond to claim for smallish event which the government chooses not to cover. Shared limit with the other eight WLASS councils.</p>	<p>Declared value \$105,842,618</p> <p>Limit of Liability: Combined limit is 60% of \$10 million, subject to each council's sublimit, with Waitomo DC's being \$1 million for enablement costs, capital additions \$2 million and contract works \$1 million.</p>	<p>Deductible \$500,000 to be applied 100% to the full loss in any one event, prior to the 60% claim settlement adjustment from Central Government</p>
Commercial Motor Vehicle	<p>Cover for the motor vehicle fleet and provides for third party property and bodily injury.</p> <p>(Windscreen cover has been removed).</p>	<p>Fleet value insured \$1,979,515.</p> <p>Third party liability \$20 million.</p> <p>Except for Airside Liability restricted to \$2 million</p>	<p>Each and every claim 1% of the vehicle's value with a minimum of \$500.</p> <p>Except for drivers aged 21 years and under \$1,000.</p>
Statutory Liability	<p>Covers defense costs, fines (to the extent allowable by law) and reparation orders arising from an investigation and/or prosecution by a Statutory Body for an unintended breach or breaches of an Insured Act (There are some excluded Acts).</p>	<p>For Fines and Reparations \$1 million</p> <p>Defense costs \$1 million.</p>	<p>Excess \$10,000, except for claims under the Health and Safety at Work Act and Resource Management Act which \$25,000 applies.</p>

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



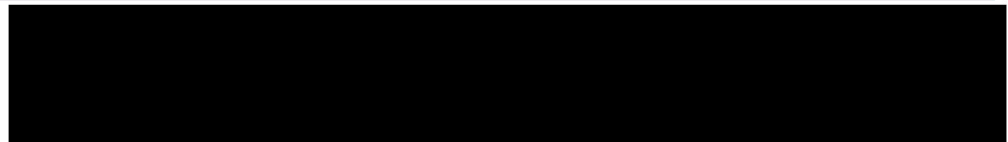
## Material Damage & Business Interruption

This summary of cover has been prepared for general reference only. Nothing contained herein prevails over the terms, conditions and exclusions of the policy.

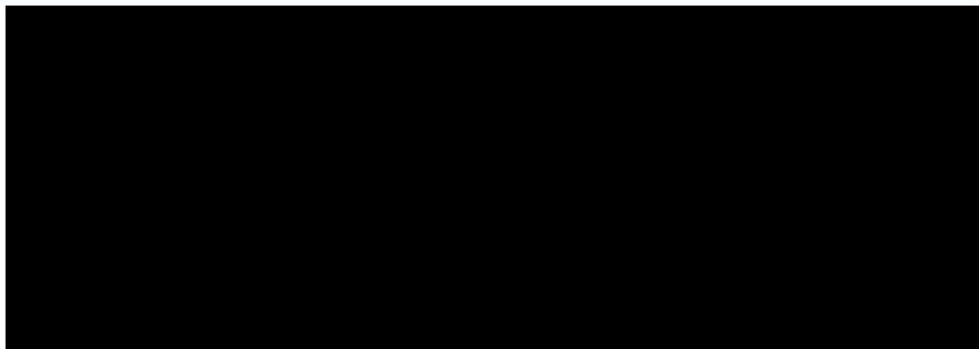
<b>The Policy Covers</b>	<i>Subject to the limits, sub-limits, terms, exclusions, and conditions of the Policy, Policy Schedule and Schedule of Declared Values:</i>	
	<b>Section 1 – Material Damage</b> Covers <b>damage</b> unforeseen and unintended by the <b>insured</b> to <b>insured property</b> at the <b>location/s</b> shown in the <b>schedule of declared values</b> .	
	<b>Section 2 – Business Interruption</b> Covers loss resulting from interruption or interference with the <b>business</b> carried on by the <b>insured</b> at the <b>premises</b> in consequence of insured <b>damage</b> .	
<b>Period of Insurance</b>	From 4.00 p.m. 1 November 2022 to 4.00 p.m. 1 November 2023	
<b>The Insured</b>	Waikato Local Authority Shared Services, including each of the following Councils:	
	<ul style="list-style-type: none"> <li>▪ Hamilton City Council</li> <li>▪ Hauraki District Council</li> <li>▪ Matamata-Piako District Council</li> <li>▪ Otorohanga District Council</li> <li>▪ South Waikato District Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Thames Coromandel District Council</li> <li>▪ Waikato District Council</li> <li>▪ Waikato Regional Council</li> <li>▪ Waipa District Council</li> <li>▪ Waitomo District Council</li> </ul>
	Including any subsidiary company, provided that more than half the nominal value of the subsidiary company's equity share capital is owned by that entity, either directly or through other subsidiaries, and includes any other entity over which an <b>insured</b> or a subsidiary exercises management control, or for which an <b>insured</b> has responsibility for arranging insurance	
<b>Business Description</b>	All business conducted by the Insured, including but not limited to: <ul style="list-style-type: none"> <li>- Regional and Territorial Local Authorities</li> <li>- Council Controlled Organisations and associated organisations</li> <li>- Ownership and occupation of premises</li> <li>- Any other activity connected therewith or any other activity of the Insured with which they may become involved</li> </ul>	
<b>Limit of Liability</b>	<b>Combined Material Damage &amp; Business Interruption</b>	\$150,000,000
	This is the maximum the <b>insurer</b> will pay for all insured Material Damage and Business Interruption losses arising from an <b>event</b> and in the aggregate any one <b>period of insurance</b> .	
	<b>Fire Losses – Material Damage</b>	\$125,000,000
	The Limit of Liability in respect of Section 1 Material Damage for any one loss and all losses in the aggregate during the <b>period of insurance</b> , resulting from fire, including fire occasioned by or through or in consequence of any perils (including <b>natural disaster</b> ), is \$125,000,000. (This limit is included in the Combined Limit of Liability above and is not in addition to).	

### SECTION 1: Material Damage

#### Declared Values



## SECTION 1: Material Damage



Waitomo District Council \$133,340,883

**Total Sum Insured for Section 1 Material Damage \$3,598,584,332**

Values at risk at each location are as per the **schedule of declared values** dated 31/10/2022

<b>Sub-Limits</b> <i>Applicable any one event unless stated otherwise</i>			
	3.2(d) Works of Art, Curios and Antiques		\$150,000
	5.2 Alternative Residential Accommodation		\$50,000
	5.3 Capital Additions		\$1,000,000
	5.5 Contractual Value		\$50,000
	5.6 Electrical Damage		\$10,000
	5.9 Gradual Damage		\$50,000
	5.11 Illegal Drug Contamination	any one event during the period of insurance	\$20,000 \$100,000
	5.12 Keys and Locks		\$25,000
	5.13 Landslip		\$2,000,000
	5.14 Money	Section A Section B	\$100,000 \$10,000
	5.17 Property in the Course of Construction – Maximum any one contract		\$2,000,000
	5.26 Restoration and Reproduction Costs – Proof Materials		\$100,000
	5.28 Spoilage		\$25,000
	5.29 Subsidence		\$2,000,000
	5.30 Sustainable Rebuilding Costs		\$100,000
	5.32 Transit of Property		\$500,000
	5.34 Unspecified Locations		\$250,000
	Maori Artefacts – Cultural Costs		\$10,000
	Property In & On the Water – Limit any one item		\$25,000
	Property In & On the Water – Limit any one loss		\$100,000

## SECTION 1: Material Damage

**Fire Endorsement**

Fire, including fire occasioned by or through or in consequence of any perils (including **natural disaster**) insured under Section 1 of the **policy** – any one loss and all losses in the aggregate during the **period of insurance**

The following Fire Loss Limits specify the limit any one loss and all losses in the aggregate during the **period of insurance** in respect of the applicable Insured:

- Waitomo District Council \$15,000,000

The following **endorsement** applies to Section 1 of this **policy**: Automatic Extension 5.22 'Reinstatement of Limit of Liability' does not apply in the event of a loss as a result of fire, including fire occasioned by or through or in consequence of any perils (including **natural disaster**) insured under Section 1 of the **policy**.

Optional Extensions		
6.1	Declaration Stock Conditions	Not Included
6.2	Machinery Breakdown	Not included
6.3	Pressure Vessel	Not included

## SECTION 2: Business Interruption

Sums Insured	Item No.	Description	Amount
	Item No. 1	Gross Profit	Not Insured
	Item No. 2	Gross Revenue	\$42,071,267
	Item No. 3	Gross Rentals (Rents Receivable)	\$12,096,934
	Item No. 4	Payroll Wages	Not Insured
	Item No. 5	Payroll (Dual Wages)	Not Insured
	Item No. 6	Additional Costs (Shared)	\$10,000,000
	Item No. 6		
	Item No. 6		
	Item No. 7	Redeployment Expenses	Not Insured
	Item No. 8	Research Establishment Expenditure	Not Insured
	Item No. 9	Severance and Redundancy Payments	Not Insured
	Item No. 10	Claims Preparation Costs (Shared)	\$2,500,000
	Item No. 11	Outstanding Debtor Balances	Not Insured
	<b>Total Sum Insured for Section 2 Business Interruption</b>		<b>\$108,868,199</b>

## SECTION 2: Business Interruption

	Values at risk at each <b>location</b> are as per the <b>schedule of declared values</b> dated 31/10/2022		
<b>Premises</b>	All premises owned or occupied by the <b>insured</b> , including <b>locations</b> and all other places where the <b>insured property</b> is used or to be used for the purpose of the <b>business</b> , anywhere in New Zealand		
<b>Indemnity Period</b>	As per the <b>schedule of declared values</b> dated 31/10/2022		
<b>Sub Limits of Liability</b>	9.2	Acts of Civil Authorities – 10% of the total Business Interruption sum insured subject to a maximum	\$1,000,000
	9.4	Contractual Commitments	\$100,000
	9.7	Dependency – 10% of the total Business Interruption sum insured subject to a maximum	\$1,000,000
	9.9	Fumes, Gases and Toxic Chemicals – 10% of the total Business Interruption sum insured subject to a maximum	\$1,000,000

## DEDUCTIBLES: Non-Natural Disaster (inclusive of GST)

The Non-Natural Disaster Perils deductible applies to each and every combined Material Damage and Business Interruption loss or series of losses arising from one Event.

	All Councils (other than as noted below)	\$10,000
	[REDACTED]	
	Landslip and/or Subsidence – All Councils	\$25,000
	Flood Claims (Thames Coromandel District Council only)	\$100,000
<b>Business Interruption</b>	9.2 Acts of Civil Authorities	24 hours
	9.7 Dependency	24 hours
	9.9 Fumes, Gases and Toxic Chemicals	24 hours
	<i>Except for:</i>	
	9.7.2(c) Dependency – Transport Routes	7 days
	9.7.3 Dependency – Utilities	72 hours

## DEDUCTIBLES: Natural Disaster (inclusive of GST)

The **natural disaster deductible** will be calculated as shown below and applies to the combined Material Damage and Business Interruption loss for any one **event** at each **location** where there is **damage**.

	2.5% of the Material Damage <b>location sum insured</b> but not less than	\$25,000
	<i>or, for Pre-1935 Risks:</i>	
	10% of the Material Damage <b>location sum insured</b> but not less than	\$25,000
	In respect of this Deductible the following definitions apply;	
	- 'Pre-1935 Risks' means any Building, and/or the Contents and/or Stock are located in any building, constructed prior to 1935, and	
	- 'site' means a parcel of land owned or occupied by the Insured, and	
	- 'site sum insured' means the total Material Damage sum insured for all property located at each site.	

DEDUCTIBLES: Natural Disaster (*inclusive of GST*)

<b>Other Business</b>	9.2	Acts of Civil Authorities	21 days
<b>Interruption Deductibles</b>	9.7	Dependency	21 days
	9.9	Fumes, Gases and Toxic Chemicals	21 days

## Endorsements

**Insurer Endorsements**

*These endorsements are applicable to the stated insurers participation only*

- Berkshire Hathaway Vertex MDBI Policy -BHSI Endorsements 0619
- NZI Endorsement to Aon Vertex MDBI Policy 1217
- NZI Cyber Exclusion
- NZI Communicable Disease Exclusion
- NZI Foamed Plastics Insulating Construction Endorsement (Applicable to Waterworld site for Hamilton City Council only)
- QBE Vertex MDBI Endorsements
- QBE Communicable Disease Endorsement
- QBE Property Cyber and Data Endorsement
- QBE Natural Disaster Deductibles 0419 R2341.03
- Vero Liners & Earthworks and/or Other Civil Structures Endorsement
- Vero Gross Revenue Endorsement
- Vero Asbestos Endorsement
- Vero Fees for Services Endorsement
- Vero Deductibles on Bridge & Culvert Assets (Applicable to South Waikato District Council)
- Chubb Property Cyber & Data Exclusion
- Chubb Electronic Equipment and/or Device Endorsement
- Chubb Communicable Disease Exclusion
- Chubb Asbestos Non-Damage Endorsement
- Chubb Acts of Civil Authorities (Amended) Endorsement
- Chubb Property Blockchain-Based Digital Assets Exclusion

**Agreed Endorsements –  
Applicable to Section 1  
Material damage & Section  
2 Business Interruption**

**Endorsement Definitions**

These **endorsements** form part of the **policy** and are to be read in conjunction with the **policy** wording. Unless expressly stated to the contrary words in these **endorsements** that do not appear in bold but are defined in the **policy** shall have the specific meaning stated in the Definitions in the **policy** where deemed so by the Insurer.

**Communicable Disease Exclusion – LMA 5393 – 25 March 2020**

1. This **policy**, subject to all applicable terms, conditions and exclusions, covers losses attributable to direct physical loss or physical damage occurring during the **period of insurance**. Consequently and notwithstanding any other provision of this policy to the contrary, this **policy** does not insure any loss, **damage**, claim, cost, expense or other sum, directly or indirectly arising out of, attributable to, or occurring concurrently or in any sequence with a Communicable Disease or the fear or threat (whether actual or perceived) of a Communicable Disease.
2. For the purposes of this **endorsement**, loss, **damage**, claim, cost, expense or other sum, includes, but is not limited to, any cost to clean-up, detoxify, remove, monitor or test:



## Endorsements

- a. for a Communicable Disease, or
  - b. any property insured hereunder that is affected by such Communicable Disease.
3. As used herein, a Communicable Disease means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:
- a. the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not, and
  - b. the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms, and
  - c. the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property insured hereunder.
4. This **endorsement** applies to all coverage extensions, additional coverages, exceptions to any exclusion and other coverage grant(s).

All other terms, conditions and exclusions of the policy remain the same.

#### Property Cyber & Data Endorsement – LMA5400

1. Notwithstanding any provision to the contrary within this **policy** or any **endorsement** thereto this **policy** excludes any:
- a. Cyber Loss, unless subject to the provisions of paragraph 2;
  - b. loss, **damage**, liability, claim, cost, expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any loss of use, reduction in functionality, repair, replacement, restoration or reproduction of any Data, including any amount pertaining to the value of such Data, unless subject to the provisions of paragraph 3;
- regardless of any other cause or event contributing concurrently or in any other sequence thereto.
2. Subject to all the terms, conditions, limitations and exclusions of this **policy** or any **endorsement** thereto, this **policy** covers physical loss or physical damage to property insured under this **policy** caused by any ensuing fire or explosion which directly results from a Cyber Incident, unless that Cyber Incident is caused by, contributed to by, resulting from, arising out of or in connection with a Cyber Act including, but not limited to, any action taken in controlling, preventing, suppressing or remediating any Cyber Act.
3. Subject to all the terms, conditions, limitations and exclusions of this **policy** or any **endorsement** thereto, should Data Processing Media owned or operated by the Insured suffer physical loss or physical damage insured by this Policy, then this **policy** will cover the cost to repair or replace the Data Processing Media itself plus the costs of copying the Data from backup or from originals of a previous generation. These costs will not include research and engineering nor any costs of recreating, gathering or assembling the Data. If such media is not repaired, replaced or restored the basis of valuation shall be the cost of the blank Data Processing Media. However, this **policy** excludes any amount pertaining to the value of such Data, to the **Insured** or any other party, even if such Data cannot be recreated, gathered or assembled.
4. In the event any portion of this **endorsement** is found to be invalid or unenforceable, the remainder shall remain in full force and effect.
5. This **endorsement** supersedes and, if in conflict with any other wording in the **policy** or any endorsement thereto having a bearing on Cyber Loss, Data or Data Processing Media, replaces that wording.

#### Definitions



## Endorsements

6. Cyber Loss means any loss, **damage**, liability, claim, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any Cyber Act or Cyber Incident including, but not limited to, any action taken in controlling, preventing, suppressing or remediating any Cyber Act or Cyber Incident.
7. Cyber Act means an unauthorised, malicious or criminal act or series of related unauthorised, malicious or criminal acts, regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of or operation of any Computer System.
8. Cyber Incident means:
  - a. any error or omission or series of related errors or omissions involving access to, processing of, use of or operation of any Computer System; or
  - b. any partial or total unavailability or failure or series of related partial or total unavailability or failures to access, process, use or operate any Computer System.
9. Computer System means:
  - a. any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller including any similar system or any configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back up facility, owned or operated by the **Insured** or any other party.
10. Data means information, facts, concepts, code or any other information of any kind that is recorded or transmitted in a form to be used, accessed, processed, transmitted or stored by a Computer System.
11. Data Processing Media means any property insured by this **policy** on which Data can be stored but not the Data itself.

**Agreed Endorsements –  
Applicable to Section 1  
Material Damage**
**Fire Service Levy**

All Fire Service Levy including any other amounts, fines, interest or penalties deemed payable to the Fire Service Commission is recoverable from the **Insured** as a debt under the Fire Service Act 1975 and/or the Fire and Emergency New Zealand Act 2017 as applicable, and as an obligation under this clause.

**Agreed Endorsements –  
Applicable to Section 2  
Business Interruption**
**Additional Costs**

The Sum Insured in respect of Item No.6 Additional Costs (Hamilton City Council only);

- applies to Hamilton City Council only,
- is additional to any indemnity payable for Hamilton City Council under Item No.6 Additional Costs (Shared) and
- is restricted to loss in consequence of **damage** to Water Treatment Plants for Hamilton City Council noted in the Schedule of Declared Values.

The Sum Insured in respect of Item No.6 Additional Costs (Waikato Regional Council only);

- applies to Waikato Regional Council only,
- is additional to any indemnity payable for Waikato Regional Council under Item No.6 Additional Costs (Shared)

**Shared Sums Insured**

The Sums Insured in respect of Item No.6 Additional Costs (Shared) and Item No.10 Claims Preparation Costs (Shared) applies in full for any Council or entity named in this Policy Schedule.

## Endorsements

**Aon Local Authority  
Endorsements –  
Applicable to Section 1  
Section 2**
**Endorsement Definitions**

These **endorsements** form part of the **policy** and are to be read in conjunction with the AON Vertex 1217 Material Damage and Business Interruption **policy** wording. Unless expressly stated to the contrary words in these **endorsements** that do not appear in bold but are defined in the **policy** shall have the specific meaning stated in the definitions in the **policy** where deemed so by the **insurer**.

**Insured Definition**

The definition of the **insured** is extended to include the following:

- a) Any Council Controlled Organisation and/or Subsidiary Companies unless excluded in the **policy schedule**;
- b) Any committee or any community board lawfully established by such Local Authority or Council Controlled Organisation;
- c) Any pension fund, social club or sports club or similar entity formed and undertaken with the consent of such Local Authority or Council Controlled Organisation.

**Preservation of Cover**

The following Preservation of Cover clause is added as a Condition applying to both Section 1 and Section 2 of the policy:

This **policy** covers each **insured** for its own **insured property**:

- a) The **insurer** cannot avoid, rescind or cancel this **policy**, in whole or in part, for non-disclosure, misrepresentation, misstatement or breach of the terms of this **policy**, other than with the written consent of all of the **insured** or as set out in the Cancellation Condition of this **policy**;
- b) No statements or representations made by or on behalf of an **insured** or breach of any term of this **policy**, or any information or knowledge possessed by any **insured** will be imputed to any other **insured** for the purpose of determining whether any individual **insured** is covered under this **policy**;
- c) If the **insurer** has a right to reduce its liability to any **insured** for any non-disclosure, misrepresentation, misstatement or breach of the terms of this **policy**, the **insurer** will only exercise such right against that **insured**, and without prejudicing the rights of the other **insureds** under this **policy**.

**Aon Local Authority  
Endorsements –  
Applicable to Section 1  
Material Damage**
**Buildings Definition**

The definition of **buildings** shall mean:

- a) property attached to and/or adjoining thereto or within 25 metres of the circumference of the **building** but not extending beyond 200 metres of the circumference of the **building**;  
landlord's fixtures and fittings, plant, fixtures, fittings, pipes, cables, fixed signs, lettering, tanks, poles, power poles, power lines and their supports, fences, walls, gates, landscaping, gardens, ornamental trees and shrubs, roads, paths and yards; scoreboards, floodlighting and other property common to Local Government and;
- b) water treatment and wastewater treatment structures and plants including oxidation ponds, reservoirs, retention tanks, water supply in-takes, sewerage outfalls and/or pumping stations.

If the valuation;

## Endorsements

- is only from a Registered Valuer, and
  - it exactly supports the individual **building sum insured** as listed in the **schedule of declared values**, and
  - it specifically includes the property noted in a) above,
- then the distance limitations referred to in a) above are deemed to be deleted in respect of such property noted in the valuation.

**Buildings Under \$250,000 Not Specified**

This **policy** is extended to insure any **building** not specified in the **schedule of declared values** provided that:

- a) the replacement value of any one **building** is less than \$250,000; and
- b) the liability of the **insurer** under this **endorsement** shall be limited to \$250,000 any one claim.

For the purposes of this **endorsement building** includes:

- i) any **building**; and
- ii) the following property attached to or adjoining a **building** or within 25 metres of the circumference of the **building**:
  - landlord's fixtures and fittings, plant, fixtures, fittings, pipes, cables, fixed signs, lettering, tanks, poles, power poles, power lines and their supports, fences, walls, gates, landscaping, gardens, ornamental trees and shrubs, roads, paths and yards.

This **endorsement** does not remove the **insured's** obligation to disclose all **locations** and values on the **schedule of declared values**.

**Fees for Services**

Should any loss occur for which a claim is made, the Lead Insurer in respect of the claim may appoint entities on behalf of all **insurers** to provide services including assessment, adjustment and/or any other services which it considers necessary in connection with the loss ("Services").

If any portion of the placement is self-insured, then the **insured** must pay for that portion of the costs for the Services. If any portion of the placement has a higher **deductible** and/or a different policy wording from that applying to the lead insurer, and in consequence any **insurer** does not pay for the portion of the cost for the Services that they would otherwise have paid, then the **insured** must pay for that portion of the costs.

**INFRASTRUCTURAL ASSETS – Basis of Settlement**

Should any of the Infrastructural Assets defined below be noted on the **schedule of declared values** as insured for **reinstatement** and is more than 50 years old at the time of **damage** the basis of settlement is amended as follows:

- any Infrastructural Asset more than 50 years old is insured for indemnity only, and
- any Infrastructural Asset more than 75 years old is insured for demolition cover only.

For the purposes of this **endorsement 'infrastructural assets'** means all of the following property:

- a. wharves, docks, piers, quays, jetties, berths, buoys, moorings, slipways, boat ramps, pontoons, dams, weirs, breakwaters, groynes and all other similar property including but not limited to:
  - piles, capping beams, decks, paving, asphalt, concrete, associated walls, sub-grade, base-course, associated utilities including power, gas, fuel, water and sewerage services and other site developments forming part of infrastructural assets;

## Endorsements

b. gates, walls, erosion and/or flood protection property, navigation equipment and outfall pipes permanently situated in the sea, and/or a lake and/or a river, canal or stream; but only to the extent that these items have been included in the **insured's** declaration of value for the item noted on the **schedule of declared values**.

The insurance on **infrastructural assets** does not include:

- any component that has been omitted from the declared value; and
- any land or any reclamation or any part thereof unless expressly included in this insurance.

#### Property In or On the Water

Where there is no value stated in the **schedule of declared values** for property whilst located in or on ponds, lakes, streams, rivers, in the sea in or on water, cover is extended under this policy for such property.

Provided that the liability of the insurer under this endorsement shall not exceed \$25,000 any one item and \$100,000 any one loss, subject to the deductible specified in the policy schedule.

#### Underground Infrastructural Assets Exclusion

This **policy** excludes cover for **damage** to any underground infrastructural assets outside the boundaries of any insured **building** and/or site noted in the **schedule of declared values** including, but not limited to reservoirs (in ground), water reticulation systems, wastewater reticulation systems and/or sewerage systems.

