

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 27 MAY 2025 AT 9.00AM

PRESENT:	Mayor John Robertson Deputy Mayor Allan Goddard Dan Tasker Eady Manawaiti Janette Osborne
IN ATTENDANCE:	Michelle Daly, Senior Education Advisor for the EnviroSchools Deon Prinsloo, Senior Project Manager for Morrison & Shailer Ltd
MEDIA:	Chris Gardner (Good Local Media)
STAFF:	Chief Executive, Ben Smit Manager – Governance Support, Michelle Higgie General Manager – Community Services, Helen Beever Manager – Community Development, Sarah McElroy General Manager – Strategy and Environment, Alex Bell Property and Facilities Manager, Liz Riley Roading Manager, Darren Laycock General Manager – Infrastructure Services, Shyamal Ram Three Waters Manager, David Karrol

1.	Karakia Tuwhera
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2.	Apology
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Resolution

The apologies from Councillors Janene New and Gavin Todd be received and leave of absence granted.

Robertson/Manawaiti Carried

3.	Presentation – EnviroSchools Programme
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Council received a presentation from Michelle Daly, Senior Education Advisor for EnviroSchools providing an update on the local EnviroSchools Programme with students from Whareorino School joining the meeting via ZOOM to answer members' questions.

Resolution

The Presentation – EnviroSchools Programme be received.

Goddard/Osborne Carried

Michelle Daly, EnviroSchools left the meeting at 9.25am

4.	Declarations of Member Conflicts of Interest
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No declarations made.

5. Confirmation of Minutes: 29 April 2025
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Resolution

The Minutes of the Waitomo District Council meeting of 29 April 2025, including the public excluded Minutes, be confirmed as a true and correct record.

Robertson/Manawaiti Carried

6. Confirmation of Minutes: 14 May 2025 (Hearing)
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Resolution

The Minutes of the Waitomo District Council Hearing of 14 May 2025 be confirmed as a true and correct record.

Robertson/Manawaiti Carried

7. Receipt of Unconfirmed Audit and Risk Committee Minutes: 13 May 2025
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Resolution

The Unconfirmed Minutes of the Audit and Risk Committee meeting of Tuesday 13 May 2025 be received.

Goddard/Osborne Carried

8. Receipt of Unconfirmed Appointments and Chief Executive Relationship Committee: 14 May 2025

Resolution

The Unconfirmed Minutes of the Appointments and Chief Executive Relationship Committee meeting of Tuesday 13 May 2025 be received.

Robertson/Tasker Carried

The General Manager- Community Services entered the meeting at 9.35am

9. Mayor's Report – May 2025

Following initial considerations, this item of business was deferred to later in the meeting to enable the Chief Executive to present additional information.

10. Co-Lab Constitution – Proposed Amendment

Council considered a business paper presenting a proposal to amend the Co-Lab Constitution to remove the requirement that a Board member may only serve a maximum of six years consecutively.

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

Cr Osborne noted the Institute of Directors recommends terms of 6 to 9 years.

The General Manager – Strategy and Environment entered the meeting at 9.44am

Resolution

- 1 The business paper on Co-Lab Constitution – Proposed Amendment be received.

- 2 Council approve amendment of Clause 13.6.1 of the Co-Lab Constitution by deleting the wording “for a further term but can serve only a maximum of six years consecutively” so that the clause reads:

13.6.1 Other than as set out under 13.6.2, all Board terms are three years. Any Board member may be reappointed.

Osborne/Goddard

Carried

11. Approval of Schedules 3-10 of the Te Nehenehenui Joint Management Agreement
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Council considered a business paper presenting Schedules 3-10 of the Joint Management Agreement between Te Nehenehenui and the Otorohanga, Waikato, Waipa and Waitomo District Councils and the Waikato Regional Council for approval and seeking delegation to Mayor Robertson the authority to approve the Agreement on behalf of Waitomo District Council at the Co-governance Forum.

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

Resolution

- 1 The business paper on approval of Schedule 3-10 of the Te Nehenehenui Joint Management Agreement be received.
- 2 Council approve Schedules 3 – 10 to the Te Nehenehenui Joint Management Agreement.
- 3 Mayor Robertson, or Alternate Councillor Manawaiti, be delegated authority to approve Schedules 3 – 10 at the next Te Nehenehenui Co-Governance Forum on behalf of the Waitomo District Council.

Manawaiti/Robertson

Carried

The Manager – Strategy and Environment left the meeting at 9.52am

12. Community and Partnerships Bi-Monthly Activity Update Report

Council considered a business paper providing an update on Council activities that form part of the Community and Partnerships Group, including a range of Council recreation services and activities.

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

The Property and Facilities Manager and Roading Manager entered the meeting at 9.57am.

Resolution

The business paper on Community and Partnerships Bi-Monthly Activity Report be received.

Tasker/Manawaiti

Carried

The General Manager – Community Services and Manager – Community Development left the meeting at 10.01am.

The General Manager – Infrastructure Services entered the meeting at 10.01am.

The Three Waters Manager entered the meeting at 10.02am.

13. Infrastructure Services Group Bi-Monthly Activity Update Report
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Council considered a business paper providing an update on activities that form part of the Infrastructure Services Group.

The General Manager - Infrastructure Services, Roading Manager, Three Waters Manager and Property and Facilities Manager expanded verbally on the business paper and answered Members questions.

The Roading Manager left the meeting at 10.07am.

The Three Waters Manager left the meeting at 10.16am.

Resolution

The business paper on Infrastructure Services Bi-Monthly Activity Update Report be received.

Robertson/Manawaiti Carried

14. Kerbside Collection Rural Area Review Survey Results

Council considered a business paper informing the outcome of the recent Rural Kerbside Collection Survey results.

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

Resolution

The business paper on Kerbside Collection Rural Area Review Survey Results be received.

Osborne/Tasker Carried

The Property and Facilities Manager left the meeting at 10.20am.

15. Mayor's Report – May 2025 (including Closure of Te Kūiti Holiday Park)

Council considered the Mayor's Report for May 2025.

The Mayor tabled a copy of Facebook comments expressing views relating to the Te Kūiti Holiday Park discussion and a copy of the workshop business paper dated 13 May 2025 titled Review of District Holiday Parks.

The Chief Executive tabled copies of feedback received through Council's "Have Your Say" which provided a range of views on the future of the Te Kūiti Holiday Park.

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

Cr Osborne expressed her concern that making a decision at this meeting is very quick and is without a considered look at the medium to long term effects of the closure, and for that reason she would not be supporting Resolution 2.

Resolution

- 1 The Mayor's Report – May 2025 (including Closure of Te Kūiti Holiday Park) be received.
- 2 Council take the steps necessary to close the Te Kūiti Holiday Park, while keeping the Dump Station open.

Robertson/Tasker Carried

Councillor Osborne requested her opposition to Resolution 2 be noted in the Minutes.

16. Motion to Exclude the Public

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

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Performance of Recently Installed Three Waters Infrastructure - Update	Section 7(2) (g) To maintain legal professional privilege. <u>and</u> (i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1) (d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
2. Te Kuiti Water Supply Resilience Improvements	Section 7(2) - (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	Section 48(1) (d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Infrastructure Services	Portfolio Holder
Deon Prinsloo (Morrison & Shailer Ltd)	Consultant

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

Robertson/Goddard

Carried

The meeting adjourned for morning tea at 10.46am and reconvened at 11.00am

Chris Gardner and the Property and Facilities Manager left the meeting at 10.46am.

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

Resolution

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

1 Te Kuiti Water Supply Resilience Improvements – Award of Contract

Resolution 1 be made public as follows:

Resolution

1 *The business paper on Te Kuiti Water Supply Resilience Improvements be received.*

2 Update Performance of recently installed three waters infrastructure

Resolution 1 be made public as follows:

Resolution

1 The business paper on Update - Performance of Recently Installed Three Waters Infrastructure be received.

Robertson/Manawaiti

Carried

There being no further business the meeting closed at 11.49am.

Dated this day of 2025

JOHN ROBERTSON
MAYOR

Confidential

Confidential

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 10 JUNE 2025 AT 10.30AM

PRESENT:	Mayor John Robertson Deputy Mayor Allan Goddard Dan Tasker Eady Manawaiti Janene New Janette Osborne
IN ATTENDANCE:	Stacey Brew (Submitter to Review of Dog Control Policy and Bylaw) Graham Wellington (Observer)
STAFF:	Chief Executive, Ben Smit Manager – Governance Support, Michelle Higgie General Manager – Community Services, Helen Beever General Manager – Strategy and Environment, Alex Bell General Manager – Infrastructure Services, Shyamal Ram Manager – Strategy and Policy, Charmaine Ellery

1. Apology

Resolution

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

Robertson/New Carried

2. Hearing of Submitter to Review of Dog Control Policy and Dog Control Bylaw
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Council considered a business paper for Council to hear a Submitter speak in support of their written submission to the Dog Control Bylaw and Dog Control Policy, including copies of all submissions received.

The Manager – Governance Support expanded verbally on the business paper reiterating that Elected Members –

- Must not to enter into any debate with Submitters, but may ask questions for clarification purposes;
- Must consider all submissions without any pre-determination and with an open mind.

The General Manager – Infrastructure Services entered 10.37am

Council heard Submitter No. 012 – Stacey Brew, speak in support of her written submission to the review of Council's Dog Control Policy and Dog Control Bylaw and thanked Stacey for the time and effort she had put into her submission and attending to speak in support of the submission.

Stacey Brew left the meeting at 10.46am

Resolution

- 1 The business paper on Hearing of Submitters to the Dog Control Policy and Dog Control Bylaw be received.

- 2 Council note the verbal submission made by the following Submitter:

Submitter Name	Submission Number
Stacey Brew	012

- 3 The verbal submission be noted for consideration at the Council Meeting on Monday 30 June 2025 as part of the submission deliberations process.

Robertson/Osborne Carried

3. Declarations of Member Conflicts of Interest

No declarations made.

4. Deliberation of Submissions to the Draft Alcohol Fees Bylaw 2025

Council considered a business paper presenting the submissions received on the Draft Alcohol Fees Bylaw 2025 Consultation and providing an analysis of those submissions to assist with Council's deliberations.

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

Resolution

- 1 The business paper on Deliberation of Submissions to the Draft Alcohol Fees Bylaw 2025 be received.
- 2 The Chief Executive be delegated the authority to ensure that Council's directions supporting Option 1 (To increase alcohol licensing fees by 35% in July 2025, followed by a further 35% in July 2026) following consideration of submissions is reflected in the Responses Schedule and all changes are made to the final Annual Plan 2025/26 and Fees and Charges 2025/26 prior to adoption.
- 3 Elected members and Waitomo District Council staff would like to thank all the people who engaged in the Draft Alcohol Fees Bylaw 2025 Consultation and acknowledge the time and effort made by those who made written and verbal submissions.

Robertson/Osborne Carried

5. Deliberation of Submissions to Water Services Consultation 2025

Council considered a business paper presenting the submissions received to the Water Services Consultation 2025 and providing an analysis of the submissions to assist with Council's deliberations.

The Water Services Consultation 2025 document proposed two options as follows:

- Option 1: Support formation of a Council Controlled Organisation (CCO)
 Option 2: Oppose formation of a Council Controlled Organisation (CCO) in preference of a stand-alone option

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

Resolution

- 1 The business paper on Deliberation of Submissions to Water Services Consultation 2025 Submissions be received.
- 2 The Chief Executive be delegated the authority to ensure that Council's directions to form a Council Controlled Organisation (CCO) as per Option 1 following consideration of submissions is reflected in the Responses Schedule and all changes are made to the final Annual Plan 2025/26 and any policies prior to adoption.

- 3 Elected members and Waitomo District Council staff would like to thank all the people who engaged in the Water Services Consultation 2025 and acknowledge the time and effort made by those who made written and verbal submissions.

Goddard/New Carried

6.	Deliberation of Submissions to Draft Annual Plan 2025/26 and Proposed Fees and Charges 2025/2026
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Council considered a business paper presenting the submissions received on the Draft Annual Plan 2025/26 and Proposed Fees and Charges 2025/26 and providing an analysis of the submissions to assist with Council's deliberations.

The draft Annual Plan 2025/26 Consultation Document presented three consultation topics and sought community feedback as follows:

- 1 Future of Waitomo District Landfill
- 2 Future of Council Owned Seawall at Point Road, Mōkau
- 3 District Wide Benefit Rates for Water and Wastewater
- 4 Feedback sought on Council's Rates Remission and Revenue and Financing Policy

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

Mayor Robertson expanded verbally on the business paper –

- Noting the Waikato Waters presentation and discussion at the Council Workshop convened prior to this meeting.
- Proposing resolutions relating to the future of the Seawall at Point Road, Mōkau.
- Noting that a group of Mōkau residents have indicated that they could repair the seawall much cheaper than the estimates provided by the Council and inviting the Group to present Council with details of their proposal.

Resolution

Mōkau Seawall

- 1 Council notes the feedback from consultation, including feedback received at public meetings in Mokau, and thanks those who provided this feedback.
- 2 Council notes the reports and decisions of past Councils including the resolution to work towards the process of a managed retreat strategy in 2008 and in 2014 the building of what was called a "temporary rock embankment" at the end of Point Road as a continuation of a managed retreat strategy.
- 3 Council notes the recent advice provided by the Ecological and Physical Coast consultants in 2024 and consultants BECA this month.
- 4 Noting previous decisions of Council and the risks of seawall failure, no further ratepayer money be applied to repair or replace the seawall at the end of Point Road, except with respect to monies required for the removal of debris and monitoring, and for the ongoing maintenance of public safety.

Robertson/Tasker Carried

Resolution

Draft Annual Plan 2025/2026

- 1 The business paper on Deliberation of Submissions to Draft Annual Plan 2025-26 and Proposed Fees and Charges 2025-26 be received.
- 2 The Chief Executive be delegated the authority to ensure that Council's directions for the future of the Waitomo District Landfill (Option 2 - Disposing of waste outside the District) and the District Wide Benefit Rate (Option 1 - Reduce the District Wide Benefit Rates) arising from the consideration of submissions are reflected in the Responses Schedule and

all changes are made to the final Annual Plan 2025/26, final Fees and Charges 2025/26 and any policies prior to adoption.

- 3 Elected members and Waitomo District Council staff would like to thank everyone who engaged in the Draft Annual Plan 2025/26 and Proposed Fees and Charges 2025/26 consultation and acknowledge the time and effort made by those individuals and organisations who made written and verbal submissions.


Robertson/Goddard	Carried
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7. Karakia Whakamutunga

There being no further business the meeting closed at 11.52am.

Dated this day of 2025

JOHN ROBERTSON
MAYOR

Document ID: 879381	
Report To: Council	
	Meeting Date: 30 June 2025
	Subject: Mayor's Report – June 2025
	Type: Information Only
	Author(s): John Robertson Mayor

1. Purpose of Report

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

2. Suggested Resolution

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

3. Commentary

- 3.1 Today I expect Council to finalise its Annual Plan for the year that begins 1 July 2025. If adopted, this Plan will set in motion a significant change to Council operations.
- 3.2 From 1 July 2026, drinking and wastewater services will be provided by a Council Controlled Organisation (CCO) to be owned by Waitomo and five other Councils in the Waikato region.
- 3.3 Not only will these services be provided by the CCO, but the CCO will also take over the Council's water and wastewater related assets and associated debt. Net waters debt is forecasted, as at 30 June 2026, to be \$35m while assets will be \$75m. Our external debt forecast in the Annual Plan for 1 July 2025 is \$35.4m. This is forecast to rise to \$44m by 30 June 2026. Given these forecasts we would expect to have \$9m external debt once the two waters move to the CCO.
- 3.4 The changes to our water services will also have an impact on Council as an organisation. Over twenty percent of our operations will be transferred from Council to the new entity.
- 3.5 It is important that our Council begins to plan for these changes. Water staff will move. That will reduce direct costs. Targeted water rates will go to the new entity, though Council will collect them in the start-up period.
- 3.6 Water services charges carry a portion of Council overhead costs. Council will need to find a way to reduce them. If we do not address this issue, ratepayers will carry a burden that they should not.
- 3.7 We are not alone in needing to plan for this. All other Councils joining a CCO will also need to do the same, including our neighbour, Otorohanga.
- 3.8 This brings us to the question of Council mergers. Both the Otorohanga District and ourselves are relatively small in terms of the population base that we service – around 10,000 each. Waitomo is much larger in land area and has more sizeable public amenities – Brook Park, Les Munro Centre, Gallagher Recreation Centre.
- 3.9 Should each of our water services go into the CCO, I expect the debt levels of the two Councils to be similar.
- 3.10 A merger would be simple. It would return us to a District that makes sense for administrative and cultural identity purposes - King Country / Te Rohe Pōtae District. It is another necessary step to reduce the burden of rates on property owners.

Document ID: 856546

Report To: Council**Meeting Date:** 30 June 2025**Subject:** Chief Executive's Report – June 2025**Type:** Information Only**Author(s):** Ben Smit
Chief Executive**1. Purpose of Report**

- 1.1 The purpose of this business paper is to provide the Chief Executive's oversight of the organisation and its progress toward achieving its vision, outcomes, and priorities.

2. Suggested Resolutions

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

1 The Chief Executive Report – June 2025 be received.

3. Commentary

- 3.1 The Chief Executive's oversight report follows. Financial oversight information to follow.

FINANCIAL		SIGNATURE PROJECTS	OPERATIONS	
Net Operating Position YTD	Available in July report	Report is a "Work in Progress" subject to development of the Project Management Framework	Leadership	Annual Plan and Water Services Delivery adoption
Variance to Revised Budget	Available in July report		Community/Partners	LTP Amendment and future state planning
Capital Spend YTD % of Revised Budget	Available in July report		Recreation/Property	District Plan
Total YTD Capital Spend to	Available in July report		Regulatory	Waitomo District Solid waste contracting and planning
Loan \$M at	Available in July report		Resource Management	Water and Wastewater transition planning
			Solid Waste	Stormwater delivery planning
			Stormwater	Stormwater delivery planning
			Wastewater	Roading Programme planning for next season
			Water	
			Roading	

KEY DECISIONS / DISCUSSIONS	TOP OF MIND
<p>To be made by Council for input</p> <ul style="list-style-type: none"> • Adoption of Annual Plan and Waters Future delivery • Dog Control Bylaw and Policy Review 	<p>Areas of focus or concern for CEO</p> <ul style="list-style-type: none"> • Development of potential Waikato Waters transition, Water Service Delivery Plan, LTP amendment and organisational change • Landfill Future Planning • Stormwater Mitigation Planning • Opportunities for using Gen AI to improve productivity

BIG WINS / LEARNING
<ul style="list-style-type: none"> • Completion of development work for the Annual Plan and Water Future Delivery.

HEALTH & SAFETY
<p>Incidents, Accidents and Near Misses</p> <ul style="list-style-type: none"> • Nothing significant to report. Near miss reporting improving. <p>Staff Wellbeing</p> <ul style="list-style-type: none"> • Busy year for staff so important to provide clarity of future and appropriate resources so that we can achieve our work programme. • Recruitment: Programme Lead Procurement, 3 Waters Engineer, Finance Officer, Solid Waste Lead.

OTHER MATTERS REQUIRING ATTENTION
<p>Nil</p>

Document ID: 855051

Report To: Council**Meeting Date:** 30 June 2025**Subject:** Local Government New Zealand – 2025 Annual General Meeting**Type:** Decision Required**Author(s):** Michelle Higgie
Manager – Governance Support**1. Purpose of Report**

1.1. The purpose of this business paper is for Council to consider and determine how it wishes to vote at the 2025 Local Government New Zealand Annual General Meeting on –

- 1 Remits Received
- 2 Proposed amendments to the Local Government New Zealand Rules

2. Suggested Resolutions

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

- 1 The business paper on Local Government New Zealand – 2025 Annual General Meeting
- 2 The Mayor (as Presiding Delegate) or if required, the Chief Executive (as Alternate Presiding Delegate) be authorised to vote in support/opposition of the Remits to be considered at the 2025 Local Government New Zealand Annual General meeting as follows:

Remit	Support /Oppose	Comments
1 Security System Payments		
2 Improving Joint Management Agreements		
3 Alcohol Licensing Fees		
4 Aligning public and school bus services		
5 Review of local government arrangements to achieve better balance		

- 3 Council support the proposed amendments to Local Government New Zealand's Rules to comply with the Incorporated Societies Act 2022 and to complete re-registration by April 2026.

3. Commentary

3.1 The 2025 LGNZ AGM and Conference is being convened in Christchurch over the period Tuesday 15 July to Thursday 17 July 2025. The Mayor and Chief Executive will be attending.

- 3.2 For voting purposes, the Mayor has been registered as Presiding Delegate and the Chief Executive as Alternate Presiding Delegate.

3.3 **2025 LGNZ REMITS**

- 3.4 LGNZ's Remits Screening Policy includes the criteria that remits must have formal support from at least one Zone or Sector Group meeting, or five councils, prior to their being submitted, in order for the proposer to assess support and clarity of the proposal.
- 3.5 LGNZ has screened and distributed five Remits to be considered at the 2025 LGNZ AGM to enable Council's to consider how they wish to vote on each.
- 3.6 A copy of the LGNZ AGM paper "2025 Remits" is attached to and forms part of this business paper. **(Attachment 1)** A summary of the Remits is as follows:

1	Topic	Security System Payments
	Remit:	That LGNZ advocates for security system payments to be included as an allowance under the Local Government Members Determination, in line with those afforded to Members of Parliament.
	Proposed by:	Far North District Council and Central Otago District Council
	Supported by:	LGNZ Zone 6 and Zone 1
2	Topic	Improving Joint Management Agreements
	Remit:	That LGNZ advocate to Government for: <ul style="list-style-type: none"> a) legislative change to make the Joint Management Agreement (JMA) mechanism more accessible for councils to use with iwi/hapū, b) for the provision of technical, legal and financial support to facilitate the use of JMAs for joint council and iwi/hapū environmental governance, and c) for a mechanism such as JMAs to be included in the Government's new resource management legislation.
	Proposed by:	Northland Regional Council
	Supported by:	LGNZ Zone 1
3	Topic	Alcohol Licensing Fees
	Remit:	That LGNZ advocates for the government to update the Sale and Supply of Alcohol (Fees) Regulations 18 December 2013 to account for inflation and include a mechanism for automatic annual inflation adjustments.
	Proposed by:	Far North District Council
	Supported by:	LGNZ Zone 1
4	Topic	Aligning public and school bus services
	Remit:	That LGNZ advocate for the reform of the Ministry of Education funded school bus services to provide an improved service for families and to better integrate the services with council provided public transport services, including the option of Public Transport Authorities (e.g. regional and unitary councils) managing such services (with appropriate government funding), noting that: <ul style="list-style-type: none"> a. councils better know their local communities; and b. the potential to reduce congestion from better bus services for schools; and

		<ul style="list-style-type: none"> c. the efficiency gains realised from integrating these two publicly funded bus services d. the outdated and inflexible rules of the current centralised school bus system
	Proposed by:	Nelson City Council
	Supported by:	LGNZ Regional Sector
5	Topic	Review of local government arrangements to achieve better balance
	Remit:	That LGNZ works with the Government and Councils to review current local government arrangements, including the functions and structure of local government, to achieve a better balance between the need to efficiently and effectively deliver services and infrastructure, while enabling democratic local decision-making and action by, and on behalf of communities.
	Proposed by:	Tauranga City Council
	Supported by:	LGNZ Metro Sector

3.7 Council needs to work through the remits and determine how it wishes to vote at the AGM.

3.8 PROPOSED AMENDMENT TO LGNZ'S RULES

3.9 In 2022 the Incorporated Societies Act 2022 replaced the 1908 Act. The new legislation increases compliance requirements for incorporated societies, specifically concerning governance structures, powers and duties, including the requirement to re-register by April 2026.

3.10 LGNZ engaged Simpson Grierson to provide advice and draft required amendments to LGNZ's rules to comply with the new legislation. As the current LGNZ Rules are quite robust, minimal changes are required.

3.11 Enclosed separately and forming part of this business paper is a copy of the LGNZ AGM Paper – "Notice of motion to amend LGNZ's Rules to complete with the Incorporate Societies Act 2022 and complete re-registration by April 2026" which provides the detail of the proposed amendments.

4. Analysis of Options

4.1 There are two options available to Council in considering the LGNZ AGM remits and proposed Rule changes.

Option 1: Support the remits and proposed Rule changes as presented.

Option 2: Oppose the remits and proposed Rule changes as presented.

5. Considerations

5.1 RISK

5.2 2025 Remits

5.3 There is no risk associated with Council considering to either support or oppose the remits as presented. A final decision on either support or opposition will be made by majority vote at the AGM.

5.4 LGNZ Rule Amendments

5.5 The risk in not supporting the proposed amendments to the LGNZ Rules is that most of the proposed amendments are mandatory to comply with the Incorporated Societies Act 2022 and non-compliance will result in LGNZ losing its incorporated society status.

- 5.6 The proposed amendments which are not mandatory to achieve compliance, tidy up the Rules while it is under review and do not pose any risk to Council.