For the avoidance of doubt, any infrastructural assets or portions of such assets as named above, that are above ground shall be covered by this **policy**, provided that provision has been made in the **schedule of declared values** provided by the **insured** for such assets.

#### Works of Art – Basis of Settlement

This **endorsement** replaces the Basis of Settlement - Works of Art 3.2 (d) clause in the **policy**.

In the event of **damage** to an insured Work of Art within the terms of the **policy**, the **insurer** will, at its option, appoint an independent suitably qualified Art Specialist to assess the loss and in the case of **damage** to determine whether such **damage** constitutes a Total Loss or a Partial loss.

#### Total Loss

Where the appointed Art Specialist considers that any Work of Art is permanently **damaged** to an extent that it cannot be repaired or restored to a condition substantially the same as it was prior to the **damage**, the Work of Art shall be deemed to be a Total Loss. In this event the **insurer** will pay the market value as assessed by the Art Specialist.

#### Partial Loss

Where the appointed Art Specialist considers that any Work of Art is able to be repaired or restored to a condition substantially the same as it was prior to the **damage** the Work of Art will be considered to be a Partial Loss. In this event the **insurer** will pay the cost of repair/restoration to the Work of Art.

#### Pair or Set

In the event of total loss of an item which forms part of a pair or set, the value of this item is deemed to be 50% of the market value of the pair or a rateable proportion that the item bears to the entire set. In the event of Partial Loss, the **insurer** will pay for the repair or restoration of the item to a condition substantially the same as it was prior to the **damage**.

#### Payment in lieu of Repairs

## Endorsements

If the **insured** elects not to have the Work of Art repaired or restored the **insurer** will pay to the **insured** the cost of the estimate for repair/restoration in full and final settlement of the loss as assessed by the Art Specialist.

Sum Insured

The **insurer's** liability is limited to individual items with a **sum insured** less than \$150,000 unless the Work of Art is separately specified on the **schedule of declared values**, subject to the **deductible** specified in the **policy schedule**.

Diminution

It is further noted that in the event of a Partial Loss this **policy** will pay, up to a maximum of \$500,000 for any one loss, for diminution of value will be set by the appointed Art Specialist, subject to the **deductible** specified in the **policy schedule**.

Disputes

If the **insured** and the **insurer** fail to agree on the settlement or amount of the loss, the **insured** shall, at their own expense, have the right to appoint their own independent Art Specialist to appraise the loss. If the **insured** and the **insurer** are still unable to agree on the settlement, the Art Specialists of the **insured** and the **insurer** shall appoint an independent and competent umpire acceptable to both parties, who shall adjudicate and establish the amount of settlement or loss. The umpire's decision shall be binding on both parties. The umpire's costs and expenses shall be shared evenly between the **insured** and the **insurer**.

Definitions

- i) Work of Art – means property considered by the **insurer** and the **insured** as a Work of Art and so defined in the **insureds'** asset registered or inventory and includes but not restricted to paintings, sculptures, collections, cultural items, rare books and documents and the like or items as specified in the **schedule of declared values**;
- ii) Art Specialist – means a suitably qualified art restorer or valuer with recognised qualifications and reputation taking into account the nature and condition of the Work of Art.

Works of Art – Maori Artefacts & Taonga

This **policy** is extended to cover the additional cultural costs involved in the settlement of claims for **damage** to Maori artefacts or Taonga insured within the terms of this **policy**.

Such cultural costs shall include but not be limited to the transportation of **damaged** artefact to and from the "home" marae for blessing, Iwi investigations and/or similar and appropriate additional expenses.

Provided that the liability of the **insurer's** liability shall not exceed \$10,000

In all other respects the basis of settlement for Maori artefacts or Taonga insured under this **policy** shall be in accordance with the Works of Art – Basis of Settlement **endorsement** above.

## General Policy Information

<b>Policy Wording</b>	1217 Vertex New Zealand Material Damage and Business Interruption	
<b>Insurer</b>	AIG Insurance New Zealand Ltd (Lead Insurer)	30%
	Chubb Insurance New Zealand Ltd	20%
	Vero Insurance New Zealand Ltd	20%
	NZI, a business division of IAG NZ Ltd	10%
	Berkshire Hathaway Specialty Insurance	10%
	QBE Insurance (Australia) Ltd	10%





**Document No:** A652629

**Report To: Audit and Risk Committee**



**Meeting Date:** 22 February 2023  
**Subject:** **Progress Report Key Performance Indicators - period ended 31 December 2022**  
**Type:** Information Only

### Purpose of Report

- 1.1 The purpose of this business paper is to provide an update on WDC's delivery performance on non-financials for the period ending 31 December 2022.
- 1.2 A copy of the KPI (Key Performance Indicator) Report for the period ending 31 December 2022 is included as an attachment to this business paper.

### Background

- 2.1 The WDC Ten Year Plan (10YP) 2021-2031 was adopted in June 2021 which includes the outcomes Council is aiming to deliver for the community through each activity area. Each group of activities has a level of service that we have agreed with the community to deliver.
- 2.2 These outcomes and levels of service are reported on to the community via the Annual Report at the end of each financial year.
- 2.3 Each quarter a report is produced to monitor the performance of the activities and levels of service by way of the KPI's developed through the 10YP 2021-2031.

### Commentary

- 3.1 **SERVICE PERFORMANCE SUMMARY**
- 3.2 Of the 59 key performance indicators measured, 9 (15%) have been achieved, 41 (70%) on track, 6 (10%) off track, 2 (3%) not achieved, and 1 (2%) with no data available. Data has not been collected yet on a new measure in Solid Waste.
- 3.3 Community and Partnership
- 3.4 One measure off track as the Youth Council is yet to resume.
- 3.5 Regulatory Services
- 3.6 Two measures not achieved due to administration errors on one building consent and one LIM report causing them to run over the timeframes. Processes are in place to ensure it does not recur.
- 3.7 Solid Waste
- 3.8 No data for a new measure on satisfaction with the rural transfer stations, this will be captured in the Residents Survey conducted in 2023.

3.9 Wastewater

3.10 Two measures off track, one for resolution times for call-outs (excluding Piopio) due to times from contractors not being reported, regular auditing being put in place to address this issue. The second measure off track is due to complaints in the Piopio scheme for system faults and blockages.

3.11 Water Supply

3.12 Two measures are off track, protozoal compliance due to high turbidity and data loss of >1 minute and attendance time to non-urgent callouts. An audit of the call-outs is being conducted to look for where improvements can be made.

3.13 Roads and Footpaths

3.14 One measure is off track due to the occurrence of two serious injury crashes this quarter, compared to this quarter in 2021/22 there were no serious injury crashes, so this is a change of 2 for the year to date.

<b>Suggested Resolution</b>
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The business paper for the Progress Report KPI's for period ended 31 December 2022 be received.



CHARMAINE ELLERY  
**MANAGER – STRATEGY AND POLICY**

Attachments:

- 1 Progress Report – KPI's for period ending 31 December 2022

# KEY PERFORMANCE INDICATORS PROGRESS REPORT

FOR THE PERIOD 1 OCTOBER TO 31 DECEMBER 2022

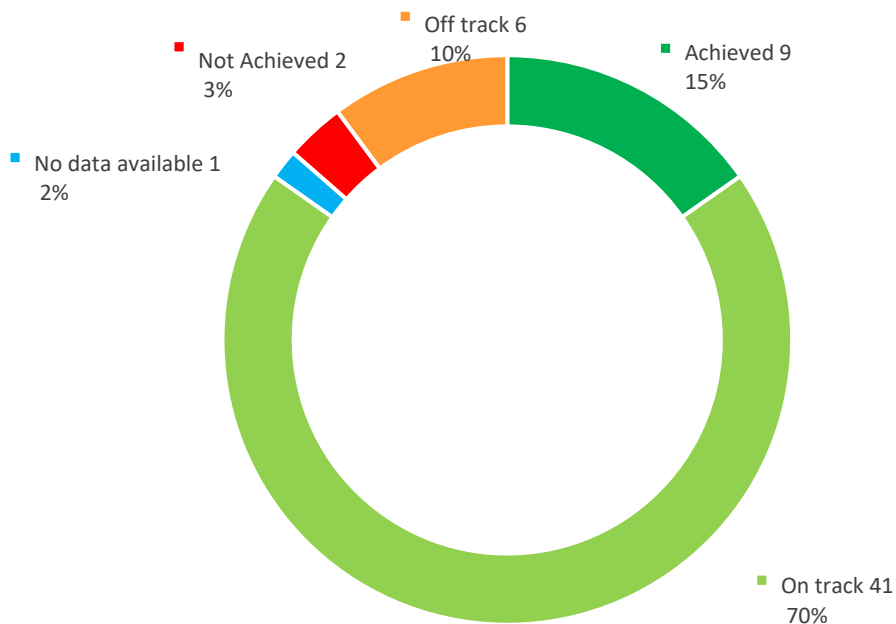
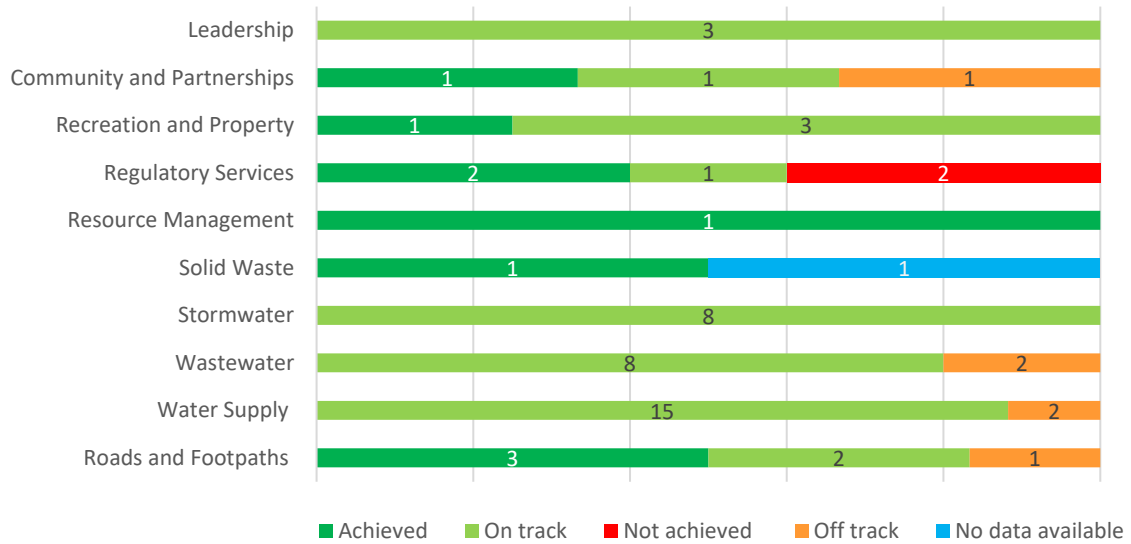


## INTRODUCTION

The 2021-31 10 Year Plan (10YP) was adopted in June 2021. It sets out outcomes we aim to deliver for our community, through the activities we undertake. Within each group of activities outlined in the 10YP, we have outlined the levels of service we intend to deliver.

The purpose of this report is to provide high-level updates of these Council activities for the months of October to December 2022. The report covers progress on groups of activities non-financial KPI (Key Performance Indicators).






### SERVICE PERFORMANCE SUMMARY AS AT 31 DECEMBER 2022









Of the 59 key performance indicators measured, 9 (15%) have been achieved, 41 (70%) on track, 6 (10%) off track, 2 (3%) not achieved, and 1 (2%) with no data available. Data has not been collected yet on a new measure in Solid Waste.

## SERVICE PERFORMANCE MEASURES







### Performance Measure Status

 Not Achieved	 Off track	 Achieved	 On track	 Data not available
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### Leadership

You can expect	Measure	Q1	Q2	Target/Result	Commentary
Provide and promote governance processes that are robust and transparent for our community	Percentage of Council agendas that are publicly available two working days or more before the meeting.			<b>Target:</b> 100% <b>Result:</b> 100%	
Effective communication with our community.	Percentage of residents satisfied with the effectiveness and usefulness of Council Communications			<b>Target:</b> 90% <b>Result:</b> 90%	The result from the June 2021 Residents Survey was 90%. The next survey is due in 2023.
Emergency preparedness through community based emergency management	The evaluation of annual exercise as a measure of effectiveness of training			<b>Target:</b> Increasing trend <b>Result:</b> Baseline result 74%	Exercise held in May 2022 and was assessed by independent assessors at 74% - Advancing. The next evaluation exercise is to be scheduled in 2023.

### Community and Partnerships



You can expect	Measure	Q1	Q2	Target/Result	Commentary
Contestable grant funding is disseminated through a robust process.	Percentage of grants funding available is disseminated			<b>Target:</b> ≥ 80% <b>Result:</b> 84%	84% of grant funding has been disseminated through the contestable grant funds as of 31 December 2022.
Council supports the delivery of youth related projects by the Youth Council.	Youth Council undertakes two youth related projects per year.			<b>Target:</b> 2 <b>Result:</b> Off track	Youth Council yet to resume.
Involvement in economic development initiatives and promotional opportunities.	≥5 initiatives or promotional opportunities			<b>Target:</b> ≥ 5 <b>Result:</b> 2	Completion of a Housing Needs Assessment which will inform development of a Housing Strategy for Waitomo District.







Recreation and Property					
You can expect	Measure	Q1	Q2	Target/Result	Commentary
We provide parks and open spaces across our district.	Percentage of residents satisfied with or parks and open spaces.			<b>Target:</b> ≥ 90% <b>Result:</b> 89%	The result from the June 2021 Residents Satisfaction Survey was 89%. The next survey is due in 2023.
We provide pools and community facilities that are compliant with legislative standards.	Current Building Warrant Of Fitness (BWOFF) for facilities with compliance schedules.			<b>Target:</b> Achieve <b>Result:</b> Achieved	All BWOFF's have been received and are current
We will provide a comprehensive library facility for our community.	Percentage of residents satisfied with the quality of the library facility and service			<b>Target:</b> ≥ 85% <b>Result:</b> 97%	The result from the June 2021 Residents Satisfaction Survey was 97%. The next survey is due in 2023.
We provide public toilets for our community and visitors to the district.	Percentage of residents satisfied with the quality of public toilets			<b>Target:</b> ≥ 85% <b>Result:</b> 89%	The result from the June 2021 Residents Satisfaction Survey was 89%. The next survey is due in 2023.

Regulatory Services					
You can expect	Measure	Q1	Q2	Target/Result	Commentary
We ensure the public sale and supply of alcohol is undertaken safely and responsibly.	All premises that sell alcohol are licensed.			<b>Target:</b> 100% Compliance <b>Result:</b> 100%	
Building consents are processed in a timely fashion.	Building consents are processed within 20 working days.			<b>Target:</b> 100% <b>Result:</b> 98%	One building consent ran over the statutory timeframe due to the consent not being entered correctly into the monitoring system. Processes are in place to ensure it does not recur.
Council will process, inspect, and certify building work in the Waitomo District.	WDC maintains building control systems and process to meet IANZ Audit requirements			<b>Target:</b> BCA Accreditation achieved <b>Result:</b> Achieved	Assessed in June 2022.
We provide land information Services (LIMs) efficiently.	LIMs are processed within statutory timeframe.			<b>Target:</b> 100% <b>Result:</b> 98%	Timeframe not met due to an administration error, reviewed, do not anticipate a recurrence.
We provide an effective Animal Control Service.	Percentage of residents satisfied with the provision of the Animal Control Service.			<b>Target:</b> ≥ 75% <b>Result:</b> 81%	81% of respondents were satisfied with animal control services in the 2021 Residents Survey. The next survey is due in 2023.



Resource Management					
You can expect	Measure	Q1	Q2	Target/Result	Commentary
Resource consents are processed in accordance with legislation.	All non-notified resource consents are processed within statutory timeframes.			<b>Target:</b> 100% <b>Result:</b> 100%	All non-notified resource consents received in Q2 have been processed within statutory timeframes.

Solid Waste					
You can expect	Measure	Q1	Q2	Target/Result	Commentary
We provide safe solid waste facilities within District.	Percentage of users that are satisfied with the rural transfer service stations.			<b>Target:</b> New measure <b>Result:</b> N/A	Baseline to be established in 2023 residents survey.
We will provide a reliable kerbside rubbish collection to stop rubbish becoming a health risk*.	There are no more than 10 justifiable complaints per week about uncollected rubbish.			<b>Target:</b> New measure <10 per week <b>Result:</b> 0.38	6 complaints received for the quarter.

\* Services offered in Te Kuiti, Waitomo Village, Piopio and Mokau

Stormwater						
You can expect	Measure	Q1	Q2	Target/Result	Commentary	
We maintain and operate the stormwater network in a way that minimises the likelihood of stormwater entering habitable buildings.	The number of flooding events* that occur in the district in a financial year.			<b>Target:</b> 0 <b>Result:</b> 0	There have been no flooding events this quarter.	
	For each flooding event* the number of habitable floors affected in a financial year.			<b>Target:</b> ≤ 1 per 1000 connections <b>Result:</b> 0	There have been no flooding events this quarter.	
<p>* A flooding event means an overflow of stormwater from a territorial authority's stormwater system that enters a habitable floor. Habitable floor refers to the floor of a building (including a basement) but does not include ancillary structures such as stand-alone garden sheds or garages.</p>						
We comply with our resource consent conditions and minimise the impact of stormwater on the environment	abatement notices			<b>Target:</b> 0 <b>Result:</b> 0	There have been no notices received.	
	infringement notices			<b>Target:</b> ≤ 2 <b>Result:</b> 0	There have been no notices received.	
	enforcement orders			<b>Target:</b> 0 <b>Result:</b> 0	There have been no enforcement orders.	
	successful prosecutions			<b>Target:</b> 0 <b>Result:</b> 0	There have been no successful prosecutions.	
We will respond within a reasonable timeframe to flooding.	The median response time** to attend a flooding event*, (measured from the time that the notification is received to the time that service personnel reach the site).			<b>Target:</b> ≤ 180 minutes (3hrs) <b>Result:</b> 0.0 hours	There have been no flooding events this quarter.	
<p>** The median response times for resolution, in a year, measured from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault.</p>						
The Council provides a reliable stormwater collection service.	The number of complaints received about the performance of the Council's urban stormwater system per 1,000 properties connected.			<b>Target:</b> ≤ 4 complaints per 1,000 properties (2,056 connections) <b>Result:</b> 0	There have been no complaints relating to urban stormwater this quarter.	

Wastewater						
You can expect	Measure	Q1	Q1	Target/ Result	Commentary	
We will attend and resolve issues with the wastewater system within a reasonable timeframe.	The median attendance time for call-outs, from the time that we received notification to the time that our service personnel reach the site.			<b>Target:</b> ≤180 minutes (3hrs) <b>Result:</b> 1hr 30mins		
	The median resolution time of call-outs, from the time that we received notification to the time that our service personnel confirm the fault or interruption has been resolved.			<b>Target:</b> Piopio ≤660 minutes (9hrs) <b>Result:</b> 4hr 16mins.		
				<b>Target:</b> Rest of District ≤540 minutes (9hrs) <b>Result:</b> 11hrs.	Contractors not reporting on initial response/resolution time, audit process being put in place to address.	
Compliance with the Council's resource consents for discharge from its sewerage system, measured by the number of the following (received by Council in a financial year)	abatement notices			<b>Target:</b> 0 <b>Result:</b> 0		
	infringement notices			<b>Target:</b> 0 <b>Result:</b> 0		
	enforcement orders			<b>Target:</b> 0 <b>Result:</b> 0		
	convictions received			<b>Target:</b> 0 <b>Result:</b> 0		
					The median response times for resolution, in a year, measured from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault.	
Our wastewater system is operated and maintained to minimise odour and blockages.	The number of complaints about wastewater odour, system faults or blockages and complaints about our response to issues with its wastewater system.			<b>Target:</b> Piopio Total complaints per 1,000 connections ≤35 (Total number of connections 210) <b>Result:</b> 61.9	For Piopio in the second quarter a total of 13 complaints were received: 5 for system faults 8 for blockages	
				<b>Target:</b> Rest of District complaints per 1,000 connections ≤35 (Total number of connections 1774) <b>Result:</b> 20.1	For Te Kuiti, Maniaiti/Benneydale and Mokau in the second quarter a total of 36 complaints were received: 1 for odour 4 for system faults 31 for blockages	
Our wastewater system is optimised to reduce the risk of harm to the community and environment.	Number of dry weather overflows in a financial year			<b>Target:</b> Total complaints per 1,000 connections ≤10 (Total number of connections 1,984) <b>Result:</b> 0.0	No dry weather overflow complaints were received this quarter	

Water Supply					
You can expect	Measure	Q1	Q1	Target/Result	Commentary
We provide water that is safe to drink and hygienic to use which meets the drinking water standards.	Water quality complies with the drinking water standards for (a) bacteria			<b>Target:</b> Achieve Compliance <b>Result:</b> On track	WDC Water Treatment Plants and Zones (reticulation) have had no bacterial transgressions during Q2.
	Water quality complies with the drinking water standards for (b) protozoa			<b>Target:</b> 100% <b>Result:</b> Off track	High turbidity non-compliance and data loss of >1min (technical non-compliance).
We provide an efficient and effective water supply. We will achieve this by undertaking activities such as water leakage detection and maintaining the network of water pipes.	<i>Percentage of real water loss from the Council's networked reticulation system in a financial year in:</i>  <i>('Water Losses' includes real losses through leaks in the network and apparent losses through metering inaccuracies or water theft. This does not include unauthorised consumption).</i>				
	Te Kuiti			<b>Target:</b> ≤ 20% <b>Result:</b> 13.14%	
	Mokau			<b>Target:</b> ≤ 5% <b>Result:</b> 1.1%	
	Piopio			<b>Target:</b> ≤ 5% <b>Result:</b> 0.67%	
	Maniaiti / Benneydale			<b>Target:</b> ≤ 10% <b>Result:</b> 8.64%	
We provide efficient management of demand for water for our community.	The average consumption of drinking water per Waitomo District resident, per day.			<b>Target:</b> ≤ 400 liters per person per day <b>Result:</b> 455 liters /day	High consumption with water within Piopio from November 2022, View Terrace leak increased this demand further.
We will respond within a reasonable timeframe to issues with the water supply.	The median attendance time* for urgent call-outs, from the time that we received notification to the time that our service personnel reach the site.			<b>Target:</b> ≤ 180 minutes (3hrs.) <b>Result:</b> 52mins	
	The median resolution time** of urgent call-outs, from the time that we received notification to the time that our service personnel confirm the fault or interruption has been resolved.			<b>Target:</b> ≤ 540 minutes (9hrs.) <b>Result:</b> 5hrs 44mins.	
	The median attendance time*, in working days, for non-urgent call-outs, from the time that we received notification to the time that our service personnel reach the site.			<b>Target</b> ≤ 660 minutes (11 hrs.) <b>Result:</b> 20hrs 56mins	Attendance to non-urgent call-outs to be audited for improvements.

You can expect	Measure	Q1	Q1	Target/Result	Commentary
	The median resolution time**, in working days, of non-urgent call-outs, from the time we received notification to the time that our service personnel confirm the fault or interruption has been resolved.			<b>Target:</b> ≤ 96 hours (4 days) <b>Result:</b> 27hrs 14mins.	
The total number of complaints received by Council in a year for: (Total number of connections (2640))					
We provide water that is wholesome and is reliably supplied. The measure indicates customers and community satisfaction with the quality of the water.	Drinking water clarity			<b>Target:</b> ≤ 20 per 1000 connections <b>Result:</b> 1.13	3 complaints received in this period
	Drinking water taste			<b>Target:</b> ≤ 5 per 1000 connections <b>Result:</b> 0.38	1 complaint received in this period
	Drinking water odour			<b>Target:</b> ≤ 5 per 1000 connections <b>Result:</b> 0	No complaints received in this period
	Drinking water pressure flow			<b>Target:</b> ≤ 20 per 1000 connections <b>Result:</b> 0.75	2 complaints received in this period
	Continuity of supply			<b>Target:</b> ≤20 per 1000 connections <b>Result:</b> 3.02	8 complaints received in this period
	Council's response to any of these issues.			<b>Target:</b> New measure ≤20 per 1000 connections <b>Result:</b> 0	No complaints received in this period

*Resolution and attendance based on working days are defined as Monday – Friday, excluding public holidays. If notification is received on the weekend or public holiday the timeframes start from the next working day.*

*\* measured from the time that the local authority received notification to the time that service personnel reach the site.*

*\*\* measured from the time that the local authority received notification to the time that service personnel confirm resolution of the fault or interruption.*

## Roads and Footpaths

You can expect	Measure	Q1	Q2	Target/Result	Commentary
We are working towards a safe network with a vision of a decreasing trend of deaths and serious injuries on Waitomo District roads within ten years. We aim to achieve this by delivering projects that are focused on maintaining, upgrading, or changing the conditions of the roading environment to keep our community safe	The change from the previous financial year in the number of fatalities and serious injury crashes on Waitomo District's local road network.			<b>Target:</b> 1 (or maintain at 0)  <b>Result:</b> Serious Injury crashes YTD: 2 Fatal crashes YTD: 0  Change in serious injury: 2 Change in fatality: 0	During quarter two there has been no fatalities and two serious injury crashes.  YTD this is an increase by 2 in serious injury crashes
We aim for a smooth road that provides comfort for road users and improves the safety of the roads.  <i>* NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicates an acceptable level of ride comfort.</i>	The average smooth travel exposure rating across the sealed road network.  <i>(Percentage of measured sealed road lane kilometres not exceeding a NAASRA* roughness count rating of 150 to be at least 90%.)</i>			<b>Target:</b> 90% (of total network) <b>Result:</b> 90%	Achieved at 90% below 150 NAASRA count.
We will maintain the overall condition of the unsealed roads to a specified adequate standard.	Percentage of unsealed road metaled each year.			<b>Target:</b> 10% (of total network) <b>Result:</b> 9.8%	During Q2 6.2% of the network has received maintenance aggregates for structural improvements.
We will maintain the road network by resealing it as needed. Resurfacing is only undertaken as required depending on the condition of the surface in that financial year.	The percentage of Waitomo District's sealed local road network that is resurfaced each year.			<b>Target:</b> 7% (of total network) <b>Result:</b> 3%	Resurfacing is underway around the network. Expected length of resurfacing is 34.1km or 7.4% of network
We will provide footpaths that are well maintained. The measure is the percentage of footpaths that meet the service level	The percentage of footpath network that falls within a condition rating of 3.  <i>Acceptable ratings being 1-very good 2-good and 3-fair as assessed by industry trained raters.</i>			<b>Target:</b> 90% <b>Result:</b> 97%	Condition rating of footpaths is undertaken every 3 years, the assessment was completed in June 2022.
We will investigate and respond to the customer about their request for service relating to road and footpath issues.	The percentage of customer service requests relating to roads and foot paths responded to within 10 working days.			<b>Target:</b> 80% <b>Result:</b> 97%	181 service requests were received during the quarter.  176 were responded to within the 10-day period.  5 were not responded to within the 10-day period.



**Document No:** A651959

**Report To: Audit and Risk Committee**



**Meeting Date:** 22 February 2023  
**Subject:** Treasury Report for the period ended 31 December 2022  
**Type:** Information Only

### Purpose of Report

- 1.1 The purpose of this business paper is to provide an update on WDC's debt position and compliance with borrowing limits for the period ending 31 December 2022.

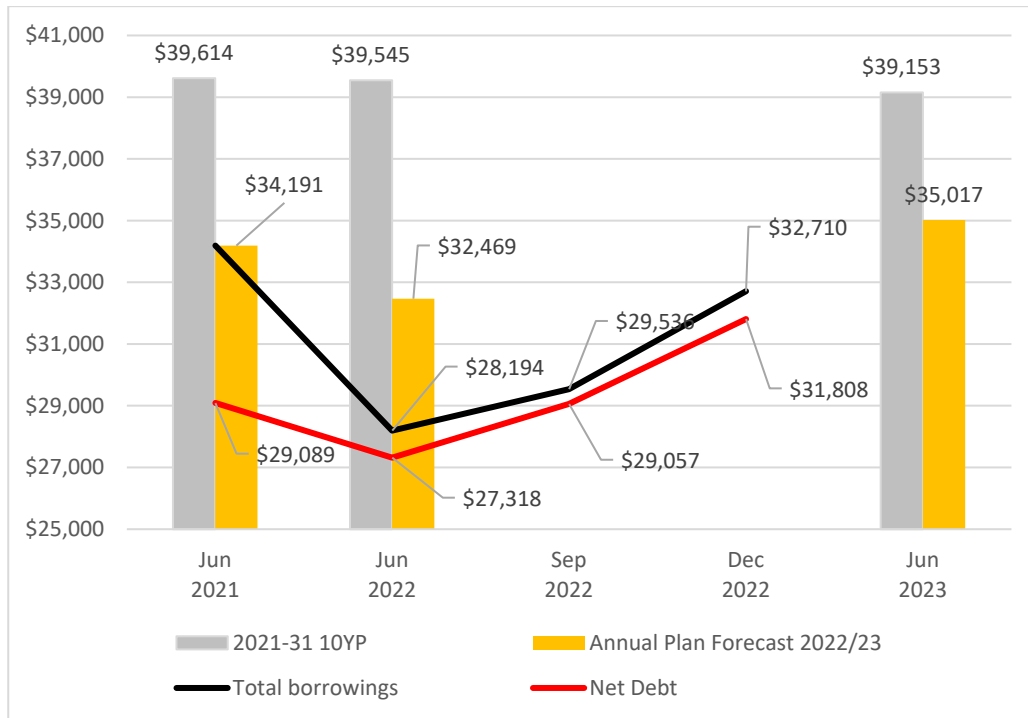
### Background

- 2.1 The total borrowings and net debt position are regularly reviewed and monitored against current interest rates and compared to the current 10YP and Annual Plan Forecasts. This includes monitoring against WDC's borrowing limits as set in the Financial Strategy, with reporting to the Committee on a quarterly basis.
- 2.2 Bancorp, Council's external treasury advisors, prepare a quarterly Treasury Report that includes information on:
- Market environment impacting interest rates and Local Government Funding Agency (LGFA) rates.
  - Council's funding profile
  - Council's debt and hedging profile.
  - Council's cost of borrowing funds, and
  - Council's compliance with its Treasury Management Policy.
- 2.3 A copy of the Bancorp Treasury Report for the period ending 31 December 2022 is included as an attachment to this business paper.

### Commentary

- 3.1 **PUBLIC DEBT**
- 3.2 At 31 December 2022 public debt was **\$32.7 million** and net debt was \$31.8 million. At 30 June 2022 public debt was \$28.2 million and net debt<sup>1</sup> was \$27.3 million.
- 3.3 The following graph shows the total borrowings and net debt position compared to forecast debt from the 10YP 2021-31 and the Annual Plan 2022/23.

<sup>1</sup> Net debt is total public debt less LGFA Borrower notes and unrestricted cash.



3.4 Borrowings are less than forecast in the Annual Plan due to the utilisation of cash surpluses (bought about in part by reduced operating costs) and unspent capital expenditure during 2021/22 and current year.

3.5 Borrowings are expected to increase during the year as the planned capital expenditure program is completed.

### 3.6 INTEREST

3.7 Total interest expense for the six months to December 2022 is \$605,000 which is less than the YTD budget of \$626,000 due to a lower level of borrowing than forecast.

3.8 Interest expense is expected to increase due to anticipated increases in interest rates over the short term. Of the total borrowings of \$32.7 million, the floating interest rate debt totals \$13.5 million and will be affected by interest rate increases, the remaining \$19 million of public debt is on a fixed interest rate exposure which is unaffected by short term interest rate changes, up until the date fixed rate arrangement expires (The remaining amount is accrued interest and finance lease liability).

3.9 The assumed interest rate used in the Annual Plan for the 2022/23 year was 3.71%. The weighted average interest rate at 31 December 2022, excluding the drawn Westpac Bank Multi Option Credit Line facility amount but including the credit facility fee is 4.54%.

### 3.10 BORROWING LIMITS

3.11 The borrowing limits set in the Financial Strategy are:

- The ratio of net debt to total revenue will not exceed 165%
- Net interest will not exceed 20% of annual rates.

	Limit	Actual Jun 2022	Actual Dec 2022
Net debt to total revenue	<165%	62%	Measured at the end of the year.
Net interest to annual rates	<20%	5%	6%

3.12 WDC is currently well below these limits so has borrowing capacity should this be required.

- 3.13 A standby credit facility with Westpac bank with a credit limit of \$10 million is in place. At 31 December \$4.5 million was drawn from this facility.
- 3.14 **DEBT AND HEDGING**
- 3.15 Council is currently operating outside its policy limits for fixed rate hedging percentages, as detailed on page 5 the Bancorp Treasury Report. This relates to the fixed rate cover which ends in September 2026, whereas the treasury policy requires at least 20% of the total debt portfolio to be fixed for 2-4 years (ie, until December 2026).
- 3.16 The current assumption is that there will be a significant cash injection in mid 2024 (as part of the assets transfer under three waters reform), which will significantly reduce the level of borrowings at that time.
- 3.17 It is therefore not recommended to enter into further fixed rate cover at this time to avoid having outstanding hedges in place, when the underlying hedged debt is likely to be repaid through this cash injection.
- 3.18 Although the current hedges Council holds are “in the money” meaning they could be cashed out and Council receives cash (rather than paying), this could not be guaranteed (and is unlikely) for any new swaps executed now.
- 3.19 The Treasury Management Committee is maintaining a watching brief of the debt market and progress of the three waters reform. If the current assumption changes (ie that the reform will not go ahead), then action will be taken to bring Council into a policy compliance position for its interest rate risk management.
- 3.20 **BANCORP TREASURY SERVICES LIMITED**
- 3.21 A representative from Bancorp Treasury Services Limited will be in attendance to provide the Audit and Risk Committee members an overview of Bancorp Treasury Services Limited and the current financial market.

### **Suggested Resolution**

The business paper on Treasury Report for period ended 31 December 2022 be received.



**ALISTER DUNCAN**  
**GENERAL MANAGER – BUSINESS SUPPORT**

Attachments:

- 1 Bancorp Treasury Management Report 31 December 2022 (A650471)
- 2 Bancorp Treasury Services Limited Presentation – to be circulated under separate cover

CONFIDENTIAL

TREASURY REPORT

FOR



FOR THE QUARTER ENDED 31 DECEMBER 2022



**BANCORP**

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • CHRISTCHURCH

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# 1. MARKET ENVIRONMENT

## 1.1 GLOBAL MARKETS OVERVIEW (FOR THE DECEMBER 2022 QUARTER)

Reining in inflation has continued to be at the forefront of global central banks' monetary policy action, and with inflation continuing to surprise on the upside, most central banks have signalled that further interest rate increases are likely to be needed in 2023 to return inflation to target levels.

In the December quarter, the US Federal Reserve ("Fed") raised the Fed Funds target rate by 1.25% (to between 4.25 and 4.50%) and has indicated that while the pace of increases would likely slow, further increases should still be expected. This is a remarkable and forceful response considering that in the first quarter of 2022, the Fed Funds rate was at 0.00%, and it now sits at 4.25-4.50%, which represents a 7-year high. Even against the backdrop of an increasing likelihood of recession, the Fed has appeared to push back on market hopes of an easing in 2023, stating that "a restrictive policy stance would need to be maintained" until data shows inflation is on a sustained downward path, according to minutes from the December Fed policy meeting.

On a more positive note, recent surveys from the ISM's Purchasing Manager Index indicate easing price concerns. The ISM Manufacturing Prices Paid Index has dropped from 76.1 in January 2022 to 49.6 in December. While supply-side inflation appears to have peaked as global supply-chain pressures ease and as petroleum and industrial commodity prices drop, demand-side inflation—which is more directly under the influence of central bank policy—remains high and rising.

The other major global story relates to the China reopening story, which through the fourth quarter, weighed on global growth and commodity prices. Uncertainty continues on how China will manage its health and economic risks. In the short term, both supply and demand are impacted by large-scale covid-19 infections, however an eventual return to 'normal' should be seen as inflationary positive as the economy reopens and global supply lines fully reopen.

The Reserve Bank of Australia ("RBA") increased its cash rate by 0.75% in the December quarter, raising rates by 0.25% at each of the three meetings during the quarter. Consistent with other central banks, it stated that inflation was too high, but it importantly focused on monetary policy lags and stated that it was not on a pre-set course in relation to further interest rate increases but that it was concerned about the possibility of a price-wages spiral.

On the bond market the benchmark US 10-year Treasury bond yield had a volatile quarter, trading in a range between 3.85% in early October up to 4.27% by late October, but then declined to 3.42% by early December as recessionary fears pushed yields lower. However, by 31 December yields had once again moved higher with the 10-year bond back up to 3.84% as markets factored in a more extended Fed tightening cycle.





## 1.2 NEW ZEALAND MARKET OVERVIEW (FOR THE DECEMBER 2022 QUARTER)

	OCR	90 day	2 years	3 years	5 years	7 years	10 years
30 Sep 2022	3.00%	3.85%	4.74%	4.67%	4.55%	4.51%	4.50%
31 Dec 2022	4.25%	4.75%	5.63%	5.13%	4.86%	4.80%	4.80%
Change	+1.25%	+0.90%	+0.49%	+0.46%	+0.31%	+0.29%	+0.30%

In the December quarter, the Reserve Bank of New Zealand (“RBNZ”) increased the Official Cash Rate (“OCR”) by 0.50%, to 3.50%, on the 5<sup>th</sup> of October and by 0.75% on the 23<sup>rd</sup> of November to 4.25%. Further, it indicated that the “OCR needs to reach a higher level, and sooner than previously indicated, to ensure inflation returns to within its target range over the medium term. Core consumer price inflation is too high, employment is beyond its maximum sustainable level, and near-term inflation expectations have risen”. The RBNZ closed its 22 November statement by stating that “monetary conditions needed to continue to tighten further, so as to be confident there is sufficient restraint on spending to bring inflation back within its 1-3 per cent per annum target range. The Committee remains resolute in achieving the Monetary Policy Remit”.

The RBNZ concerns focus on stubbornly strong employment and the subsequent impact on wage pressures and a continuing price-wages spiral, a stronger-than-expected rebound in tourism and that household spending remained robust, especially considering the rise in debt servicing costs. The RBNZ’s inflationary concerns appeared to be vindicated by NZ’s Q3 GDP which showed quarterly growth at 2%, which was well ahead of both the markets and RBNZ expectations. Following this release, the market moved quickly to price in a further 0.75% OCR increase in February with a terminal rate of around 5.55%

During the quarter the yield curve inverted further with the spread between the 2- and 10-year swap rates declining from minus 0.26% on 1 October to minus 0.83% by 31 December. This inversion illustrates the markets belief that the end result of the tightening cycle will be a recession. It is worth noting that the last time the yield curve was this inverted was during the GFC induced recession.

Given the backdrop of higher rates, it is no surprise that consumer confidence surveys continue to deteriorate, with December’s Westpac McDermott Miller survey the most pessimistic it has ever been since the survey began in 1988. This period includes the 1991 economic meltdown, the GFC, the Christchurch earthquakes and the COVID lockdown. Current consumer sentiment readings suggest that domestic spending is set to take a large hit as interest rate hikes erode consumers spending ability.

Along with consumer confidence, business confidence has fallen to a fresh record low, suggesting that the RBNZ appears to have achieved shock value with its sharp increase in the OCR, hawkish forecasts, and warning of deliberate recession in 2023. However, within the surveys are indications that firms biggest issue is finding skilled labour (though indicators are showing signs of easing pressures), still intense inflationary pressures and increases in wage expectations, showing that the battle to defeat inflation has some way yet to run.



### 1.3 LOCAL AUTHORITY SECTOR

Listed below are the credit spreads and applicable interest rates as at 12 January (these were not published at the end of December) for Commercial Paper (“CP”), Floating Rate Notes (“FRN”) and Fixed Rate Bonds (“FRB”) at which Waitomo District Council (“WDC”), could source debt from the Local Government Funding Agency (“LGFA”). These interest rates are based on WDC’s status as an unrated guaranteeing ‘borrower from the LGFA.

Maturity	Margin	FRN (or CP) Rate	FRB
3-month CP	0.20%	4.97%	N/A
6-month CP	0.20%	5.46%	N/A
April 2024	0.54%	5.31%	5.92%
April 2025	0.59%	5.36%	5.66%
April 2026	0.66%	5.43%	5.43%
April 2027	0.72%	5.49%	5.29%
May 2028	0.78%	5.55%	5.26%
April 2029	0.85%	5.62%	5.31%
May 2031	0.89%	5.66%	5.29%
April 2033	0.96%	5.73%	5.36%
May 2035	1.06%	5.83%	5.52%
April 2037	1.10%	5.87%	5.65%

Margins for LGFA debt were little changed from those that prevailed at the end of September. However, yields for both CP and FRNs increased sharply during the quarter in line with the increase in the 3-month bank bill rate. The 3-month rate for LGFA CP increased by 0.94% to 4.97%, while the April 2027 FRN yield climbed by 0.90% to 5.49%. Yields for short term FRBs increased with the April 2025 maturity climbing from 5.41% to 5.66%, but further out on the curve the April 2027 declined from 5.43% to 5.29% and the April 2029 fell from 5.50% to 5.31%.

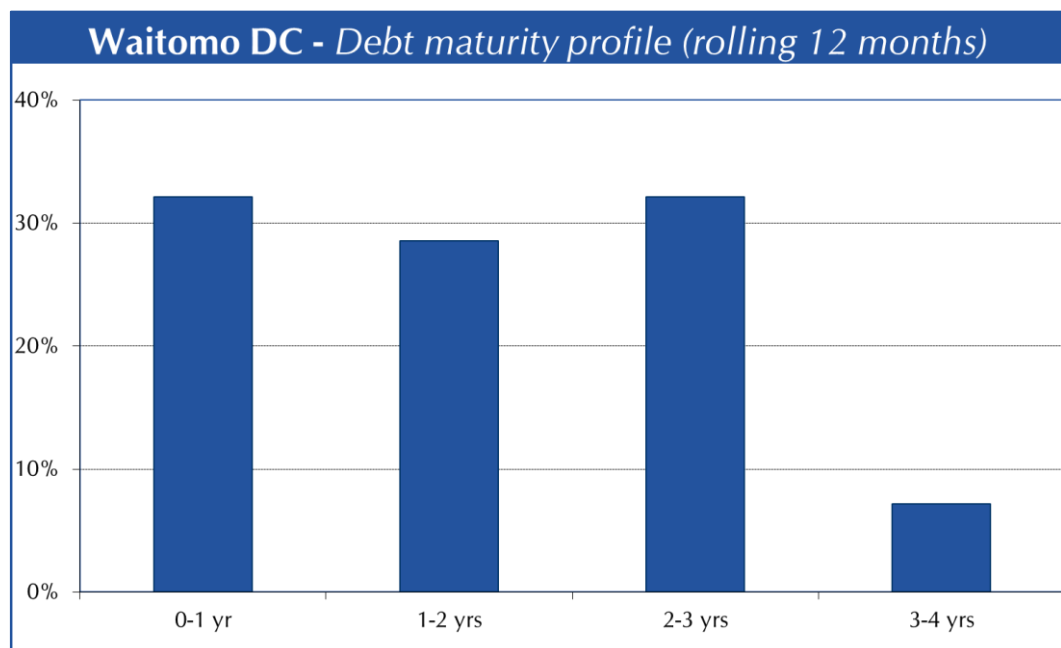
## 2. DEBT AND HEDGING

### 2.1 DEBT

As at 31 December 2022, WDC had \$28.0 million of external core debt, unchanged from the end of September. All of WDC's debt was sourced from the LGFA through a combination of CP, FRNs and an FRB. WDC also has a Westpac Bank Multi Option Credit Line Facility for \$10.0 million that matures on 1 July 2023, which has an annual line fee of 0.40% and a margin of 0.95%. As at 31 December, there was \$4.50 million drawn from the Westpac facility. The drawdown from the Westpac facility is classified as short-term debt and as such is not included in any core debt calculations. A breakdown of the funding profile (excluding the Westpac debt) is contained in the table below.

Instrument	Maturity Date	Margin	Rate	Amount
LGFA CP	07-Mar-23	20 bps	4.53%	\$4,000,000
LGFA FRN	24-Apr-23	64 bps	4.77%	\$5,000,000
LGFA FRN	18-Apr-24	65.5 bps	4.67%	\$3,000,000
LGFA FRN	11-Sep-24	69 bps	5.19%	\$5,000,000
LGFA FRB	19-Apr-25	71 bps	4.62%	\$1,000,000
LGFA FRN	22-Apr-25	49 bps	3.63%	\$5,000,000
LGFA FRN	30-Aug-25	57 bps	4.99%	\$3,000,000
LGFA FRN	30-Aug-26	66 bps	5.08%	\$2,000,000
		<b>TOTAL</b>		<b>\$28,000,000</b>

The maturity profile of WDC's core debt as at 31 December based on a rolling 12-month basis is depicted in the following chart.



Section 7.2 of WDC's Liability Management Policy ("LMP") states that "to avoid a concentration of debt maturity dates Council will, where practicable, aim to have no more than 33% of debt

subject to refinancing in any 12-month period." As at 31 December, WDC was complying with this guideline.

## 2.2 HEDGING

As at 31 December, WDC had four interest rate swaps ("swaps") which convert a portion of the floating interest rate exposures into fixed interest rate exposures. Details of the swaps are contained in the table below:

Start Date	Maturity Date	Rate	Amount	Market Value
18-Apr-2017	18-Apr-2023	3.950%	3,000,000	\$83,845
24-Jan-2017	24-Jan-2024	3.840%	5,000,000	\$6,812
20-Apr-2020	20-Apr-2025	3.930%	5,000,000	\$142,768
11-Sep-2020	11-Sep-2026	2.890%	5,000,000	\$351,293
<b>Total current swap hedging</b>			<b>18,000,000</b>	<b>\$584,718</b>

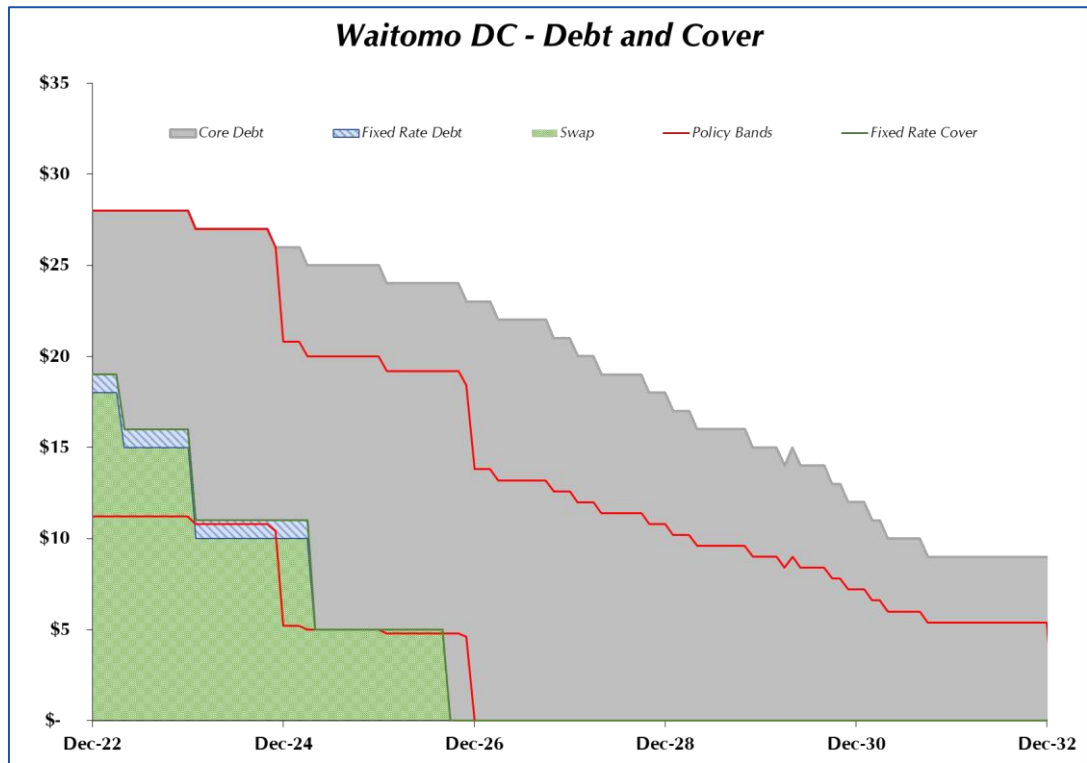
The 'marked to market' valuation on the swap portfolio once again improved since the last report, from a positive mark to market of \$405,029 at the end of September, to a positive mark to market of \$584,718 at the end of December. This improvement was due to the continued increase in interest rates that occurred during the December quarter.