5.7 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 5.8 The remits proposed are not significantly inconsistent with Council's plans and policies and should in the event all remits were supported at the LGNZ AGM, any impact on Council's current plans and policies would not come into effect until sometime in the future.

- 5.9 The proposed amendments to the LGNZ Rules are predominantly required to meet legislative compliance.

5.10 SIGNIFICANCE AND COMMUNITY VIEWS

- 5.11 Under the Council's Significance and Engagement Policy 2024 these matters are of low significance.

6. Attachments/Separate Enclosures

Attachments:

- 1 LGNZ 2025 Remits (Doc #855021)

Separate Enclosures:

- 1 LGNZ AGM Paper – "Notice of motion to amend LGNZ's Rules to complete with the Incorporate Societies Act 2022 and complete re-registration by April 2026" (Doc #855022)



2025 Remits

// 01 Security System Payments

Proposed by:	Far North District Council and Central Otago District Council
Supported by:	Zone 6 and Zone 1
Remit:	<i>That LGNZ advocates for security system payments to be included as an allowance under the Local Government Members Determination, in line with those afforded to Members of Parliament.</i>

Why is this remit important?

The importance of safety for elected members has become more apparent in recent times. With an increase in animosity towards “government figures,” both online and in person, the time has come to address this. Recent examples of elected members being threatened, harassed and abused, including incidents occurring at or near their home address, highlights the need for changes to the Local Government Act to be updated. The ability for security system payments to be made as an allowance would go some way towards encouraging actual and perceived safety for existing elected members, as well as ensuring future candidates can feel safer while representing their communities.

Background and Context

Democracy worldwide is currently considered a “tinderbox” according to multiple news sites. In 2024, 37 candidates for election were murdered in Mexico. While this may seem extreme – our own Electoral Commission in NZ has a page dedicated to “security advice” for potential candidates. The rise of fringe groups, anonymity of online forums, general mistrust of government figures and polarising coverage of worldwide democratic outcomes has been creating a platform for those with singular or disaffected viewpoints. While we recognise that some of the sentiment is online, there have been instances of this spilling over into daily life for our elected members. Much of “being safe” is about “feeling safe.”

The Members of Parliament Determination 2023 (Section 48) allows for up to \$4500 to install a security system at a member’s primary place of residence, along with up to \$1000 per year to monitor this.

LGNZ’s own research carried out last year identified three quarters of elected members had suffered abuse or harassment at public meetings, a third at the supermarket or school pick up, and that half of EM’s felt it was worse than a year ago. Supporting new anti-stalking and harassment Legislation is a good start, but this is something that could immediately help our elected members to feel safer at home.

Some councils are already supporting elected members in personal safety. Central Otago District has paid for a member to install a camera at their home address where they live with young kids following an obnoxious campaign including items being left in their letterbox. There will be multiple other examples where councils are promoting personal safety, wellbeing initiatives and also installing or providing additional security measures at homes and council offices.

Far North and Central Otago Districts are just two examples of our huge, remote areas. Overnight Central Otago, all 9,968 square kilometres of it, is covered by two on-call Police officers, based 30km



apart. Feeling safe plays a big role in actual safety. Expectations of safety will be different for an older female to a young dad with kids, a large family or a person living alone, and they are also different between rural and urban areas.

This election, we want to ensure worry about how safe someone is in their own home is not a barrier to putting their hand up to fulfil a wonderful role for our communities.

How does this remit relate to LGNZ's current work programme?

Ties into the research on safety that LGNZ carried out last year, and also the support of the Crimes Legislation (Stalking and Harassment) Amendment Bill.

How will the proposing council help LGNZ to make progress on this remit?

Connect with Minister Mark Patterson (Minister for Rural Communities) for support

Investigate the possibility for a partnership with a national retailer/supplier of home security systems and/or trail cams

Timeframe - depends how quickly things could progress before the election?

// 02 Improving Joint Management Agreements

Proposed by: Northland Regional Council

Supported by: LGNZ Zone 1

Remit: *That LGNZ advocate to Government for: a) legislative change to make the Joint Management Agreement (JMA) mechanism more accessible for councils to use with iwi/hapū, b) for the provision of technical, legal and financial support to facilitate the use of JMAs for joint council and iwi/hapū environmental governance, and c) for a mechanism such as JMAs to be included in the Government's new resource management legislation.*

Why is this remit important?

JMAs are a valuable tool for councils and iwi / hapū to work together on environmental governance. Many councils support stronger partnerships with tangata whenua, but the statutory and practical barriers to formalising JMAs have severely limited their uptake by councils and iwi/hapū. There is thus a need to address the limitations of the current mechanism under the RMA, to make it more accessible to councils and tangata whenua, as well as to ensure a mechanism such as JMAs is included in the Government's new resource management legislation.

Recommended improvements include a) simplification or modification of the JMA statutory requirements and criteria; b) provision of a customisable JMA template and detailed guidance on when JMAs might be appropriate and how to establish them; c) explanation of the legal implications for the parties, and the Health & Safety obligations; d) making JMAs mandatory in appropriate circumstances in addition to Treaty settlements; and e) provision of funding to support iwi/hapū capacity to develop and implement JMAs.

Background and Context

JMAs under the Resource Management Act 1991 (RMA) provide for agreement between a local authority and an iwi authority and/or groups representing hapū to jointly perform or exercise any local authority functions, powers or duties under the RMA relating to a natural or physical resource.

Since inclusion as a mechanism under sections 36B-E of the RMA in 2005, only two JMAs have been established, apart from their mandatory use in some Treaty settlements.

For a JMA to be developed, the local authority must be satisfied that the agreement is an "efficient" method of exercising the function, power or duty. However, if a JMA were to require more funds and resources to support administrative costs and extra person-hours than what council would itself expend, the "efficiency" criterion might not be satisfied. Thus, "efficiency" could compel an iwi/hapū to contribute its own resources to the collaborative management process if it wished to conclude a JMA. A lack of financial resources is repeatedly identified by iwi/hapū as being the most significant barrier to their full participation under the RMA.

Another requirement of s36B is that the local authority must be satisfied that the other party to the JMA has the "technical or special capability or expertise to perform or exercise the function, power,

or duty jointly with the local authority". Many (especially unsettled) iwi/hapū are under-resourced, often having to relying on voluntary contributions of resources and expertise; thus funding and technical support may be needed to facilitate iwi/hapū participation in JMAs.

Another deterrent to JMA uptake is that the agreement can be cancelled by either party at any time. If conflict arises, the local authority will always have the "upper hand" because the function(s) shared under the JMA will revert exclusively to local authority control. More stringent cancellation requirements could be introduced that give JMA parties greater assurance of continuation.

Only those JMAs created as part of Treaty Settlements are currently mandatory for local authorities. A similar mandatory requirement under the RMA for councils to enter into JMAs in appropriate circumstances would facilitate uptake.

Currently there is very little information available on the legal implications of JMAs, and on the process and considerations for developing and implementing such an agreement. There is also no template provided for such agreements. Technical guidance from central government would further facilitate uptake.

In summary, very low uptake of JMAs reflects the high barriers to their uptake by councils and iwi/hapū. They remain a potentially useful tool if sufficient guidance, resourcing and technical support is provided, and if criteria for developing them are made more enabling.

How does this remit relate to LGNZ's current work programme?

This remit aligns with LGNZ's strategy, in particular the long-term goal that Te Tiriti partnerships between local government and Māori are authentic, strong and respected. We are not aware of any existing or planned work to advocate for improved legislative mechanisms and implementation support for Joint Management Agreements.

How will the proposing council help LGNZ to make progress on this remit?

We can provide some technical expertise to support analysis of specific options to improve how JMAs function and some advocacy support.

// 03 Alcohol Licensing Fees

Proposed by: Far North District Council

Supported by: LGNZ Zone 1

Remit: *That LGNZ advocates for the government to update the Sale and Supply of Alcohol (Fees) Regulations 18 December 2013 to account for inflation and include a mechanism for automatic annual inflation adjustments.*

Why is this remit important?

If a local council does not have a bylaw that sets alcohol licensing fees and charges it must default to the schedule of fees in the Sale and Supply of Alcohol (Fees) Regulations 2013. These default fees were set 12 years ago and, with the impact of inflation over this period, no longer enable local councils to reasonably recover the costs to administer the alcohol licensing system. This has led to increasing ratepayer subsidisation of these costs. Currently the only way that councils can increase these fees and charges is to make an Alcohol Fees Bylaw under an Order in Council associated with the Sale and Supply of Alcohol Act 2012. This is an inefficient and expensive way for councils to raise their alcohol licensing fees and charges, when this issue could be simply resolved by the government updating the schedule of fees in the Regulations.

Background and Context

Objectives relating to the setting of alcohol licensing fees were listed in the review of the Supply of Alcohol (Fees) Regulations 2013 conducted by the Ministry of Justice in 2017. These objectives include: - recovering the total reasonable costs incurred by local councils and ARLA in administering the alcohol licensing system - ensuring that those who create the greatest need for regulatory effort bear the commensurate costs.

Alcohol licensing fees and charges are intended to cover the reasonable costs of administering the alcohol licensing system via a 'user pays' approach. The fees and charges set in the Sale and Supply of Alcohol (Fees) Regulations 2013 are now 12 years out of date and have not been updated since 2013, despite two reviews of these fees conducted in 2018 and 2022 as required by section 404 of the Sale and Supply of Alcohol Act. With inflation since 2013, costs to manage alcohol licenses cannot be recovered through the fees prescribed in these Regulations. This means that every time Council processes an alcohol licence it costs more than the fee paid by the licensee and the difference must be covered by general rates.

To increase these fees and charges in their districts, local councils can make Alcohol Fees Bylaws under the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013. However, making a bylaw is a relatively costly and inefficient way to address this issue as it involves: - time and effort to research and draft the bylaw - costs for public consultation - the need to regularly review the fees and charges set in the bylaw. A better solution would be for the government to update the fees and charges listed in the 2013 Regulations to reflect current costs. The schedule of fees in the revised Regulations should also allow for an annual CPI increase and allow cost recovery for hearings objections to District Licensing Committee decisions.

How does this remit relate to LGNZ's current work programme?

This remit sits within the Funding and Financing advocacy area within LGNZ's Advocacy Work Programme. Specifically, this relates to: - Advocating for changes to local government funding and financing - Building and working with a coalition of the willing to support LGNZ's advocacy for changes to local government funding and financing. Fees and charges are also specifically mentioned in LGNZ's funding and finance toolbox. We understand that the regulation of alcohol fees is not currently part of this Work Programme.

How will the proposing council help LGNZ to make progress on this remit?

We can provide detailed evidence of the current income received by FNDC from licensing fees based on applying the outdated fee schedule in the 2013 Regulations, compared with the costs to administer the alcohol licensing system. In summary, in the 2023/24 financial year FNDC received \$410,000 in income from licence application fees compared with costs of \$581,000. This means there was a shortfall of \$171,000 which has to be recovered from general rates. In 2023/24 licence application fees covered 71% of costs for the Council. By contrast, the 2017 Review of the 2013 Regulations reported that cost recovery across all local councils was 108%.

// 04 Aligning public and school bus services

Proposed by: Nelson City Council

Supported by: LGNZ Regional Sector

Remit: *That LGNZ advocate for the reform of the Ministry of Education funded school bus services to provide an improved service for families and to better integrate the services with council provided public transport services, including the option of Public Transport Authorities (e.g. regional and unitary councils) managing such services (with appropriate government funding), noting that:*

- a. councils better know their local communities; and*
- b. the potential to reduce congestion from better bus services for schools; and*
- c. the efficiency gains realised from integrating these two publicly funded bus services*
- d. the outdated and inflexible rules of the current centralised school bus system*

Why is this remit important?

The quality and efficiency of school and public bus services is compromised by school and public bus services being funded through two different arms of Government. Some services are funded through the New Zealand Transport Agency and councils, and others are through the Ministry of Education School Bus Transport Service. This remit proposes to align those functions by transferring the funding and management to Regional Public Transport authorities which are better placed to understand and respond to local transport needs. By improving our bus services for students, we can also reduce congestion which is noticeably less during the school holidays in towns and cities around New Zealand.

Background and Context

There are essentially two drivers for this reform. The first is that it makes no sense to have two different arms of Government separately planning and contracting publicly funded bus services. The second is that decisions about bus services are best made locally.

The co-ordination and contracting of public bus services, whether for getting students to school or for other passengers, is a complex job. Decisions about the routes, frequency, bus size and convenient bus stops are difficult, requiring the juggling the objectives of making the service as convenient as possible, maximising usage, managing costs and ensuring safety. These decisions are inherently local.

The centralised school bus transport system is a huge source of frustration to communities and councils all over New Zealand. It is governed centrally by archaic, rigid rules that date back nearly 100 years, and are unchanged to this day.

The Ministry of Education officials do the best they can within the current policy, but the system is fundamentally outdated and broken. It makes no sense for education officials to be running transport services, and it is impossible to run a community focused, flexible school transport system over thousands of schools and communities from Wellington.

One of the big opportunities of this reform is to reduce congestion by improving our bus service for students. The potential is highlighted in towns and cities all over New Zealand during school holidays when there is much less congestion. An improved bus service with timetables and routes tailored to students' needs would be a wise investment for the overall transport network.

Regional councils, unitary authorities and Auckland Transport are all public transport authorities with delegated responsibility for the development, planning and delivery of public transport services in New Zealand.

The current system has perverse incentives in that if a public transport authority uses rates to improve public transport service to an area, the Ministry of Education withdraws its service. The current system discourages councils to provide public transport services on routes and times that work for students.

Nelson/Tasman are exploring trialling the integration of the management of public and school transport services. We believe there is the opportunity to provide a more responsive service to families of school aged children, to expand our public transport network and to get efficiency gains from contracting for both types of services. If successful, the trial may result in wider reforms.

This is a significant proposal currently involving more than \$125 million of annual public expenditure on school bus services that would need to be transferred to public transport authorities. It would be a complex reform that requires careful attention to detail and consultation with parents, schools, bus service providers and councils. The prize is a better bus services in places like Nelson, less congestion on our roads and more efficient use of public money.

How does this remit relate to LGNZ's current work programme?

Transport is a critical issue facing all councils and we need to be proactively looking for way to better deliver services. This remit goes to the heart of LGNZ's vision of localism in that it proposes to localise the delivery of school bus services. This remit also compliments LGNZ's strategic relationship with Government in that it proposes reforms that improve efficiency, and is not just asking for more funding in fiscally constrained times. It also supports LGNZ's sustainability goals by providing opportunities for expansion of public transport services.

How will the proposing council help LGNZ to make progress on this remit?

Nelson City Council is keen to help advance the case for this reform. We have already engaged with the Ministry of Education, the Minister of Education and the Minister of Transport who are interested in the reforms and keen to trial this alternative approach for the delivery of school bus services. We also commit to sharing our experiences should Nelson Tasman proceed to trialling this reform.

// 05 Review of local government arrangements to achieve better balance

Proposed by: Tauranga City Council

Supported by: LGNZ Metro Sector

Remit: *That LGNZ works with the Government and Councils to review current local government arrangements, including the functions and structure of local government, to achieve a better balance between the need to efficiently and effectively deliver services and infrastructure, while enabling democratic local decision-making and action by, and on behalf of communities.*

Why is this remit important?

Efficient and effective local democracy and associated decision making is paramount.

Background and Context

A number of local government reviews undertaken previously, have concluded that the current structure and arrangement of the local government sector, is not conducive to ensuring that infrastructure and services delivered to communities, are always done so in a cost effective and efficient manner.

Current sector arrangements are a legacy, and do not always reflect how our communities have expanded, nor how modern services are delivered.

Central government is underway with key policy and legislations changes that both directly and indirectly significantly impact the local government sector. This will require an agile and well planned response by the sector.

How does this remit relate to LGNZ's current work programme?

This is an important issue for local government as the sector responds to the current central government policy and legislation changes and reforms underway. Seeks advocacy for a work programme between central government, local government and LGNZ, to undertake this review, and ensuring local communities are well considered.

This remit sits within the principles of the Local Government Act 2002 in that it would give local government a tool to provide services more efficiently. While this is not currently part of LGNZ's work programme, engaging with central government will be essential to making progress in this area.

How will the proposing council help LGNZ to make progress on this remit?

Metro sector councils will provide support and resource to participate and work on the programme established.

Document ID: 856551

Report To: Council**Meeting Date:** 30 June 2025**Subject:** **Bi-Monthly Activity Report: Leadership/Governance, Finance and Information Technology****Type:** Information Only

Author(s): Tina Hitchen
Chief Financial Officer

Saeed Jouzdani
Chief Information Officer

Adrian Lindsay
Legal Officer

Ben Smit
Chief Executive

1. Purpose of Report

- 1.1 The purpose of this business paper is to update Council on activities that form part of the Leadership/Governance Group including Finance and Information Services.

2. Suggested Resolutions

- 2.1 The following is a suggested resolution only and does not represent Council policy until such time as it is adopted by formal resolution.
- 1 The Bi-Monthly Activity Report: Leadership/Governance, Finance and Information Technology be received.

3. Background

- 3.1 This report incorporates commentary (on an as required basis) on activities including:
- Finance
 - Information Services
 - Information Technology
 - Leadership/Governance
 - Legal Matters (including official information requests)
 - Inframax Construction Limited
 - CoLab
 - Council Owned Quarries
 - Fleet

4. Finance**4.1 CURRENT ACTIVITY**

- 4.2 The focus of the Finance Team has been on completion of the financial forecasts for the 2025/26 Annual Plan and preparation for the interim audit for the Annual Report that is currently underway. The rates team are processing rates remission applications and amendments to the rating information database in readiness for the rates strike. Valuers have finalised the 23 valuation objections from the general revaluation with confirmation letters sent those ratepayers.
- 4.3 Significant progress has been made over the last couple of months on the improvements to the accounts payable process with the go-live of the new module on 3 June 2025. The implementation has included staff training sessions and reviewing existing ways of processing invoices and contract claims. Drop-in sessions and follow up training have also been provided as staff learn the new

system. The new module provides greater oversight of outstanding invoices and provides a level of automation and data capture from the invoices which was previously captured manually.

- 4.4 Preparation of the Water Services Delivery Plan is underway with the Finance Team assisting with the completion of the financial aspects of the Plan and updating financial modelling of the stormwater activity.
- 4.5 We currently have one vacancy in the Finance Team, with recruitment underway for the Finance Officer role.
- 4.6 **LOOKING FORWARD – THE NEXT 3 MONTHS**
- 4.7 Focus for the team will now be on the development of the draft Annual Report and the associated audit, with interim June financials presented to Council in August.
- 4.8 The work on the Water Services Delivery Plan will continue into July and the Pre-election Report will also be finalised.

5. Information Technology

5.1 CURRENT ACTIVITY

5.2 CLOUD MIGRATION

- 5.3 WDC's Geographic Information System (GIS) system migration is progressing. Several modules have been completed with all their functionality. Other modules require further development. The aim is to go-live with the new cloud version of GIS by mid-2025.
- 5.4 There are 72 WDC forms that are used by our customers (i.e. dog registration, rates rebate, etc.) which are going to be developed into e-forms to provide easy access from anywhere at any time as long as the user has access to the internet. This work has started, and the IT Team has converted 18 of the forms already (i.e. LIM Report, Retention & Reconsolidation form, LGOIMA, etc.)

5.5 LOOKING FORWARD – THE NEXT 3 MONTHS

- 5.6 Implementing the Flowingly application (process mapping and electronic forms) presented an opportunity for WDC to enhance internal processes through e-forms, automation and improvements.
- 5.7 The integration of Flowingly and MagiQ has started. This project is long-term and planned in phases, with the first phase focusing on LIM Report automation and integration. It will allow electronic forms to directly update our MagiQ applications. MagiQ and Flowingly are working together on the integration as this is a first. This is in the test phase.
- 5.8 AssetFinda Application (3 Waters Asset Management) needs to move from an on-premise (on our own server) version to a cloud version. It is planned to be a 'lift and shift' project which can be completed in a short period of time. This will be beneficial to the GIS project as well. This project is temporarily on hold due to a key staff member being on leave.

6. Leadership/Governance

6.1 CURRENT ACTIVITY

6.2 INFRAMAX CONSTRUCTION LIMITED – BOARD GOVERNANCE (SUCCESSION PLANNING)

- 6.3 The pending Director vacancy on the Inframax Board of Directors (as a result of current BoD Chair, Earl Rattray indicating his retirement at the upcoming 2025 AGM) is currently being advertised through the Institute of Directors NZ. The timeline for this process, as agreed by the Appointments and Chief Executive Relationship Committee on 13 May 2025 is as follows:

Action	Dates
Advertising of Directors Position	5 June to 4 July 2025
Short listing of applications	7 July to 11 July 2025
Interviewing of shortlisted candidates	14 July to 25 July 2025
Selection of preferred candidate	28 July to 1 August 2025
Complete negotiations with preferred candidate	4 August to 8 August 2025
Committee Meeting: Recommend preferred candidate to Council	19 August 2025
Council Meeting: Appointment of Director	26 August 2025

- 6.4 The Manager – Governance Support will provide an update on the number of applications received at the Council meeting.

6.5 2025 TRIENNIAL ELECTIONS

- 6.6 A contract is in place for the 2025 Triennial Elections with Electionz.com, who act as Electoral Officer for Waitomo District Council. Electionz.com are currently contracted as Electoral Officer for 45 councils and also provide electoral services to a further three councils.
- 6.7 Training for the inhouse role of Deputy Electoral Officer will be ongoing leading up to the Elections.
- 6.8 Workloads relating to the Elections has increased significantly over the last two months and will continue to increase leading up to the Elections.
- 6.9 Additional WDC staff are currently completing the necessary declarations to act as Electoral Officers to assist the Deputy Electoral Officer leading up to the Elections. These staff will receive refresher/new training to assist with processing special votes, and other queries.
- 6.10 During the voting period the Deputy Electoral Officer will be based out of WDC's Customer and Visitor Hub on Rora Street. All electoral queries during that period, including special voting, will be carried out at the Hub.
- 6.11 Election protocols for WDC staff have been circulated and an additional session convened with all Activity Managers to reiterate the importance of all staff adhering to those protocols.
- 6.12 Additional precautions are also being undertaken inhouse to ensure neutrality is maintained due to a staff member indicating they will be standing at the Elections. It is important that WDC takes actions to ensure that all staff members have no more access to any electoral related information than other candidates have.

6.13 LGOIMA REQUESTS

- 6.14 Responding to requests for information made under the Local Government Official Information and Meetings Act 1987 (LGOIMA) can take up a significant amount of time.
- 6.15 The following table provides a year-on-year comparison of LGOIMA requests received:

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025 as at 23/6/25
25	35	73	96	85	75	70	50	86	85	36

Note: These numbers do not include media requests which are handled directly by Communications due to their nature and more often than not being time constrained.

6.16 LOOKING FORWARD – THE NEXT THREE MONTHS

6.17 RISK MANAGEMENT

- 6.18 Staff will continue working with the new Audit and Risk Chair and our representative from AON (David Dobson) to look at the current strategic risks and develop workstreams to consider the practical impact and mitigation of these risks.

6.19 ELECTED MEMBER INDUCTION PROGRAMME (POST ELECTIONS)

- 6.20 Work is currently underway planning an Induction Programme for the new Council post the 2025 Triennial Elections which will also incorporate a “Regional” Induction Day (similar to what was coordinated by CoLab following the 2022 Triennial Elections) and the LGNZ Induction Sessions.

6.21 SIGNIFICANT ORGANISATION-WIDE PROJECTS

- 6.22 Local Waters Done Well (transition planning, Water Service Delivery Plan, Long Term Plan amendment and planning for the organisational change), Stormwater Planning, Waitomo District Landfill and waste management contracts, and finalisation of the Annual Plan 2025/26) continue to be a lot of work for the wider Senior Management Team.

Document ID: 879232

Report To: Council**Meeting Date:** 30 June 2025**Subject:** **Bi-Monthly Strategy and Environment Group Update Report****Type:** Information only**Author(s):** Alex Bell
General Manager – Strategy and Environment**1. Purpose of Report**

- 1.1 The purpose of this business paper is to update the Council on work programmes that form part of the strategy and environment group.

2. Suggested Resolutions

- 2.1 The following is a suggested resolution only and does not represent Council policy until such time as it is adopted by formal resolution.
1. The business paper on Bi-Monthly Regulatory Update Report be received.

3. Background

- 3.1 At its meeting of 28 February 2023, the Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 3.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly agenda and Business Support and Leadership / Governance and Regulatory reporting on the other month.
- 3.3 The Regulatory Activity report incorporates commentary on its present activities, short-term planned work and the associated gains and/or risks involved with this work.

4. Commentary

- 4.1 The activities undertaken by the Regulatory Services are governed and directed by legislation, national, regional and local policies and bylaws. We undertake many activities that contribute to keeping our community and district a safe place to be.
- 4.2 Day to day operations include building control, alcohol licensing, environmental health, bylaw administration, animal and dog control, planning and district planning (Proposed District Plan). The functions of these activities were set out in the business paper on 27 June 2023 (528339).
- 4.3 The activities of these units are 'business as usual' in that the activities undertaken are prescribed in the various legislation and planning / policy documents, which control the day-to-day operations.
- 4.4 **RISKS AND OPPORTUNITIES**
- 4.5 In terms of risks and opportunities, the risks relate to our ability to perform our regulatory functions in line with the various statutes that the group administers. All of our teams are

currently fully staffed, and as such we are not recruiting any additional staff within the Strategy and Environment Group. However, we have appointed a staff member on a short term part time basis in the Animal Control Team to provide cover for a staff member who will be on sick leave for a period of time.