## 2.3 DEBT AND HEDGING PROFILE

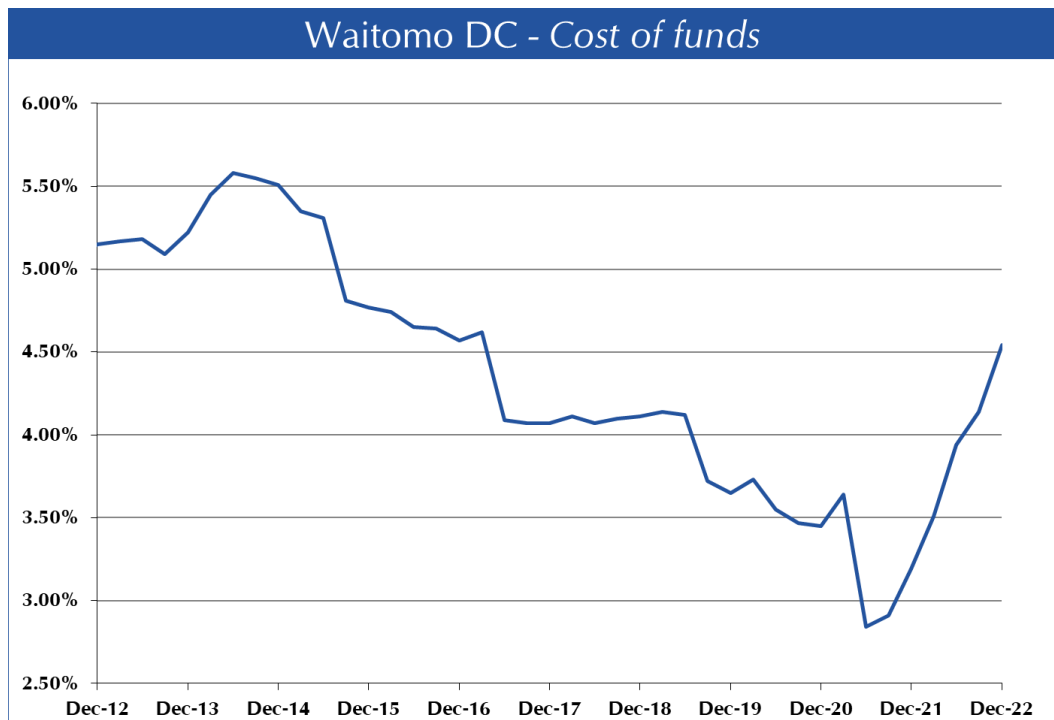
WDC manages the interest rate risk on its debt under the following fixed rate hedging parameters detailed in the following table.

Fixed Rate Hedging Percentages		
	Minimum Fixed Rate Amount	Maximum Fixed Rate Amount
0 – 2 years	40%	100%
2 – 4 years	20%	80%
4 – 10 years	0%	60%

The core debt profile incorporating these parameters, the swaps, and the FRB, and using the projected debt figures as supplied by WDC, is depicted in the graph on the following page. The graph indicates that, as at 31 December, WDC had a policy breach from September 2026 to December 2026. This breach has been noted by the Treasury Management Committee, it been recognised that the debt projection on which the breach is predicated does not take into account the possible significant reduction in the debt level that would occur as a result of the Three Waters Reform.



As at 31 December, WDC’s cost of funds on the core debt, including the line fee on the committed Westpac facility, was 4.54%, up from 4.14% at the end of September. The increase in the cost of funds was due to the rise in floating interest rates during the quarter, with the 3-month bank bill rate increasing by 0.90% over the three-month period. WDC’s cost of funds since December 2012 is depicted in the following graph.



## 2.4 POLICY COMPLIANCE AS AT 31 DECEMBER 2022

	Yes/No
<i>Have all transactions been entered into compliance with policy?</i>	√
<i>Are the fixed rate hedging percentages within policy control limits?</i>	x
<i>Is WDC maintaining liquidity within policy control limits?</i>	√
<i>Are all counterparty exposures within policy control limits?</i>	√

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**Document No:** A652531

**Report To: Audit and Risk Committee**



**Meeting Date:** 22 February 2023  
**Subject:** **Progress Report – Strategic Risk Management and Monitoring**  
**Type:** Information Only

**Purpose of Report**

- 1.1 The purpose of this business paper is to provide an update on the progress and status of the risk mitigation actions for Waitomo District Council's Strategic Risks.

**Background**

- 2.1 Council adopted its first Risk Management Framework (RMF) and Risk Management Implementation Plan (RMIP) in May 2019.
- 2.2 The review of the Strategic Risk was started in December 2020, nine strategic risks were identified and described. The risk appetite (acceptable level of risk) was set for each of the risks.
- 2.3 Two additional Strategic risks were identified in April 2022, development and assessment of these risks followed the same process as the original nine strategic risks.
- 2.4 The risks were assessed using the Risk Management Framework, pre-mitigation risk level was assessed, current mitigation actions were identified and recorded, and the post mitigation (residual risk) was then determined.
- 2.5 In-depth analysis of two or three strategic risks were workshopped at each of the workshops in February, April, May, August, and October 2022. Current and additional mitigation actions were presented for Elected Members' information and consideration.
- 2.6 The final in-depth analysis workshop covering the strategic risks was completed in October 2022.
- 2.7 The Risk Management Framework and Strategic Risk Register have been attached and form part of the business paper.

**Commentary**

- 3.1 The progress that has been achieved over the last twelve months following the first of in-depth analysis of each of the strategic risks is as follows.
- 3.2 **SR01 Health Safety and Wellbeing**
- 3.3 An update for this risk has not been included in this business paper as a separate business paper is included on the agenda.
- 3.4 **SR02 Cyber Security**
- 3.5 Priority focus has been placed on this strategic risk and significant improvement has been achieved.

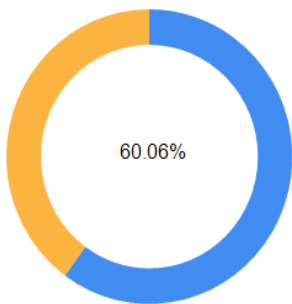
Mitigation Actions	Progress to December 2022
Backup systems are in place.	Completed. Backups for servers, office 365 mailboxes, and immutable backups have been implemented.
Presence of Patch management managed by INFX	Completed. Patching are carried out on the 2nd Thursday of every month. INFX uses Datto software for patching.
Presence of generic IT related policies such as for internet, email, and mobile phones.	In Development.
Sophos XG Firewall, Sophos Email Gateway, Sophos intercept antivirus, and Sophos mobile device management is implemented.	Sophos MDM will be replaced by Microsoft intunes. This aligns with the cloud migration. Rollout in progress.
Adhoc documentation are in place to support existing technical operation, processes, Disaster Recovery DR etc.	Disaster Recovery documentation completed.
Network, and bandwidth performance monitoring tools for troubleshooting operational.	Research in progress.
Real-time active directory auditing is implemented.	Needs further investigating to align with Azure implementation.
Develop a Cyber Security Framework for the Organisation	Completed. WDC has progressed significantly and has been awarded the most improved cybersecurity award at the 2022 ALGIM conference.
Update and implement Corporate Cyber Security Standards and processes.	Work in progress.
Mandatory training as part of staff induction	Phriendly Phishing - Completed and is ongoing.
Security awareness training and upskilling for staff	Phriendly Phishing - Completed and is ongoing.
Incident response planning and practice	<ol style="list-style-type: none"> <li>1) Incident management system Module not procured yet.</li> <li>2) Incident response planning and practice is still in work in progress.</li> <li>3) SAM for Compliance Risk Assessment has been procured.</li> <li>4) Risk Assessment dashboard is integrated within the SAM for compliance and can be managed through the SAM for compliance dashboard.</li> </ol>
Data loss protections	Completed. Included as part of the Sophos software suit.
Review of Network access control	<p>Little progress due to significant changes in IT \ Cybersecurity roadmap and more emphasis towards cloud.</p> <p>Network access control needs to be revisited again later this year once we have updated \ cloud Infrastructure network diagram.</p>

Mitigation Actions	Progress to December 2022
Implement multifactor authentication	Conditional access and 2 Factor Authentication (2FA) has been enabled for Office 365 for all users. Sophos SSL VPN 2FA has been enabled for the contractors. Once Securden PAM implementation is completed, it will provide greater security.
Maintaining all operating systems, software and applications up to date and patched regularly.	Datto RMM has been implemented. This product is part of our IT Support contract with INFX.
Establishing enterprise patch management	Completed. Patching are carried out on 2nd Thursday of every month. INFX uses Datto software for patching. Reporting is in place.
Establish ongoing quarterly Cyber Security Status Reporting (IT Risks and Cyber Security Risks) to the SMT Team.	Cyber Security Status Reporting to ARC \ SMT has been well established and is ongoing.
Enable encryption on laptops in order to prevent information leakage.	Encryption on laptop will begin along with Azure \ cloud migration as part of Microsoft 365 suit implementation.
Review existing Data Loss Prevention technics in order to restrict USB media access, preventing the loss of information in the event of loss of mobile devices.	Sophos part completed. Reviewing USB media restrictions.
Enforcing least privilege principle in order to allow users to access what they need to do their job. This will ensure restricting the amount of things an attacker can do in the event of a user account being compromised.	Securden PAM Solutions has been procured. Implementation is work in progress.
Implement Backups and Disaster Recovery DR plan along with regular testing.	Completed. Backups for servers, office 365 mailboxes and immutable backups have been implemented.  Barracuda email archiving system has been finalised, final paperwork pending.
Update current Policies and Standard Operating Procedures to support the existing technical process.	Update current Policies and Standard Operating Procedures to support the existing technical process in progress.
Develop vendor management policies and procedures in order to identify risky vendors and put controls in place to minimize risk.	Researching various options underway.

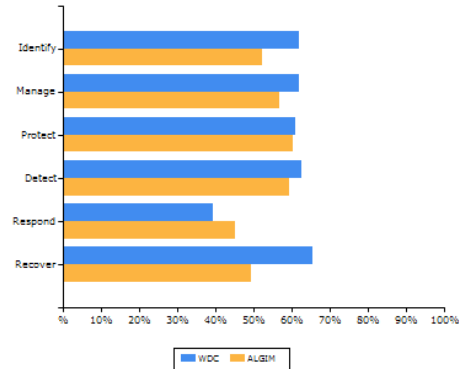
- 3.6 A critical factor of the improvement was the SAM assessment that was completed in 2020. This assessment summarized the shortcomings of our cyber security. The issues identified and our status aligned with our own assessment. Many of the mitigation actions are the recommendation from the 2020 report.
- 3.7 A second assessment was completed in January this year and has been attached for your reference (attachment 3).
- 3.8 WDC currently has one assessment category below the Local Government benchmark, a progression from the 2020 assessment when all six assessment categories were below the benchmark.

**JAN 2023**

**ALGIM Local Government Programme Compliance Status**

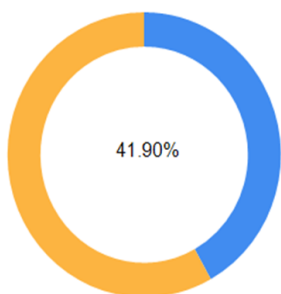


**Function Benchmark Comparison**

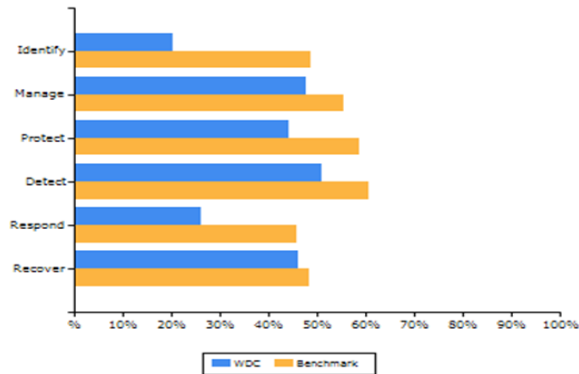


**JAN 2020**

**ALGIM Local Government Programme Compliance Status**



**Function Benchmark Comparison**



**3.9 SR03 Climate Change and Adaption**

Mitigation Actions	Progress to December 2022
Council’s reporting templates recognising that the climate is changing, and decision-making incorporate a climate change/future generations lens.	Is a consideration in the new PMF process that is being developed and is a consideration as one of the 'risks' in Council Business Papers when required.
Establish a coordinated approach to climate change across the organisation to ensure alignment of our collective actions through strong leadership.  To be achieved through establishment of a Climate Change Project Team to develop a plan for council’s response to climate change.	On-going and will be developed alongside the PMF roll out process.

Mitigation Actions	Progress to December 2022
A first starting point will be to collate all of Council's mitigating actions into one place.	
Collaboration with Territorial Authorities in the Waikato Region on initiatives	On-going
<p>Ensure that WDC's responses are in accordance with the Regional Policy Statement.</p> <p>To be achieved through the implementation of the proposed district plan which adopts a risk-based approach to natural hazard management. This requires the management of activities based on the level of risk and whether the risk is considered acceptable or intolerable. Identifying and understanding the scale and likelihood of a natural hazard event and its likely consequences is central to the risk-based approach. The proposed district plan recognises the risk that a natural hazard poses to the community depends on its nature, magnitude, and extent, the anticipated frequency of occurrence, and the vulnerability of the environment to the hazard and will implement provisions that respond to this.</p>	Will give effect to the RPS once the PDP is operative and the provisions have been through the Schedule 1 process.
Environmental monitoring and reporting to inform ongoing decision making.	Undertaken as part of the resource consent process if and when required.

### 3.10 SR04 Significant Internal and External Disruptions

Mitigation Actions	Progress to December 2022
Identified WDC staff members are required to undertake the foundation and intermediate civil defence courses covering types of hazards in the Waitomo district, roles, and responsibilities. This enables to have a pool of trained resources on standby in case of significant events.	9 Staff completed the foundation training in the twelve months to December.

### 3.11 SR05 Programme and Project Delivery

Mitigation Actions	Progress to December 2022
Develop a Project Management Framework (PMF).	Framework structure has been identified and work is in progress to implement the PMF.
Project Management Framework to provide guidance and direction for Council's Project and programme managers by outlining the approach, templates and supporting information on how projects are delivered at Council.	Templates and supporting information have been developed and final editing is in progress.
Establish a change programme to initiate and roll out the PMF to the organisation.	Change programme in final stages of development and training will be scheduled once PMF is finalized.

Mitigation Actions	Progress to December 2022
Establish a centre of excellence to provide guidance to the organisation on scoping projects and activities.	The Programme Delivery team has been established and is full staffed.
Establish a centralised system to record projects and maintain clear gates between project phases to ensure quality management processes.	This is an integral part of the PMF development and will be implemented in the fourth quarter.
Reporting and oversight - Programme level dashboard reporting to enable effective monitoring at senior leadership level.	The reporting system has been selected and development has commenced.
Procure an appropriate Project Management and Reporting tool.	The reporting system has been selected and development has commenced.

### 3.12 SR06 Theft Fraud and Corruption

Mitigation Actions	Progress to December 2022
Procurement and contract management controls established.	The procurement policy was reviewed and adopted in May 2022.
Improve IS Security (User access management, segregation of duties, password management etc.)	Have procured the Securden PAM solution, and in the process of implementing system.

### 3.13 SR07 Fit for Purpose Assets

3.14 No significant progress has been completed in the December Quarter.

### 3.15 SR08 Three Waters Infrastructure

Mitigation Actions	Progress to December 2022
Ongoing review of the effectiveness of the delivery of drinkable water.	Negotiation underway with landowners for the Te Kuiti Water Resilience project.
Completion of work for water quality at Mokau, Te Kuiti, Piopio and Benneydale.	Mokau upgrading of water treatment plant completed.
All known sites without adequate treatment to have emergency action plan implemented or alternatives provided.	All council supplied schemes have adequate treated water. Private supplies arrange their own tankered supplies.
WOF assessments for private wastewater systems including septic tanks	Completed by Waikato Regional Council.
Historic data is updated on the three water system	As errors are identified they are communicated to the GIS responsible person for updating of the online data and in Asset Finda.
Technology upgrades/incentives identified and implemented.	Ongoing replacement of older technology with latest technology in the water and sewer pump station/treatment plants.
Security of water supply investigated	An investigation was completed and a Te Kuiti Water Resilience project business paper was presented and the recommendation adopted.



3.16 **SR09 Financial**

Mitigation Actions	Progress to December 2022
Procurement policy	The procurement policy was reviewed and adopted in May 2022.
Robust 10YP planning process	Planning has been completed and review of the plan will be ongoing.

3.17 **SR10 Stakeholder Relationships**

3.18 No significant progress has been completed in the December Quarter.

3.19 **SR11 District Vibrancy / Growth**

3.20 No significant progress has been completed in the December Quarter.

<b>Suggested Resolution</b>
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The business paper on Progress Report – Strategic Risk Management Monitoring be received.



ALISTER DUNCAN  
**GENERALMANAGER - BUSINESS SUPPORT**

15 February 2023

Attachments:

- 1 Risk Management Framework (A652575)
- 2 Strategic Risk Register (A652576)
- 3 SAM for Compliance Report (A650733)

# WAITOMO DISTRICT COUNCIL RISK MANAGEMENT FRAMEWORK AND GUIDELINE

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Version #	Date	Revision by	Description of Change
1.0	21/12/2020	Ihsana Ageel	Review and update the existing Framework
1.1	12/07/2021	Ihsana Ageel	Update post ARFC Workshop



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## INTRODUCTION

Effective risk management occurs every day and relies on the proactive participation of all WDC staff.

The Risk Management Framework adopts an explicit and systematic approach that links risks to WDC's objectives and priorities. A robust risk management process increases organisational resilience by improving predictability in achieving outcomes, protecting corporate assets, and maintaining stakeholder trust.

WDC is committed to managing its risks in a proactive, enduring and decisive manner. We are committed to managing and, where possible, reducing risks at all levels to ensure we achieve our objectives and priorities. To support this, the Risk Management Framework ensures that risks are identified, assessed and mitigated at a strategic, organisational and operational level. Consistency in applying the framework is important to ensure efficient and effective risk management within WDC. It is also necessary in our involvement in cross-agency collaboration.

A robust risk management approach will help the WDC achieve better results by having an agreed method of taking advantage of opportunities and identifying and reducing risks that may impact the organisation's ability to achieve its objectives.

There are many benefits to taking a structured approach to managing risk. These include:

- improved identification of risks and opportunities
- improved effectiveness of controls
- prompt escalation of risks
- improved reporting
- a reliable and consistent basis for decision making
- clearer accountability
- better overall communication
- Continuous improvement of assurance methodology.

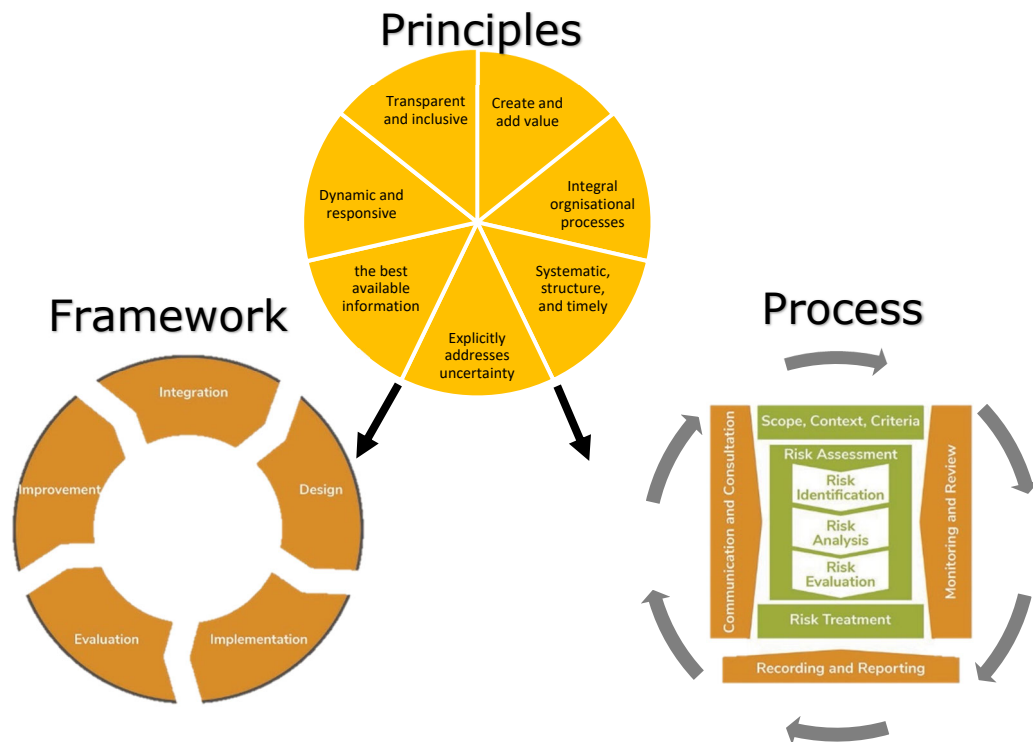
WDC's Risk Management Framework is derived from internationally recognised standards. It provides an overview of the risk management process and sets out the fundamental steps required to complete and record our risk management process in accordance with the Joint Australian New Zealand International Standard Risk Management – Principles and guidelines AS / NZS ISO 31000:2009. It is a living document and will be regularly reviewed and updated to reflect best practice, and changes to related policy and procedures.

## PRINCIPLES, FRAMEWORKS AND PROCESS

Council recognises the need to apply the Principles, Framework and Process detailed Australian/New Zealand Standard ISO 31000:2009.

*Waitomo District Council (WDC) is committed to applying risk management techniques and assurance measures to ensure all opportunities and risks that may impact the achievement of objectives are identified, understood, and appropriately managed.*

*WDC takes a structured approach to risk management, at all levels and for all activities within the organisation. Our approach to risk management is consistent with the Australian/New Zealand Standard ISO 31000:2009.*



## OBJECTIVES

Through the implementation of an integrated and consistent approach to risk management, Council aims to achieve the following risk management objectives:

1. An organisational culture of reliable, informed, evidence based planning and decision making.
2. A consistent approach to the identification, assessment and treatment of risks.
3. Improved communication on matters of risk to enhance decision making.
4. Proactive and adaptive management practices.
5. Support achievement of Council's strategic objectives.
6. Effective allocation and use of resources for risk treatment.
7. Enhanced identification of opportunities and threats.
8. Enhanced organisational resilience and continuity of service.
9. Improved operational effectiveness and efficiency.
10. Staff accountability for risk identification and treatment.
11. Improved corporate governance, controls and performance
12. Improved community and stakeholder confidence and trust by providing assurance that risks are appropriately managed.
13. Reduced liability exposure and financial loss.
14. Safeguarding of Council's resources - its people, finance, property and reputation.

## IMPLEMENTATION

In order to achieve its risk management objectives, this Framework will be implemented by undertaking the following activities:

1. Integration of the risk management process into all Council strategic and business planning processes and associated plans and activities
2. Defining a structured and consistent approach to the risk management process in accordance with AS ISO 31000:2018 Risk Management – Guidelines.
3. Providing easily accessible procedures, tools (risk assessment criteria) and guidance for staff to adequately identify, document, understand and manage risks
4. Undertaking risk management education and training of staff at all levels of the organisation
5. Establishing risk management resources, including the Risk Management Working Group, to facilitate implementation of the Framework
6. Defining risk management roles and responsibilities to ensure all staff manage risks relevant to their area of operation and accept accountability for their decisions
7. Building a positive and proactive risk aware culture throughout the organisation
8. Monitoring, reporting and reviewing risks on an ongoing basis
9. Reviewing the Risk Management Framework in accordance with defined success measures
10. Ensure that Council's Risk Management Framework informs its internal audit function.

## INTEGRATION

Council will integrate risk management into its strategic and operational functions. Organisational strategies, plans and programs will be aligned with this Framework, including in the following business areas:





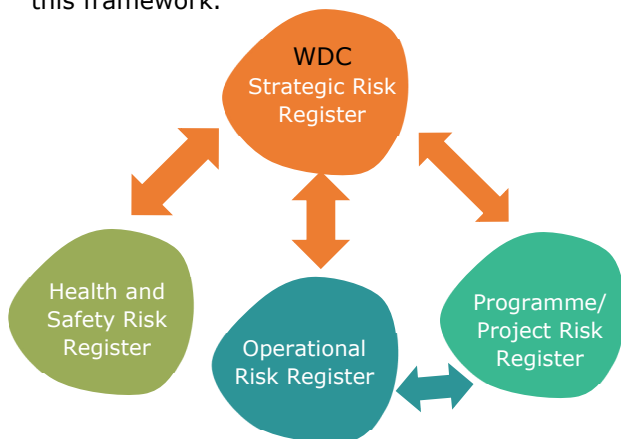
## RISK CATEGORIES AND RISK REGISTERS

There are a number of categories in which risks may be grouped:

- Strategic
- Operational
- Health & Safety
- Project

While it is ideal in principle to identify risks within a certain category, this is not always possible. One risk may span more than one category, for example, an operational risk may become strategic.

The risk category will usually become apparent during the risk management process where the sources and causes of risks are considered. The process to identify and assess risk is set out on pages 11 and 14 of this framework.



### Strategic Risk

These risks may have an impact on Waitomo District Council achieving its vision, outcomes, priorities and key objectives. Strategic Risks are identified by elected members and managed by the Senior Management Team (SMT). These risks are regularly reported to the Audit Risk and Finance Committee to ensure risks are being appropriately managed. The focus of strategic risks are more likely, but not exclusively, to be on:

- External influences affecting Waitomo District Council's effective operations.
- Waitomo District Council's most critical and essential assets, activities and associated risks.
- Risks that are common to more than one of the organisation's Group or activity.

- Risks to Waitomo District Council meeting expected service levels

### Operational Risk

These risks may have an impact on Waitomo District Council's individual groups from achieving their group's objectives. Group risks are identified and managed by GMs and their teams and regularly reported to the GM's to ensure risks are being appropriately managed. The Group risks are more likely, but not exclusively, to be on:

- External influences impacting the Group's effective operations
- Group's most critical and essential assets, activities and associated risks
- Risks to the Group meeting expected service levels

### Health and Safety

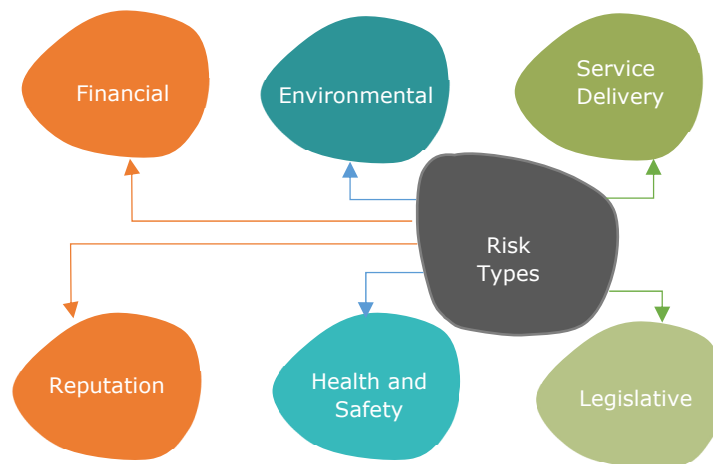
These risks may have an impact on the health and safety of Waitomo District Council staff, contractors, visitors or the public at large. Health and safety risks are identified by all WDC staff members and may also impact more than one Group or activity. These risks are regularly reported to SMT to ensure risks are being appropriately managed. WDC's Health and Safety Charter, commits to the identification of existing and new risks to health and safety, taking all reasonably practicable steps to eliminate, or where elimination is not reasonably practicable, minimise exposure to health and safety risks. Health and Safety risks are a critical subset Operational Risk.

### Programme / Project Risk

Programme / Project risks may have an impact on Waitomo District Council's individual projects from achieving their project's objectives. Project risks are identified and managed by project managers and their teams. Project risks are identified as part of project planning, are regularly assessed throughout the life of the project and regularly reported to the project governance group to ensure risks are being appropriately managed.

## RISK TYPES

The following outlines the six risk types at Waitomo District Council that may impact its activities.



Types of risk	Definition
<b>Financial</b>	Risks related to the financial management of WDC and the ability to fund Council activities and operations, now and into the future, including risks resulting from an externally imposed economic environment.
<b>Health and Safety / wellness</b>	Potential risk event that adversely impacts on the health and safety of staff, contractors, visitors or the community. These also include risk that impact the health and safety of staff, as well as contractors & volunteers, including work health and safety issues, resourcing, human resources, industrial relations, organisational culture, staff values, public accountability.
<b>Environmental</b>	Potential or actual negative environmental or ecological impacts, regardless of whether these are reversible or irreversible in nature.
<b>Reputation</b>	Risks that affect the way Council and Council personnel are perceived: <ul style="list-style-type: none"> <li>• by the community</li> <li>• by staff</li> <li>• nationwide and internationally</li> <li>• by stakeholders</li> <li>• by the media</li> </ul>
<b>Legislative</b>	A risk event that results in WDC unknowingly or knowingly breaching statutes and stipulations, or exposed to liability.
<b>Service Delivery</b>	Risk events that impacts WDC's ability to function and deliver services as expected

## RISK APETITE

Council will have a responsible approach to risk management, seeking to recognise and manage its exposure to risks in accordance with its vision, outcomes and priorities. In pursuing the achievement of its objectives and governance responsibilities, Council will accept a degree of risk commensurate with the potential reward and with consideration of Council's role and responsibilities within the community.

As a responsible and ethical Local Government Entity we have a very low appetite for risk relating to:

- staff health, safety and welfare
- financial operations and financial management
- integrity and professional ethics. legislative compliance
- accuracy and quality of information and confidentiality of information

From time to time well-managed and appropriate risks will be taken or recommended in order to achieve organisational objectives and outcomes. Without some degree of risk there is no return

or reward, and we are committed to achieving our purpose.

Given that we want to operate in a risk aware culture, it is important that we are able to make informed and deliberate decisions about whether residual risks are acceptable or not. And if not, look at what else can or needs to be done to bring it to an acceptable level. As a guide, a residual risk is likely to be considered acceptable when:

- it is adequately managed by existing controls or treatments, or
- the level of risk exposure is relatively low that treatment is not appropriate within available resources, or
- the cost of (additional) treatment is so excessive compared to the benefit that acceptance is the only option, or
- the opportunities presented outweigh risks to such a degree that a risk is justified, and
- key stakeholders have been properly informed of the nature risk and accept level of residual risks.

## ROLES AND RESPONSIBILITIES

For risk management to be effective, clear lines of accountability, responsibility, and reporting are necessary.

Everyone within WDC has a role to play in managing risk and is required to actively participate in risk management processes including risk identification assessment, mitigation, and reporting.

To ensure a successful outcome and confidently provide the Chief Executive an assurance that risks are being efficiently and effectively managed across WDC at all levels WDC staff are expected to show their commitment to the Risk Management Framework and ensure it is established and functional within their work groups.

### All Group / General Managers

All managers will have input into risk registers. Risk registers contain a summary of

risks, controls in place, risk levels, further risk treatment required, risk and response owners, and timeframes.

While risk registers are a common and convenient way of recording and reporting risks, from time to time more detailed risk reporting may be required depending on the type and complexity of the risk.

Risk reporting is determined by risk level which is discussed more fully in the following sections. Extreme risks should be reported immediately to your line manager who will escalate to the most appropriate manager(s). Following the initial notification of an extreme risk, frequency of reporting will be determined on a case-by-case basis depending on the risk type, area, and mitigation strategy.

Timely escalation of risks is essential, the 'no surprises' rule should be kept in mind when risk assessments are being carried out. As risks can emerge or escalate at any time, ad-hoc reports may sometimes be required.

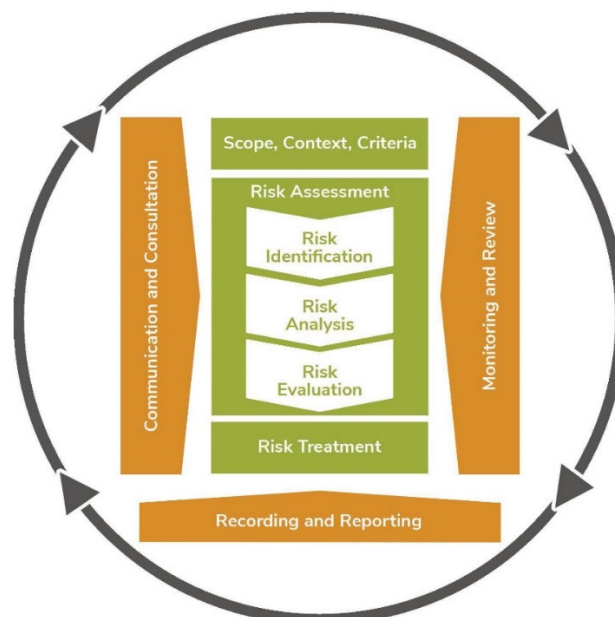
## Key roles

Person/Party	Responsibilities
<b>Audit and Risk Committee (A&amp;RC) TBC</b>	<ul style="list-style-type: none"> <li>Ensures that the WDC Risk Management Framework is in place, fit for purpose, and aligned with best practice.</li> <li>Regularly reviews the strategic risk profile, key organisational and operational risks, and associated risk mitigation strategies.</li> </ul>
<b>Chief Executive</b>	<ul style="list-style-type: none"> <li>Takes overall responsibility for ensuring that there is a positive risk culture across WDC and that there are adequate risk management processes in place.</li> </ul>
<b>Senior Management Team (SMT)</b>	<ul style="list-style-type: none"> <li>Undertakes the substantive discussion on key risks and reviews the adequacy of risk mitigations to provide assurance that key risks are being managed appropriately.</li> <li>Leads and promotes risk management across WDC</li> </ul>
<b>All WDC employees and contractors</b>	<ul style="list-style-type: none"> <li>Actively participate in identifying and effectively and efficiently managing risks within in their areas of responsibility.</li> </ul>
<b>Health &amp; Safety Facilitator</b>	<ul style="list-style-type: none"> <li>Maintains the Risk Management Framework, Policy, related risk management documents and strategic risk profiles. Provides risk management training and advice, and reports to governance committees.</li> <li>Reviews and maintains WDC Risk Management Framework and associated documents.</li> <li>Champions risk management across the WDC.</li> <li>Works with work groups and management to identify, assess and report risks.</li> <li>Develops and maintains the appropriate processes for recording, assessing and reporting key risks across the WDC.</li> </ul>

## RISK MANAGEMENT PROCESS

The Risk Management Process is the systematic application of management policies, procedures and practices to the tasks of establishing context, identifying, analysing, evaluating, treating, monitoring and communicating in relation to risk.

Council will apply the following Process as defined by AS ISO 31000:2018 Risk Management - Guidelines:



### Risk Management Process Overview

Step 1	Communication and Consultation	Communication and consultation with relevant internal and external stakeholders is to be undertaken at all stages of the risk assessment process to bring different areas of expertise together, ensure different views are appropriately considered, provide sufficient information to facilitate risk oversight and decision making and to build a sense of inclusiveness and ownership among those affected by the risk. It involves promoting awareness and understanding, as well as seeking feedback and information to support decisions made throughout the process.
Step 2	Establishing the scope, context and criteria	This part of the process is undertaken to gain an understanding of the purpose of the risk assessment and factors that may require consideration throughout the process. It includes establishing and defining the scope of the activity being assessed and associated boundaries of the risk assessment; the relevant objectives to be considered and any relevant relationships to other projects, processes and activities; desired outcomes from the steps to be taken; decisions that need to be made; the internal and external environment; resources required and associated responsibilities; risk assessment criteria, tools and techniques to be applied and records to be kept throughout the risk assessment process.
Step 3	Risk Assessment	<b><i>The risk assessment process comprises the following key steps:</i></b>
	1. Risk Identification	Identifying risks involves consideration of what, how, why and when events might occur that could have an impact on achieving the objectives of the activity or operation being assessed. During this process consideration is to be given to Council's adopted <b>Risk Categories</b> . A variety of methods can be used to identify risks, such as brainstorming and SWOT analysis. Relevant, appropriate and up to date information is important to identifying risks.
	2. Risk Analysis	Risk analysis is undertaken to determine and understand the level of risk being faced. It involves a detailed consideration of uncertainties, risk sources, consequences, likelihood, events, scenarios, controls and their effectiveness. Risk analysis provides input to risk evaluation, decisions on whether risk needs to be treated and how, and on the most appropriate risk treatment and methods.  Risk analysis should be undertaken using Council's adopted <b>Risk Assessment Criteria</b> .
3. Risk Evaluation	The purpose of risk evaluation is to support decisions. It involves comparing the results of the risk analysis with the Council's established risk criteria to determine if the level of risk is acceptable or additional action is required in order to continue with the activity or operation being assessed. Options may be to do nothing; consider risk treatment options; undertake further analysis; maintain existing controls; reconsider objectives; and it should consider the wider context and the action and perceived consequences to both internal and external stakeholders.	

<b>Step 4</b>	<b>Risk Treatment</b>	<p>Risk Treatment involves the development and implementation of additional controls, such as systems and procedures, to address the risk. Risk Treatment involves an iterative process of formulating and selecting risk treatment options; planning and implementing risk treatment; assessing the effectiveness of the treatment; deciding on whether the remaining risk is acceptable and if not acceptable, taking further treatment. Depending on the activity or operation that is being assessed and the priority of the risk, risk treatment strategies can involve the development and implementation of longer short term risk treatment action plans.</p> <p><b>Risk Evaluation (Step 3) and Risk Treatment (Step 4)</b> should be undertaken with consideration of Council's adopted risk appetite, <b>Preferred Risk Treatment Options and ALARP</b> (as low as reasonably possible).</p>
<b>Step 5</b>	<b>Monitoring and Review</b>	<p>Monitoring and review of the risk management process, its implementation and outcomes ensures its continued quality and effectiveness and identifies opportunities for improvement. It will ensure that identified risks and controls remain relevant, controls remain effective and that any new risks are appropriately identified, recorded and managed appropriately. It should be a planned and documented part of each stage of the process and associated responsibilities should be clearly defined.</p>
<b>Step 6</b>	<b>Recording and Reporting</b>	<p>The risk management process and its outcomes are required to be documented and reported regularly to ensure continued communication in relation to risk management activities and outcomes, to provide information for decision-making, to improve risk management activities and to assist interaction with stakeholders.</p>

## RISK ASSESSMENT PROCESS

The risk management process will be undertaken in accordance with Council's following adopted criteria to assess strategic and operational risks (unless exceptions below apply). The criteria are aligned with Council's organisational key objectives and risk appetite.

### 1. RISK IDENTIFICATION

Identifying risks involves consideration of what, how, why and when events might occur that could have an impact on achieving the objectives of the activity or operation being assessed. During this process consideration is to be given to Council's adopted Risk Categories. A variety of methods can be used to identify risks, such as brainstorming and SWOT analysis. Relevant, appropriate and up to date information is important to identifying risks.

The following factors and the relationship between these factors are example that should be considered when identifying risks.

Factors	Example
Threats and opportunities	Artificial Intelligence
Vulnerabilities and capabilities	Workforce demographics
Changes in internal and external context	Central government policy changes

Once risks have been identified, they should be recoded on the appropriate Risk Register (Strategic, Operational, Health and Safety or Project). The following guide is used to record identified risks:

There is a risk that **[uncertain event occurs]** caused by **[cause of uncertain event]** that may result in **[consequence to Waitomo District Council]**.

## 2. ANALYSE

### (a) Likelihood

Once risks have been recorded in the appropriate risk register, the likelihood and consequence of the risk occurring is analysed. The following guide is used to analyse the likelihood of a risk occurring, i.e. how often the uncertain even is expected to occur pre-controls (before existing and / or additional controls are considered) and post-controls (before existing and / or additional controls are considered).

#### Risk likelihood rating

Likelihood Rating		Description -operations	Estimated Probability (%)
Rare	1	<b>May occur in exceptional circumstances</b> Could be incurred in a 5-30 year timeframe	5%
Unlikely	2	<b>Could occur</b> In a 2-5 year timeframe	6- 25%
Possible	3	<b>Could occur</b> Within a 1-2 year period	26-50%
Likely	4	<b>Will probably occur</b> In most circumstances – several times are year	51 -90%
Almost Certain	5	<b>Expected to occur</b> Immediately or within a short period – likely to occur most weeks or months.	>90%

### (b) Consequence

The following Guide is used to analyse the consequence of a risk occurring, i.e. consequence if the uncertain even was to occur pre-controls (before existing and / or additional controls are considered) and post-controls (before existing and / or additional controls are considered).



Risk Types What could be the consequences if the risk occurs?	Consequence Rating				
	Insignificant	Minor	Moderate	Major	Severe
	1	2	3	4	5
<b>Financial</b> Risks related to the financial management of WDC and the ability to fund Council activities and operations, now and into the future, including risks resulting from an externally imposed economic environment and risks related to maintaining and operating Council's Infrastructure.	Negligible financial impact < \$10,000	Minor financial impact \$10,000 - \$100,000	Substantial financial impact \$100,000 - \$500,000	Significant financial impact \$500,000 - \$1million	Major financial impact >\$1million
<b>Health and Safety / Wellness</b> Potential risk event that adversely impacts on the health and safety of staff, contractors, visitors or the community. These also include risk that impact the health and safety of staff, as well as contractors & volunteers, including work health and safety issues, resourcing, human resources, industrial relations, organisational culture, staff values, public accountability.	Insignificant injury; no first aid required; no impact on staff morale / performance	Minor injury/ wellness issue; first aid required; minor impact on individual staff morale / performance. Requires staff to take no time off.	Injury or illness requiring medical attention; 1-5 days leave (consecutive or cumulative); short term impact on staff morale / performance An incident that requires reporting to worksafe.	Long term illness or injury; extensive medical attention and leave required (more than 5 days); medium term impact on staff morale/ performance within multiple business areas An injury/illness that requires reporting to worksafe	Fatality; permanent disability, illness or disease; (unable to return to work) long term impact on staff morale/performance across organisation An injury/illness that requires reporting to worksafe
<b>Environmental</b> Potential or actual negative environmental or ecological impacts, regardless of whether these are reversible or irreversible in nature.	Adverse event that can be remedied immediately which can be met by current budget and /or internal resources	Adverse event requiring additional work to remedy in the short term which can be met by current budget and / or internal resources.	Adverse event requiring additional work to remedy in the short to medium term which cannot be met by current budget and external resources may be required to resolve.	Adverse event requiring additional work to remedy in the medium term which cannot be met by current budget and external resources are required to resolve. The event may also put council at the risk of prosecution.	Adverse event requiring significant additional work to remedy in the long term or that cannot be remedied which cannot be met by current budget and external resources are required to resolve. The event may have breached legislation requirements.
<b>Reputation</b> Risks that could improve/compromise the trust, confidence and reputation Council has with our community, and affect the way Council and Council personnel are perceived by the community. (Community means the public, community groups and lobby groups)	Negative feedback from individuals or small groups in the community.	Loss of confidence among sections of the community.	Manageable loss in community confidence.	Large loss in community confidence that will take significant time to remedy.	Insurmountable loss in Community confidence.

Risk Types What could be the consequences if the risk occurs?	Consequence Rating				
	Insignificant	Minor	Moderate	Major	Severe
	1	2	3	4	5
Risks that could improve/compromise the trust, confidence and reputation Council has and affect the way Council and Council personnel are perceived by the media.	Local negative multimedia coverage for a day requiring not requiring additional work to resume stakeholder confidence.	Local negative multimedia coverage for 1-5 days requiring additional work to resume stakeholder confidence.	Regional negative multimedia coverage for upto one week requiring significant additional work to repair stakeholder confidence.	National negative multimedia coverage for more than one week requiring significant additional work to repair stakeholder confidence.	National negative multimedia coverage for more than two weeks requiring significant additional work which may not result in repairing stakeholder confidence.
Risks that could improve/compromise the trust, confidence and reputation Council has and affect the way Council and Council personnel are perceived by stakeholders/partners. (stakeholder and partners means, industry groups, iwi, councils, government departments, and entities that there is an established relationship with)	Single stakeholder sector expresses a concern directly to WDC. * No further impact	Single stakeholder or stakeholder sector dissatisfied and express their satisfaction through media or directly to WDC. * No impact on work programmes and minimal effort required to mend the relationship	Stakeholders/ partners dissatisfied and express their dissatisfaction directly and or through media. *minor impact on work programmes and moderate effort required to mend the relationship	Major loss of stakeholder/ partner confidence and/or extensive stakeholder dissatisfaction expressed resulting in long period of disengagement (more than 2 months) and significant effort required to mend the relationship. *Impact on work programme	Extreme dissatisfaction and loss of confidence by stakeholders, partners and/or regulatory body investigation and/or statutory management installed and/or significant sanctions against the WDC.
<b>Legislative</b>					
A risk event that results in WDC unknowingly or knowingly breaching statutes and stipulations or exposed to liability.	Isolated non-compliance of minimal significance; internal staff warning (no penalty or fine)	Minor breach of legal obligations; improvement notice; (no penalty or fine, however may have to engage legal expertise)	Substantial breach of legal obligations; adverse finding; substantial fine / penalty (penalties upto \$50k)	Significant breach of legal obligations; adverse finding with long term significance; significant fine / penalty (penalties between \$50k to \$200k)	Major breach of legal obligations; adverse findings against Council and / or individuals; major fines or penalties (>\$200k); possible imprisonment.
<b>Service Delivery</b>					
Risk events that impacts WDC's ability to function and deliver its general services as expected. General services are services outside of core functions.	Insignificant interruption to a service – no impact to customers/ business	Minor interruption to a service with minimal impact to customers/ business	Moderate Interruption to service delivery. Customer impact up to 48 hrs. Partial BCP action may be needed	Major interruption to service delivery, Customer impact > 7 days. Component of BCP action may be needed.	Major interruption to delivery of all or most services for more than 14 days. Full BCP action required.

<b>Risk Types</b> What could be the consequences if the risk occurs?	<b>Consequence Rating</b>				
	<b>Insignificant</b> <b>1</b>	<b>Minor</b> <b>2</b>	<b>Moderate</b> <b>3</b>	<b>Major</b> <b>4</b>	<b>Severe</b> <b>5</b>
	Risk events that impacts WDC’s ability to function and deliver its core services as expected. Core services are lifeline utilities within the WDC context, they are water, wastewater, roading IT infrastructure.	Disruption of service levels for upto 30 minutes (individual activity or site)	Disruption of service levels for upto 4 hours (individual activity or sites)	Disruption of service levels for upto 4 hours (multiple activities or sites)	Disruption of service levels for upto 1 day (multiple activities or sites)

### 3. EVALUATE

Once risks have been analysed, the following matrix and rating are used to evaluate the risk rating pre-controls i.e. low, medium, high, extreme which is used to determine what action is required by Council in relation to the risk and post-controls i.e. low, medium, high, extreme which is used to determine the impact of the action(s) take by Council.

#### Risk rating matrix

*Risk rating = consequence rating x likelihood rating*

Risk Likelihood Rating		Risk Consequence Rating				
		Insignificant	Minor	Moderate	Major	Severe
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

### 4. TREAT

The risk evaluation determines what actions need to be taken in relation to the risk:

ACTION	DESCRIPTION
Accept	Activity is managed to a low or medium risk rating through existing controls.
Transfer	Activity is managed to a low or medium rating through transferring risk to another party, e.g. contractor/ insurer/stakeholder.
Mitigate	Activity is managed to a low or medium risk rating through existing or additional controls. GM/CE approval required for high risk activity to continue.
Terminate	Activity is terminated if it cannot be reduced to a High or lower risk rating CEO approval required for critical risk activity to continue.

These actions are documented in a treatment plan, outlining the:

- Action to be taken
- Responsibility for completing the action
- Timeframe for completing the action.