- 4.6 We are continuing to provide assistance to both Waipa and Otorohanga District Council's for both processing and inspections of building consents.

4.7 **APPLICATION NUMBERS**

- 4.8 Below is a table that sets out the number of applications that we have received from 1 January 2025 to 11 June 2025 for LIM reports, resource consents and building consents. I have also provided how many applications for each of these categories we received in 2024 and 2023.

	2025 (to date)	2024	2023
LIM Report	68	126	110
Resource Consents	19	63	47
Building Consents	65	161	140

4.9 **LOOKING FORWARD NEXT 3 MONTHS**

4.10 **PROPOSED WAITOMO DISTRICT PLAN**

- 4.11 The Decisions Version of the Proposed Waitomo District Plan was publicly notified on 19 June 2025. The appeals period closes 30 working days after the date decisions are notified. Council officers will provide an update to elected members as part of the next bi-monthly report on the numbers of appeals received.

4.12 **BYLAW AND POLICY REVIEWS**

- 4.13 Deliberations on the Alcohol Fees Bylaw occurred on 10 June 2025, and a separate paper is provided for the adoption of this Bylaw at this month's Council meeting.
- 4.14 Deliberations and adoption of the Dog Control Bylaw and Policy have been presented for approval at this month's Council meeting.

4.15 **RESIDENTS SATISFACTION SURVEY**

- 4.16 The survey was carried out over the month of May. We received a total of 471 responses. This is more than we have received over the last two years, 2024 we received 404 responses, and 2023 we received 450 responses. We are now awaiting the report from Key Research with the findings. Once received, we will present this to elected members.

4.17 **RESOURCE MANAGEMENT REFORM**

- 4.18 On 29 May 2025 the Government released a series of new national direction documents (i.e. National Policy Statements and National Environmental Standards) and changes to existing national direction. The consultation period is open until 27 July 2025. A copy of the public notice is enclosed as **Attachment 1**.
- 4.19 Council officers will review the suite of proposed national direction and changes, and provide advice to elected members and draft a submission for Council to consider. The submission will only focus on matters that are directly relevant to Council.

4.20 **BUILDING ACT REFORM**

- 4.21 Currently, the government is considering a raft of changes to the building act, and the ways in which building consents are processed and inspected. Some of the potential changes include:
- Overseas products and standards - By the end of July 2025, a new pathway for streamlining compliance with the Building Code will be in place and enable more than 12,000 essential

products – such as plasterboard, cladding and insulation – to be more widely accepted for use by BCAs.

The changes will also enable the recognition of overseas certified building products and methods from later this year.

- Building consent system reform – Currently the Ministry of Business, Innovation and Employment is investigating the way building control authorities are structured. The options being considered for the structural reforms are:
 - o making it easier for BCAs to consolidate their services, or
 - o establishing regional consenting authorities, or
 - o establishing a national single point of contact for building consent applications.
- The scope of building work exempt from a building consent (what works can be done without a building consent); and
- Liability settings and the role of private insurance in the consent system.
- Increasing the use of remote inspections.
- Extending deadlines for earthquake prone buildings.
- Reviewing the earthquake prone building legislation to ensure the settings effectively balance the risk of life safety with the real-world implications on building owners and communities.

4.22 **LIM REPORT CHANGES**

4.23 From 1 July 2025 pursuant to the new section 44C of the Local Government Official Information and Meetings Act 1987, regional councils must provide certain natural hazard information to territorial authorities, including known information as well as information about potential natural hazards. To be clear, regional councils are not being directed to carry out new modelling or assessments – this is about the sharing of information that they already know.

4.24 From 17 October 2025 additional regulations will come into effect which will provide further structure as to how this information is provided by regional councils to territorial authorities. However, this detail has yet to be clarified, as these regulations have not been published. One of the changes proposed is the requirement for regional councils to provide territorial authorities with a plain language summary of information commissioned or produced by the regional council, if it considers it will assist recipients to understand the hazard.

4.25 **ANIMAL CONTROL**

4.26 Council officers initiated a prosecution of two dog owners seeking an order for destruction, reparations and recovery of sustenance cost for a dog attack on domestic animals (ducks and chickens) that occurred in early January. Both dog owners pleaded guilty and the court made an order for destruction, reparations and payment of sustenance fees at the sentencing hearing on 12 June 2025.

4.27 **CIVIL DEFENCE**

4.28 The Western Waikato CDEM Assessed Exercise (this is used for our KPI) was undertaken on 22 May 2025, and involved approximately 40-50 staff from across the three Western Waikato Councils. We have yet to receive our mark for the exercise, but this should be completed in the next few weeks.

4.29 Below is table setting out our current numbers of CDEM trained staff.

Waitomo Total FT 80				
Measure	% Required	Number Required	Currently Trained (%)	
Foundation	100%	80	71	88.75%
Intermediate/CIMS	25%	20	30	150%
Function	15%	12	11	91.6%
Advanced	10%	8	4	50.0%

- 4.30 We are continuing to further refine our community response plans, recovery plan with the Western Waikato Controller – Dave Simes and our marae preparedness plans, which are being progressed by the Western Waikato Welfare Manager – Cathie Shaw.
- 4.31 **COMMUNICATIONS AND ENGAGEMENT**
- 4.32 The past few months have been very busy with several key focuses, including a few major consultations and campaigns.
- 4.33 Targeted communication campaigns included: Living Lightly event, The Great NZ Muster, Creative Communities Scheme, Annual Residents Survey, Civil Defence preparedness, and Sport Waikato Community Survey.
- 4.34 Several consultations were also undertaken: The future of Council's Water Services, Annual Plan 2025-2026, Fees and Charges 2025/26, Rates Remission Policy, Alcohol Fees Bylaw, Revenue and Financing Policy, Dog Control Bylaw and Policy and Civil Defence Waikato Group Plan.
- 4.35 Communication also included roading and water services updates, weather warning messages, Centennial Park projects, Waitomo Way newsletter, Library promotion, district promotion, Tech Step, ANZAC services, other events, rates rebate scheme, rates reminders, project updates, Citizenship ceremonies, public safety messaging, Council employment opportunities, public holiday information, 2025 Local Elections, Council service information, Council decisions and more.
- 4.36 The team is working with the King Country News to develop a refreshed 'Welcome to the District' guide for new Waitomo District residents. It will include Council service information as well as district information and directories.
- 4.37 The team has also finalised the design of cultural storyboards to be placed at significant locations along the Te Araroa Trail within the district.
- 4.38 A lot of work is still being undertaken in the background to continue refreshing and modernising the look of Council's main website. This includes more comprehensive information presented in an easy-to-understand format, new online forms, and newly refreshed graphics. There is no financial cost to this work, just staff time.
- 4.39 A new "community-based" website is also still being developed and will soon be revealed to the community. It will be a go-to, one-stop-shop for people searching for community-related information. It will also focus on projects delivered by the Community Development department.
- 4.40 The team is well on track to meet the newly adopted performance KPI of 5 Facebook posts per week for at least 45 weeks, not including FB "shares" or posts on Council's other FB pages. The weekly average is around 11 posts. Total posts for the period January 2025 to May 2025 is 248.
- 4.41 In the past few months, Facebook engagement has increased significantly. We now have 7,303K followers, an increase of 1.2K in only a few short months.
- 4.42 Facebook views (January to May) is more than 1.5 million, with an average of over 200K for the past month alone. Organic reach is at 409K, another significant increase from 111K in just a few short months.

- 4.43 Rooding related posts still draw the most views and engagement, followed closely by weather watches and warnings.
- 4.44 From January to May 2025, 29 media releases/news items have been published.
- 4.45 Looking ahead to the next few months, the communications team will be focusing on: Annual Plan adoption, Council projects, rates newsletter, advertising new rates rebate thresholds, 2025 Local Elections, as well as normal BAU.

5. Attachments/Separate Enclosures

Attachments:

- 1 Full public notice of new and amended proposals for national direction (879580)

Full public notice of new and amended proposals for national direction

The Minister Responsible for RMA Reform* and the Minister of Conservation,** have prepared the following proposals for new national direction to prepare, review, change or revoke parts of the following national direction and parts of the New Zealand Coastal Policy Statement.

Proposals for new national direction	
Package 1: Infrastructure and development	<ul style="list-style-type: none"> National Policy Statement for Infrastructure National Environmental Standards for Granny Flats (Minor Residential Units) National Environmental Standards for Papakāinga National Policy Statement for Natural Hazards
Proposals to review or change existing national direction	
Package 1: Infrastructure and development	<ul style="list-style-type: none"> National Policy Statement for Renewable Electricity Generation 2011 National Policy Statement on Electricity Transmission 2008 (to be renamed National Policy Statement for Electricity Networks) Resource Management (National Environment Standards for Electricity Transmission Activities) Regulations 2009 (to be renamed) National Environment Standards for Electricity Network Activities Resource Management (National Environmental Standards for Telecommunication Facilities) Regulations 2016
Package 2: Primary sector	<ul style="list-style-type: none"> Resource Management (National Environmental Standards for Marine Aquaculture) Regulations 2020 Resource Management (National Environmental Standards for Commercial Forestry) Regulations 2017 New Zealand Coastal Policy Statement 2010 National Policy Statement for Highly Productive Land 2022 Resource Management (Stock Exclusion) Regulations 2020 (Stock Exclusion Regulations) <p>Multiple instruments for quarrying and mining provisions</p> <ul style="list-style-type: none"> National Policy Statement for Indigenous Biodiversity 2023 National Policy Statement for Freshwater Management 2020 Resource Management (National Environmental Standards for Freshwater) Regulations 2020 National Policy Statement for Highly Productive Land 2022
Package 3: Freshwater	<ul style="list-style-type: none"> National Policy Statement for Freshwater Management 2020 Resource Management (National Environmental Standards for Freshwater) Regulations 2020

This notice meets the requirements of section 46A (1) and (2) of the Resource Management Act 1991 (RMA).

The proposals may be inspected at <https://environment.govt.nz/news/consultation-on-updating-rma-national-direction>. If you have any questions about the proposal, please contact ndprogramme@mfe.govt.nz.

Any person may make a submission on the proposal through Citizenspace, our consultation hub, by either filling out the feedback form or by uploading your own written submission.

Submissions close at 11:59 pm on 27 July 2025.

We would prefer you use the online system for making your submission. However, if you need to, mail your written submission to:

- National direction consultation, Ministry for the Environment, PO Box 10362, Wellington 6143.

Please include your:

- name or name of the organisation you represent
- postal address
- telephone number
- email address.

Your submission should state whether you support or oppose the proposal. You should state any changes that you want to the proposal. You should give reasons for your views.

Public notice of withdrawal of national policy statements

The Minister Responsible for RMA Reform* has withdrawn previously proposed amendments to the National Policy Statement for Renewable Electricity Generation 2011 and the National Policy Statement on Electricity Transmission 2008 and a proposed National Policy Statement for Natural Hazards Decision-Making, which were all notified for statutory consultation in 2023. These proposals have been withdrawn in accordance with section 51A of the RMA because they are superseded by the new proposals.

**instead of the Minister for the Environment (in accordance with section 7 of the Constitution Act 1986)*

***for proposals which are amendments to the New Zealand Coastal Policy Statement.*

Jo Gascoigne
General Manager – Resource Management System

29 May 2025

Document No: 874879

Report To: Council



Meeting Date: 30 June 2025

Subject: **Deliberation and Adoption of Dog Control Bylaw and Policy Review**

Type: Decision Required

Authors: Rajeshwari Mahadevappa Graduate Policy Advisor Charmaine Ellery Manager – Strategy and Policy

Alex Bell
General Manager – Strategy and Environment

1. Purpose of Report

1.1 The purpose of this business paper is to:

- 1 Present to the Council the analysis on submissions received on the Draft Waitomo District Dog Control Bylaw 2025 and Draft Waitomo District Dog Control Policy 2025 Review to assist with Council's deliberations.
- 2 Present to the Council the Draft Waitomo District Dog Control Bylaw 2025 and the Draft Waitomo District Dog Control Policy 2025 for consideration and adoption.

2. Suggested Resolutions

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

- 1 The business paper on Deliberation and Adoption of Draft Waitomo District Dog Control Bylaw 2025 and Draft Waitomo District Dog Control Policy 2025 Review be received.
- 2 Council adopt the Draft Waitomo District Dog Control Bylaw 2025 and the Draft Waitomo District Dog Control Policy 2025 with or without amendments.
- 3 The Chief Executive is authorised to make any final editorial amendments to the Waitomo District Dog Control Bylaw 2025 and the Waitomo District Dog Control Policy 2025, and any changes directed by the Council at this meeting.
- 4 Elected members and WDC staff would like to thank all the people who engaged in the Draft Waitomo District Dog Control Bylaw 2025 and the Draft Waitomo District Dog Control Policy 2025 review consultation and acknowledge the time and effort made by those who made written and verbal submissions.

3. Background

3.1 DOG CONTROL POLICY 2015

3.2 The Waitomo District Dog Control Policy (the Policy) was adopted by the Council in 2015 in accordance with section 10 of the Dog Control Act 1996 (DCA). The Policy must give effect to and be consistent with a Dog Control Bylaw (the Bylaw) that is approved under the DCA.

3.3 Section 10AA of the DCA requires the Policy to be reviewed if the Bylaw implementing the policy requires review; therefore, the review date for the Policy aligns with the review date for the Bylaw. The Policy is due for review by December 2025.

3.4 **DOG CONTROL BYLAW 2015**

- 3.5 The Bylaw was adopted in 2015, and minor amendments to the Dog Control Bylaw pursuant to Section 156(2) of the Local Government Act (LGA) 2002 were approved in 2019. The clause 4.1 and schedule 1 (maps) of the Bylaw were amended to remove Mangaokewa Scenic Reserve from the list of approved Dog Exercise Areas. As WDC was no longer the administering body for the Mangaokewa Scenic Reserve (changed to Department of Conservation (DOC), and now under the administration of Te Nehenehenui).
- 3.6 The Bylaw is due for review by December 2025. In accordance with section 160A of the LGA if the review is not completed, the Bylaw will cease to have effect two years after the date on which the Bylaw was required to be reviewed.
- 3.7 During the 25 February 2025 Council Meeting, Council determined that the Bylaw was the most appropriate way of addressing the perceived problems and approved the initiation of the review of the Bylaw and the associated Policy.
- 3.8 During the 29 April 2025 Council Meeting, Council adopted the Statement of Proposal for Consultation, which outlined the changes proposed and included the draft Bylaw and the draft Policy.
- 3.9 The consultation period was open from 1 May to 31 May 2025.
- 3.10 Members of the public were able to submit using hardcopy forms (made available at three council locations), submit online via Council's website, or submit their feedback by their own preferred method (i.e. email).
- 3.11 The timetable for consultation and the adoption process:

	Planned Timeframe
Council Meeting – adoption of the Statement of Proposal and proposed Bylaw and Policy for public consultation.	29 April 2025
Consultation Period	1 May to 31 May 2025
Hearing of submitters who wish to speak to their submissions.	10 June 2025
Deliberations Council discusses feedback from the community and changes are agreed to if appropriate.	30 June 2025
Council Meeting – adoption of the final Bylaw and Policy.	30 June 2025

- 3.12 The following proposals were presented to the community:
- Do you agree with the proposal to make Ward Street reserve an on-leash area?
Yes/ No. If 'No', why not?
 - Do you agree with the proposal to make all Centennial Park a dog prohibited area?
Yes/ No. If 'No', why not?
 - Do you have any other feedback or suggestions?

4 Commentary

4.1 **SUBMISSIONS ON PROPOSAL**

- 4.2 At the close of the submission period, 12 submissions were received, and one submitter presented at the Council Hearings on 10 June 2025.
- 4.3 Copies of the Statement of Proposal (including the draft Bylaw and the draft Policy) and the Submissions Booklet are enclosed separately and form part of this business paper.

4.4 The following are the key changes proposed -

- The clause referring to off lead dog exercise areas in the Policy (clause 6.1) and the Bylaw (clause 6.1) have been updated to remove Ward Street Reserve and Mangaokewa Scenic Reserve. Ward Street Reserve is not fenced and has a play centre nearby, which makes it unsuitable for an off-leash area given the potential for conflicting uses. Therefore, it is proposed to make Ward Street Reserve an on-leash dog exercise area to reduce the potential risks and ensure public safety. Mangaokewa Scenic Reserve is currently under the administration of Te Nehenehenui and WDC is no longer the administering body, the clauses have been updated to reflect the change made in 2019.
- The clause referring to the prohibited area for dogs in the Policy (clause 7.1) and the Bylaw (clause 7.1) have been updated to include the whole area of Centennial Park. Prohibited dogs from Centennial Park was proposed to reduce the risk of incidents between dogs and park users, to better improve public safety for park users and given the current and future investment proposed for Centennial Park to enhance the use of the park for sport was considered beneficial.
- Clause 7.3 has been updated in the Bylaw to allow Council to manage the entry or prohibition of dogs to any area when necessary. An example of this is the previous successful dog vaccinations events that have been held at Centennial Park (entrance by the BMX track) would need to allow dogs associated with the event access to a prohibited area.
- The clause referring to Special Owners in the Policy (clause 11.2) has been updated to include an additional criterion where the final decision on the Special Owner application is at the discretion of an Animal Control Officer.
- Clauses 9.5 and 9.6 in the Bylaw have been updated to provide more clarity on applying for a permit to keep more than two dogs of greater age than three months on or within any premises, other than zoned rural areas.
- The glossary section in both the Policy and the Bylaw has been updated to include the definition of the Special Owner.
- The 'Dog Exercise and Prohibition Areas' maps in Schedule 1 are updated both in the Policy and the Bylaw with current imaging and the proposed restrictions.

4.5 The following tables show preferences of the submission responses to the topics consulted.

Topic	Total Submissions	Submitters
Do you agree with the proposal to make Ward Street reserve an on-leash area?		
Yes	8	001, 002, 003, 004, 005 006, 010, 011
No	1	009
Did not specify a preference/option (none of the proposed options chosen)	3	007, 008, 012
Do you agree with the proposal to make all Centennial Park a dog prohibited area?		
Yes	5	002, 003, 004, 005, 011
No	5	001, 006, 008, 009, 010
Did not specify a preference/option (none of the proposed options chosen)	2	007, 012

4.6 Overall, the submissions supported the change to Ward Street reserve becoming on-leash. The submissions are evenly split on the proposal to make Centennial Park a prohibited area for dogs. Council is investing in Centennial Park to promote further use as a sports ground so recommend keeping dogs off the playing fields. However, an option could be to restrict the times when Centennial Park is unlikely to be used for sport, e.g. early mornings for dogs on-leash. It should also be noted that the restricted area would not include the grass strip outside the bollards to the kerbside, so on-leash dogs can be walked around the boundary.

- 4.7 The submissions and hearing process have highlighted a strong desire from the community for more dog friendly spaces in the district, specifically in Te Kūiti. WDC has a number of sites that could provide for this. Generally, these are WDC owned or administered land parcels that would require some investment to be suitable for off-leash dog exercise (i.e. appropriate fencing).
- 4.8 Fencing and mowing are required for most of the sites that staff consider could be suitable, so it will require initial investment and some on-going maintenance. The next Annual Plan or Long Term Plan review of budgets and ratepayer funded projects is when this could be explored with elected members, as there is no budget for this currently.
- 4.9 Each site has different advantages and disadvantages so it will require a more extensive review and input from the community about what areas are favoured and the type of spaces, locations, and amenities dog owners would prefer.
- 4.10 The following themes were identified in the submission responses.

Proposal	Submission Points - Summary	Analysis summary
Do you agree with the proposal to make Ward Street reserve an on-leash area?	<ul style="list-style-type: none"> Reasoning is valid Most dogs are good. This proposal is extremely risky adverse. There is no monitoring strategy. Will cause disarming in the community through arguments. 	<p>Recommendation is to make on-leash due to the lack of fencing, access to private properties, proximity to the Playcentre and future use of the area that make this unsuitable for dogs to be off leash.</p> <p>Recommend further investigation into suitable locations around Te Kūiti that could become off-leash areas.</p>
Do you agree with the proposal to make all Centennial Park a dog prohibited area?	<ul style="list-style-type: none"> If you prohibit dogs from an area, it would be ideal to offer development in another area that is a good alternative. Centennial Park is an awesome place to give your dog exercise, but it is just not controlled. At the end of the day that is all it comes down too, proper control, not banning everything to make life easier. The size of the area allows for multiple types of recreational activities; for sports and for people wanting to exercise their dogs. Need areas for dogs or council will be constantly following up complaints for breaches. It would be more appropriate to follow up wandering and aggressive dogs rather than those that may be exercised at parks. This will discourage families from enjoying the park with their pet dog when no one else is around. This is the only place where dogs can run freely and really stretch their legs. There have been signs up at Centennial Park for years banning horses, motor bikes and golf with absolutely no enforcement. These activities cause far more damage and danger to the public and property than registered controlled dogs getting much needed exercise with their loving responsible owners. 	<p>Submissions have highlighted a desire from the community for more dog friendly spaces however as this will likely require some level of ratepayer funding, we will need to consider these as part of an AP/LTP discussion.</p> <p>Council is investing in Centennial Park to promote further use as a sports ground so recommend keeping dogs off the grounds or restricted to times when sports grounds are not in use e.g. early mornings. The restricted area does not include the grass strip outside the bollards and the verge, so on leash dogs can be walked around the boundary.</p> <p>Animal control officers respond to every roaming dog complaint with over 200 complaints of roaming dogs responded to annually. Each complaint that is received is investigated and the service request closed with the outcome, and if requested, the customer contacted. The district does have a high number of registered dogs over 3200. The animal control team has been increased in recent years to put more resource into dog control.</p> <p>The off-leash dog exercise area adjacent to Redwood Park is large enough for dogs to run freely and get good exercise. Council is working on making improvements to all aspects of Centennial Park and working with youth on appropriate places to ride their horses and motorbikes.</p>

- 4.11 A summary of submissions and analysis is presented below.

Summary and Commentary on Submissions received on Draft Waitomo District Dog Control Bylaw 2025 and Draft Waitomo District Dog Control Policy 2025

Do you agree with the proposal to make Ward Street reserve an on-leash area?

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
001	Adrianna Astle	Reasoning is valid	Recommendation is to make on-leash due to the lack of fencing, access to private properties, proximity to the Playcentre and future use of the area that make this unsuitable for dogs to be off leash.
009	Tama Blackburn	Most dogs are good. This proposal is extremely risky adverse. There is no monitoring strategy. Will cause disarming in the community through arguments.	Recommend further investigation into suitable locations around Te Kūiti that could become off-leash areas.

Summary and Commentary on Submissions received on Draft Waitomo District Dog Control Bylaw 2025 and Draft Waitomo District Dog Control Policy 2025

Do you agree with the proposal to make all Centennial Park a dog prohibited area?

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
001	Adrianna Astle	<ul style="list-style-type: none"> I feel that if you prohibit dogs from an area, it would be ideal to offer development in another area that is a good alternative. There were a lot of dogs at Te Kūiti Muster and it was great - no fuss or drama, dogs well behaved, people asking to pat dogs, owners able to say no for reactive dogs but all happy together. Keep encouraging that. 	The changes allow for Council to allow or ban dogs for Council run events where and when appropriate to ensure enjoyment for all participants at the event.