**Preferred Risk Treatment Options (including ALARP – as low as reasonably practicable)**

<b>Residual Risk Rating</b>	<b>Preferred Risk Treatment Options</b>	Minimum reporting / escalation level for decision to cease activity, continue activity or take other necessary actions
<b>Extreme</b>	<p><b>Preferred treatment options: Avoid</b></p> <ul style="list-style-type: none"> <li>→ Cease activity, process or task until further directed.</li> <li>→ Requires immediate escalation and active management through additional and effective treatment measures to reduce risk before proceeding.</li> <li>→ Detailed planning required in consultation with the CE/ GM and ARFC to prepare a risk management plan.</li> </ul>	<p><b>Council</b></p> <p>(escalate to ARFC as deemed necessary)</p>
<b>High</b>	<p><b>Preferred Treatment Options: Avoid, Transfer or Mitigate</b></p> <ul style="list-style-type: none"> <li>→ Subject to discussions with GM, consider ceasing activity, process or task temporarily to consider alternative options or review risk treatment strategies to enhance adequacy and effectiveness.</li> <li>→ Consider implementation of additional or improved controls to reduce the risk to ALARP.</li> <li>→ Continue to monitor control effectiveness.</li> </ul>	<p><b>Senior Management Team</b></p> <p>(escalate to SMT as deemed necessary)</p>
<b>Medium</b>	<p><b>Preferred Treatment Options: Mitigate or Accept</b></p> <ul style="list-style-type: none"> <li>→ Subject to discussions Team Leader (and/or Manager), review risk treatment strategies to determine their adequacy and effectiveness.</li> <li>→ Consider implementation of additional or improved controls to reduce the risk to ALARP.</li> <li>→ Continue to monitor control effectiveness.</li> </ul>	<p><b>Manager</b></p> <p>(escalate to Manager as deemed necessary)</p>
<b>Low</b>	<p><b>Preferred Treatment Options: Accept and identify corrective action</b></p> <ul style="list-style-type: none"> <li>→ Manage by existing routing procedures and work practices.</li> <li>→ Continue to monitor control effectiveness.</li> </ul>	<p><b>Responsible staff</b></p> <p>(escalate as deemed necessary)</p>

**ALARP – As low as reasonably practicable**

ALARP involves weighing the benefits and opportunities to be gained from managing the risk and continuing with the proposed activity against the effort, time and resources needed to control the risk.

When determining if additional treatment options should be implemented, consideration should be given to the level of risk that would remain if additional controls were implemented.

- **Unacceptable** - where the cost or resource required to implement further risk treatment is grossly disproportionate to the risk control improvement gained, a decision should be made to cease the activity altogether or find an alternative course of action (except in cases where overriding factors mean there is no choice but to implement the identified additional control measures).
- **Acceptable - ALARP** - aim for this level of risk treatment - where the cost, resources and effort required to implement additional risk treatment is acceptable and worthwhile given the risk control improvement gained and resulting benefits achieved from continuing with the activity, operation or project being assessed.

## 5. RECORD AND REPORT

Council expects staff will identify and report risks to their manager as soon as practicably possible. Risks post-controls, including treatment plans, should be recorded and reported as follows:

RISK RATING	REPORTING
<b>EXTREME RISK</b>	<ul style="list-style-type: none"> <li>Weekly update of Strategic/Operational/ Health and safety/ Project risk register.</li> <li>Risk registers used as a basis for weekly update to SMT</li> <li>Risk registers used as a basis for quarterly update to Audit Risk and Finance Committee.</li> </ul>
<b>HIGH RISK</b>	<ul style="list-style-type: none"> <li>Monthly update of Strategic/Operational/ Health and safety/ Project risk register.</li> <li>Risk registers used as a basis for monthly update to SMT</li> <li>Risk registers used as a basis for quarterly update to Audit Risk and Finance Committee.</li> </ul>
<b>MEDIUM RISK</b>	<ul style="list-style-type: none"> <li>Quarterly update of Strategic/Operational/ Health and safety/ Project risk register.</li> <li>Risk registers used as a basis for quarterly update to SMT</li> </ul>
<b>LOW RISK</b>	<ul style="list-style-type: none"> <li>Quarterly update of Strategic/Operational/ Health and safety/ Project risk register.</li> </ul>

## 6. MONITOR AND REVIEW

Once post-controls risks have been reported, the identified risk should be monitored and reviewed as follows

RISK RATING	REPORTING
<b>EXTREME RISK</b>	<ul style="list-style-type: none"> <li>Weekly</li> </ul>
<b>HIGH RISK</b>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>
<b>MEDIUM RISK</b>	<ul style="list-style-type: none"> <li>Quarterly</li> </ul>
<b>LOW RISK</b>	<ul style="list-style-type: none"> <li>Quarterly</li> </ul>

Council's risk review and reporting structure will be implemented to assist in:

- Monitoring Council's performance in mitigating risks and seizing positive opportunities
- Informing decision making, identifying improvement opportunities and improving performance
- Ensuring changing circumstances are considered against risk priorities and any additional risks are identified, documented and assessed appropriately
- Reviewing relevance and effectiveness of existing risk controls
- Measuring the success of Council's Risk Management Framework.

Review by Council's Audit, Risk & Finance Committee is considered essential in ensuring the independent and holistic review of Council's performance and to provide assurance to the Chief Executive and Council that risks are being appropriately managed.

Reviews and reports will be co-ordinated by responsible staff in accordance with the following schedule, however it is noted that additional and/or specific risk management reporting may be required from time to time.

### Strategic Risk Register

Council's Senior Management Team is responsible to for reviewing Council's Strategic Risk Register.

The Strategic Risk Register will be reviewed on a minimum annual basis and as high level risks emerge. Reviews will be reported to Council's Audit, Risk and Finance Committee.

### Operational Risk Register (group level)

The Group Managers and their relevant Management Teams are responsible for reviewing Council's Operational Risk Register.

The Operational Risk Registers will be reviewed on a minimum annual basis and as high level risks emerge. Reviews will be reported to the Senior Management Team and ARFC as necessary.

Group Managers will include the review of the group risks, controls and associated risk treatment action plans on their management team meeting agendas. This will facilitate a consultative approach to ensuring risks remain relevant, controls continue to be effective and that any new or emerging risks are identified and managed adequately.

### Project Risk Register

The Project Manager and their project team are responsible for reviewing the relevant Project Risk Register.

Reviews will be reported to the Project Control Group. Where a project is deemed to be of interest to Council, the risk register will be reported to ARFC.

### Risk Management Framework

Council's Risk Management Framework will be reviewed on a minimum annual basis to ensure its continued effectiveness and relevance and to identify improvement opportunities. Where significant amendments to the Framework are recommended, approval will be required by SMT and a report presented to ARFC.

### Performance and Success Measures

The performance and success of Council's Risk Management Framework will be assessed with consideration of the following five key attributes of enhanced risk management:



Various methods may be used to measure and report on the strengths and weaknesses of Council's performance, including:

- Organisational surveys to monitor risk management awareness and knowledge
- Statistics on staff participation in risk management training
- Analysis of data gathered from organisational risk reporting and internal audit results, as well as incident and claim statistics.

A review of Council's performance will assist in identifying improvement opportunities in relation to this Framework and will be reported to SMT and Council's Audit, Risk & Finance Committee as necessary.



WAITOMO DISTRICT COUNCIL STRATEGIC RISK REGISTER

RISK AND IMPACT DESCRIPTION	RISK DRIVERS (EXISTING AND POTENTIAL CAUSES)	RISK APETITE	PRE-CONTROLS LIKELIHOOD	PRE-CONTROLS CONSEQUENCES	PRE-CONTROLS RISK RATING	RESIDUAL RISK (POST-CONTROL LIKELIHOODS)	RESIDUAL RISK (POST-CONTROL CONSEQUENCES)	RESIDUAL RISK RATING (POST CONTROL & TREATMENTS)
<b>SR01 – HEALTH, SAFETY AND WELLBEING</b>								
<p><b>SR1.1</b> There is a risk of impact on the health, safety and wellbeing of staff, caused by external and internal events that may result in physical and / or emotional harm, low staff morale, prosecutions leading to reputational damage and financial loss.</p> <p><b>Risk Appetite:</b> Waitomo District Council (Council) does not accept a post-control of a medium risk and would like to see the post control brought down to low, recognising that implementing additional controls to fully mitigate this risk is not achievable due to external factors.</p>	<p><b>Lack of or inadequate:</b></p> <ul style="list-style-type: none"> <li>Health and Safety Framework.</li> <li>Consistent application of policies, frameworks and demonstrating expected behaviours.</li> <li>Consistent and/or effective performance monitoring.</li> <li>Effective Health and Safety training and awareness (competence)</li> <li>Sharing of lessons learned across Council</li> <li>Sufficient capacity and/or capability of staff</li> <li>Supportive work environment (workloads, bullying).</li> <li>Preparedness for security and physical threats to people including violence.</li> </ul> <p><b>In addition:</b></p> <ul style="list-style-type: none"> <li>Disease Outbreak (e.g. Covid-19 and other contagious diseases)</li> <li>Organisational changes</li> <li>Risk management framework and mitigation actions not being fit for purpose and not being reported.</li> </ul>	LOW	Probability 51-90%  Likely (4)	<b>Health and Safety / Wellness</b> Server (5)  <b>Financial</b> Moderate (3)	Extreme (20)	Probability 26-50%  Possible (3)	<b>Health and Safety / Wellness</b> Minor (2)  <b>Financial</b> Insignificant (1)	Medium (6)
<b>SR02 – CYBER SECURITY</b>								
<p><b>SR2.1</b> There is a risk of breach of Councils system caused by increased cyber-security attacks which may result in loss of personal data, intellectual property, reputational damage, business interruption due to loss of systems, impact on supply chains and financial loss including damage to reputation.</p> <p><b>Risk Appetite:</b> Waitomo District Council (Council) does not accept a post-control of a high risk and would like to see the post control brought down to medium, recognising that implementing additional controls to fully mitigate this risk would be unachievable as there are a lot of external factors driving this risk.</p>	<ul style="list-style-type: none"> <li>Increased digitisation without proper integration with processes.</li> <li>Inadequate cyber security mechanisms \ strategy.</li> <li>Technical failure to protect IT systems.</li> <li>Malicious or innocent employee activities.</li> <li>Ineffective training \ awareness.</li> <li>Move to flexible working (remote access) creates less secure connections.</li> <li>Increased cyber attacks (e.g. Ransomware).</li> </ul>	MEDIUM	Probability >90%  Almost Certain (5)	<b>Legislative</b> Major (4)  <b>Financial</b> Major (4)  <b>Reputation</b> Major (4)  <b>Service Delivery</b> Severe (5)	Extreme (25)	Probability 26-50%  Possible (3)	<b>Legislative</b> Insignificant (1)  <b>Financial</b> Major (4)  <b>Reputation</b> Minor (2)  <b>Service Delivery</b> Severe (4)	High (12)
<b>SR03 – CLIMATE CHANGE AND ADAPTATION</b>								
<p><b>SR3.1</b> There is a risk that Waitomo District Council's adaptation and mitigating actions (e.g. reducing emissions) may not be adequate to response, absorb and / or reduce impacts of climate change, including severe weather events.</p> <p>This may result in tangible and intangible consequences, such as environmental degradation, economic inequity, social vulnerability, financial and reputation damage.</p> <p><b>Risk Appetite:</b> Waitomo District Council (Council) accepts a medium risk, recognising that implementing additional controls to fully mitigate this risk would be unachievable as the drivers of the risks are not within Council's control.</p>	<p><b>Lack of or inadequate:</b></p> <ul style="list-style-type: none"> <li>Planning provisions to ensure appropriate ongoing zoning for land and housing development and urban design planning with respect to climate change impacts.</li> <li>Leadership to ensure alignment of council response and prioritised delivery of key actions.</li> <li>Collaboration between council business units and Council Controlled Organisations.</li> <li>Consistent risk perceptions (across public and private sectors) and different understandings and prioritisation of climate risks.</li> <li>Quality advice to decision makers to ensure effective management and governance oversight.</li> <li>Robust and accessible data and fit for purpose information systems.</li> <li>Sufficient resources and/or capability of staff.</li> <li>Design quality of coastal, flooding and other climate resilience projects.</li> <li>Strategic approach to coastal erosion, sea level rise, flooding and inundation issues.</li> <li>Resource consenting and Land Information Memorandum (LIM) processes</li> </ul> <p><b>In addition:</b></p> <ul style="list-style-type: none"> <li>Changes to extreme weather patterns (frequency, extent and intensity).</li> <li>Legacy risk caused by historic decisions to permit development (including critical assets) in areas of risk (e.g. housing, roads, utilities etc).</li> <li>The complex urban planning system and misalignment with finance, policy, operations, regulation, legal and risk.</li> </ul>	MEDIUM	Probability 26-50%  Possible (3)	<b>Financial</b> Server (5)  <b>Service Delivery</b> Sever (5)  <b>Reputation</b> Major (4)	High (15)	Probability 26-50%  Possible (3)	<b>Financial</b> Minor (3)  <b>Service Delivery</b> Moderate (3)  <b>Reputation</b> Minor (2)	Medium (9)
<b>SR04 – SIGNIFICANT INTERNAL AND EXTERNAL DISTRUPTIONS</b>								
<p><b>SR 4.1</b> There is a risk of significant disruptions in the operations of Waitomo District Council and/or a civil emergency due to major natural catastrophes, pandemics, technology and/or communication failure, power outage and asset failure, which</p>	<p><b>Lack of or inadequate:</b></p> <ul style="list-style-type: none"> <li>Business continuity and/or disaster recovery framework.</li> <li>Civil emergency management framework.</li> </ul>	MEDIUM	Probability >90%	<b>Financial</b> Major (5)  <b>Service Delivery</b> Severe (5)	Extreme (25)	Probability 26-50%  Possible (3)	<b>Financial</b> Moderate (3)  <b>Service Delivery</b> Moderate (3)	Medium (9)

RISK AND IMPACT DESCRIPTION	RISK DRIVERS (EXISTING AND POTENTIAL CAUSES)	RISK APETITE	PRE-CONTROLS LIKELIHOOD	PRE-CONTROLS CONSEQUENCES	PRE-CONTROLS RISK RATING	RESIDUAL RISK (POST-CONTROL LIKELIHOODS)	RESIDUAL RISK (POST-CONTROL CONSEQUENCES)	RESIDUAL RISK RATING (POST CONTROL & TREATMENTS)
<p>may result in financial loss or reputation damage, loss of life and loss of trust and confidence in Waitomo District Council.</p> <p><b>Risk Appetite:</b> Waitomo District Council (Council) accepts a medium risk, recognising that implementing additional controls to fully mitigate this risk would be unachievable as the drivers of the risks are not within Council's control.</p>	<ul style="list-style-type: none"> <li>Effective and/or consistent BCPs across council due to lack of BCP testing for each business unit.</li> <li>Clarity of BCP accountability across council.</li> <li>Commitment to crisis management team process.</li> <li>Insurance protection and cover.</li> <li>Deployment of system upgrades and changes.</li> <li>Patch Management.</li> <li>Performance monitoring.</li> <li>Problem and incident management processes.</li> <li>Alternative / backup facilities for key operations (including systems and buildings).</li> <li>Sufficient resources and/or capability of staff.</li> </ul> <p><b>In addition:</b></p> <ul style="list-style-type: none"> <li>Increased natural catastrophes (super storms, sever winds, coastal inundation, flooding, volcanoes, earthquakes, etc.).</li> <li>Infectious human and animal disease pandemics.</li> <li>Break in the supply chain inter-dependencies.</li> <li>Withdrawal of regulatory approval or service license (Including downgrade of credit rating).</li> <li>Technology failure (including Lifeline).</li> <li>Human error.</li> <li>System and power outages.</li> <li>Loss of communication and building.</li> </ul>	Medium	Almost Certain (5)	Reputation Moderate (3)	High	Residual Risk: Reputation Minor (2)	Reputation Minor (2)	Medium
<b>SR05 – PROGRAMME AND PROJECT DELIVERY</b>								
<p><b>SR5.1</b> There is a risk of project budgets and scope overruns, project delays, substandard construction, workstreams not leveraging off each other to drive decision making and optimise efficiencies caused by inadequate planning which may result in adverse environmental impacts, financial loss (including return on investment / benefit realisation not met), reputation damage and not meeting 10YP project deliverables.</p> <p><b>Risk Appetite:</b> Waitomo District Council (Council) does not accept a post-control of a medium risk, recognising that there are opportunities for improvement and with additional controls the risk can be brought down to low.</p>	<p><b>Lack of:</b></p> <ul style="list-style-type: none"> <li>Embedded fit for purpose project framework and project risk management framework including efficient risk assessment process for high risk projects and clear risk tolerances and escalation processes.</li> <li>Robust financial controls or a financial system which provide an up-to-date reporting ability.</li> <li>Effective governance structures.</li> <li>Effective risk management.</li> <li>Effective tools / systems.</li> <li>Effective monitoring, review and challenge.</li> <li>Resources and/or capability of staff.</li> <li>Funding.</li> <li>Adherence to the Investment Delivery Framework (project management framework) from inception through to post implementation reviews.</li> </ul> <p><b>In Addition:</b></p> <ul style="list-style-type: none"> <li>Poor integration between aspirations and objectives of Council and CCOs and project outcomes.</li> <li>Programme and project plans generated prior to Council or SMT agreement as appropriate</li> <li>Capability in performing comprehensive cost benefit analysis.</li> <li>Resistance to banking those benefits. Delivery of projects is reliant on individual departmental requirements and activities.</li> <li>Multiple departments have responsibility to deliver to the project management and quality standards which can result inefficient delivery of projects and programmes.</li> </ul>	LOW	Probability 51-90%  Likely (4)	Financial Major (4)  Environmental Moderate (3)  Reputation Moderate (3)	High (16)	Probability 6-25%  Unlikely (2)	Financial Moderate (3)  Environmental Minor (2)  Reputation Minor (2)	Medium (6)
<b>SR06 – THEFT FRAUD AND CORRUPTION</b>								
<p><b>SR6.1</b> There is a risk of Internal or external fraud, corruption or other unethical behaviour perpetrated within or against Council that could lead to financial loss, reputational damage, and/or operational risk to council.</p> <p><b>Risk Appetite:</b> Waitomo District Council (Council) has a post-control of a low risk appetite, noting that fraudulent activity is not tolerated, and the organisation will work towards implementing additional controls.</p>	<p><b>'Lack of or inadequate:</b></p> <ul style="list-style-type: none"> <li>Pre-employment checks.</li> <li>Training and awareness.</li> <li>User access management controls.</li> <li>Segregation of Duties controls.</li> <li>Controls around procurement and contract management.</li> <li>Rigorous management of declarations and conflicts of interest.</li> <li>Mandate to review budgets vs actuals</li> </ul> <p><b>In addition:</b></p> <ul style="list-style-type: none"> <li>Insider knowledge impacting tendering process.</li> <li>Collusion between staff and external suppliers.</li> <li>Poor financial literacy for budget holders.</li> <li>Inconsistently applying policies and demonstrating expected behaviours.</li> <li>Undetected substandard and/or unapproved building products used in construction.</li> </ul>	LOW	Probability 51-90%  Likely (4)	Financial Major (4)  Reputation Major (4)	High (16)	Probability 6-25%  Unlikely (2)	Financial Moderate (3)  (Reputation Moderate (3)	Medium (6)

RISK AND IMPACT DESCRIPTION	RISK DRIVERS (EXISTING AND POTENTIAL CAUSES)	RISK APETITE	PRE-CONTROLS LIKELIHOOD	PRE-CONTROLS CONSEQUENCES	PRE-CONTROLS RISK RATING	RESIDUAL RISK (POST-CONTROL LIKELIHOODS)	RESIDUAL RISK (POST-CONTROL CONSEQUENCES)	RESIDUAL RISK RATING (POST CONTROL & TREATMENTS)
<b>SR07 – FIT FOR PURPOSE ASSETS</b>								
<p><b>SR7.1</b> There is a risk of failure to effectively manage and protect council owned assets so they are fit for purpose to deliver the required levels of service caused by ineffective operational planning which may result in:</p> <ul style="list-style-type: none"> <li>inability to deliver environmental and economic outcomes sought by Waitomo District</li> <li>harm to staff, contractors and public's health and safety and wellbeing</li> <li>financial loss (e.g., loss of investment and unbudgeted costs), and</li> <li>loss of trust and confidence</li> </ul> <p><b>Risk Appetite:</b> Waitomo District Council (Council) has a post-control of a low risk appetite, noting it is a priority for WDC to ensure that we have and maintain fit for purpose assets.</p>	<ul style="list-style-type: none"> <li>Lack of or inadequate understanding and management of significant asset risks including:               <ul style="list-style-type: none"> <li>Asbestos</li> <li>Mould</li> <li>Seismic</li> <li>Durability of assets</li> <li>Weather tightness</li> <li>Impacts on assets from extreme weather events (eg flooding)</li> <li>Geotechnical (including accelerated deterioration caused by hazards and events exacerbated by climate change)</li> </ul> </li> <li>Existing residual risks that cannot be removed (eg closed landfills)</li> <li>Non-compliance with regulatory and legislative obligations</li> <li>Lack of aligned service need strategy and asset management strategy, plan or policy for reinvestment or divestment opportunities.</li> <li>Incomplete, inaccurate, and delayed information and data on assets.</li> <li>Lack of tools to manage the utilisation, criticality, and performance of the assets.</li> <li>Funding shortfalls.</li> <li>Over- or under-maintenance.</li> <li>Inefficient asset management practices due to inadequate suppliers, staff capacity and capability, lack of standardised processes and systems.</li> </ul>	LOW	Probability <90%  Almost Certain (5)	<b>Financial</b> Major (4) <b>Legislative</b> Minor (2) <b>Reputation</b> Major (4)	Extreme (20)	Probability 26-50%  Possible (3)	<b>Financial</b> Minor (2) <b>Legislative</b> Minor (2) <b>Reputation</b> Moderate (3)	Medium (9)
<b>SR08 – THREE WATERS INFRASTRUCTURE</b>								
<p><b>SR8.1</b> There is a risk of Council not being able to provide quality drinking water caused by a lack of available potable water in the district resulting in Council not meeting its legislative obligation.</p>	<p><b>Lack of or inadequate:</b></p> <ul style="list-style-type: none"> <li>Up-to-date data (e.g., consenting framework is not robust enough to provide confidence in how we manage water.</li> <li>Integration of the consenting data and planning mechanisms at local and regional scales.</li> <li>Escalation processes to notify when information needs are to be increased / enhanced.</li> <li>Proportional information to the size of the consent.</li> <li>storm water overwhelming the capacity of drainage systems</li> <li>Asset understanding / management (capacity and age).</li> <li>A focus on disaster prevention rather than disaster recovery.</li> <li>Technology upgrades / incentives.</li> <li>Integration and transparency of the Resource Management Act Reform.</li> <li>Security of water supply and standards of bore sources.</li> <li>Compliance with statutory requirements.</li> </ul>	LOW	Probability 6-25%  Unlikely (2)	<b>Financial</b> Major (4) <b>Legislative</b> Minor (2) <b>Reputation</b> Major (4)	Medium (8)	Probability 6-25%  Unlikely (2)	<b>Financial</b> Moderate (3) <b>Legislative</b> Minor (2) <b>Reputation</b> Major (4)	Medium (8)
<p><b>SR8.2</b> There is a risk of Council not being able provide quality drinking water caused by inadequate treatment, monitoring and reporting resulting in Council not meeting its legislative obligation, loss of reputation and compromising health of the community.</p>	<ul style="list-style-type: none"> <li>A focus on disaster prevention rather than disaster recovery.</li> <li>Technology upgrades / incentives.</li> <li>Integration and transparency of the Resource Management Act Reform.</li> <li>Security of water supply and standards of bore sources.</li> <li>Compliance with statutory requirements.</li> </ul>	LOW	Probability <90%  Almost Certain (5)	<b>Financial</b> Major (4) <b>Legislative</b> Minor (2) <b>Reputation</b> Major (4)	Extreme (20)	Probability 26-50%  Possible (3)	<b>Financial</b> Moderate (3) <b>Legislative</b> Minor (2) <b>Reputation</b> Major (4)	High (12)
<p><b>SR8.3</b> There is a risk of ineffective removal and treatment of wastewater system at Council owned or managed facilities caused by inadequate and non-reticulated wastewater system resulting in Council breaching its legislative obligations.</p>	<p><b>In addition:</b></p> <ul style="list-style-type: none"> <li>Changing Climate (Increased rainfall intensity, storm, droughts, landslides, sea level rise, air temperature rise and flood events).</li> <li>Reliance on historic data to manage the future.</li> <li>Changes in land use (Rural land becoming urban / industrial) and tracking contaminants.</li> <li>Cost of construction.</li> <li>Perception of value of natural, including intrinsic value.</li> <li>Treaty Settlements expectations.</li> <li>Increased water demand for different uses of land (horticulture).</li> <li>Unknown private devices (e.g., septic's and storm water).</li> </ul>	LOW	Probability <90%  Almost Certain (5)	<b>Financial</b> Major (4) <b>Legislative</b> Minor (2) <b>Reputation</b> Major (4)	Extreme (20)	Probability 26-50%  Possible (3)	<b>Financial</b> Moderate (3) <b>Legislative</b> Minor (2) <b>Reputation</b> Major (4)	High (12)
<p><b>SR8.4</b> There is a risk of flooding in the district caused by severe weather events due to the lack of capacity and management of water assets (infrastructure) resulting in safety issues, loss of trust and confidence and breach of legislation and potential effects on the ecological health of our urban streams and coastal waters, as well as on the economic, social and cultural value of these environments.</p>		LOW	Probability <90%  Almost Certain (5)	<b>Financial</b> Major (4) <b>Legislative</b> Minor (2) <b>Reputation</b> Major (4)	Extreme (20)	Probability 26-50%  Possible (3)	<b>Financial</b> Moderate (3) <b>Legislative</b> Minor (2) <b>Reputation</b> Major (4)	High (12)
<b>SR09 – FINANCIAL</b>								