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
006	Joel Bradley	<ul style="list-style-type: none"> Definitely not, you just need to control it. It seems like banning areas for dogs is a copy out way to make your job easier. Centennial Park is an awesome place to give your dog exercise, but it is just not controlled. At the end of the day that is all it comes down too, proper control, not banning everything to make life easier. Respectfully, Te Kūiti has some of the worst dog control I have ever seen, I have lived in many places in NZ and this is just ridiculous. I have been attacked 3 times in one run by 3 separate dogs, this was passed on to council and I received no response as to what happened. My wife has been chased multiple times too. We hardly take our dog out in this town because of the poor dog control from dog owners who should simply not own dogs. All it would take is for the dog control to have more active presence and much stricter penalties. 	<p>Council is investing in Centennial Park to promote further use as a sports ground so recommend keeping dogs off the grounds or restricted to times when sports grounds are not in use e.g. early mornings.</p> <p>Complaint made on 3 February 25 was responded to on 4 February 25. No complaints have been received from the submitter since this date.</p> <p>Animal control officers visited and spoke to the submitter on 3 February 2025 as a follow up, no further action was requested during this visit.</p> <p>Animal control officers respond to every roaming dog complaint with over 200 complaints of roaming dogs responded annually. The district does have a high number of registered dogs with over 3200 The animal control team has been increased in recent years to put more resource into dog control, they do have a large district to service so are not always in Te Kūiti, an attack may require two officers to attend Mōkau for instance and be there for a few hours.</p> <p>We encourage every resident to keep us informed of any dogs that are causing concern with the date and time of the incident and any evidence if possible (i.e. photos and videos). We encourage members of the public to log a service request for each incident as this allows officers to pin point problem areas and if there is a regular pattern to the roaming so that officers can patrol these areas at a time when the dog may be roaming. Photos and video recordings are also useful.</p>
008	Anne Lemieux	<ul style="list-style-type: none"> The size of the area allows for multiple types of recreational activities; for sports and for people wanting to exercise their dogs. Need areas for dogs or council will be constantly following up complaints for breaches. It would be more appropriate to follow up wandering and aggressive dogs rather than those that may be exercised at parks. 	<p>The animal control team has been increased in recent years to put more resource into dog control, they do have a large district to service so are not always in Te Kūiti, an attack may require two officers to attend Mōkau for instance and be there for a few hours.</p> <p>We encourage you to keep us informed of any dogs that are causing concern at the time of the incident. We encourage members of the public to log a service request for each incident as this allows officers to pinpoint problem areas and if there is a regular pattern to the roaming so that officers can patrol these areas at a time when the dog may be roaming. Photos and video recordings are also useful.</p>

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
009	Tama Blackburn	<ul style="list-style-type: none"> This will discourage families from enjoying the park with their pet dog when no one else is around. Place signage and doggy poo bins with free little bags, to encourage owners to pick up the pool. Have more reactive dog control officer to pick up strays faster. Don't punish good dogs and their owners for the sake of strays and bad owners. Build a stronger community instead of stronger rules. 	<p>Dog poo bins are a service we have considered. However, it is not something we are able to resource or have budget for. It requires a specialist contractor to collect this type of waste which is not available in our district, also the bins and bags provided do get removed or vandalised adding to the costs.</p> <p>The animal control team has been increased in recent years to put more resource into dog control, they do have a large district to service so are not always in Te Kūiti, an attack may require two officers to attend Mōkau for instance and be there for a few hours. We encourage you to keep us informed of any dogs that are causing concern at the time of the incident. We encourage members of the public to log a service request for each incident as this allows officers to pinpoint problem areas and if there is a regular pattern to the roaming so that officers can patrol these areas at a time when the dog may be roaming. Photos and video recordings are also useful.</p>
010	Terry Davey	<ul style="list-style-type: none"> This is the only place where dogs can run freely and really stretch their legs. There have been signs up at Centennial Park for years banning horses, motor bikes and golf with absolutely no enforcement. These activities cause far more damage and danger to the public and property than registered controlled dogs getting much needed exercise with their loving responsible owners. 	<p>The off-leash dog exercise area adjacent to Redwood Park is large enough for dogs to run and get good exercise. Council is working on making improvements to all aspects of Centennial Park and working with youth on appropriate places to ride their horses and motorbikes.</p>

Submissions not directly related to consultation topics

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
003	Lynda Mullany	I would really LOVE to see much stronger laws for roaming dogs. Especially when it happens more than once. I think fines for unregistered and roaming dogs should be \$500 first offence, \$750 second offence. AND make sure it's followed up.	<p>Infringement offences and fees are set out in Schedule 1 of the Dog Control Act 1996. Council has no ability to amend these infringement fees. Section 37 of the Dog Control Act 1996 sets out the matters, which Council has the ability to set fees for, and these are the matters that are included in the Fees and Charges Schedule.</p> <p>We set our impound fees to ensure cost recovery and we also take into account the fees at neighbouring councils who we have shared services with. Setting higher fines may make it prohibitive for owners to retrieve their dogs from the pound, in some instances dogs are genuinely out by accident and fines are increased when a dog is impounded on multiple occasions.</p> <p>In addition to any fine issued, when a dog is impounded, the dog owner is charged a daily sustenance fee for the length of time the dogs is in the pound. Also, where a dog that is impounded is not registered, the dog owner is required to register their dog before it is released. Urban dog registration is \$134, so an unregistered urban dog held in the pound for 5 days costs \$304 to retrieve. Second and third impounding fees are higher to act as a deterrent up to \$230 + costs.</p> <p>Animal control officers respond to all service requests for roaming dogs, it is not always possible for officers to locate roaming dogs on the day, officers may need to patrol the area a number of times before encountering the problem dog. Regular information such as dates, times, photos etc. from the public can assist this process.</p>
004	James William Gibb	Council needs to be far more active in controlling unregistered dogs which are roaming the streets. Some are becoming quite aggressive and although we have complained about one particular dog it is still roaming with one of it's last litter of pups. Roaming dogs which haven't been neutered or spayed is just asking for problems. These dogs reside on a property where no one is home during the day and the dogs are left loose with the road gate wide open.	Complaint made on 14 June 2024 was responded to on 17 June 2024. No complaints have been received from the submitter since this date. Animal control officers respond to every roaming dog complaint with over 200 roaming dogs complaints responded to annually.

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
005	Robyn Kay	<p>Please erect a Dog Park sign at the awesome dog park beside the Redwood trees on the Esplanade. It's a wonderful safe space for registered dogs to run and play. Sadly, few ratepayers seem to know about it. Thank you for the walk-through entrance beside the locked gate.</p> <p>Forgot to mention the broken wooden rail on the fence. Please repair asap as it allows people to easily lift off-road bikes into the dog park. Thank you for the earlier fence repairs.</p>	<p>Dog park signs will be considered and location to improve the awareness of this area. We appreciate your feedback on the dog park.</p> <p>The fence has now been repaired, we appreciate your feedback on the dog park.</p>
007	Tamera Ketika - Companion Animals New Zealand	<p>Feedback on Proposed On-Leash and Prohibited Area Changes</p> <ul style="list-style-type: none"> While we are not locals to Waitomo and therefore cannot comment specifically on the proposed changes to Ward Street Reserve and Centennial Park, we would like to offer some general recommendations regarding the importance of maintaining accessible recreational areas and parks for dogs and their guardians. Recreational areas are essential for promoting the physical and mental wellbeing of both dogs and their guardians. Off-leash activity supports healthy weight, improves behaviour, and encourages regular outdoor exercise. This is particularly important given research showing that over 40% of New Zealand's dog population is overweight or obese (Animates, n.d.; Forrest et al., 2022). Dog parks and other accessible off-leash areas have been shown to increase dog owner satisfaction and usage (Lee et al., 2009). The NZ Code of Welfare for Dogs emphasises that a lack of sufficient exercise can lead to both behavioural and health issues, affecting not only the dog but also their human companions and the wider community. Furthermore, studies indicate that on-leash walks often do not meet dogs' natural pace or cognitive needs, whereas managed offleash experiences allow for essential behaviours such as exploration, sniffing, and mental stimulation (Foltin & Ganslosser, 2021). To help balance safety with freedom, we recommend promoting the use of longlines with dog owners. Longlines give dogs more freedom of movement while still being under direct control. They support natural behaviours like roaming and scenting and are especially valuable in public areas where full off-leash access may not be appropriate. For more guidance on longline use, please see our educational video: Summer 'Pet-iquette' Series – Long Lines and Safe Play. Companion Animals New Zealand provides a range of free online resources designed to support dog guardians in practicing responsible 	<p>We do agree that safe and suitable dog exercise areas are of great benefit to dogs and owners.</p> <p>We do have a good sized off leash dog park with plenty of opportunity for dogs to have the benefits you mentioned, it also has access to the river for dogs that enjoy water.</p> <p>Our riverbanks along the Esplanade are also very good walking areas for dogs, as these are frequented by walkers, some unfenced properties therefore on-leash is the safe way for these walking areas to be enjoyed by all.</p>

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
		<p>care and management. These resources include an evidence-based online library, free webinars, and informative videos on topics such as ethical training tools, behaviour modification, and safe handling practices like the use of longlines.</p> <ul style="list-style-type: none"> · Online library: https://www.companionanimals.nz/articles-and-advice · Free webinars and videos: https://www.youtube.com/@companionanimalsnewzealand341/featured <ul style="list-style-type: none"> • We would welcome the opportunity to also provide information outlining our position on cats in relation to any upcoming bylaw revisions and proposals. 	
012	Stacey Brew	<p>I would like to bring up 3 points in response the dog bylaw.</p> <ol style="list-style-type: none"> 1. I understand the council has financial restrictions to putting in proper off leash parks etc. however as a dog owner in Te Kūiti, there is a lot of focus on where dogs can't go and very little focus on where dogs can go. There isn't more facilities needing to be built, there just needs to be more freedom offered. Every year there is more areas that are restricted to dogs, that leads the question, where can we exercise dogs in Te Kūiti, and how can we involve our dogs in our lives more? <p>Dog ownership is a huge part of people's lives, providing exercise, and companionship. When comparing Te Kūiti to other townships close by, Otorohanga and Te Awamutu, the opportunity to move around with your dog is much higher - and on leash is a perfectly acceptable, and often preferred restriction.</p> <p>When dog owners have more freedom to take their dogs places, there is a higher expectation of behaviour expected from the dogs and owners, which creates an incentive to train and expose your dog to be more worldly. Seeing dogs out that are well behaved also provides motivation for people to improve their own training of their own dog.</p> <p>Dog safety is a big motive for the council, which I support hugely. However, the highest incidence of dog bites is from dogs that are owned by a family or home, but not part of a family or home. These dogs are poorly socialised, and there is minimal incentive to do so.</p> <p>In recent years we have tried to find a suitable location for a dog training class in Te Kūiti and failed, instead the class was taken to Waitomo and ultimately Te Kūiti residents pulled out.</p> <p>As a dog owner, I regularly travel to Oto or Te Awamutu to ensure my dog can get sufficient exercise and exposure to his world as this is</p>	<ol style="list-style-type: none"> 1. We acknowledge that there is limited off-leash areas in the district. This is due to the need to have a fully fenced area if the off-leash area is going to be within an urban area. The Redwood Park reserve is a well-used facility. We are looking at additional off-leash areas, but this will need to be considered as a Long Term Plan project (i.e. the funding needed to fence an additional area for a dog park and the on going maintenance cost (mowing)). The majority of the district is available for dogs to be exercised on leash.

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
		<p>something I find very difficult to achieve in Te Kūiti. Talking to other dog owners, this is a shared opinion. When reaching out to other dog owners to start a dog walking group, we realised Te Kūiti isn't suitable.</p> <p>In Te Awamutu my dog is also welcomed at several cafes on the sidewalk. He is often joined by other dogs, who all sit quietly at their owners' feet as good canine citizens. They have been permitted to practise this behaviour.</p> <p>2. I would like clarification on Brook Park, as when dogs are permitted. It advises not during lambing season, can this please be clarified, is it when they are lambing, or post weaning?</p> <p>3. I would like clarification on the walkway along Ahoroa Ford road walkway. This walkway I used to use regularly and then a no dogs sign was erected. However, this isn't present in any documentation, I can find online. Is there a reason this is no dogs? Every time I have walked this prior, every dog owner was considerate. The biggest issue down there has been people who chose to ride horses?</p> <p>If the opportunity is available, I would like to speak to council regarding my thoughts on the bylaw.</p>	<p>2. During the hearing the Brook Park matter was clarified as to what rules are applicable for dogs in Brook Park.</p> <p>3. The restrictions with Ahoroa Ford and this walkway are due to the conditions of the walking easement and the esplanade instrument that were progressed as part of a overseas investment office process to establish the walkway. We are in discussion with Herenga a Nuku (Walking Access Commission) to see whether these instruments can be varied to allow for on-leash dog walking in this area.</p>

5 Analysis of Options

- 5.1 The following options are available to the Council with regard to the deliberation and adoption of the Draft Waitomo District Dog Control Bylaw 2025 and Draft Waitomo District Dog Control Policy 2025 Review.
- Option 1 - Council considers the submissions, deliberates, addresses the points raised by the submitters and adopts the draft Bylaw and the draft Policy with or without amendments.
 - Option 2 - Council does not receive and deliberate on the submissions and does not adopt the draft Bylaw and the draft Policy.
- 5.2 Option 2 poses a risk as there may be a perception that a genuine consultation process is not being followed. Hence option 2 is not a preferred option.

6 Considerations

- 6.1 **RISK**
- 6.2 The level of risk is low as the community has been consulted on the proposed changes and a consultation period of 1 month was allowed which meets the legislative requirement.
- 6.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 6.4 The consultation and submission process is in line with Council's direction, existing plans, and policies.
- 6.5 **SIGNIFICANCE AND COMMUNITY VIEWS**
- 6.6 An assessment under Council's Significance and Engagement Policy was undertaken and Council considered that consultation would be undertaken in accordance with the Special Consultative Procedure under LGA.

7 Recommendation

- 7.1 It is recommended that:
- 1 Council adopt the Draft Waitomo District Dog Control Bylaw 2025 and the Draft Waitomo District Dog Control Policy 2025 with the amendments. Centennial Park should be managed in a way that keeps sports and dog walking separated by location or time.
 - 2 Council consider further development of the current dog park and other sites during the next Annual Plan/Long Term Plan process including community engagement to ensure any investment maximises the benefits for dogs and their owners.

8 Attachments/Separate Enclosures

Separate Enclosures:

1. Statement of Proposal including Draft Waitomo District Council's Dog Control Policy 2025 and Bylaw 2025 (823248)
2. Submissions Booklet - Review of Dog Control Policy and Bylaw (redacted for publication) (854679)

Document No: 873856

Report To: Council



Meeting Date: 30 June 2025

Subject: **Adoption of Waitomo District Alcohol Fees Bylaw 2025**

Type: Decision Required

Author(s): Rajeshwari Mahadevappa
Graduate Policy Advisor

Charmaine Ellery
Manager Strategy and Policy

Alex Bell
General Manager - Strategy & Environment

1. Purpose of Report

- 1.1 The purpose of this business paper is to present to the Council the Waitomo District Alcohol Fees Bylaw 2025 for adoption to come into effect from 1 July 2025.

2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Waitomo District Alcohol Fees Bylaw 2025 be received.
 - 2 Council adopt the Waitomo District Alcohol Fees Bylaw 2025 as consulted to come into effect from 1 July 2025.

3. Background

- 3.1 The fees for alcohol licences are currently set by the Sale and Supply of Alcohol (Fees) Regulations 2013 (the Regulations) (this means the fees are not set by the Waitomo District Council).
- 3.2 The Regulations provide default fees that are payable by users of the licensing function under the Sale and Supply of Alcohol Act 2012 (the Act). The fees set by the Regulations have not increased since they came into force in 2013 and do not cover the full cost of the processes associated with licensing activities.
- 3.3 Ratepayers have been subsidising these costs and this is expected to grow year on year. Therefore, it is imperative to introduce the Waitomo District Alcohol Fees Bylaw (the Bylaw) to enable greater cost recovery.
- 3.4 During the 25 March 2025 Council Meeting, Council passed a resolution proposing to set alcohol licensing fees and determined that a Draft Waitomo District Alcohol Fees Bylaw would therefore be required. Council adopted the Draft Alcohol Fees Bylaw 2025 Statement of Proposal which included Draft Waitomo District Alcohol Fees Bylaw 2025 for public consultation.
- 3.5 The consultation period was open from 28 March to 30 April 2025. No submitters wished to be heard.

3.6 Two options were presented to the community:

- Option 1 (Council's preferred option): increase alcohol licensing fees by 35% in July 2025, followed by a further 35% in July 2026.
- Option 2 (status quo): do not adopt an Alcohol Fees Bylaw and continue to charge the alcohol licence fees set by fees regulations.

3.7 On 10 June 2025, Council resolved to support Option 1 (to increase alcohol licensing fees by 35% in July 2025, followed by a further 35% in July 2026) following the deliberation of submissions received on the Draft Alcohol Fees Bylaw 2025 Consultation.

3.8 Council also resolved that the direction provided be reflected in the Responses Schedule and all changes are made to the final Annual Plan 2025/26 and Fees and Charges 2025/26 prior to adoption.

3.9 The tables below show the current fees and the proposed fee increases:

Table 1: Special licence fees (including GST)

Special Licence Class	Description	Current Fee	Proposed Fee From 1 July 2025 (+ 35%)	Proposed Fee From 1 July 2026 (+ 70%)
Class 1	1 large event*: more than 3 medium events**: more than 12 small events***	\$575.00	\$776.25	\$977.50
Class 2	3 to 12 small events: 1 to 3 medium events	\$207.00	\$279.45	\$351.90
Class 3	1 or 2 small events	\$63.25	\$85.38	\$107.53

* large event means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people

** medium event means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people

*** small event means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

Table 2: On, off, and club licences (including renewals) (including GST)

Fees category for premises	Number of licences in category (April 2024)	Current Application Fee	Proposed Application Fee from 1 July 2025 (+35%)	Proposed Application Fee from 1 July 2026 (+70%)	Current Annual Fee	Proposed Annual Fee from 1 July 2025 (+35%)	Proposed Annual Fee from 1 July 2026 (+70%)
Very low	4	\$368.00	\$496.80	\$625.6	\$161.00	\$217.35	\$273.70
Low	14	\$609.50	\$822.82	\$1036.15	\$391.00	\$527.85	\$664.70
Medium	12	\$816.50	\$1102.27	\$1388.05	\$632.50	\$853.87	\$1075.25
High		\$1023.50	\$1381.72	\$1739.95	\$1035.50	\$1397.92	\$1760.35
Very High		\$1207.50	\$1630.12	\$2052.75	\$1437.50	\$1940.62	\$2443.75

A territorial authority must assign a fees category (very low to very high) to any premises for which an on-licence, off-licence, or club licence is held or sought, based on the type of premises, its trading hours and its enforcement history.

Table 3: Other fees (including GST)

Type	Description	Current Fee	Proposed Fee From 1 July 2025 (+35%)	Proposed Fee From 1 July 2026 (+70%)
Temporary Authority	Section 136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol	\$296.70	\$400.54	\$504.39
Temporary licence	Under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates during repairs etc.	\$258.00	\$348.30	\$438.60
Permanent club charters	The holder of a permanent club charter (as described in section 414 of the Act)	\$550.00	\$742.50	\$935.00
Extract from register	Under section 66(2) of the Act for an extract from a register	\$50.00	\$67.50	\$85.00

4. Commentary

4.1 SUBMISSIONS ON PROPOSAL

- 4.2 At the close of the submission period, two submissions were received, no submitters wanted to be heard at the Council Hearings.
- 4.3 Restaurant Association of New Zealand made a submission and chose option 2.
- 4.4 Aria Squash Club submitted their feedback on the alcohol licensing fees as part of their Fees and Charges 2025-26 submission, and did not specify a preference for options. The submission point was around subsidising the licensing fees for small clubs.
- 4.5 A copy of the business paper from 10 June Council Meeting - Deliberation of Draft Alcohol Fees Bylaw 2025 Consultation is provided for more information on the summary of submissions and analysis (**Attachment 1**).
- 4.6 A copy of the Draft Waitomo District Alcohol Fees Bylaw 2025 is presented (Attachment 2).

5. Analysis of Options

- 5.1 The following options are available to the Council with regard to the Adoption of Waitomo District Alcohol Fees Bylaw 2025.
- 5.2 OPTION 1
- 5.3 Council adopt the Waitomo District Alcohol Fees Bylaw 2025 as consulted with the community with no changes enabling Council to set Alcohol licensing fees.
- 5.4 OPTION 2
- 5.5 Council does not adopt the Waitomo District Alcohol Fees Bylaw 2025, retaining Alcohol licensing fees to be set by the Regulations under the Act.

6. Considerations

- 6.1 RISK
- 6.2 There is no significant risk in approving the draft Waitomo District Alcohol Fees Bylaw as the community has been consulted on the proposed changes.

6.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

6.4 There are no inconsistencies with Council's direction, existing plans, and policies.

6.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

6.6 The Council's Significance and Engagement Policy requires the Council to assess the degree of significance of proposals and decisions, which informs the appropriate level of engagement.

6.7 The degree of significance was assessed to be of medium significance for the people of the district, which corresponds to the 'consult' level of engagement.

6.8 The public consultation was undertaken in accordance with the requirements of the LGA and Council's Significance and Engagement Policy.

7. Recommendation

7.1 The business paper on Waitomo District Alcohol Fees Bylaw 2025 be received.

7.2 Council adopt the Waitomo District Alcohol Fees Bylaw 2025 as consulted to come into effect from 1 July 2025.

8. Attachments/Separate Enclosures

Attachments:

- | | |
|---|--|
| 1 | Copy of Business Paper – 10 June Council Meeting - Deliberation of Submissions to the Draft Alcohol Fees Bylaw 2025 (845425) |
| 2 | Draft Waitomo District Alcohol Fees Bylaw 2025 (823217) |

Document No: 845425

Report To: Council



Meeting Date: 10 June 2025

Subject: **Deliberation of Submissions to the Draft Alcohol Fees Bylaw 2025**

Type: Decision Required

Author(s): Rajeshwari Mahadevappa
Graduate Policy Advisor

Charmaine Ellery
Manager Strategy and Policy

1. Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the submissions received on the Draft Alcohol Fees Bylaw 2025 Consultation and provide analysis on these submissions to assist with Council's deliberations.

2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Deliberation of Submissions to the Draft Alcohol Fees Bylaw 2025 be received.
 - 2 That the Chief Executive be delegated the authority to ensure that Council directions arising from the consideration of submissions is reflected in the responses schedule and all changes are made to the final Annual Plan 2025-26 and Fees and Charges 2025-26 prior to adoption.
 - 3 Elected members and WDC staff would like to thank all the people who engaged in the Draft Alcohol Fees Bylaw 2025 Consultation and acknowledge the time and effort made by those who made written and verbal submissions.

3. Background

- 3.1 The fees for alcohol licences are currently set by the Sale and Supply of Alcohol (Fees) Regulations 2013 (the Regulations) (this means the fees are not set by the Waitomo District Council).
- 3.2 The Regulations provide default fees that are payable by users of the licensing function under the Sale and Supply of Alcohol Act 2012 (the Act). The fees set by the Regulations have not increased since they came into force in 2013 and do not cover the full cost of the processes associated with licensing activities.
- 3.3 Ratepayers have been subsidising these costs and this is expected to grow year on year. Therefore, it is imperative to introduce the Waitomo District Alcohol Fees Bylaw (the Bylaw) to enable greater cost recovery.
- 3.4 On 25 March 2025 Council Meeting, Council passed a resolution proposing to set alcohol licensing fees and determined that a Draft Waitomo District Alcohol Fees Bylaw would therefore be required. Council adopted the Draft Alcohol Fees Bylaw 2025 Statement of Proposal which included Draft Waitomo District Alcohol Fees Bylaw 2025 for public consultation.
- 3.5 A letter to all the stakeholders in the district was emailed explaining the reasons for the proposed increase in alcohol licensing fees, proposed changes and the consultation process.

- 3.6 The consultation period was open from 28 March to 30 April 2025. No submitters wished to be heard. However, Council was presented with copies of all submissions on the Bylaw ahead of the Hearing on 14 May 2025.
- 3.7 Members of the public were able to submit using hardcopy forms (made available at three council locations), submit online via Council's website, or submit their feedback by their own preferred method (i.e. email).

4. Commentary

4.1 Public Consultation

- 4.2 Attached for Council's information is a copy of the Statement of Proposal as consulted on (**Attachment 1**).

- 4.3 The Statement of Proposal contained a focus on:

- Overview and proposed changes
- Key considerations
- Proposal and options
- Legislative framework

- 4.4 Public notice was made in the King Country News; information and links were prominent on WDC website; and posts were made to WDC Facebook page.

- 4.5 There were three public sessions during the consultation period that had good levels of engagement and provided an opportunity for members of the public to speak to WDC staff and Elected Members about the proposal.

- WDC stand at the Great NZ Muster held in Te Kuiti on 29 March 2025
- Legendary Te Kuiti on at Waitomo Club in Te Kuiti on 10 April 2025
- Mokau public meeting held at the Mokau Hall on 12 April 2025

4.6 Submissions On Proposal

- 4.7 Two options were presented to the community:

- Option 1 (Council preferred option): increase alcohol licensing fees by 35% in July 2025, followed by a further 35% in July 2026.
- Option 2 (status quo): do not adopt an Alcohol Fees Bylaw and continue to charge the alcohol licence fees set by fees regulations.

- 4.8 At the close of the submission period, two submissions were received, no submitters wanted to be heard at the Council Hearings.

- 4.9 Restaurant Association of New Zealand made a submission and chose option 2.

- 4.10 Aria Squash Club submitted their feedback on the alcohol licensing fees as part of their Fees and Charges 2025-26 submission, and did not specify a preference for options. The submission point was around subsidising the licensing fees for small clubs.

- 4.11 A summary of submissions and analysis is presented below.

Summary and Commentary on Submissions received to Draft Alcohol Fees Bylaw 2025 Consultation

Proposal: Proposing a new Alcohol Fees Bylaw to set fees and charges for alcohol licences in Waitomo District.

Question: Do you agree that Council should set alcohol licensing fees? If not, what reason do you have, or other suggestions/approach?

Option 1 (Council preferred option): increase alcohol licensing fees by 35% in July 2025, followed by a further 35% in July 2026.

Option 2 (Status Quo): do not adopt an Alcohol Fees Bylaw and continue to charge the alcohol licence fees set by fees regulations.

Sub.	Name and Organisation	Preferred Option	Submission Points (Summary)	Analysis
001	Marisa Bidois - Restaurant Association of New Zealand	2	<ul style="list-style-type: none"> Since 1972, the Restaurant Association has worked to offer advice, help and assistance in every facet of the vibrant and diverse hospitality industry, covering the length and breadth of the country. We're passionate about our vibrant industry, which is full of interesting, talented and entrepreneurial people. While the Restaurant Association understands the Council's desire to introduce an alcohol licensing fees bylaw, we do not support the proposed method put forward by the Council. The Restaurant Association supports a staggered approach to increasing alcohol licensing fees, but we recommend that a cap on annual fee increases be adopted by the Council, limiting annual alcohol licensing fee increases to a maximum of no greater than 15%. We would also like to highlight our other priorities for local alcohol fee bylaws: Where fee increases are proposed, ensuring they are phased in over a reasonable timeframe Ensuring Councils are transparent about the cost of alcohol licensing, including which types of licence incur greater costs to the council. Retaining a minimum 30% of alcohol licensing costs to be paid for through general rates, in recognition of the benefit of a thriving hospitality industry to local communities and advocating to Central Government for a review of risk ratings set out in legislation. Phased fee increases While we recognise that licensing fees were set by legislation 11 years ago, and that Councils across the country need to recover costs, it is our position that businesses should not be hit with 	<p>While Council officers note the importance of a thriving hospitality sector to any District, it is considered that the proposed increase in fees is necessary to reduce the amount of subsidisation applied to this activity from the general rate.</p> <p>Council officers have based the fee increase on the staff time to process each application and tried to ensure that we are consistent with neighbouring Districts who have introduced an alcohol fees bylaw. This was set out in the determinations report (Table 1: Estimate of hours and costs associated with processing an alcohol licence application). To limit it to 15% annually would mean that cost recovery would not be achieved for some years to come.</p> <p>Where fee increases are proposed, ensuring they are phased in over a reasonable timeframe Council has undertaken this analysis as part of the determinations report. Council has considered the cost, benefits and social issues that alcohol sales generate and agreed that the benefits of selling alcohol are to the businesses making the sales and therefore should cover most of the licencing costs.</p> <p>Phased fee increases We have taken a phased approach where other Councils have gone with an immediate move to full cost recovery. This allows businesses time to adjust pricing (if they</p>

Sub.	Name and Organisation	Preferred Option	Submission Points (Summary)	Analysis
			<p>such drastic fee increases simply because their local council had not adopted an alcohol fees bylaw sooner.</p> <p>For that reason, we recommend that all councils take a more gradual approach to fee increases, by more evenly distributing the cumulative increase over a longer period. Further, we recommend that a cap on annual fee increases be adopted by the Council, limiting annual alcohol licensing fee increases to a maximum of no greater than 15%.</p> <ul style="list-style-type: none"> Council transparency We are concerned that many Councils across the country use cost recovery as a blanket justification for increasing fees across the board, often without any transparency around actual costs incurred by the Council. <p>It is our position that Councils should provide evidence of the actual cost of processing licences as part of their consultation, so licencees can have confidence that the amount being recovered is accurate and fair. This breakdown should also include the difference in cost of processing on-licences compared to off-licences, with a view to recovering costs on a more proportionate basis in the future.</p> <p>Finally, we would like to see that Councils have sought to improve efficiencies or cut the internal cost of alcohol licences before passing these costs on to licencees. Businesses are not an endless source of funds that can withstand constant levying by local authorities, and we submit that there must be an attempt on behalf of regulatory bodies across the country to build confidence in their activities.</p> Public benefit of hospitality The Restaurant Association submits that all Councils should retain a ratepayer contribution of 30% to alcohol licensing fees, to recognise the contribution of well-managed hospitality venues to the life and economy of communities, and the societal value of having facilities available where people can go to enjoy themselves while drinking safely and responsibly. 	<p>consider it necessary, as it is noted that the licence fees would only be a small portion of their operating costs), some fees are only charged every 3 years so this timeframe aligns with the cost recovery to our 3-yearly long term plan review cycle which considers delivery options of council activities.</p> <p>Council transparency Council have been very transparent through this process which has been discussed through public Council meetings that are live streamed and open to the public. The information on costings has been outlined during the determination process on whether an Alcohol Fees Bylaw would be required. A copy of this Council paper from 25 March Council Meeting is attached. Each year we assess the costs of each activity through our annual plan process. This activity was part of that process and efficiencies found incorporated in the budget setting process. We will continue to look for efficiencies in our day-to-day operations and with our contracted parties.</p> <p>Public benefit of hospitality WDC does recognise the wider benefits of hospitality, however the majority of the costs should be met by the business. We are aiming to have 90% cost recovery by year 2, Council will then need to consider whether it wishes to retain an approximate 10% funding through the general rate to recognise the wider benefit of hospitality to the district.</p>

Sub.	Name and Organisation	Preferred Option	Submission Points (Summary)	Analysis
			<p>Arguments against retaining a ratepayer contribution often cite the user-pays intention of the Act as justification for complete (or almost complete) cost recovery through licensing fees. We submit that ratepayers are part of the user-pays licensing system, and rather than relying on venues to increase prices to cover fee increases, the Council should support access to affordable hospitality for all through its setting of fees.</p> <ul style="list-style-type: none"> Review of current risk ranking The Restaurant Association recognises the need to ensure the sale and supply of alcohol is undertaken safely and responsibly. However, we are concerned that the rigid risk rating formula contained in legislation is out of date and no longer matches the realities of modern hospitality environments. It is important that legislation and bylaws recognise there is not only a difference between on- and off-licence venues, but that there is also a difference between types of on-licence venue: for example, both a night club and a restaurant are on-licence venues, but prima facie these businesses have two very different risk profiles. Our more than 2,500-strong membership is made up of hospitality businesses where food is the hero of their operations, with alcoholic beverages offered as a supplement to their culinary experience. We therefore believe that a more fulsome review of the risk rating of premises within the regulations to better reflect the actual risk of harm. We recognise that the setting of risk ratings is not within the control of this Council, and therefore recommend that the Council passes a resolution in support of a Ministry of Justice review of the risk ratings in legislation, to better reflect the risks of different types of licensed premises. 	<p>Review of current risk ranking It is considered that this is a matter that the hospitality industry should be promoting with central government.</p>
002	Tony Schrafft - Aria Squash Club (as part of Fees and Charges 2025-26 submission 03)	No preferred option	<ul style="list-style-type: none"> Establishments where their business is to supply and sell alcohol should not be subsidised by Council. The increase to them is fair. Small sports clubs like the Aria Squash Club do not have their primary focus on selling alcohol. 	<p>The fee increases are necessary to cover the cost of administering the licencing activity.</p> <p>Council acknowledges there are differences between sports clubs and commercial businesses, we are supportive of these clubs and what they contribute to our communities.</p>

Sub.	Name and Organisation	Preferred Option	Submission Points (Summary)	Analysis
			<ul style="list-style-type: none"> • Small clubs provide a safe regulated environment in a social setting as an extension of our main role of engaging our community with sport. • Profit from bar takings currently do not cover the cost of liquor licensing, bar managers certificates. Further large increases as proposed would make small clubs opt out of having a liquor licence allowing persons to bring their own unlimited amount of alcohol to a venue with no controls or restrictions over amount consumed or age of persons. • Small clubs are the backbone of our communities with volunteers putting in the hours. Rate payers should continue to subsidise clubs. Not establishments where sole purpose is to make money from alcohol sales. 	<p>However, we are wanting to ensure that we are recovering the cost of the licencing activity, as regardless of whether it is a club or business it still incurs the same processing and admin time.</p> <p>Council has proposed a staggered fee increase to allow organisations an opportunity to incorporate the fees into the value of their sales if necessary to cover the increased cost. It is noted that over the 2 year period the total increase in annual fee for a club licence which is in the low category would be \$273.70 above what it is currently (i.e. \$391.00 is the current annual fee) and for renewal of their licence (which they are required to do every three years) this would be an increase of \$426.65 if renewed after year 2 of the proposed increase.</p> <p>Unlicensed premises create a higher risk of alcohol related harm in our communities as the control measures required for licenced premises mitigate these risks. NZ Police enforce alcohol laws related to premises. It is an offence for a person to allow their unlicensed premises to be used as a 'place of resort' for the consumption of alcohol. Police have a general duty to uphold the law and retains the discretion to take enforcement action if circumstances require.</p> <p>Sports clubs can apply for funding through our community and partnership fund for operational expenses where there is alignment to our community outcomes. Multi-year grants have been awarded to sports clubs through this process. Applications open on a 3-year cycle from 1 July to 1 August, the next round opens in 2027.</p>

5. Analysis of Options

5.1 The following options are available to the Council with regard to the deliberation of Draft Alcohol Fees Bylaw 2025 Consultation

5.2 OPTION 1

5.3 Council considers the submissions, deliberates and addresses the points raised by the submitters.

5.4 OPTION 2

5.5 Council does not receive submissions.

5.6 If Council does not receive and deliberate on the submissions, this poses a risk as there may be a perception that a genuine consultation process is not being followed. Hence Option 2 is not a preferred option.

6. Considerations

6.1 RISK

6.2 The Statement of Proposal was prepared as per the requirements of sections 83 and 87 of the Local Government Act 2002 (LGA). A consultation period of 1 month for public submissions was allowed to meet the legislative requirement. Hence, the level of risk involved is low.

6.3 CONSISTENCY WITH EXISTING PLANS AND POLICIES

6.4 There are no inconsistencies with Council's direction, existing plans, and policies.

6.5 SIGNIFICANCE AND COMMUNITY VIEWS

6.6 The Council's Significance and Engagement Policy requires the Council to assess the degree of significance of proposals and decisions, which informs the appropriate level of engagement.

6.7 The degree of significance was assessed to be of medium significance for the people of the district, which corresponds to the 'consult' level of engagement.

6.8 The public consultation was undertaken in accordance with the requirements of the LGA and its Significance and Engagement Policy.

7. Recommendation

7.1 The business paper on Deliberation of Draft Alcohol Fees Bylaw 2025 Consultation be received.

7.2 That the Chief Executive be delegated the authority to ensure that Council directions arising from the consideration of submissions is reflected in the responses schedule and all changes are made to the final Annual Plan 2025-26 and Fees and Charges 2025-26 prior to adoption.

7.3 Elected members and WDC staff would like to thank all the people who engaged in the Draft Alcohol Fees Bylaw 2025 Consultation and acknowledge the time and effort made by those who made written and verbal submissions.

8. Attachments/Separate Enclosures

Attachments:

- 1 Statement of Proposal - Draft Alcohol Fees Bylaw 2025 (823214)
- 2 Draft Alcohol Fees Bylaw 2025 (823217)
- 3 Copy of Business Paper - 25 March Council Meeting - Determinations of Draft Waitomo District Alcohol Fees Bylaw and Adoption of Statement of Proposal (823062)

Separate Enclosures:

- 1 Submissions (as circulated with Council Agenda of 14 May 2025)

Waitomo District Council

Draft Waitomo District Alcohol Fees Bylaw 2025

Draft

Draft

First Adopted:	2025
Review History:	
Date of Next Review:	2030
Responsibility:	GM - Strategy and Environment
Adopted by:	2025
Associated Documents:	Waitomo District Council Local Alcohol Policy (716260)

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Draft

This Bylaw is made pursuant to the Sale and Supply of Alcohol Act 2012, the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, and the Local Government Act 2002.

TITLE | TAITARA

This Bylaw may be cited as the Waitomo District Alcohol Fees Bylaw 2025.

COMMENCEMENT | TĪMATA

The initial resolution to make this Bylaw was passed by the Waitomo District Council at an ordinary meeting of the Council held on 2025 and was adopted following consideration of submissions received during the special consultative procedure, by a resolution at a meeting of the Council on 2025. The Bylaw came into force on 2025. The Bylaw was then publicly notified on 2025.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. The purpose of this Bylaw is to set fees for any matter for which fees payable to territorial authorities are prescribed in the Sale and Supply of Alcohol (Fees) Regulations 2013.
2. This Bylaw applies to the district of Waitomo District Council.

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Act	means the Sale and Supply of Alcohol Act 2012.
Application fee	has the meaning given by the Sale and Supply of Alcohol (Fees) Regulations 2013 and means the fee for any of the following: <ol style="list-style-type: none"> (a) an application for an on-licence, off-licence, or club licence: (b) an application to vary an on-licence, off-licence, or club licence: (c) an application to renew an on-licence, off-licence, or club licence
25/26 year	means the period commencing 1 July 2025 and ending 30 June 2026.
Subsequent years	means the period commencing 1 July 2026 onwards.
Council	means Waitomo District Council

BYLAW | PĀERO

Unless the context requires another meaning, a term of expression that is defined in the Act and used in this Bylaw, but not defined, has the meaning given by the Act.

Any guidance or explanatory notes do not form part of this Bylaw, and may be made, amended and revoked without formality.

To avoid doubt, the Legislation Act 2019 applies to this Bylaw.

1. Fees payable for premises in each fees category

- 1.1 The application fees and annual fees are:

- 1.2 Regulations 5 and 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 provides information on how the Council must assign the cost/risk rating and fees category to any premises for which an on-licence, off licence or club licence (including renewals) is held or sought.

Period fee applies:	25/26 year		Subsequent years	
Fees category for premises	Application fee	Annual fee	Application fee	Annual fee
Very low	\$432.00	\$189.00	\$544.00	\$238.00
Low	\$715.50	\$459.00	\$901.00	\$578.00
Medium	\$958.50	\$742.50	\$1207.00	\$935.00
High	\$1201.50	\$1215.00	\$1513.00	\$1530.00
Very high	\$1417.50	\$1687.50	\$1785.00	\$2125.00

2. Fees payable for special licences

- 2.1 The fee payable to the Council for a special licence is as follows:

Period fee applies:	25/26 year	Subsequent years
Special Licence class	Fee	Fee
Class 1	\$675.00	\$850.00
Class 2	\$243.00	\$306.00
Class 3	\$74.25	\$93.50

Guidance note:

Regulation 9 of the Sale and Supply of Alcohol (Fees) Regulations 2013 sets out how Council must assign classes for special licenses. Under this provision, every special licence issued by a territorial authority must be one of the following classes:

Special Licence class	Issued in respect of
Class 1	1 large event More than 3 medium events More than 12 small events
Class 2	3 to 12 small events 1 to 3 medium events
Class 3	1 or 2 small events

For this purpose:

- **Large event** means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.
- **Medium event** means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.
- **Small event** means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

3. Temporary Authority

3.1 The fee payable under section 136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol is:

- (a) for the 25/26 year, \$348.30; and
- (b) for subsequent years, \$438.60.

4. Temporary Licence

4.1 A person applying under section 74 of the Act to sell alcohol pursuant to a licence from premises other than premises to which the licence relates must pay an application fee to the Council of:

- (a) for the 25/26 year, \$348.30; and
- (b) for subsequent years, \$438.60.

5. Permanent Club Charter

5.1 The holder of a permanent club charter (as described in section 414 of the Act) must, if the club's premises are located in the district of the Council, pay an annual fee to the Council of:

- (a) for the 25/26 year, \$742.50; and
- (b) for subsequent years, \$935.00.

6. Extract from Register

6.1 The fee payable to a licensing committee under section 66(2) of the Act for an extract from a register is:

- (a) for the 25/26 year, \$67.50; and
- (b) for subsequent years, \$85.00.

7. Goods and Services Tax Exclusive

7.1 The fees prescribed by this Bylaw are exclusive of goods and services tax.

This Bylaw was made by the WAITOMO DISTRICT COUNCIL, under the Sale and Supply of Alcohol Act 2012, the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, and the Local Government Act 2002 at a meeting of the Council held on the XXXXXX 2025.

The Common Seal of the WAITOMO DISTRICT COUNCIL was hereunto affixed pursuant to a resolution of Council passed on the XXXXXX 2025.

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

Mayor

Chief Executive

Document ID: 877548

Report To: Council

Meeting Date: 30 June 2025

Subject: **Water Services Delivery Model**

Type: Decision Required

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

Ben Smit
Chief Executive

1. Purpose of Report

- 1.1. The purpose of this business paper is to decide on the delivery model for water services activities of Waitomo District Council.
- 1.2. Approval to establish and join a Waters Council Controlled Organisation and consideration of the Constitution and Shareholders Agreement for Waikato Waters Ltd.

2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
 - 1 The business paper on Water Services Delivery Model be received.
 - 2 Council approves, following public consultation undertaken during April 2025, 'Waikato Water Done Well' as Council's model for delivering water and wastewater services, in accordance with the Local Government (Water Services Preliminary Arrangements) Act 2024.
 - 3 Council approves the establishment, and incorporation, of a joint Council Controlled Organisation (Waikato Waters Limited) with Waitomo District Council being one of the shareholders and notes that Waikato Waters Limited is required to be incorporated as a limited liability company.
 - 4 Council approves the Shareholders' Agreement and Constitution for Waikato Waters. (Incorporation Documents).
 - 5 Council notes that the Shareholders' Agreement provides for the establishment of the Shareholders Representative Forum (SRF) which has authority to make decisions on behalf of the applicable shareholding councils in relation to Waikato Waters Limited, as set out in more detail in the Incorporation Documents.
 - 6 Council approves the Waitomo District Council's Mayor as Council's representative on the Waikato Waters' SRF with the Deputy Mayor as Council's alternate on the SRF.
 - 7 Council approves the Mayor, or in the Mayor's absence, the Deputy Mayor, full authority to make decisions on behalf of Council at meetings of the SRF subject to such decisions being within scope of, and in compliance with, the functions and authority of the SRF as set out in the Incorporation Documents.
 - 8 Council delegates to the Mayor of Waitomo District Council, the authority to approve non-material amendments to the 'Incorporated Documents' prior to Water Waters Limited being incorporated and sign such documents as required to incorporate Waikato Waters limited and confirm Council's shareholder status of that company.

- 9 Council delegates to the Mayor of Waitomo District Council, the authority approve any amendments to the Incorporation Documents after Waikato Waters Limited's incorporation if necessary to reflect the final form of, and ensure compliance with, the Local Government (Water Services) Act 2025 when enacted, and to sign / execute such documents as required to give effect to such amendments.
- 10 Council approves loan funding the transition costs incurred, up to 30 June 2026, for the development of Waikato Waters Ltd and transfer of activities from Waitomo District Council to Waikato Waters. This will be repaid by Waikato Waters Ltd to Waitomo District Council on the establishment of Waikato Waters Ltd and after borrowing approved by LGFA.
- 11 Council notes that the Long Term Plan 2024-34 data/budget (incorporating subsequent Annual Plan 2025/26 data/budget changes) will be the basis for information used in the development of the Waitomo District Council's Water Services Delivery Plan and therefore the setting the 2026/27 work/capital programme and 2026/27 pricing for water supply and wastewater charges.
- 12 Council notes that Council staff will investigate the future service delivery of stormwater services from 1 July 2026 and report back to Council with recommendations. Stormwater assets and service delivery will continue to be the responsibility of Council to be approved in the WSDP therefore setting the 2026/27 work/capital programme and Stormwater rates for 2026/27.

3. Background

- 3.1 Local Water Done Well framework introduced by central Government aims to address the challenges faced by many Councils on how to deliver safe, reliable, environmentally resilient, water services in a financially sustainable manner.
- 3.2 The key components of the framework are to provide fit-for-purpose service delivery models and financing tools, ensuring water services are financially sustainable, and introduces greater central government oversight, economic and quality regulation.
- 3.3 A requirement of the legislation is councils must submit a Water Services Delivery Plan (WSDP) by 3 September 2025. The WSDP describes the current state of Council's water assets and services and must describe the future arrangements for the delivery of water services. It must demonstrate how water services will be financially sustainable (revenue covers costs) by 2028.
- 3.4 Councils were required to undergo a decision-making process on the delivery options for water services, chose a preferred option and then consult with their community prior to making a decision on the delivery model and submitting their WSDP.
- 3.5 WDC staff undertook considerable work into the investigation and development of options for future ownership and delivery of water services for the Waitomo district that would deliver a compliant WSDP. Early on it emerged that only two options were viable and the preferred being a joint arrangement with seven other Waikato Councils creating a Council Controlled Organisation (CCO).
- 3.6 At the Council Meeting 26 November Council were given a high level overview of delivery options and considered the preferred option. At this meeting Council signed the Heads of Agreement to proceed with involvement in the Waikato Water Done Well model, acknowledging this was not a binding agreement to join the Entity rather a commitment to developing a model in good faith.
- 3.7 On 26 November 2024 Council passed the following resolution:

Council approves presenting the Regional Service Delivery Option, as outlined in the Heads of Agreement, to the Waitomo community as part of public consultation on its Water Services Delivery Plan.
- 3.8 The two options were more extensively modelled and the risks and benefits analysed. The information was summarised and presented to the community for their consideration and opportunity for feedback. Councils are required to consult with their communities in accordance with the Local Government Act 2002 (LGA) before establishing a CCO and in accordance with section 64 of the Water Services Preliminary Arrangements Act 2024 prior to adopting a WSDP.

- 3.9 On 25 March 2025, Council adopted the Water Services Consultation Document (CD) for public consultation from 28 March to 30 April 2025, which outlined the Council's preferred option, being part of the establishment of, and then joining, a Waikato Council Controlled Organisation to deliver water and wastewater services and own water and wastewater assets.

3.10 Community Consultation

- 3.11 Council recognised the importance of community engagement for the Water Services Consultation and as the water reforms have generated significant community interest nationally and the decision will impact ratepayers now and in the future.
- 3.12 There were three public sessions during the consultation period that had good levels of engagement and provided an opportunity for members of the public to speak to WDC staff and Elected Members about the proposal.
- WDC stand at the Great NZ Muster held in Te Kūiti on 29 March 2025
 - Legendary Te Kūiti on at Waitomo Club in Te Kūiti on 10 April 2025
 - Mōkau public meeting held at the Mōkau Hall on 12 April 2025
- 3.13 The WDC muster stand was well received comments made such as 'good to see you here' approximately 20 individuals stopped at the WDC muster stand to discuss the topics and approximately 30 consultation documents picked up.
- 3.14 In discussion with those who had interest in the water services proposal majority were positive towards the idea of forming a CCO with other Waikato councils that it 'made sense' to combine and be more efficient and effective. Generally, there was not a strong desire to submit on the proposal. Concern was raised by one local person that the larger Councils would have more say in spending and priority decisions.
- 3.15 The evening meeting hosted by LTK had approximately 30 attendees with a formal presentation from Mayor John Robertson and Council staff. There was a good Q&A session with the group followed by one on one discussions with Elected members and staff. An approach to water service delivery that would save money was seen as positive, there was some general concern over water metering and future charges.
- 3.16 At the Mokau public meeting approximately 55 people attended, the main topic was the Mokau Seawall proposal, a brief overview of the water services proposal was covered at the beginning by Mayor John Roberston.
- 3.17 Te Raangai Whakakaupapa Koorero held a hui on 6 April 2025 with Whare representatives and interested parties. The water services proposal was discussed in detail. Submissions were received from some of the attendees at this hui. The Whare representatives were very appreciative of Council's willingness to communicate on this topic.
- 3.18 The discussion on the Water Services proposal was robust with both options pros and cons debated. Issues such as cost of transitioning, building up local capacity and retaining knowledge. The impact or provisions for local suppliers and how local voice would be heard. There was concern around discharging into the awa and what upgrades might be in the future with national standards being implemented.

3.19 Hearings and Deliberations

- 3.20 At the close of the submission period, 18 submissions were received, four asking to speak to Council at the Hearing, and two submitters presented, two others put in an apology. By population this is a high response rate compared to other Waikato Councils consulting around the same time.
- 3.21 Overall, there were ten submitters who supported joining a CCO and seven preferring the stand alone option, one submission did not specify a preference, so 59% were in support of the proposal. There were mixed views in the written and verbal submissions supporting and opposing the proposal to join Waikato Waters CCO.
- 3.22 Those in support saw benefits in economy of scale, more focus on maintenance, encouragement of working together regionally. Concerns were raised about the risk of privatisation, lack of local voice, and the cost of a large entity.

- 3.23 WDC staff provided analysis for each of the points raised by the submissions based on the information available through the modelling work and information regarding the arrangements that the CCO would operate under.
- 3.24 Council noted the concerns raised through the submissions and were satisfied that the analysis provided addressed these while confirming the preferred option remain forming at CCO to deliver water services.
- 3.25 For Council to make an informed decision about joining Waikato Waters Ltd it is important to understand how the CCO will operate and the rights and obligations for Councils and the CCO. This information is covered by the Constitution (**Attachment 1**) and the Shareholders Agreement (SHA) (**Attachment 2**).