RISK AND IMPACT DESCRIPTION	RISK DRIVERS (EXISTING AND POTENTIAL CAUSES)	RISK APETITE	PRE-CONTROLS LIKELIHOOD	PRE-CONTROLS CONSEQUENCES	PRE-CONTROLS RISK RATING	RESIDUAL RISK (POST-CONTROL LIKELIHOODS)	RESIDUAL RISK (POST-CONTROL CONSEQUENCES)	RESIDUAL RISK RATING (POST CONTROL & TREATMENTS)
<p>SR9.1 There is a risk that Council is unable to maintain its service delivery to the level outlined in its 10 year Plan due to not having a fit for purpose funding framework to effectively attract and allocate sufficient funding, which may result in Council reducing levels of services or stopping some services to the community.</p> <p><b>Risk Appetite:</b> Waitomo District Council accepts a post control medium risk, recognising that financial sustainability is fundamental and it is willing to accept a moderate amount of risk to achieve its objectives.</p>	<ul style="list-style-type: none"> <li>ineffective organisational planning and budgeting processes (10YP, EAP, Activity management Plans / projects / District Plan)</li> <li>insufficient and or ineffective insurance cover</li> <li>unexpected circumstances (such as a pandemic) that means, the loss or reduced revenue)</li> </ul>	MEDIUM	Probability 26-50%  Possible (3)	<b>Financial</b> Server (5)  <b>Reputation</b> Major (4)	High (15)	Probability 6-25%  Unlikely (2)	<b>Financial</b> Minor (2)  <b>Reputation</b> Moderate (3)	Medium (6)
<b>SR10 – STAKEHOLDER RELATIONSHIPS</b>								
<p>SR10.1 There is a risk of impact on the effective governance of Waitomo District Council leading to reputational damage and delay in delivering services.</p> <p><b>Risk Appetite:</b> Waitomo District Council (Council) does not accept a post-control of a medium risk and would like to see the post control brought down to low, recognising that implementing additional controls to fully mitigate this risk is not achievable due to external factors.</p>	<p><b>Lack of or inadequate:</b></p> <ul style="list-style-type: none"> <li>Effective communication</li> <li>Stakeholder engagement</li> <li>Transparency in decision making</li> </ul>	LOW	Probability 90-100%  Almost Certain (5)	<b>Reputation</b> Major (4)	Extreme (20)	Probability 26-50%  Possible (3)	<b>Reputation</b> Moderate (3)	Medium (9)
<b>SR11 – DISTRICT VIBRANCY / GROWTH</b>								
<p>SR11.1 There is a risk failing to effectively provide/promote opportunities to enhance the vibrance and growth within the district.</p> <p><b>Risk Appetite:</b> Waitomo District Council (Council) does not accept a post-control of a medium risk and would like to see the post control brought down to low, recognising that implementing additional controls to fully mitigate this risk is not achievable due to external factors.</p>	<p><b>Lack of or inadequate:</b></p> <ul style="list-style-type: none"> <li>Strategic Planning/Vision</li> <li>District Promotion</li> <li>Development opportunities</li> </ul>	LOW	Probability 90-100%  Almost Certain (5)	<b>Reputation</b> Major (4)	Extreme (20)	Probability 26-50%  Possible (3)	<b>Reputation</b> Moderate (3)	Medium (9)

# Baseline Security Assessment

Report Prepared for

Waitomo District Council

January 2023



## Baseline Information Security Assessment.

This Security Assessment took place at the Waitomo District Council premises in Te Kuiti on the 16th and 17th of January 2023. This is our second assessment of the Council as part of the ALGIM Cybersecurity Programme with an initial baseline assessment having been performed in January 2020.

Members of the Information Services team were interviewed with regard to the technologies, systems, processes and controls associated with the use of computer systems and information within the Council.

A test of internal information exposures and system access exposures was performed as part of this assessment.

The assessment has taken into consideration the current threat landscape where an increased risk of information loss is occurring as a result of the growth in ransomware, the general availability of systems that permit the transfer of information out of an organisation, the increased risk of financial loss from targeted phishing and social engineering attacks against senior staff, and risk to systems and information resulting from deliberate or inadvertent internal attack.

This assessment considered major areas where operational and systems failure have been shown in international studies to result in loss, leakage, corruption, fraud or intentional damage to information.



## Review Methodology.

This information services operational assessment has been undertaken using the ALGIM Cybersecurity Framework, with requirements largely derived from the CIS Critical Security Controls as a base standard for establishing the level of information system operational risk.

The CIS Critical Security Controls (CIS Controls) are a concise and prioritised set of cybersecurity practices created to stop today's most pervasive and dangerous cyber attacks.

The CIS Controls are developed, refined, and validated by a community of leading experts from around the world with input from information security technology providers, government agencies and cybersecurity specialists.

The CIS Critical Security Controls have been developed from information gathered from actual attacks, information leakage incidents, loss of service incidents, and evidence of effective defences where these have prevented incidents from occurring. These together reflect the combined knowledge of experts within many sectors who have banded together to create, adopt, and support the Controls.

Top experts from organisations have pooled their extensive first-hand knowledge to evolve the consensus list of Controls, representing the best defensive techniques to prevent incursion and loss or corruption of information.

Each requirement within the CIS Controls therefore is a direct response to known and identified threat and is only included if it is proven in practice to minimise threat level.

The CIS Controls embrace the Pareto 80/20 Principle, the idea that taking just a small portion of all the security actions an organisation could possibly take, yields a very large percentage of the benefit of taking all those possible actions

The CIS Controls complement strategic information security standards such as the ISO27001/ISO27002, however, unlike the ISO series of standards which have a long gestation period between updates (being typically 5-8 years), CIS Controls updates are responsive to current threat levels.

This review also takes into consideration the requirements of the National Institute of Standards and Technology (NIST) Cyber Security Framework as a means of determining the effectiveness of protecting nationally sensitive information.

The ALGIM Cybersecurity Framework also incorporates checks for operational risk and governance related risk to help identify areas where a failure to implement effective procedures, processes and checks have been shown to make a system susceptible to compromise.

When examining the level of risk to systems, information and the Council's operational requirements we take into consideration deliberate attack from external agents, deliberate attack from internal staff or associated third parties, inadvertent "attack" by staff or associated third parties, effects of natural disaster, and system or service failures.



Irrespective of the source, any ability to compromise, modify, extract, destroy or restrict access to information systems and the information stored or transmitted across those systems has been considered to be a risk.

The network environment was scanned using a number of open source and commercially available tools to assess the level of vulnerability present on Council owned systems.

Sample testing was performed against a number of internal systems to identify if stated controls do in fact exist, or where common errors in configuration or operation are known to create opportunities for risk.

When considering the risk levels that may be present in the organisation, we take into consideration the key functions associated with the effective management and protection of information and systems used to protect that information.

These key functions are:

## **Identify**

The organisation should have effective governance over its systems and should understand its own operational environment. It should have the ability to assess risks associated with its information systems and be able to manage that risk.

## **Manage**

The organisation should have information protection procedures and processes in place. It should be able to manage access control and data security and should also have systems in place for appropriate maintenance of its systems and assets.

## **Protect**

The organisation should have protective technology in place in order to minimise risk associated with external and internal threats and should have processes to increase awareness and provide training to staff.

## **Detect**

The organisation should have systems in place to detect anomalies and events. These systems should provide continuous monitoring and appropriate processes should be in place to enable effective use of the information provided by the detection systems.

## **Respond**

The organisation should have plans in place to be able to respond to events. Analysis tools should be available and trained personnel should be available to use these tools in order to mitigate the effects of the events.

## Recover

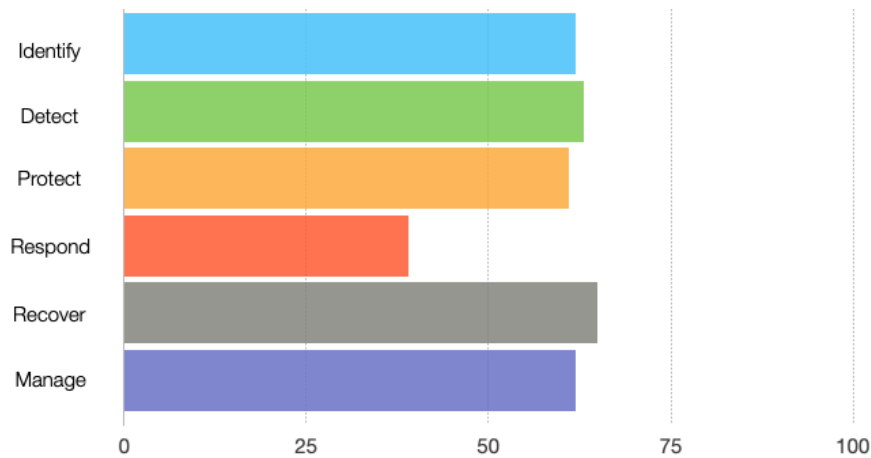
The organisation should have systems and processes in place for it to be able to recover from an event, and these should be supported by effective event response plans. There should be processes and systems in place to facilitate restoration of information and systems and there should also be a process to improve the capabilities of the organisation following an event.

As part of this assessment we checked over 280 aspects relating to the protection of information within the Council's information systems in order to determine the Council's ability to support each of the key functions shown above. Each of these aspects was graded as to its level of maturity and effectiveness and the results collated to give an overall grading for each of the functions.

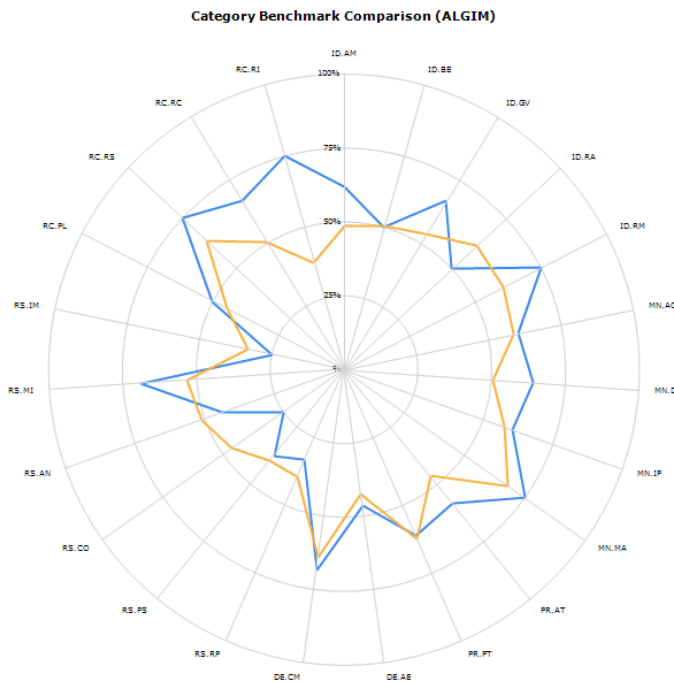
This assessment did not include any testing of publicly visible web sites or the code used to create and deploy those websites.

## Information Security Risk Mitigation Summary

This diagram summarises our findings of information security risk mitigation effectiveness.



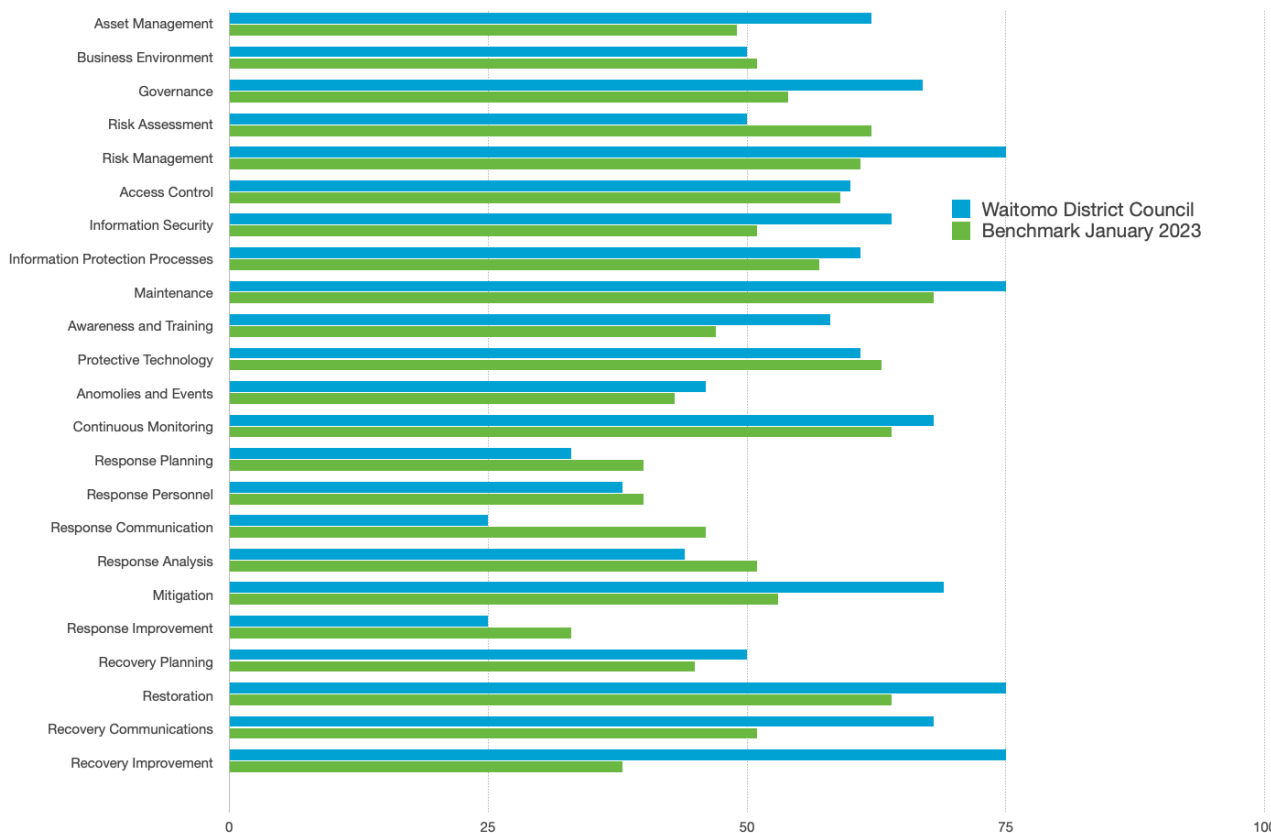
These results show an improvement in conformance from the baseline assessment which took place in 2020 with noticeable improvement being observed in the Identify function which had been previously rated as being only 19% compliant.



A comparison of the Waitomo District Council’s baseline assessment results against the ALGIM cybersecurity Programme national benchmark for January 2023 shows that the Council has conformance levels broadly in line with the benchmark in most areas, and ahead of the national benchmark in the Recovery function.

The benchmark is taken across close to 60% of New Zealand local authorities and is captured at the end of each month.

The diagram below shows how we assess the Council’s information systems against the twenty-three areas that make up effective information security controls within the ALGIM Cybersecurity Framework.



It should be noted that for areas sitting around 75% any further improvement requires the formalisation and documenting of existing processes.

The patching of the Microsoft Windows operating systems and third party applications within business systems is well implemented with a defined patching target and systems in place to ensure the deployment of patches.

The Council appears to have generally good internet access controls in place with Sophos firewalls providing internet boundary protection. The Sophos protection mechanisms includes the use of SSL interception and full traffic analysis together with the blocking of unauthorised web mail and online storage services.

We are unable to identify any controls in place to restrict the use of USB media devices. These devices provide an easy opportunity for deliberate or inadvertent information leakage to occur and also provide a vector for the introduction of malicious code onto the network.

While the Council does have local logging enabled across most systems, there is no centralised logging facility in place. We recommend that the Council implement a Security Event and Incident Monitoring (SIEM) system in order to simplify log analysis and provide timely alerting of internal system related events. It is our understanding that the Council intends implementing a SIEM solution in the immediate future.

The Council has recently installed a Privileged Access Management (PAM) system and is in the process of deploying this system across its enterprise assets. Local administrator rights have now been removed for all users.

It is noted that the Council now has a plan to migrate remaining internal systems to cloud based services wherever this is practical, and the PAM system is integral to this cloud migration strategy.

The Council has a documented recovery strategy though it is noted that some further work may be required in this area to ensure that all personnel that are involved in response and recovery activity have all of the information required to assist with these processes. Recovery would be critically dependent upon the availability of key personnel with close knowledge of the systems being used. We recommend that the Council reviews its recovery strategy on a regular basis and ensures that personnel have all of the information required.

The Council is in the process of enabling storage encryption on laptop devices as part of its Intune/Endpoint implementation.

Powershell is not currently restricted and, as this is a commonly used exploitation mechanism we recommend that Powershell is disabled unless it is explicitly required for business purposes.

The Council uses a traditional short default password length of 8 characters and requires users to change passwords every 90 days. This methodology does not meet current password policy expectations we recommend that the Council sets a minimum password length of 14 characters with a longer period between mandated password changes. GCSB recommends changes every 365 days.

Multi factor authentication is used where this is supported and multi factor authentication is required for all Microsoft M365 services based on conditional access requirements.

The Council does not have a Domain Based Authentication Reporting and Compliance (DMARC) record for its primary email domain. We recommend that DMARC to p=reject status is enabled for all domains owned by the Council, including those that are not used for email transport purposes.

While the information backup and recovery mechanisms appear to be well designed to ensure that information can be recovered in a timely manner, we observed a failure to ensure that a non network addressable backup of all key information is available.

A failure to have a non network addressable backup can result in backups being destroyed by malicious persons; internal or external. We consider this to be a critical vulnerability and this opinion was expressed to Council Information Systems personnel at the time of the assessment. It is our understanding that immediate action was taken to resolve this vulnerability with the being deployed using vGRID.

The Council has a cybersecurity awareness programme in place using Friendly Phishing.

We observed some weaknesses in the user management processes and recommend that the Council review these processes in relation to temporary elevated user rights, recording of administrator credentials across cloud services, the setting of user access rights at the time of account creation and ensuring that timely notice is provided for user departures.

We note that the internal Exchange server has now been decommissioned and the previously identified internal email relay is no longer present.

The IT system information exposures identified on server //WDCIT2 are still present, however it is noted that most of this information is now historical but may still be sensitive.

Our key recommendations are that the Council:

- Continue to develop response and recovery plans in order to ensure that Council systems and information can be restored in a timely manner in the event an incident occurring.
- Continue to roll out the cybersecurity awareness training programme to ensure that Council staff are aware of their part in protecting information and systems.
- Implement controls to restrict the opportunity for information leakage via the internet and removable media, including the locking down of USB devices.
- Update the Council password policy to match current recommended practices.
- Continue with the deployment process of full disk encryption onto all laptop computers.
- Continue to create documentation to support existing information systems management processes, including the requirement that the processes used by the third party service provider are incorporated into the Council's document management system.
- Ensure that at least one non network addressable backup of all key information is available at all times and test the viability of this backup.
- Fully implement DMARC to p=reject status for all domains owned by the Council.
- Implement a SIEM logging and management system.

We wish to thank Council staff for their assistance in preparing this report.

This report was prepared by:

Tony S Krzyzewski  
Director

SAM for Compliance Ltd

27th January 2023

**Document: A652586**

**Report To: Audit, Risk and Finance Committee**



**Date:** 22 February 2023  
**Subject:** **Progress Report: Health and Safety**  
**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to brief the Committee on Waitomo District Council's (WDC) health and safety performance during the 2022/23 Quarter Two.

## Background

- 2.1 Elected Members are provided quarterly progress reports to provide visibility of health and safety performance and various key performance indicators.
- 2.2 This report has been structured to align with the SafePlus programme developed by WorkSafe NZ, ACC and MBIE in 2017. The programme is voluntary and aims to support organisations wanting to improve their health and safety culture and exceed minimum compliance requirements.

## Commentary

### 3.1 **LEADERSHIP COMMITMENT**

- 3.2 Under the Health and Safety at Work Act 2015, "Officers" are required to exercise due diligence to provide them with a level of assurance that health and safety is being effectively managed. Due diligence requires the need for "Officers" to keep up to date with health and safety matters and information; ensure critical risks are effectively controlled; ensure health and safety is adequately resourced; ensure appropriate monitoring and reviews are conducted to provide assurance and verify that health and safety matters are being appropriately addressed.
- 3.3 Identified improvements and actions due for completion during the year include:
- 3.3.1 Approved Fire Evacuation Schemes in place for Treatment Plants where the quantities of hazardous substances meet the threshold.
- In progress, however delayed due to hazardous substances compliance requirements needing to be addressed prior to applying for the Fire Evacuation Scheme.
- 3.3.2 Development and roll-out of Tomo, the new Health and Safety software system.
- Development phase almost complete. Rollout to the organisation to occur during March/April 2023.
- 3.3.3 Complete health and safety assessments across WDC's quarry network.
- In progress. Appraisals have been received and are currently under review. Further information is contained elsewhere in this business paper.



3.3.4 Support and encourage a continued increase in site safety inspections and near miss recording.

- Ongoing.

3.3.5 SafePlus self-assessment.

- In progress. Roll-out of self-assessment scheduled for March 2023.

3.4 The Annual Plan for 2022/23 (refer attachment 1) was approved by the Senior Management Team in June 2022. The Key Performance Indicators below provide an indication of how Council is tracking against the set objectives.

KPI	Target	Status
Site Inspections	5 per month	
Workplace Inspections	1 quarterly	
Managers H&S Conversations	5 per month (1 per group)	
Health and Safety Committee Meetings	1 per month	
Near Miss Reporting	10% increase	

*Red light = target not reached – management focus required*

*Yellow light = target almost reached – maintain management focus*

*Green light = target achieved or exceeded*

3.5 Development and implementation of the new health and safety software system commenced in July 2022, with a gradual rollout occurring for all activities as development has allowed. In August 2022, one of the Infrastructure Services Teams commenced the piloting of the online forms and processes as they were developed. The system encourages up to date and accurate data capturing, allows for easier record keeping for field staff through a web-based portal available offline, assigns and tracks actions through to completion, and enables more effective trend analysis.

3.6 SafePlus offers a government-endorsed model of what 'good' health and safety practices and performance looks like, to support any organisation in understanding their current practices – and initiating positive and ongoing change. It was designed with input from New Zealand industry and tested with over 90 businesses.

3.7 Conducting an organisational self-assessment is one of WDC's Health and Safety Annual Plan objectives. Management and staff will be emailed a link by SafePlus with the self-assessment to be completed. Results will be discussed with the Senior Management Team and shared with the Health and Safety Committee to identify improvement opportunities. Promotion for the self-assessment will commence prior to the link being sent out, to ensure a high level of participation and accurate representation of results.

### 3.8 **HEALTH AND SAFETY ASSESSMENTS - QUARRIES**

- 3.9 The Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016 set out the need for Ground / Strata Instability to be assessed within the framework of a Principal Hazard Management Plan, which includes the need for geotechnical assessment to be undertaken by a competent person (e.g., an Engineering Geologist or Geotechnical Engineer).
- 3.10 The WorkSafe New Zealand good practice guideline "Health and Safety at Opencast Mines, Alluvial Mines and Quarries" provides guidance on what should be considered as part of a geotechnical review at a quarry site. In particular it separates a "geotechnical appraisal" from a "geotechnical assessment".
- 3.11 A geotechnical appraisal is an initial overview to assist in determining whether or not a principal hazard exists for a given site and provides guidance as to the scope of future more detailed geotechnical assessments.
- 3.12 A geotechnical assessment provides the detail to assess specific hazards and may include collection of detailed structural data, collation of existing site investigation information, development of ground models, and quantification of geotechnical risk by stability analysis.
- 3.13 WDC has engaged Tonkin & Taylor Ltd to undertake geotechnical appraisals at eight quarry sites including Rangitoto Quarry, Tapuwae Quarry, Cockings Quarry, Arapae Quarry, McKenzie's Quarry, Waikawau Quarry, Moeatoa Quarry and Marokopa Quarry.
- 3.14 The geotechnical appraisal reports have been received and are the first stage in the process of identifying principal hazards that relate to ground/strata instability.
- 3.15 Dependent on the nature of the site and the hazards observed, it may be that further detailed work by way of a geotechnical assessment will be required to address the geotechnical risk related to a specific hazard.
- 3.16 Staff are in the process of reviewing the reports to determine next steps.