4. Commentary

- 4.1 The key documents Council need to consider prior deciding to join Waikato Waters are the Constitution and the SHA. The SHA and Constitution work together to set out each Council's rights and obligations in relation to CCO, the CCO's rights and obligations regarding the provision of water services and formalise the Companies Act requirements.
- 4.2 **Constitution**
- 4.3 This document sets the overall framework for CCO. It outlines the rights, powers and duties of the CCO, the board, each director and each shareholder, this will be a public facing document.
- 4.4 **Shareholders Agreement**
- 4.5 The SHA formalises
- Why the CCO is being established
 - Who owns the CCO
 - Who makes decisions in respect of the CCO and how they are made
 - How directors are appointed and by whom
 - How Shareholder Representative Forum members are appointed and by who
 - Role of the Shareholder Representative Forum
 - Consequences of breach of SHA
 - Financial security to be provided by Councils
 - How the water services strategy is set by the CCO and involvement by Councils
- 4.6 **Shareholder Obligations**
- 4.7 By signing the SHA, shareholders undertake to:
- be a Stage 1 shareholder from Day 0 (1 July 2025)
 - transfer water business on an Agreed Transfer Date (1 July 2026 for WDC)
 - complete a Transfer Agreement with CCO based on a common template and populated according to agreed Transfer Principles
 - continue to operate water services until its Agreed Transfer Date in compliance with statutory obligations and relevant LTP / latest AP.

4.8 **Shareholder Representative Forum (SRF)**

4.9 The representative of each shareholding council is the Mayor of each shareholding Council (alternate also appointed) will oversee and provide direction to Board on behalf of shareholders and co-ordinate discussion across councils. They will appoint their own Chair and Deputy (there is an option of independent Chair). Decisions are to be made by consensus by default. SRF Chair determines if consensus cannot be achieved then decision proceeds to voting process. Councils choose to delegate specific matters to SRF Representative.

4.10 Based on the foundation documents, shareholding councils (through the SRF) will:

- appoint and remove directors
- oversee preparation and approve Statement of Expectations(SOE)
- set performance indicators and measures to be used to monitor CCO
- receive performance evaluation report of Board on an annual basis
- receive, consider, and approve any or all Reserved Matters
- receive and consider half-yearly and annual reports of CCO
- provide council feedback on, for example, draft water services strategy

4.11 **Statement of Expectations (SOE)**

4.12 The purpose of the SOE is to set out the shareholders' combined expectations, set the priorities and strategic direction of the CCO. Inform and guide decisions and actions of CCO and the preparation of its water services strategy.

4.13 The SRF's SOE with Waikato Waters is expected to be a very high level document providing direction rather than instructing Waikato Waters Ltd to undertake specific projects or activities.

<h3>5. Analysis of Options</h3>
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5.1 Council is required by the Preliminary Act to submit a Water Services Delivery Plan (WSDP) by 3 September 2025.

5.2 The WSDP is required to demonstrate how water services will be delivered in a financially sustainable manner by June 2028.

5.3 The options are stand-alone where WDC continues to deliver water services or WDC combines with other Councils to deliver water services.

5.4 Analysis of the two options has been extensively workshopped with Council and a summary of this provided in the CD and consulted with the community.

5.5 Key components of the CCO option are:

5.6 The aggregated model will be a multi-owned company into which participating councils will transfer their water services businesses over time. The CCO will be created in 2025, but it will not be responsible for operations or own assets until 1 July 2026. The transfer dates are staggered to allow rapid stand-up of the CCO.

5.7 Assets will transfer to the CCO and debt attributable to water supply and wastewater less / plus financial reserves will be paid for by the CCO to individual councils based on the SHA after the CCO has the ability to borrow from LGFA.

5.8 The CCO will operate as a separate organisation with its own Board, Chief Executive and operations. A Shareholder Representative Forum is detailed in the SHA.

6. Considerations

6.1 Risk

- 6.2 As there has been a consultation process followed and public have had the opportunity to put forward written and verbal submissions. The submissions have shown there is support for the stand alone option, therefore some level of risk that the community do not agree with Council's decision and may further challenge the outcomes.
- 6.3 There is a risk of unforeseen or unbudgeted costs works that may require an amendment to the WSDPs.
- 6.4 There is a risk that Waikato Water Ltd is not ready for transfer on 1 July 2026.

6.5 Consistency with Existing Plans and Policies

- 6.6 The decision to join a Water CCO is not consistent with 2024-2034 LTP, and LTP Amendment will be triggered should WDC proceed with the Waikato Water Done Well model. Having completed the community consultation regarding the proposal there would be no requirement to consult on this topic again as the community views and perspective is known.

6.7 Significance and Community Views

- 6.8 Section 78 of the LGA requires Council to, in the course of its decision making, give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter. Councils are required to consult with their communities in accordance with the Local Government Act 2002 (LGA) before establishing a CCO and in accordance with section 64 of the Water Services Preliminary Arrangements Act 2024 prior to adopting a WSDP.
- 6.9 Community views on the proposal to join a Water CCO indicated a slight majority were in favour of this option. The consultation process showed there are likely mixed views in the community on the advantages and disadvantages of forming a larger group of Waikato Councils. The community is generally supportive of cost saving measures with water services contributing a significant proportion of rates for those receiving that service.
- 6.10 Council has made an informed decision assessing the two options as outlined in the CD regarding customer focus, local voice, stakeholder expectations, and the ability to create scale and affordability.
- 6.11 Council's decision on the Water Services delivery model will be communicated with the community, and the Constitution will be made available online.

7. Recommendation

- 7.1 Council undertook a robust process in developing the options and selecting the preferred water services delivery model.
- 7.2 It is recommended that Council approve establishing and joining a Waters Council Controlled Organisation and approve signing of the Constitution and Shareholders Agreement for Waikato Waters Ltd.

8. Attachments/Separate Enclosures

Attachments:

- 1 Waikato Waters Ltd Constitution
- 2 Waikato Waters Ltd Shareholders Agreement

Document ID: 874216

Report To: Council



Meeting Date: 30 June 2025

Subject: **Adoption of the Annual Plan and Fees and Charges FY2025/26**

Type: Decision Required

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

Tina Hitchen
Chief Financial Officer

Ben Smit
Chief Executive

1. Purpose of Report

1.1. The purpose of this business paper is to :

- a) Present the draft Revenue and Financing Policy 2025 and draft Rates Remission Policy 2025 for consideration and adoption as per Section 102 of the Local Government Act 2002; and
- b) Present a draft Annual Plan 2025/26 (dAP) for Council consideration and adoption as per Section 95 of the Local Government Act 2002; and
- c) Set the rates for the 2025-26 financial year pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002 (LGRA 2002); and
- d) Set the fees and charges for the 2025/26 financial year.

2. Suggested Resolutions

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

- 1 The business paper on Adoption of the Annual Plan and Fees and Charges FY2025/26 be received.
- 2 Council adopts the Revenue and Financing Policy 2025 as presented with/or without amendments.
- 3 Council adopts the Rates Remission Policy 2025 as presented with/or without amendments.
- 4 Council adopts the Annual Plan 2025/26 document including fees and charges schedule for 2025/26.
- 5 The Chief Executive be authorised to make any final editorial amendments to the Annual Plan 2025/26 document, and any changes directed by the Council at this meeting.
- 6 Pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002, Council set the rates, charges, and instalment due dates for the 2025/26 financial year commencing 1 July 2025 and ending on 30 June 2026 as follows:

1. GENERAL RATE

A General Rate set under section 13 of the Local Government (Rating) Act 2002 (LGRA) made on every rating unit across the District, assessed as a rate per \$100 of capital value. The General Rate is not set differentially. The General Rate will contribute to the funding of:

Leadership
Other Land and Buildings
District Libraries
Aquatic Centre
Les Munro Centre
Aerodrome
Public Facilities
Parks and Reserves
Elderly Persons Housing
Community Halls
Cemeteries
Community Development
Economic Development
District Promotion
Emergency Management
Regulatory Services
Waste Minimisation
Resource Management
Gallagher Recreation Centre

Requirement in 2025/26 (incl. GST)

General Rate	Rate per \$100 capital value	Total Revenue Requirement (\$000)
All rating units in the District	0.22791	10,849

2. UNIFORM ANNUAL GENERAL CHARGE

A Uniform Annual General Charge (UAGC) per separately used or inhabited part of a rating unit across the District, set under Section 15(1)(b) of the LGRA. The UAGC will contribute to the funding of:

Leadership
Other Land and Buildings
District Libraries
Aquatic Centre
Les Munro Centre
Aerodrome
Public Facilities
Parks and Reserves
Elderly Persons Housing
Community Halls
Cemeteries
Community Development
Economic Development
District Promotion
Emergency Management
Regulatory Services
Waste Minimisation
Resource Management
Gallagher Recreation Centre

Requirement in 2025/26 (incl. GST)

<i>Uniform Annual General Charge</i>	<i>Charge per SUIP</i>	<i>Total Revenue Requirement (\$000)</i>
<i>All rating units in the district</i>	<i>\$250</i>	<i>1,417</i>

Definition of SUIP

A separately used or occupied part of a rating unit includes any part of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement, or any part or parts of a rating unit that are used or occupied by the ratepayer for more than one single use. This definition includes separately used parts, whether or not actually occupied at any particular time, which are provided by the owner for rental (or other form of occupation) on an occasional or long-term basis by someone other than the owner.

For the avoidance of doubt, a rating unit that has only one use (i.e. does not have separate parts or is vacant land) is treated as being one SUIP.

3. TARGETED RATES

Targeted Rates are set on categories of land defined by some factor, such as geographic location, provision of service, area or the use to which the land is put. The titles of 'Targeted Rate' (TR) and 'Targeted Fixed Rate' (TFR) are used by this Council. Targeted Fixed Rates are based on a uniform amount set per separately used or inhabited part of a rating unit (SUIP) or set per rating unit. Targeted Rates are assessed based on capital value or water consumption.

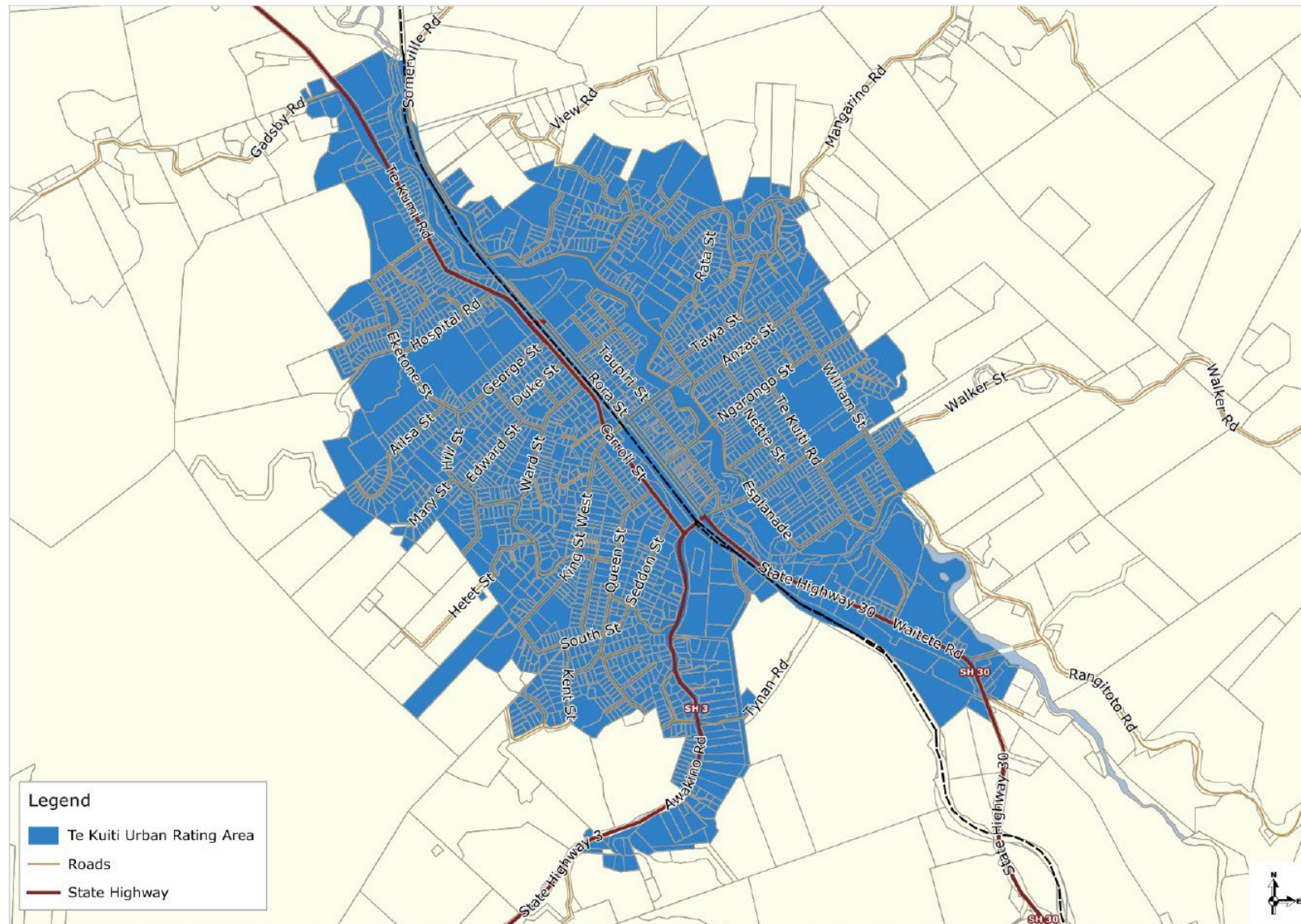
Targeted Rates Differentiated on Location

Council will use location (Schedule 2(6) LGRA) to define the land liable for the Piopio Retirement Village Contribution TFR, Rural Stormwater TFR, and Te Kuiti Urban Stormwater TFR and targeted rate.

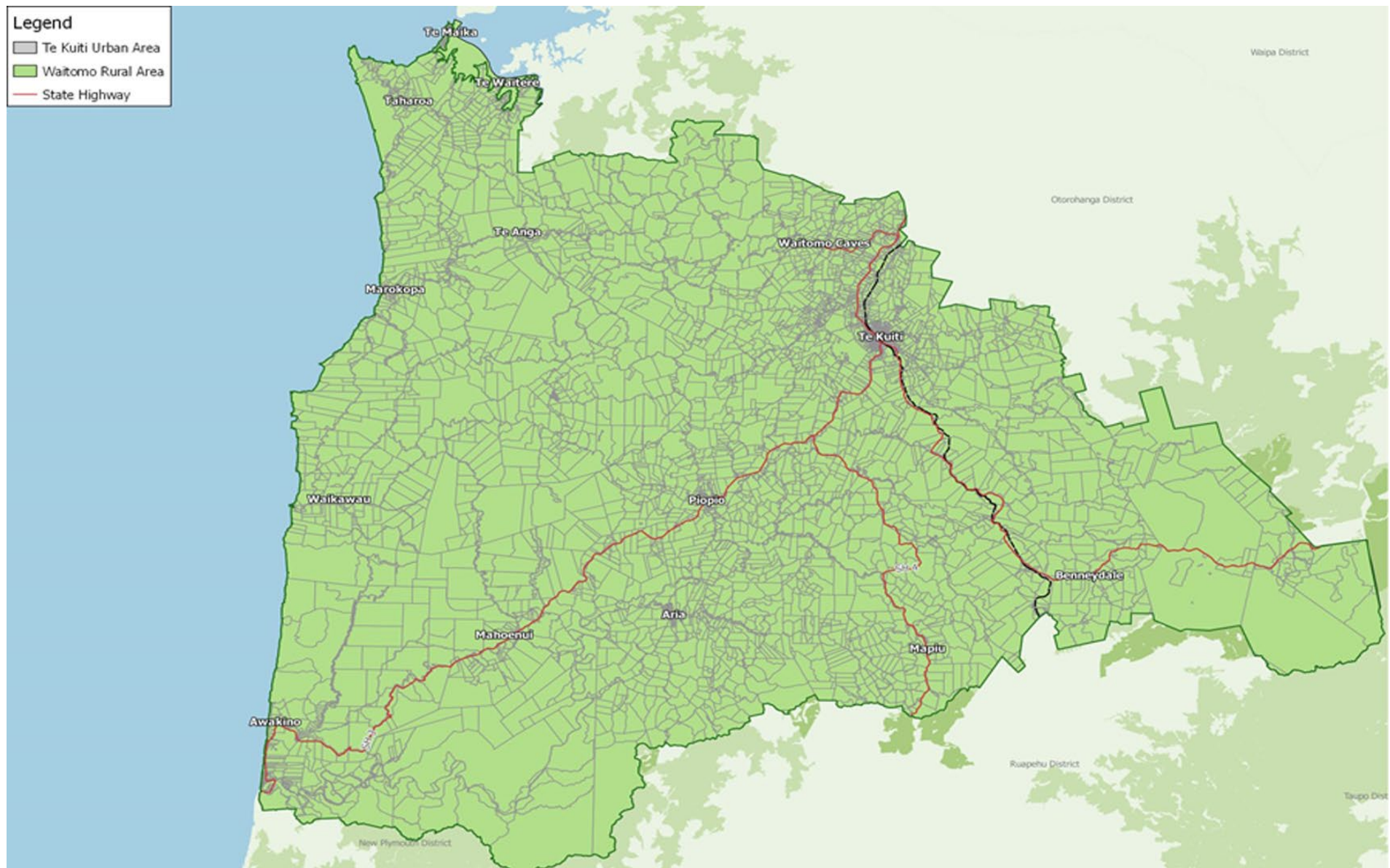
The following location definitions for the respective rating areas and maps will apply:

Te Kuiti Urban Rating Area	<i>All rating units situated within the Te Kuiti Urban Rating Area (Refer to Revenue and Financing Policy for further details)</i>
Rural Rating Area	<i>All rating units situated within the Rural Rating Area (Refer to Revenue and Financing Policy for further details)</i>
Piopio Township	<i>All rating units connected or with the ability to connect to the Piopio Wastewater System (Refer to Revenue and Financing Policy for further details)</i>
Piopio Wider Benefit Rating Area	<i>All rating units situated in the rural areas around Piopio Township (excluding Rating units/SUIPs connected or with the ability to connect to the Piopio Wastewater System) that are deemed to indirectly benefit from the Piopio Wastewater reticulation network. (Refer to Revenue and Financing Policy for further details)</i>

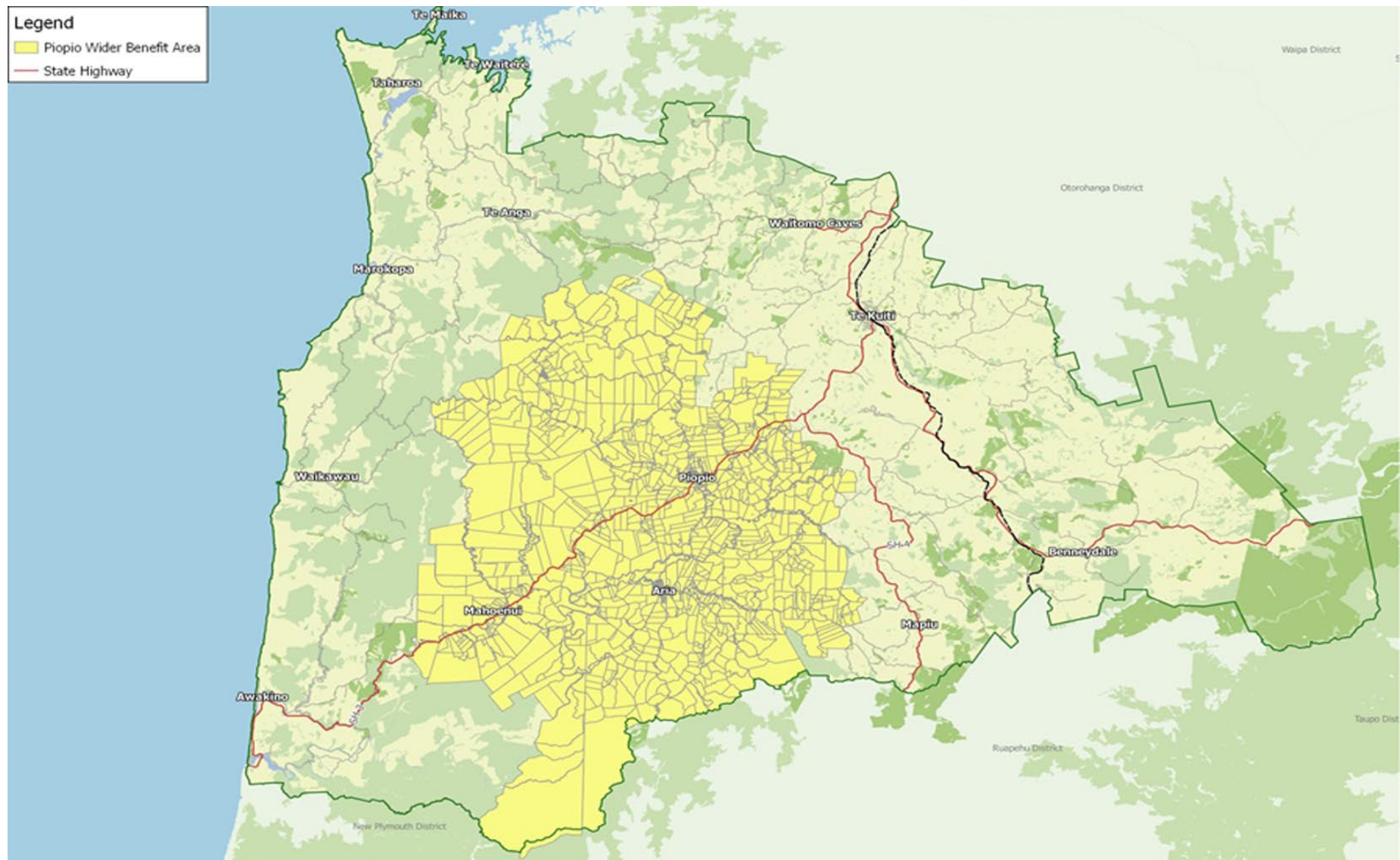
TE KŪITI URBAN RATING AREA



RURAL RATING AREA



PIOPIO WIDER BENEFIT AREA



Differentials and factors of liability

Targeted rates may be set differentially, with different categories of land attracting a different level of rate. Council has chosen to differentiate the District Roding Rate into two categories and will use the 'use to which the land is put' to define land liable for these rates (schedule 2 (1) LGRA).

Differential Category Definitions

The following land use categories and differential factors will apply to the District Roding Rate:

District Roding Rate - General

All rating units in the district excluding those properties categorised as differential b) below.

The District Roding Rate – General category will have a differential factor of 1.0.

District Roding Rate -Forestry Exotic

Rating units that have been assigned the FE category code (Forestry Exotic) by Council's Valuation Service Provider and/or properties that are partially used for exotic forestry.

The District Roding Rate – Forestry Exotic category will have a differential factor of 3.0.

Properties with a mixed use

Where rating units have a mixed use (e.g., pastoral and exotic forestry), and the area of exotic forestry is 20 hectares or more, the rating unit will be apportioned to enable the district roding rate to be charged correctly.

The portion used for exotic forestry will be charged the differential of 3.0 and the remaining portion will be charged the differential of 1.0.

3.1 District Roding Rates

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the district differentiated on the basis of use. The TR will be assessed as a rate per \$100 of capital value to part fund the Roads and Footpaths Activity. The rationale for use of this rate is contained in the Revenue and Financing Policy.

District Roding Rates (TR)	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
District Roding Rate – General	0.12546	5,777
District Roding Rate – Forestry Exotic	0.37639	343

3.2 Piopio Retirement Village Contribution TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit situated within the Piopio Township and the Piopio Wider Benefit Rating Area to fund the support of the continued delivery of elderly housing accommodation services provided by the Piopio Retirement Trust Board through the remission of service charges.

Requirement in 2025/26 (incl. GST)

Piopio Retirement Village Contribution (TFR)	Charge per Rating Unit	Total Revenue Requirement (\$000)
Piopio Wider Benefit Rating Area and Piopio Township	\$24	18

3.3 Rural Stormwater TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit in the Rural Rating Area of the District to fund the Rural Stormwater Activity.

Requirement in 2025/26 (incl. GST)

Rural Stormwater (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
Rural Rating Area	\$22	76

3.4 Te Kuiti Urban Stormwater TFR and Targeted Rate

- (i) Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit in the Te Kuiti Urban Rating Area to partly fund the Te Kuiti Urban Stormwater Activity.
- (ii) Council set a Targeted Rate under section 16 of the Local Government (Rating) Act 2002 to partly fund the Te Kuiti Urban Stormwater Activity, to be assessed as a rate per \$100 of Capital value on every rating unit in the Te Kuiti Urban Rating Area excluding those in respect of which there is a current resource consent to discharge stormwater into the Mangaokewa Stream, and so are not using any part of the urban reticulated stormwater or drainage network.

Requirement in 2025/26 (incl. GST)

Te Kuiti Urban Stormwater (TFR)	Charge per rating unit	Total Revenue Requirement (\$000)
Te Kuiti Urban Rating Area	\$193	355

Te Kuiti Urban Stormwater Targeted Rate (TR)	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
Te Kuiti Urban Rating Area (excluding rating units not using network)	0.08108	632

3.5 Water Supply Rates

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 for Water Supply differentiated on the basis of supply area. The TFR is set per separately used or inhabited part of a rating unit within Te Kuiti and Rural Communities (Piopio, Maniaiti/Benneydale and Mokau), with liability calculated based on whether the SUIP is connected, or merely serviceable (Serviceable means the rating unit is within 100m of water main and practicably serviceable in the opinion of Council).

Requirement in 2025/26 (incl. GST)

Water Supply (TFR)	Charge		Total Revenue Requirement (\$000)
	Per connected SUIP	Per serviceable SUIP	
Te Kuiti	\$966	\$483	2,079
Piopio	\$1,356	\$678	337
Maniaiti/Benneydale	\$1,356	\$678	170
Mokau	\$1,356	\$678	302

3.6 Extraordinary Water Supply Rate

Council set a TR under section 19 of the Local Government (Rating) Act 2002 per cubic metre of water consumed over and above an annual consumption of 292m³ per SUIP, differentiated by supply area that has been fitted with a water meter and/or is defined as having an extraordinary supply (in accordance with Council's Water Services Bylaw). The rates are:

Requirement in 2025/26 (incl. GST)

Water Supply Rate (TR)	2025/26 Charge per cubic metre (including GST) above 292m ³
Te Kuiti	\$4.61
Piopio	\$5.03
Maniaiti/Benneydale	\$5.55
Mokau	\$7.37
Total Revenue Requirement (\$000)	\$1,553

Metered Water Supply Due Dates

	Reading Period	Due Date
Te Kuiti Meat Companies	Monthly	15 th of the month following invoice
Te Kuiti, Piopio, Mokau and Maniaiti/Benneydale	Jul – Dec 2025 Jan – Jun 2026	15 th of the month following invoice

3.7 District Wide Benefit Rate for Water Supply

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the district to part fund the water supply activities.

Requirement in 2025/26 (incl. GST)

District Wide Benefit Rate for Water Supply (TFR)	Charge per Rating Unit	Total Revenue Requirement (\$000)
All Rating Units in the District	\$40	184

3.8 Wastewater Rates

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 to provide for the collection and disposal of sewage. The TFR is set per separately used or inhabited part of a rating unit within the district, with liability calculated based on whether the SUIP is connected to the wastewater network, or merely serviceable (Serviceable means the rating unit is within 30m of sewer reticulation and practicably serviceable in the opinion of Council).

Requirement in 2025/26 (incl. GST)

Wastewater (TFR)	Charge		Total Revenue Requirement (\$000)
	Per connected SUIP	Per serviceable SUIP	
Te Kuiti (Residential only)	\$1,300	\$650	2,286
Maniaiti/Benneydale (Residential and Non-residential)	\$1,300	\$650	151
Te Waitere (Residential and Non-residential)	\$1,300	\$650	26
Piopio (Residential and Non-residential)	\$1,300	\$650	273

3.9 Wastewater rates for non-residential properties in Te Kuiti

For all non-residential properties in Te Kuiti, Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per SUIP set on a differential basis based on the following Categories:

- **Category 1** - All Businesses
- **Category 2** - Education & Community Childcare, Places of Worship, Marae, Clubs and Societies and Emergency Services. This category consists of organisations that are generally deemed 'not for profit'. For avoidance of doubt, Category 2 only covers properties with uses listed within this category and no others.
- **Category 3** - Government Department use, Rest Homes and Hospitals.

All non-residential SUIPs will be charged one base charge for up to four pans and per pan (Pan Charge) for every pan over and above this threshold on the following basis:

Base Charge:

Requirement in 2025/26 (incl. GST)

Non- Residential Targeted Rate (TFR)	Base Charge per SUIP (up to 4 pans)	Per serviceable SUIP	Total Revenue Requirement (\$000)
Category 1	\$650	\$650	132
Category 2	\$650	\$650	29
Category 3	\$1,300	\$650	22

Pan Charge:

Requirement in 2025/26 (incl. GST)

Non- Residential Targeted Rate (TFR)	Number of pans	Charge per pan (Pan Charge)	Total Revenue Requirement (\$000)
Category 1	5th pan and over	\$910	94
Category 2	5-10 Pans	\$390	6
	Over 10 Pans	\$260	31
Category 3	5th pan and over	\$910	56

3.10 Trade Waste Contribution TFR

Council set a Trade Waste Contribution TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit in the District in recognition of the contribution made to the social and economic well-being of the District by the large industrial users of the Te Kuiti Wastewater Network.

Requirement in 2025/26 (incl. GST)

Trade Waste Contribution (TFR)	Charge Per rating unit	Total Revenue Requirement (\$000)
All Rating Units in the District	\$42	194

3.11 District Wide Benefit Rate for Wastewater

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the District to part fund the wastewater activities.

Requirement in 2025/26 (incl. GST)

District Wide Benefit Rate for Wastewater (TFR)	Charge Per Rating Unit	Total Revenue Requirement (\$000)
All rating units in the District	\$43	198

3.12 Solid Waste Collection Rate

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit to which Council provides a kerbside collection and recycling service differentiated by service areas where Council operates kerbside collection and kerbside recycling services (Te Kuiti, Piopio, Mokau (including Awakino) communities and Waitomo Village and some surrounding parts).

Requirement in 2025/26 (incl. GST)

Solid Waste Collection (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
Te Kuiti	\$71	150
Waitomo	\$76	52
Piopio	\$160	38
Mokau	\$174	49

3.13 Solid Waste Rate

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit District wide to part fund the Solid Waste activity.

Requirement in 2025/26 (incl. GST)

Solid Waste (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
All rating units in the District	\$330	1,828

4 RATES PAYMENTS

Rates will be payable in four equal instalments with the due dates for payments being:

1st Instalment	29 August 2025 (Friday)
2nd Instalment	28 November 2025 (Friday)
3rd Instalment	27 February 2026 (Friday)
4th instalment	29 May 2026 (Friday)

Note: The due date for payment of each instalment is the last working day in each of the months specified above. Rates payments will be allocated to the oldest debt first.

5. RATES REMISSIONS AND POSTPONEMENTS

Council has developed a rates remissions policy as per LGA (section 102 (3)(a), 108 and 109) and LGRA (Section 85). Remission categories include Properties Used Jointly as a Single Unit, Community Organisations and Clubs and Societies, Organisations Providing Care for the Elderly, New Residential Subdivisions, Māori Freehold Land, Cases of Land Affected by Natural Calamity, Cases of Financial Hardship, New Businesses, Penalties, and Rates and/or penalties following a Rating Sale or Abandoned Land Sale. The estimated value of these remissions is \$180,500 (excluding GST) for the 2025/26 year.

Under the Policy on Remission of Rates, Council will not offer any permanent postponements of rates.

6. PENALTIES

Pursuant to sections 57 and 58 of the Local Government (Rating) Act 2002, Council may apply penalties as follows:

- (a) A penalty charge of 10 percent (10%) on any part of an instalment that has been assessed for the financial year commencing 1 July 2025 and which remains unpaid after 5pm on the due date for payment of that instalment, to be added on the penalty dates below:

Instalment 1	2 September 2025
Instalment 2	2 December 2025
Instalment 3	3 March 2026
Instalment 4	4 June 2026

- (b) A further penalty charge of 10 percent (10%) on any part of any rates assessed before 1 July 2025 that remains unpaid on 1 July 2025, to be added on 7 July 2025.
- (c) No penalties will be charged where a ratepayer is paying rates by direct debit or where there is an approved payment arrangement in place.

3. Executive Summary

3.1 DRAFT ANNUAL PLAN 2025/26

- 3.2 The Council has held six workshops pertaining to the development of the 2025/26 dAP.
- 3.3 The dAP has been developed over the last 7 months with Council considering the priorities within the current local and economic environment, while being mindful of rates affordability for the community.
- 3.4 At the first workshop on 15 October 2024, Council discussed at a high level the strategic issues to be considered in the development of the dAP, including factors that could potentially have a material impact on the dAP.
- 3.5 In December 2024 two workshops were held, including a presentation on the General Property Revaluation. Initial budgets and policy changes were considered alongside strategic issues, with direction given to further work needing to be done on reducing the total rates requirement, recognising that the forecasted 7.78% rate rise from the LTP 2024-34 was not affordable for many, and for some impacted by property valuation increases even more unaffordable.
- 3.6 A further three Council workshops were held in February and March 2025 where strategies were considered by Council, specific details refined and then modelled for impact on the overall Total Rates Requirement.
- 3.7 During the same period Council were presented with several papers giving detailed information for Waitomo District Landfill and the Mokau seawall. This included technical reports, modelling, independent advice, and historical information.
- 3.8 This process has provided opportunities for Council to consider its priorities for the AP including the capital works programme and levels of service while keeping the total rates increases in line with inflation.
- 3.9 During the workshops it was also confirmed that setting of the UAGC should be applied to bring more properties closer to the average rate increase, this is proposed at \$250 compared to the current \$350. This was to moderate the District Valuation changes and reductions in the District Wide Benefit Rates.
- 3.10 At the Council meeting on 11 March 2025, Council considered the updated draft Financial Forecasts (dFF) which included all the decisions made through the previous workshops.
- 3.11 The assumptions and associated budget forecasts for consultation confirmed a required rate funding of \$26.2M, compared to the current year (2024/25) rates requirement of \$25.5M, which resulted in a forecast rates revenue increase of 2.93% (\$0.7M). The forecast rates requirement for the LTP 2025/26 was \$27.4M (7.78% increase).

3.12 CONSULTATION

- 3.13 A Consultation period was open from 28 March to 30 April 2025. The Consultation Document (CD) presented to the public three main proposals on the future of Waitomo District Landfill, Mokau Seawall and reducing the District Wide Benefit rates. The CD presented the average rate increase for the district proposed at 2.93% and an average increase of 3% for fees and charges.
- 3.14 A public notice was published in the King Country News; information and links were prominent on the WDC website; and posts were made to the WDC Facebook page and hardcopies made available around the district.
- 3.15 There were three public sessions during the consultation period that had good levels of engagement and provided an opportunity for members of the public to speak to WDC staff and Elected Members about the proposals. Mokau residents requested further information and involvement with the assessment of the existing seawall.

- 3.16 Te Raangai Whakakaupapa Koorero held a hui on 6 April 2025 with Whare representatives and interested parties. The water services proposal and Annual Plan 2025-26 proposals were discussed in detail.
- 3.17 There were 48 submissions received, eight attended the Hearing to speak to their submissions. The submissions were of mixed views for the Waitomo District Landfill and Mokau Seawall though the majority did support the preferred options, most submitters were in favour of reducing the DWB rates. There were five submissions on fees and charges with concerns raised on the changes to water connections and the hall hire and alcohol licencing fees.
- 3.18 During the Workshop on 10 June 2025, Council were presented with further information regarding the Mokau Seawall with more detailed costings and approaches. Council then deliberated on the submissions across the three proposals and considered officers advice across all the submission points raised during consultation. Council agreed to one change of no further rate payer funding to be spent on the Mokau Seawall after weighing up the public benefit, costs involved, and the risk of asset failure.
- 3.19 Changes have been made to the Fees and Charges Schedule 2025/26 for hall hire fees and the 35% increase to alcohol licencing as proposed through the Alcohol Fee Bylaw.
- 3.20 **COUNCIL DECISIONS**
- 3.21 Over the development period of the dAP Council have made a number of decisions on current projects and operations. The decisions that have an impact on the dAP are detailed in this report and the financial implications have been incorporated in the final draft cost of service statement, total rates requirement and public debt.
- 3.22 As a result of all the changes made to the dAP the forecast for rates funding required represents an increase of 2.91% for rates revenue for the current rating year (AP 2024/25).

4. Background

- 4.1 The Local Government Act 2002 (LGA) requires the development of an Annual Plan for each year in between the LTP review cycle of three years. The purpose of the Annual Plan as per section 95(5) of the LGA is to:
- Contain the proposed annual budget and funding impact statement for the year to which the annual plan relates; and
 - Identify any variation from the financial statements and funding impact statement included in the Council's long term plan in respect of that year; and
 - Provide integrated decision making and co-ordination of the resources of Council; and
 - Contribute to the accountability of the Council to the community.
- 4.2 The Annual Plan is an 'Exceptions' based document that is required to focus on any variations from the forecast and plans identified for the corresponding year in the LTP.
- 4.3 Section 95(5)(b) of the LGA requires Council to identify any variations from Financial Statements and the Funding Impact Statement from a local authorities long term plan to the relevant annual plan year.
- 4.4 **Council Workshops – 5 December and 17 December 2024**
- 4.5 Council had a presentation from Quotable Value New Zealand on the recent property revaluations and staff provided an overview of the implications and resultant rate impact as a strategic issue for consideration.
- 4.6 In line with usual practice for development of a dAP, at its workshop on 5 December 2024, Council discussed strategic issues to be considered in the development of the dAP, including factors that could potentially have a material impact on the dAP development process.
- 4.7 The following issues were discussed and subsequent impacts:
- Water Services Delivery
 - Water meters districtwide installation

- Waitomo District Landfill
- Mokau Seawall
- District Playgrounds
- District Wide Benefit Rates
- Delivery of Capital programme

Strategic Issue	Estimated costs or revenue for dAP 25/26 consideration
Water Services Delivery	Unknown
Water Meters – Districtwide Installation	Possible variation
Waitomo District Landfill	Possible variation
Mokau Seawall	\$900,000
District Playgrounds	\$151,000
Delivery of Capital Programme	Risk level - medium
Property Revaluations	Low-medium
Rate Increase	7.78% (LTP 2024/34)

- 4.8 Overall variations to the 2025/26 AP were calculated to provide an early indication of the increase in the Total Rates Requirement presented on 17 December including rating examples. This amount indicated a 4.84% increase in rates.
- 4.9 To achieve this a detailed budget review was undertaken resulting in some operational reserves being utilised (sludge disposal) and waste minimisation levy reserve (recycling) as well as not fully funding depreciation for rural halls, elderly housing, solid waste, three waters and roads activities in order to reduce the amount of rates funding proposed.
- 4.10 Consideration of the application of operational reserve balances is undertaken as part of developing each AP however as a key focus of the Financial Strategy is to reduce debt, generally use of operational reserves is limited to smoothing rates in any given year.
- 4.11 It was acknowledged these were short term solutions that will provide some relief for ratepayers in the coming year and are not a sustainable long term funding source.
- 4.12 The rate types that contribute to the overall increase of 4.84% over the current year were:
- Solid waste – 21% increase
 - Wastewater – 13% increase
 - Water supply – 9% increase
- 4.13 This level of rate increase was not considered affordable as still above inflation (LGCI for 2024 was 3.5%), so Council has worked through a process of prioritising expenditure and finding other methods to reduce costs.
- 4.14 **Council Workshop – 4 February 2025**
- 4.15 Subsequent to the Council workshops in December, further budget reviews identified additional budget savings of \$325,000 across the organisation, further reducing the forecast rates requirement to achieve a rates increase similar to inflation.
- 4.16 The changes made to bring about this decrease came from reduction in asset replacement funding for recreation and property assets, reduction in interest expense, additional revenue added for contribution to roads maintenance (quarries), correction to library depreciation funding.
- 4.17 The dFF rates requirement was calculated to be \$26.3M, compared to the current year (2024/25) rates requirement of \$25.4M, which results in a forecast rates revenue increase of 3.56% (\$906K).
- 4.18 The rate types that contribute to the overall increase over the current year were:
- Solid Waste – 20% increase
 - Wastewater – 13% increase

- Water Supply – 9% increase

- 4.19 Council was presented with modelling including rates examples for fixing the UAGC at \$300 and \$250 and as compared to the current \$350 at the proposed 3.56% average rate increase. Four other scenarios were presented considering district subsidy reductions, fully harmonised water rating and removal of trade waste rate. This showed the movement in rates revenue by category and individual sample properties.
- 4.20 The modelling demonstrated that the proportion of rates revenue paid by each category was impacted differently and compounded by the property revaluations.
- 4.21 **Council Workshop – 18 February 2025**
- 4.22 Direction given post the 4 February workshop was to keep paused the harmonisation of water and wastewater rates, and a preference to further reduce rates revenue, setting the UAGC at \$250, and a move to reducing District benefit subsidisation for water and wastewater.
- 4.23 The main purpose of the workshop was to present the rate modelling options relating to the direction given in previous workshops. Five scenarios were presented at the February 18 workshop for setting the UAGC and reducing the district subsidies and general rates. Eight scenarios for rating options were presented for the Mokau seawall covering both options to rebuild or not rebuild which included a proposed urban rating area for Mokau.
- 4.24 At 18 February 2025 Council provided the following direction from the workshop.
- Staff to further review the budgets to achieve a 3% rates revenue increase.
 - No change to the harmonisation of water supply.
 - Reduce district subsidy rate for water supply and wastewater to 6% as a step towards a “users pays” approach, taking into account potential changes to the future of water and wastewater services and the planned installation of water meters in Years 4 and 5 of the LTP 2024-34.
 - Set the UAGC at \$250 to smooth the impacts of the district valuation, the forecast budget increase and the reduction in the district benefit rates.
 - Mokau seawall – preferred option is to rebuild the seawall at a cost of \$900,000; funded 50% General Rate and 50% funded from a new Mokau rating area by SUIP.
- 4.25 It was acknowledged that there was an increased level of risk that budgets would be overspent with the proposed rates revenue requirement increase at 3%.
- 4.26 The preferred options for the CD were confirmed so a final draft could be presented at the March workshop showing rate impact, debt impact, and any changes to levels of service.
- 4.27 **Council Meeting - 25 February 2025**
- 4.28 At the 25 February 2025 Council meeting, Council received a business paper on wastewater sludge disposal. Council agreed that the amount of sludge disposed be reduced to ensure no budget variance to the LTP forecast. The forecast costs and associated reserve funding were updated to reflect this change.
- 4.29 Council also considered a business paper on the districtwide water meter installation. The paper proposed bringing forward the timing of this project due to the new legislative requirements for delivery of drinking water which have reaffirmed the importance of water conservation and producing water in the most efficient and cost-effective way.
- 4.30 Council's decision was to leave this project as per the 2024-2034 LTP thereby removing this as a strategic issue for the dAP.
- 4.31 **Council Workshop – 11 March 2025**
- 4.32 The final dFF and draft CD were presented to Council that included the direction given at previous workshops and impact of Council decisions at the February Council meeting.
- 4.33 Final budget reviews identified additional budget savings of \$161,000 across the organisation, further reducing the forecast rates requirement to achieve an increase similar to inflation (CIP of 2.2% and LGCI of 3.5% for 2024).

- 4.34 The changes made to bring about this decrease came from additional forecast revenue, reduction in Community and Partnerships forecast expenditure, reduction in other costs, reduction wastewater costs.
- 4.35 The dFF rates requirement was calculated to be \$26.2M, compared to the current year (2024/25) rates requirement of \$25.4M, which results in a forecast rates revenue increase of 2.93% (\$745K).
- 4.36 The rate types that contribute to the overall increase over the current year were:
- Solid waste rate – 19% increase
 - Wastewater – 12% increase
 - Water supply – 8% increase
 - General rate/UAGC – 3% decrease
- 4.37 Council were satisfied that the financial position as contained in the dFF for the 2025/26 period is largely robust and all financials are within the covenants set out in the Financial Strategy. All the financial reporting and prudence benchmarks have been met.
- 4.38 The overall forecast average annual rates increase for 2025/26 is 2.93%, which is lower than LGCI inflation at 3.5% and below the planned forecast for LTP Y2 of 7.78% strikes a balance between meeting increased costs and rates affordability.
- 4.39 Forecast debt was \$45.39M at 30 June 2026, against a forecast in the LTP Year 2 of \$48.2M which is within Councils debt capacity.
- 4.40 Council considered the CD with a focus on the following areas:
- The average rate increase for the district proposed at 2.93%
 - Key projects for 2025/26
 - Proposals and options
 - Policies update
 - General Revaluations
 - Rates Affordability
 - Fees and Charges
- 4.41 The consultation document content was confirmed during the workshop Council's with preferred options for Waitomo District Landfill being transport out of district, Mokau seawall to be rebuilt and Districtwide Benefit Rates to be reduced. The CD was later adopted by Council at the monthly meeting on 25 March 2025.
- 4.42 **Community Consultation**
- 4.43 Council recognised the importance of community consultation for the dAP topics especially the Waitomo District Landfill and Mokau seawall as the decisions would have significant community interest and the long-term impacts.
- 4.44 There were three public sessions during the consultation period that had good levels of engagement and provided an opportunity for members of the public to speak to WDC staff and Elected Members about the proposals.
- WDC stand at the Great NZ Muster held in Te Kūiti on 29 March 2025
 - Legendary Te Kūiti on at Waitomo Club in Te Kūiti on 10 April 2025
 - Mōkau public meeting held at the Mōkau Hall on 12 April 2025
- 4.45 The WDC muster stand was well received comments made such as 'good to see you here' approximately 20 individuals stopped at the WDC muster stand to discuss the topics and approximately 30 consultation documents picked up. Responses were generally positive; some were strongly opposed to Council and the high rates being charged and felt they were being over-charged for services received.
- 4.46 The evening meeting hosted by Legendary Te Kūiti (LTK) had approximately 30 attendees with a formal presentation from Mayor John Robertson and WDC staff. There was a good Q&A session with the group followed by one-on-one discussions with elected members and staff. Most attendees took copies of the consultation documents with them.

- 4.47 At the Mōkau public meeting, approximately 55 people attended, the main topic was the Mōkau Seawall proposal. Elected members and WDC staff attended, the main presentation was made by Mayor John Robertson. Discussion both for and against the proposal to rebuild the seawall was had during and after the meeting. Concerns about what would be gained or lost were raised and how much should or should not be spent. The history of the area was discussed and locals shared their accounts of the changes that they witnessed.
- 4.48 Residents requested further involvement in the next steps of assessing the seawall construction in more detail and interest in the approaches used by New Plymouth District Council. WDC staff worked with Beca Limited and local residents on what cost-effective options were available for erosion control. The subsequent report was presented to council on 6 June prior to the Deliberations meeting.
- 4.49 Te Raangai Whakakaupapa Koorero held a hui on 6 April 2025 with Whare representatives and interested parties. The water services proposal and Annual Plan 2025-26 proposals were discussed in detail. Submissions were received from some of the attendees at this hui.
- 4.50 During the month long engagement hard copies of the CD were available in Te Kūiti, Waitomo Caves, Piopio, Maniaiti/Benneydale and Mōkau, this combined with the in-person public engagements, online content and promotion through media channels and flyers included in books borrowed from Te Kūiti District Library has given plenty of coverage and opportunity for the community to have their say and be informed on this proposal.
- 4.51 Hearings and Deliberations
- 4.52 At the close of the submission period 48 submissions were received related to the dAP and five for the fees and charges. Eight of the submitters presented at the Council Hearing on 14 May 2025. There were mixed views in the written and verbal submissions supporting and opposing the preferred options for the WDL and Mokau seawall.
- 4.53 Overall, 20 submitters supported transporting waste outside the district, and 13 supported developing the WDL. Submissions were generally supportive of waste minimisation in both options.
- 4.54 Demoworx a resource recovery business spoke to their submission regarding opportunity to operate the WDL as a more commercial operation and to explore a partnership arrangement. Demoworx offered to undertake further investigation and present back to Elected Members prior to deliberations.
- 4.55 Demoworx presented their findings to Elected Members and WDC staff that evaluated the costs, risks and benefits of the Waitomo District Landfill development. Demoworx concluded that the development costs and risks associated with the highwall, and geotechnical issues were too high to pursue a partnership arrangement. There was still some possibility to receive class 2 and 3 waste streams should the WDL move to more waste recovery type operation, and happy to provide advice in the waste recovery setup.
- 4.56 A total of 20 submitters supported the rebuilding of the Mokau seawall with 12 opposing the rebuild option. During the Hearings most speakers attending spoke regarding the Mokau seawall proposal, majority of those who spoke did not support rebuilding the seawall and were strongly opposed to Councils preferred option, some noted this was not the approach Council had agreed to in 2015.
- 4.57 Waikato Regional Council also spoke to their submission mostly discussing the Mokau seawall. They were supportive of pursuing an adaptative approach with WDC citing positive journeys with other Councils. When queried they advised it was likely a hard infrastructure type of seawall would be needed at the location to prevent erosion but long term view should be considered before committing to this approach.
- 4.58 The majority of submitters supported the reduction of the DWB rates with 29 supporting and four opposing.
- 4.59 Also the majority supported the changes to the Rate Remission Policy with 16 supporting and only two opposed. The Revenue and Financing Policy changes were supported by 13 and only three opposed.
- 4.60 During the Workshop on 10 June 2025, Council were presented with further information regarding the Mokau Seawall with more detailed costings and approaches.
- 4.61 The Deliberations meeting was following the workshop where Council responded to each of the matters raised as presented in the deliberations paper on 10 June 2025.