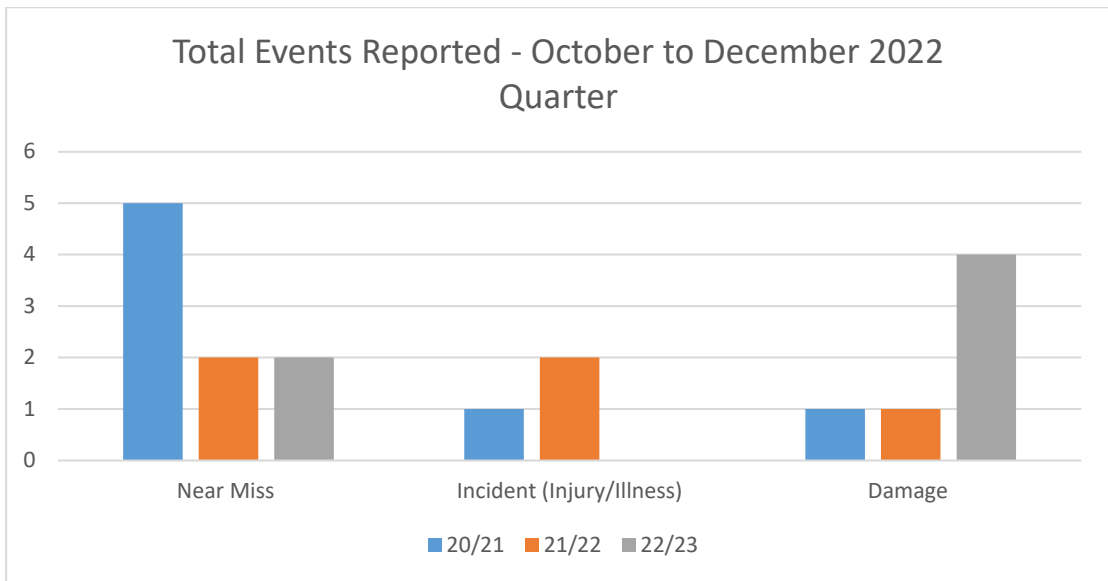
### 3.17 **CONTRACTOR ENGAGEMENT – HEALTH AND SAFETY**

- 3.18 Staff are in the process of developing a 'Contractor Health and Safety Information Sharing Session'. Invitations will be sent to all WDC contractors, with the Session to take place in May 2023 at the Les Munro Centre. Topics will include items such as the SHE Prequalification process, WDC health and safety culture and associated policies, site audits, health and safety reporting, contractor response to civil defence emergencies, etc.
- 3.19 From a contract management perspective, WDC's Contract Managers regularly meet with contractors on active projects to discuss contractual matters including health and safety, and wellbeing.
- 3.20 Contractors are required to provide their site-specific health and safety plan for contracts that must include toolbox meetings, an emergency plan, risk register, incident reporting, traffic management plans, etc.
- 3.21 The frequency of meetings is largely dependent on the duration of the contract.

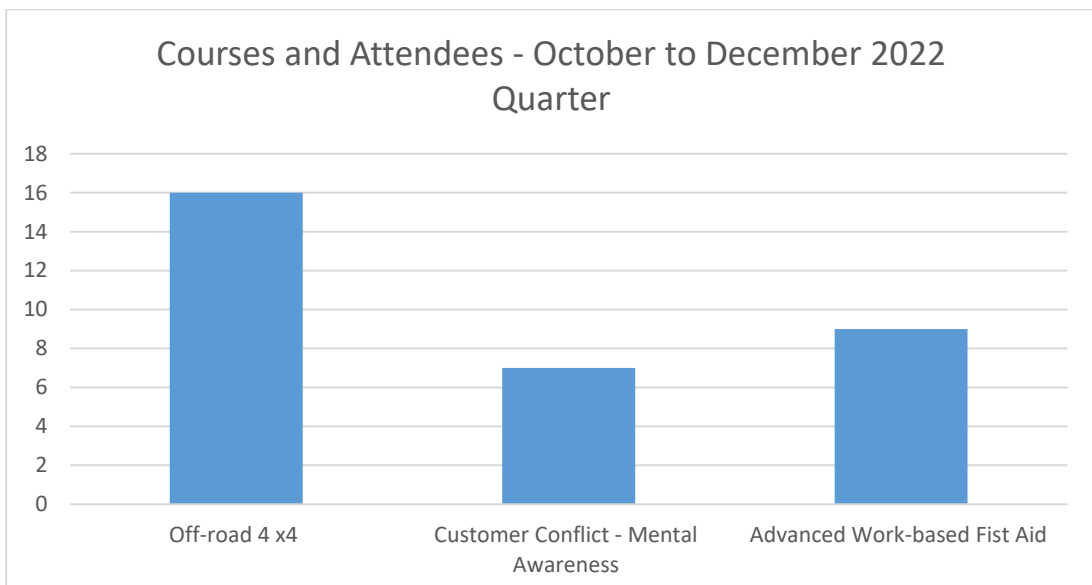
### 3.22 **WORKER ENGAGEMENT PARTICIPATION AND REPRESENTATION**

- 3.23 WDC continues to maintain an active Health and Safety Committee. The Committee consists of elected Health and Safety Representatives (HSR's) from Business Support, Community Services, Infrastructure Services (x2), Strategy and Environment, a senior management representative, Health and Safety Administrator and WDC's external Health and Safety Advisor.
- 3.24 The Health and Safety Committee meetings are scheduled to occur monthly. These meetings are minuted, with actions recorded in the Health and Safety Action Plan to monitor progress and close off. These actions will be transferred into Tomo in the near future to ensure all actions are held in one location.

- 3.25 The Health and Safety Committee meetings held in October, November and December 2022 were well attended.
- 3.26 Staff engagement and consultation has been utilised to gather worker feedback regarding the development of documentation and forms for Tomo. HSR's and relevant staff have been engaged to trial and review the forms loaded onto Tomo and provide input/feedback for consideration. This has been a beneficial process in getting buy-in from staff who are required to implement the process. Positive feedback has been received.
- 3.27 There has been a slight increase in event reporting with six events being reported this quarter compared to five for the same period last year. It is envisaged that once Tomo is rolled out to the whole organisation, these will increase due to the ease of recording events.
- 3.28 Reporting will continue to be encouraged, enabling WDC to identify preventative actions rather than corrective actions following an injury or damage.



- 3.29 Of the six events that have occurred this quarter, three events occurred out in the community involving members of the public, and three events occurred involving staff.
- 3.30 A variety of training sessions have been held to ensure staff are equipped with skills needed for all situations they may face.



### 3.31 **RISK MANAGEMENT**

3.32 The top five risks that have previously been identified by the Senior Management Team remain unchanged:

- 1 **Working Alone** – Lone worker devices are in place and monitored to provide staff with security/support at all hours. Vehicle monitoring devices (Smartrak) are installed in vehicles to provide vehicle location (in cell network coverage areas only).
- 2 **Contractor Management** – The SHE Pre-Qualification used by WDC - contractor's health and safety processes, evidence and insurances are evaluated and approved before carrying out physical works gives WDC an assurance that contractors are managing health and safety. The completion of site safety inspections remains a focus area.
- 3 **Confined Spaces** - Training is current. A Job Safety Analysis and permit system has been set up for staff to use when planning a confined space entry. Site safety inspections are required during this activity to ensure safe work practices and procedures are being followed.
- 4 **Aggressive Behaviour** – Training for customer facing roles occurred in late-2022 and will be re-scheduled for a refresher in late-2023. Lone worker devices are available to all field staff and duress buttons available for Customer Services staff to use as necessary. Any aggressive behaviour is recorded as a near miss and investigated.
- 5 **Driving and Vehicle Usage** – Driver training has been delivered to those staff who drive off-road and for those who tow trailers. Smartrak is installed in all vehicles to monitor vehicle locations as needed.

### 3.33 **STAFF WELFARE AND WELLBEING**

- 3.34 A wellbeing programme has been developed. Each month there is a topic promoted to encourage physical health and mental wellbeing, as outlined below. The programme includes national health campaigns.
- 3.35 In October 2022, staff were encouraged to participate in New Zealand's National Shake Out day by preparing an action plan with their families, in the event an earthquake occurs.
- 3.36 WDC engaged and supported Diabetes Action Month in November 2022, with diabetic friendly recipes and information packs being sent out to all staff throughout the month.
- 3.37 Safe driving tips were sent out to all staff in December 2022, as a reminder to be vigilant and aware while driving over the holiday period.

## **Continuous Improvement – Quarter Three Focus**

- 4.1 Arrange for Location Compliance Assessments to be undertaken at Treatment Plants so that Fire Evacuation Schemes for the Plants, where quantities of hazardous substances meet the threshold, can be obtained.
- 4.2 Complete rollout of the new Health and Safety software system, Tomo, to all staff.
- 4.3 Provide assistance with the review of health and safety appraisals received on WDC's quarry network, including identification of associated actions.
- 4.4 Continue to support and encourage an increase in safety inspections and near miss recording.
- 4.5 Ongoing implementation of the Health and Safety Annual Plan 2022/2023 with objectives and key performance indicators actively tracked.

**Suggested Resolution**

The Progress Report: Health and Safety be received.

A handwritten signature in blue ink, appearing to read 'H Beever'.

HELEN BEEVER  
**GENERAL MANAGER – COMMUNITY SERVICES**

7 February 2023

Attachment:

1. Health and Safety Annual Plan 2022/2023

# HEALTH AND SAFETY ANNUAL PLAN 2022/23

## ***VISION: Encouraging health and safety leadership and participation to support a vibrant organisation***

The Senior Management Team (SMT) are committed to providing a safe and healthy work environment. As part of this commitment SMT will lead health and safety by ensuring the delivery of this plan

### OUR COMMITMENT – we will

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Provide a safe and healthy work environment</li> </ul>      | <ul style="list-style-type: none"> <li>• Demonstrate commitment and create a positive culture</li> </ul>          |
| <ul style="list-style-type: none"> <li>• Ensure all hazards/risks are effectively managed</li> </ul> | <ul style="list-style-type: none"> <li>• Be held accountable for health and safety organisational wide</li> </ul> |
| <ul style="list-style-type: none"> <li>• Recognise behavioural and safety excellence</li> </ul>      | <ul style="list-style-type: none"> <li>• Provide a safe environment for our customers and community</li> </ul>    |

### GOALS – we will

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Ensure our people go home safe and well everyday</li> </ul>                       | <ul style="list-style-type: none"> <li>• Ensure management demonstrate their commitment</li> </ul>                  |
| <ul style="list-style-type: none"> <li>• Have systems and processes in place that meet legislative requirements</li> </ul> | <ul style="list-style-type: none"> <li>• Ensure hazards are identified and risks are managed effectively</li> </ul> |
| <ul style="list-style-type: none"> <li>• Empower our people to actively participate in health and safety</li> </ul>        | <ul style="list-style-type: none"> <li>• Consult with our people on health and safety matters</li> </ul>            |

### OBJECTIVES – we will

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Identify improvement opportunities</li> </ul>                                | <ul style="list-style-type: none"> <li>• Encourage management to engage in health and safety conversations</li> </ul> |
| <ul style="list-style-type: none"> <li>• Monitor health and safety performance onsite and in the workplace</li> </ul> | <ul style="list-style-type: none"> <li>• Promote an active and healthy lifestyle</li> </ul>                           |

### MEASURES – we will

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Conduct a SafePlus self-assessment</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Record management health and safety conversations</li> </ul> |
| <ul style="list-style-type: none"> <li>• Complete annual workplace inspections and monthly worksite inspections</li> </ul> | <ul style="list-style-type: none"> <li>• Develop and implement a wellbeing programme</li> </ul>       |

**Document No:** A652109

**Report To: Audit and Risk Committee**



**Meeting Date:** 22 February 2023

**Subject: Progress Report: Procurement Summary Schedule (October 2022–December 2022)**

Information Only

### Purpose of Report

- 1.1 The purpose of this business paper is to present to the Committee a summary of the procurements made in the period 22 September 2022 to 31 December 2022 in accordance with Waitomo District Council's Procurement Policy.

### Background

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



## Commentary

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

## Procurement Summary Schedule

- 4.1 The attached Procurement Summary Schedule (PSS) report provide details of procurements that result in a total contract award over \$200,000 + GST, and/or where the supplier selection method has deviated from the Procurement Policy, and a procurement exemption has been approved by the Chief Executive.

### 4.2 **Exemption Reason**

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

### ***Procurement Exemption***

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

1. ***Monopoly or limited supplier situation:*** *Where there is a monopoly or very limited supplier situation and only one or two Suppliers capable of supplying the requirements (e.g. engaging an arrangement for the supply of electricity on a network where the network is owned by a single party); or*
2. ***Proprietary technology:*** *Where a Supplier is the sole Supplier and/or patent holder of a specific product that is required by WDC. WDC must be satisfied that the proprietary technology is the most appropriate for the needs of WDC; or*
3. ***High Risk Activities:*** *The risks of a competitive process outweigh the benefits of competition and would potentially create risk for WDC; or*
4. ***Unique business proposition:*** *Where a Supplier has a unique business proposition that can minimise risks or costs to WDC. This could include existing knowledge relevant to a project; or*
5. ***Existing contract:*** *If goods, services and/or works are in addition to, or necessary for the completion of, delivery of an existing contract, provided that the original contract was publicly advertised, and a change of Supplier cannot be made for economic, technical, legal or practical reasons.*

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

## **Suggested Resolution**

The Progress Report: Procurement Summary Schedule (October 2022 to December 2022) be received.

A handwritten signature in blue ink, appearing to read 'S Ram', with a large, sweeping flourish above the letters.

SHYAMAL RAM  
**GENERAL MANAGER – INFRASTRUCTURE SERVICES**

15 February 2023

Attachment: Procurement Summary Schedule (Doc A652109/Sheet 2022\_Q4)

Contract / Order No.	Contract Title / Procurement Description	Type of Contract (Physical Works, Professional Services or Goods and Services)	Term of Contract	One-off or Ongoing Supply	Selection Process (AOG, Syndicated, Panel, Tender, Quote or Direct Appointment)	Exemption Reason	No. of Tenders / Quotes Received	Tender / Quote Range (GST exclusive)	Evaluation Method	Awarded Contract Value (Total cumulative)	Awarded To	Meeting Date	GM
500/22/018	Facility Management and Operation Services - Stadium	Services	5+5+5	One-off	Tender	N/A	2	N/A	Weighted Attributes	\$ 195,000.00	Belgravia Leisure Ltd	23/09/22	Community Services
500/22/020	WDC Pavement Rehabilitations 2022/23	Physical Works	1 Year	One-off	Tender	N/A	3	\$2,434,931.91 to \$3,038,032.93	PQM	\$ 2,434,931.91	Inframax Construction Ltd	17/11/22	Infrastructure Service
500/22/022	Te Waitere Road RP 5.500 Physical Works	Physical Works	1 Year	One-off	Tender	N/A	2	\$391,335.39 to \$458,717.30	PQM	\$ 391,335.39	MS Civil Construction Ltd	17/11/22	Infrastructure Service
500/22/026A	Te Kuiti West Catchment Improvements - Physical Works	Physical Works	1 Year	One-off	Direct Appointment	High Risk Activities	N/A	N/A	N/A	\$ 926,903.00	McIndoe Group Ltd	N/A	Infrastructure Service
500/22/026B	Te Kuiti West Catchment Improvements - Controls	Physical Works	1 Year	One-off	Direct Appointment	High Risk Activities	N/A	N/A	N/A	\$ 80,688.00	Control Box Ltd	N/A	Infrastructure Service
500/22/027	View Terrace RP 0.02 Slip Repair	Physical Works	1 Year	One-off	Tender	N/A	4	\$902,191.73 to \$1,052,042.35	PQM	\$ 902,191.73	Inframax Construction Ltd	17/11/22	Infrastructure Service
500/22/034	WDC Project Management Framework Development	Professional Services	1 Year	One-off	Direct Appointment	Unique business proposition and benefits and cost of competition	N/A	N/A	N/A	\$ 145,000.00	BECA Ltd	N/A	Infrastructure Service

**Document No:** A652119

**Report To: Audit, Risk and Finance Committee**



**Meeting Date:** 22 February 2023

**Subject:** **Progress Report: WDC Resource Consents – Compliance Monitoring**

**Type:** Information Only

**Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on compliance reporting against Resource Consent conditions, due during the second quarter of 2022/23.

**Risk Considerations**

- 2.1 This is a progress report only, and as such no risks have been identified regarding the information contained in this business paper.

**Commentary**

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

RESOURCE CONSENT	REPORT DUE
<b>Monthly</b>	
No. 116844 - Benneydale Water Treatment Plant Condition 9 (Surface Water Take)	Monthly
No. 117290 - Piopio Wastewater Treatment Plant Condition 26 (Discharge)	Monthly
No. 140685 - Rangitoto Quarry Landfill, William Street, Te Kuiti Conditions 65, 66	<i>Not yet commenced</i>
<b>Quarterly</b>	
No. 112639 - Te Kuiti Wastewater Treatment Plant Conditions 7 to 19 (Discharge) Condition 30	December, March, June, September
No. 140685 - Te Kuiti Landfill, William Street Conditions 65 and 66	<i>Not yet commenced</i>

RESOURCE CONSENT	REPORT DUE
No. 101753 - Te Kuiti Landfill, William Street Condition 11 ( <i>Within 2 months of sampling</i> )	February, May, August, November
<b>Six Monthly</b>	
No. 133317 - Te Kuiti Water Treatment Plant Condition	January/July
No. 118813 - Benneydale Wastewater Treatment Plant Condition 16 - 23	January/July
No. 117945 - Benneydale Water Treatment Plant (Backwash) Condition 3	April/October
No. 107477 - Piopio Water Treatment Plant Conditions 6, 7, 8 & 9	May/November
No. 107478 - Piopio Water Treatment Plant Conditions 10, 15 & 16	May/November
No. 140685 - Te Kuiti Landfill, William Street Conditions 62, 63 ( <i>Within 2 months of sampling</i> )	<i>Not yet commenced</i>
<b>Annual</b>	
No. 118813 - Benneydale Wastewater Treatment Plant Condition 26	31 March
No. 120340 - Mokau Closed Landfill Condition 3, 6 & 10	Monitoring Ceased by mutual agreement with WRC (11/2017)
No. 105054/55/56/57/58/59/60 - Waitomo Stormwater Schedule A (22) Conditions 4,5 & 6	31 May
No. 105054 - Te Kuiti Stormwater Condition 6	31 May
No. 116274 - Benneydale Water Treatment Plant Conditions 2, 3, 4 & 7 (Groundwater Take)	1 June
No. 113544 - Mokau Water Treatment Plant (Water Take)	July
No. 113545 - Mokau Water Treatment Plant (Backwash)	July
No. 140685 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report Condition 71.	<i>Not yet commenced</i>
No. 101753 - Te Kuiti Landfill, William Street Annual Report Condition 4 <b>Independent Peer Reviewer</b>	May

RESOURCE CONSENT	REPORT DUE
No. 120048 - Te Kuiti Wastewater Treatment Plant Condition 7	1 December
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 20 (Discharge)	September
No. 103287, 103288 and 103289 - Te Kuiti Walker Road - Closed Landfill	November
No. 103193 - Benneydale Closed Landfill SH30 Conditions 2, 3 and 5 No. 103194 - Conditions 2 and 3	Monitoring Ceased by mutual agreement with WRC (08/2018)
No. 103196 - Piopio Closed Landfill Condition 2, 3 and 4	Monitoring Ceased by mutual agreement with WRC (08/2018)
No. 103198 - Aria Closed Landfill Conditions 2 and 4	Monitoring Ceased by mutual agreement with WRC (08/2018)
<b>Biennial</b>	
No. 117290 - Piopio Wastewater Treatment Plant Condition No 7 and 9 (Discharge) (Review Operations and Management)	September 2014, 2016, 2018, etc.
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 24 (Review Operations Management Plan)	June 2015 ( <i>and every two years after</i> )
No. 118813 - Benneydale Wastewater Treatment Plant Condition 27 (Review Management Plan Review)	from 2010 every two years
<b>Other</b>	
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 28 (Complete Passage/Migration Barrier Assessment within 3 years of commencement date)	Within 3 years: 18 December 2017 Completed: 1 July 2020

3.3 The following Resource Consent Compliance Reports have been made to WRC during the second quarter of 2022/23:

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

<b>Activity Description</b>	Take up to 180 cubic metres per day of water from an unnamed tributary of the Mangapehi Stream for Benneydale water supply purposes.
<b>Reporting Period:</b>	September 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A634596

<b>Reporting Period:</b>	October 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A639019

<b>Reporting Period:</b>	November 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A642622

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

<b>Activity Description</b>	Discharge up to 135.4 cubic metres of treated municipal sewage in any 24-hour period from the Piopio Wastewater Treatment System to the Mokau River.
<b>Reporting Period:</b>	September 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A634559

<b>Reporting Period:</b>	October 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A637203

<b>Reporting Period:</b>	November 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A642781



3. **AUTH112639.01.01 – Te Kuiti Wastewater Plant**  
**Conditions 7, 17 and 30 (Discharge)**  
**Report due: Quarterly**

<b>Activity Description</b>	To discharge treated wastewater to the Mangaokewa Stream from the Te Kuiti Wasterwater Plant
<b>Reporting Period:</b>	July 2022 – September 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A626656

4. **AUTH101753.01.01 – Te Kuiti Landfill**  
**Condition 11 (Leachate monitoring)**  
**Report due: Quarterly**

<b>Activity Description</b>	Place up to 232,000 tonnes of municipal solid waste onto or into land, in the Rangitoto Quarry Landfill, William Street, Te Kuiti
<b>Reporting Period:</b>	July 2022 – September 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A626648

5. **AUTH107478.01.02 – Piopio Water Treatment Plant Backwash Discharge**  
**Conditions 7, 9, 14, 15 and 16**  
**Report Due: Semi-annual**

<b>Activity Description</b>	Discharge up to 8 cubic metres of filter backwash water and waste over a 4-minute period, twice a week to the Kuratahi Stream in association with the operation of a municipal water supply
<b>Reporting Period:</b>	May 2022 – October 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A642467

6. **AUTH107477.01.01 – Piopio Water Treatment Plant – Surface Water Take**  
**Conditions 5, 6, 7 and 9**  
**Report Due: Semi-annual**

<b>Activity Description</b>	Take up to 165,929 cubic metres per year of water from Kuratahi Stream for municipal water supply purposes.
<b>Reporting Period:</b>	May 2022 – October 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A640553

7. **AUTH117945.01.01 – Maniaiti / Benneydale Water Treatment Plant – Backwash Discharge Condition 3**  
**Report Due: Semi-annual**

<b>Activity Description</b>	Discharge up to 5 cubic metres per day of filter backwash into an unnamed tributary of the Mangapehi Stream
<b>Reporting Period:</b>	May 2022 – October 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A636657

8. **AUTH112639.01.01 Te Kuiti Wastewater Treatment Plant Discharge Condition 20**  
**Report Due: Annually**

<b>Activity Description</b>	To discharge treated wastewater to the Mangaokewa Stream from the Te Kuiti Wastewater Treatment Plant
<b>Reporting Period:</b>	September 2020 – August 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A626584

9. **AUTH10753, AUTH101754 and AUTH124718 – Waitomo District (Rangitoto Quarry) Landfill - Discharge Conditions 1 (AUTH101753 and AUTH101754) and Condition 13 (AUTH124718)**  
**Report Due: Annually**

<b>Activity Description</b>	This consent authorises the Consent Holder to place up to 232,000 tonnes of municipal solid waste and onto or into land, in the Rangitoto Landfill, William Street Te Kuiti <b>(AUTH101753)</b> This consent authorises the Consent Holder to discharge contaminants into the air, from the Rangitoto Quarry Landfill site, William Street Te Kuiti <b>(AUTH101754)</b> Discharge leachate from a sanitary landfill into ground <b>(AUTH124718)</b>
<b>Reporting Period:</b>	July 2021 – June 2022
<b>Compliance Status:</b>	Compliant
<b>WDC Reference:</b>	A635933

### **Suggested Resolution**

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



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