- 4.62 Council then deliberated on the submissions across the three proposals and considered officers advice across all the submission points raised during consultation.
- 4.63 The WDL the option to transport out of the district was fully supported recognising this presented the best approach for the district currently and noting the consent and ability to revisit development if costs escalate. The resourcing of waste recovery can be increased following this option in line with community views.
- 4.64 The reduction of the DWB rates was fully supported as recognising WDC will move to a user pays approach as part of a Water CCO or stand alone and implementing water meters as per the LTP 2024-2034.
- 4.65 Council debated the amount of public benefit that would be gained from rebuilding the Mokau, the risk of this wall failing while accounting that it may offer some benefit to private properties. Overall, it was agreed the rebuild options were too costly and risky for the amount of public gain. It was agreed that no further rate payer funding to be spent on the Mokau Seawall other than money required to monitor, clear debris and keep the public safe.
- 4.66 It was raised that private property owners on Point Road can approach Council with suggested solutions for the Point Road seawall should they wish to fund this.
- 4.67 Council agreed to changes to the Fees and Charges Schedule 2025/26 for hall hire fees and the 35% increase to alcohol licencing as proposed through the Alcohol Fee Bylaw. Council supported water connections becoming a private contract between the applicant and approved contractor with WDC oversight, to ensure full cost recovery of connections and appropriate standards being met.
- 4.68 A number of other points were raised by the submitters in addition to the questions asked in the consultation document. One point raised by Ruapehu District Council was regarding reinstating the funding the promotion of the Timber Trail of \$15,000. Council retained it's position that adequate support has been provided by Waitomo district ratepayers for the initial years of the Timber Trail and that the Community grant funding is the appropriate avenue for future funding.
- 4.69 Formal submission responses will be sent to all those who have submitted providing responses and the options Council have adopted.

4.70 Summary Financials

- 4.71 The forecast Rates Revenue Requirement for the 2025/26 year is \$26.2 million, a decrease of \$1.2 million compared to the same year forecasted in the LTP, this is an increase of \$0.7 million more than current year. The forecasted increase in rates revenue requirement is 2.91% compared to the forecast of 7.78% in the LTP.
- 4.72 Council decided to make use of the discretion allowed for in the Revenue and Financing Policy when setting the UAGC for 2025/26. This was to help bring more properties closer to the average rate increase, the final reduced amount set for the UAGC is \$250.
- 4.73 Setting the UAGC at a lower rate will reduce some of the extreme increases and decreases, however there is still a wide range of movement for individual properties.
- 4.74 Total public debt at 30 June 2026 of \$44.4 million is forecast which is lower than the forecast contained in the 2024-2034 LTP for the same year (\$48.2 million).

<h2>5. Commentary</h2>

- 5.1 The Financial Forecast presented for Council's consideration has been modelled and prepared to ensure consistency with the direction adopted in Council's 2024-2034 LTP.
- 5.2 This is the same fiscally prudent approach Council has been rigorously applying to the development of APs for many years, with the consideration of rates affordability a fundamental standard component of this practice.
- 5.3 The exceptions and variations to expenditure proposed in the final AP are to address legally mandated/statutory requirements, or to implement decisions taken by Council previously. Other amendments have been proposed to address new issues that have arisen, or to respond to new costs of contract, historical trends, etc.

5.4 The main changes to the financial forecasts were:

- Projected spend has been updated for the 2024/25 year for significant capital projects, resulting in a reduction in the level of loan funding and subsequent interest cost forecast in 2025/26.
- Interest rate assumption to 4.33% as advised by independent treasury advisors Bancorp based on the latest forecasts.
- Financial forecasts have been updated to reflect Councils decisions since the draft annual plan including the increased budget approved for the Te Kuiti water resilience budget and changes to sludge disposal projections for 2024/25.
- Minor increase in salary costs following a reduction in the level of staff costs to be capitalised.
- Removal of the Mokau seawall capital expenditure budget in 2025/26.
- Updating funding of Local Water Done Well investigation costs in 2024/25 from Better Off funding to internal loan.
- Updating the capital expenditure forecasts for Eketone Street sections development with \$280K included for the installation of services and road surfacing (to be funded from reserve, then recovered through the future sale of the sections). Additional capital budget of \$120K added to Te Kuiti stormwater improvements for network improvements for the sections at Eketone Street (funded by Better Off funding).
- Minor changes to rate funded depreciation expense and the removal of Piopio hall revenue and expenditure (now undertaken by the hall committee).
- Additional budget for costs of joint procurement of the kerbside contract (funded by reserve) and audit fees for the LTP amendment.

5.5 Forecast rates requirement for 2025/26

5.6 The forecast rates revenue requirement for the 2025/26 year is \$26.2 million, a decrease of \$1.2 million compared to the same year forecast in the LTP and is summarised in the following table.

(\$000's)	Long Term Plan 2025	Long Term Plan 2026	Annual Plan 2026	Variation to Long Term Plan 2025	Variation to Long Term Plan 2026
Targeted Rates and Services Charges					
Wastewater	2,713	2,936	3,041	328	105
Water Supply	2,463	2,910	2,671	208	(239)
Metered Water Supply Rates	1,251	1,385	1,350	99	(35)
Piopio Retirement Village Contribution	13	13	16	3	3
District Roding Rate	5,197	5,339	5,322	125	(17)
Solid Waste Rate	1,337	1,584	1,590	253	6
Solid Waste Collection	230	235	251	21	16
Stormwater	918	1,023	925	7	(98)
Forecast Total Targeted Rates and Service Charges	14,122	15,425	15,166	1,044	(259)
General Rate	9,242	9,873	9,434	192	(439)
UAGC	1,727	1,765	1,232	(495)	(533)
Rates Penalties Revenue	360	368	360	0	(8)
Forecast General Rates and UAGC Requirement	11,329	12,006	11,026	(303)	(980)
Forecast Total Rates Requirement	25,451	27,431	26,192	741	(1,239)
Change in Rates Requirement		1,980	741		
Percentage Change	11.07%	7.78%	2.91%		

5.7 Wastewater rates are higher than forecast in the LTP to fund vegetation planting to meet consent conditions, reticulation maintenance, staff costs and Temata Arowai levies.

5.8 Water supply and metered water rates are lower than forecast in the LTP for interest costs due to the re-sequencing of the Te Kuiti water resilience project and loan funding is now forecast to fund operational project management costs associated with the project.

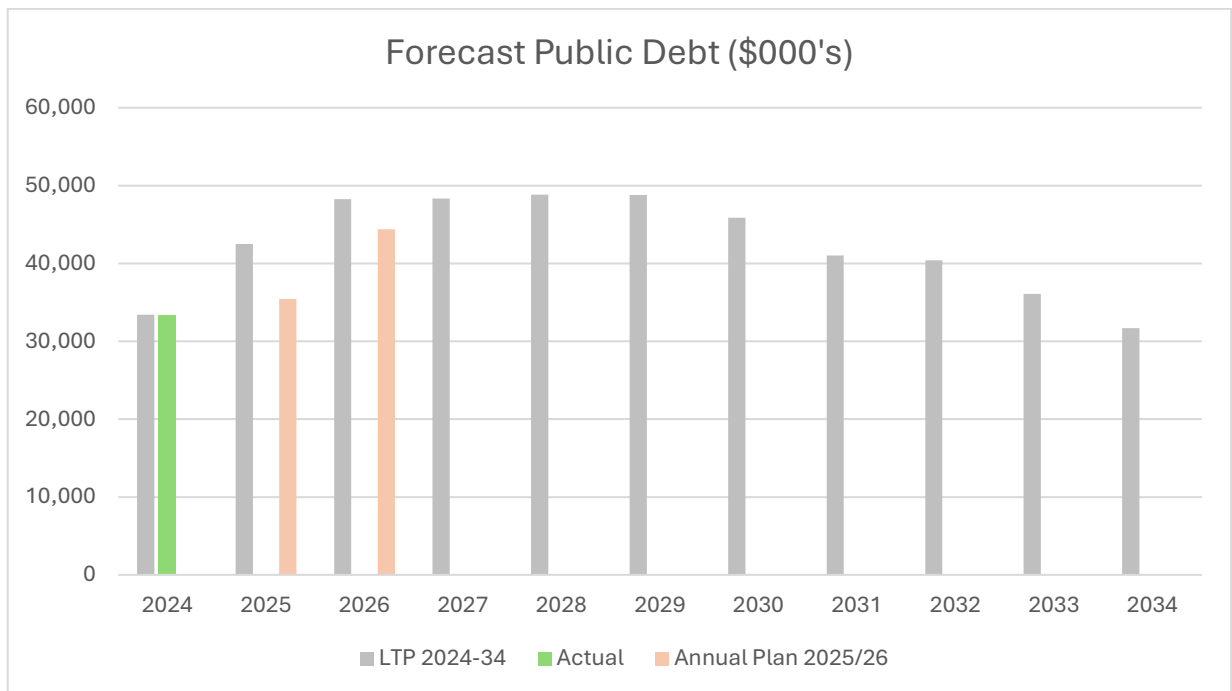
- 5.9 Stormwater rates are less than forecast in the LTP due to lower interest costs associated with the stormwater attenuation ponds project.
- 5.10 The general rate and UAGC are both lower than forecast in the LTP due to reductions in overall operating expenditure in the Regulatory, Recreation and Property and Leadership activities. These reductions in legal fees, earthquake prone building expenditure, repairs and maintenance, reduced interest costs, IT costs, regional initiatives, community partnership grants, promotions and district and regional promotion. There is also a reduction in rate-funded asset replacement for Recreation and Property assets.
- 5.11 The UAGC revenue forecast is also lower due to the reduction in the UAGC to \$250 for the 2025/26 year.
- 5.12 Whole of Council Prospective Funding Impact Statement
- 5.13 The financial forecasts for the Whole of Council are summarised in the following statement.

(\$000's)	Long Term Plan 2025	Long Term Plan 2026	Annual Plan 2026	Variation to Long Term Plan 2025	Variation to Long Term Plan 2026
Sources of operating funding					
General rates, uniform annual general charges, rates penalties	11,328	12,006	11,026	(302)	(979)
Targeted rates	14,122	15,425	15,166	1,044	(259)
Subsidies and grants for operating purposes	7,957	6,888	6,988	(969)	100
Fees and charges	4,895	5,074	4,390	(505)	(685)
Interest and dividends from investments	66	72	342	276	270
Local authorities fuel tax, fines, infringement fees and other receipts	290	293	282	(8)	(11)
Total operating funding (A)	38,658	39,758	38,194	(464)	(1,564)
Applications of operating funding					
Payments to staff and suppliers	33,022	32,327	32,030	(992)	(297)
Finance costs	1,621	2,105	1,545	(76)	(560)
Other operating funding applications	0	0	0	0	0
Total applications of operating funding (B)	34,643	34,432	33,575	(1,068)	(857)
Surplus (deficit) of operating funding (A-B)	4,015	5,326	4,619	604	(707)
Sources of capital funding					
Subsidies and grants for capital expenditure	7,743	6,139	6,534	(1,209)	395
Increase (decrease) in debt	8,520	5,582	9,325	805	3,743
Gross proceeds from sale of assets	0	0	0	0	0
Lump sum contributions	0	0	0	0	0
Other dedicated capital funding	0	0	0	0	0
Total sources of capital funding (C)	16,263	11,721	15,859	(404)	4,138
Applications of capital funding					
Capital expenditure - to improve the level of service	7,182	6,657	10,889	3,707	4,232
Capital expenditure - to replace existing assets	14,359	11,498	11,151	(3,208)	(347)
Increase (decrease) in reserves	(1,263)	(1,108)	(1,562)	(299)	(454)
Total applications of capital funding (D)	20,278	17,047	20,478	200	3,431
Surplus (deficit) of capital funding (C-D)	(4,015)	(5,326)	(4,619)	(604)	707
Funding Balance ((A-B)+(C-D))	0	0	0	0	0

- 5.14 Total operating funding is \$1.6 million less than forecast in the LTP mostly for rates revenue which was less than forecast for the reasons detailed above under section 5.5. Fees and charges revenue was also less than forecast for landfill charges due to declining waste volumes, lower quarry royalty revenue and reductions in building control revenue and rental revenue due to the sale of some rental properties during the 2024/25 year.
- 5.15 Total operating expenditure is \$857,000 less than forecast in the LTP due mostly to due to reductions in interest costs forecasts and the reductions in expenditure detailed in section 5.5

above. These reductions were partly offset by increased forecasts for sludge disposal costs for Te Kuiti wastewater (funded by reserve).

- 5.16 Subsidy revenue of \$6.5 million is forecast for capital expenditure, \$395,000 more than forecast in the LTP mostly due to the \$370,000 of Better Off funding applied to stormwater improvements and attenuation ponds. The LTP forecast the construction of this project in the 2024/25 year.
- 5.17 The increase in debt of \$9.3 million is \$3.7 million more than forecast in the LTP for the same year due to the re-sequencing of the Te Kuiti water resilience project and Te Kuiti stormwater improvements and attenuation ponds and the Te Kuiti transfer station improvements and capping of the existing landfill cell.
- 5.18 Total capital expenditure (improvements and replacement of existing assets) is forecast to be \$22.04 million, \$3.9 million more than the LTP. The significant projects planned for 2025/26 include:
- \$2.5 million for the Te Kuiti transfer station improvements and the capping of the existing landfill cell,
 - \$0.7 million for stormwater improvements and stormwater design costs,
 - \$7.0 million for Te Kuiti water resilience project, and
 - \$8.0 million for road renewals (partly funded by NZTA subsid).
- 5.19 The decrease in reserves is forecast at \$1.6 million, this includes the reduction in operational reserves to fund sludge disposal.
- 5.20 The significant variances to the forecast contained in the LTP for 2025/26 year and to current year (2024/25) are explained within the AP document under each activity.
- 5.21 Forecast Public Debt
- 5.22 Public Debt at 30 June 2026 is forecast to be \$44.4 million. This is \$3.8 million less than the forecast of \$48.2 million contained in the 2024-34 LTP. The LTP assumed that construction of the Te Kuiti water resilience project, Te Kuiti stormwater attenuation ponds and the landfill cell development commenced in the 2024/25 year.



- 5.23 Financial Reporting and Prudence Benchmarks
- 5.24 All financial reporting and prudence benchmarks have been met.

6. Analysis of Options

- 6.1 Council is required by the Local Government Act 2002 to adopt an Annual Plan prior to 1 July.
- 6.2 Council is required by the Local Government (Rating) Act 2002 to set rates prior to 1 July.
- 6.3 Council completed its Hearings and Deliberations on submissions made during the public consultation process for the draft AP 2025/26 and agreed on the direction to take regarding the AP. Agreed changes have been made to the final draft AP 2025/26.
- **Option 1:** Council has the option of agreeing to adopt the final draft Rates Remission, Revenue and Financing Policies, dAP 2025/26 and Fees and Charges Schedule 2025/26 as enclosed, or
 - **Option 2:** Council can require further changes to the final draft Rates Remission, Revenue and Financing Policies, dAP 2025/26 and Fees and Charges Schedule 2025/26.

7. Considerations

7.1 RISK

- 7.2 As there has been a consultation process followed and public have had the opportunity to put forward written and verbal submissions. The submissions have shown there is support for the approaches Council have not followed, therefore some level of risk that the community do not agree with Council's assessment and the changes to the final 2025/26 Annual Plan and may further challenge the outcomes.
- 7.3 There is a risk of unbudgeted costs from the Point Road seawall, a significant storm event could result in need to remove materials and relocate barriers that may not be covered by current maintenance budgets.
- 7.4 There is a risk the transport out infrastructure may not be completed prior to the Waitomo District Landfill reaching capacity. This would result in higher than forecasted transport costs to frequently ship out smaller waste volumes.

7.5 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 7.6 The Financial Forecasts for the AP 2025/26 are consistent with the forecasts provided during the AP workshops and subsequent updates in standalone documents.
- 7.7 Transporting waste out of the district is not consistent with the LTP 2024-2034, however this is consistent with the current AP 2024/25. The LTP 2024-2034 will require amendment in line with the direction given by Council to form a Water Council Controlled Organisation, therefore the transport out option can be incorporated into this amendment due for adoption 30 June 2026.

7.8 SIGNIFICANCE AND COMMUNITY VIEWS

- 7.9 Section 78 of the LGA requires Council to, in the course of its decision making, give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter. Three proposals were consulted on with the community due to the level of significance being the Waitomo District Landfill, Mokau seawall and the District Wide Benefit rates.
- 7.10 There were mixed views in the written and verbal submissions supporting and opposing the preferred options for the WDL and Mokau seawall. Overall, 20 submitters supported transporting waste outside the district, and 13 supported developing the WDL. Submissions were generally supportive of waste minimisation in both options. 20 submitters also supported the rebuilding of the Mokau seawall with 12 opposing the rebuild option.
- 7.11 The majority of submitters supported the reduction of the DWB rates with 29 supporting and four opposing.
- 7.12 Also the majority supported the changes to the Rate Remission Policy with 16 supporting and only two opposed. The Revenue and Financing Policy changes were supported by 13 and only three opposed.

- 7.13 There were five submissions on fees and charges with concerns raised on the changes to water connections and the hall hire and alcohol licencing fees.
- 7.14 Council has considered these community views and made an informed decision balancing rates affordability, risks, and public benefit and were satisfied that the financial position as contained in the dFF for the 2025/26 period is largely robust and all financials are within the covenants set out in the Financial Strategy.
- 7.15 Council's decision on the 2025/26 AP will be communicated with the community, and the 2025/26 AP will be available on Council's website. Printed copies will be available from late July 2025.

8. Recommendation

- 8.1 Council undertook a robust process in developing the Annual Plan for 2025/26. The program of work in the final 2025/26 dAP and the Financial Forecasts therein are aligned decisions made by Council in the course of developing, consulting and deliberating this AP.
- 8.2 Changes made from the 2024-2034 LTP for the corresponding year being material changes to the solid waste activity regarding the move to transporting waste out of the district.
- 8.3 It is recommended that Council now adopt its 2025/26 AP together with the required and supporting policies, rates setting steps and fees and charges.
- 8.4 The setting and assessment of the rates for FY 2025/26 is provided for in this business paper and reflects the funding requirement of the 2025/26 dAP document as presented.

9. Attachments/Separate Enclosures

Attachments:

- 1 Draft Revenue and Financing Policy 2025
- 2 Draft Rates Remission Policy 2025
- 3 Draft Fees and Charges Schedule 2025/26

Separate Enclosures:

- 1 Draft Annual Plan 2025/26 (to be circulated under separate cover)

Waitomo District Council

Draft Revenue and Financing Policy

First adopted	
Last Reviewed	June 2024
Review Date	June 2027
Associated documents	N/A
Responsibility	Chief Financial Officer

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INTRODUCTION | KUPU ARATAKI

Under Section 102 of the Local Government Act 2002 (LGA 2002), all local authorities are required to adopt a Revenue and Financing Policy (RFP).

The RFP provides details of Council's policies in respect of funding operating and capital expenditure, including how the policy was developed and what sources are used to fund the different activities. Total funding comprises a funding mix of rates, fees and charges, debt and other income.

The application of the RFP is reflected in the Funding Impact Statement for a particular financial year. To understand the rating impact of the policy it needs to be read in conjunction with the Funding Impact Statement.

This policy complies with the legislative requirements of section 103 the LGA 2002 which sets out a number of factors that Council has to consider in determining its RFP.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHİ

The purpose of the RFP is to set out how the operating and capital expenditure of each of Council's activities is to be funded – that is, who pays for what, how and why. The Policy outlines:

- Available funding mechanism (e.g. rates, fees, borrowings, subsidies and grants etc),
- Council's funding considerations (i.e. the decision about how each Council Activity is to be funded and the process followed to reach the decision), including
 - Funding of operating costs (i.e., the funding mix Council has chosen for each Activity's operating costs), and
 - Funding of capital costs (i.e., the funding mix Council has chosen for each type of capital investment).

The application of this Policy is set out elsewhere:

- Rates charges and definitions are set out in the Funding Impact Statement,
- Fees and charges for all Activities are set out in the Fees and Charges Schedule.

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

National Benefit	Benefits the nation and is public in nature.
District Benefit	Benefits the whole District and is public in nature.
Regional Benefit	Benefits the Region and is public in nature.
Commercial Benefit	Benefits the commercial sector and has elements of both public and private benefit.
Community Benefit	Benefits a particular Community of Interest and is public in nature.
User Benefit	Benefits an identifiable individual, group, or community segment.
Applicant	Benefits an identifiable individual, group or community segment.
Offender / Exacerbator	The cost is the result of offenders, or ones who exacerbate a problem.

SUIP

For the purposes of this Policy, the definition of SUIP / Separately used or inhabited part of a rating unit shall be as set out in the Council's Funding Impact Statement.

CHANGES SINCE THE 2024 POLICY WAS ADOPTED**District Benefit Subsidy Rates for Wastewater and Water Supply**

The District Benefit rates for Water Supply and Wastewater will reduce in 2025/26 as the first step towards a "user pays" approach, taking into account potential changes to the future delivery of water and wastewater services as part of Local Waters Done Well reforms and the planned installation of water meters in Years 4 and 5 of the LTP 2024-34. To assist in smoothing the impact of this change Council intends to transition the reduction in these rates over 3 years commencing 2025/26, with the intention to remove the District Benefit rates by 1 July 2028.

Previously these rates were assessed at 10% of the total funding requirement for Water Supply and 10% of the rates funding requirement for Wastewater (excluding the trade waste contribution rate).

The allocation for 2025/2026 will be assessed at 6% of the total funding requirement for Water Supply; and 6% of the rates funding requirement for Wastewater (excluding the trade waste contribution rate).

In developing the RFP and determining the appropriate funding sources for each activity, Council considered each activity against the principles laid out in section 101 (3) of LGA 2002.

Principle	Rational for its application
Community Outcomes	<p>These are the outcomes that a local authority aims to achieve in meeting the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions. Section 101(3)(a)(i) of the LGA 2002 requires that in determining the funding sources, Council identify the community outcomes to which each activity primarily contributes.</p> <p>This RFP lists for each group of activities, the outcomes to which it primarily contributes, and states why each activity is undertaken.</p> <div data-bbox="403 629 1329 855"> </div> <p>A district for all people</p> <p>Our district is a great place to live because it is accessible, safe, affordable, and inclusive. We promote health, wellbeing, and participation.</p> <p>A prosperous people</p> <p>We enable a thriving and sustainable economy to create greater benefits for everyone.</p> <p>A district that values culture</p> <p>We value the whakapapa of our district, and we promote cultural, creative, and recreational activities where traditions, heritage, and arts are celebrated.</p> <p>A district that cares for its environment</p> <p>We ensure the wise use and management of all land and resources now and for future generations.</p>
Distribution of Benefits	<p>Section 101(3)(a)(ii) of LGA 2002 requires costs to be allocated where the benefits lie. Council assessed the Distribution of Benefits for each activity, whether the benefits flowed to the District as a whole, or to individuals or identifiable parts of the community.</p> <p>In order to assess the Distribution of Benefits, it is necessary to first describe and define the different types of benefits that flow from Council activities.</p>
Period of Benefits	<p>Section 101(3)(a)(iii) requires the consideration of intergenerational equity – the principle that the costs of any expenditure should be recovered over the time that the benefits of the expenditure accrue. This principle applies particularly to the allocation of capital expenditure and results in infrastructural costs being spread more evenly across the life of the asset and the different ratepayers who benefit from it over that period.</p> <p>The principles of funding operating and capital expenditure are as stated in this policy. They are assumed to apply to each activity, unless otherwise stated in the individual Activity Analysis section.</p> <p>Operational expenditure is funded annually and therefore there are no intergenerational equity issues to be considered. Intergenerational equity issues</p>
Principle	Rational for its application
	<p>arise in relation to capital expenditure and investments and identified in the individual activity analysis sections where relevant.</p>

Exacerbator Pays	<p>Section 101(3)(a)(iv) requires Council to assess the extent to which each activity is undertaken to remedy the negative effects of the actions or inaction of an individual or group. It is important to note that the actions themselves may not be negative or “bad” but they may have negative effects on the whole community.</p> <p>This principle (exacerbator or polluter pays principle) is particularly relevant to Council’s regulatory functions and other activities undertaken to mitigate the adverse effects of community behaviours on the environment.</p> <p>The Exacerbator Pays principle suggests that Council should, where it is practical, recover any costs directly from the individual or group that contributes to the deterioration of a situation or to a cost that is a direct result of their actions.</p> <p>Most activities do not exhibit exacerbator pays characteristics. This heading is only included in the analysis of those activities which do demonstrate such characteristics.</p>
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Costs and Benefits	<p>This consideration includes transparency, accountability and some assessment of the cost efficiency and practicality of funding a particular activity separately as required by section 101(3)(a)(v).</p> <p>Transparency and accountability are most evident when an activity is totally distinctly funded. This allows ratepayers, or payers of user charges as the case may be, to see exactly how much money is being raised for and spent on the activity. However, funding every activity on an individual basis would be extremely administratively complex. The administrative costs and lack of materiality has led Council to fund a number of activities collectively. The individual Activity Analysis section of this policy does not repeat this argument for each activity.</p> <p>The merit of identifying and accounting for functions under the activities separately from other functions enables:</p> <ul style="list-style-type: none"> • More Transparent disclosure and accountability of projects and funding to the Waitomo Community. • Greater opportunity for the Waitomo Community to have input on decisions, proposals, issues and other matters through consultation. • Identification of the Activity contributes to the achievement of community outcomes and service delivery goals through detailed understanding and planning. • Improved monitoring of the Activity in terms of how well Council is achieving its community outcomes annually. • Identification of costs required supporting the Activity in terms of time involved in planning, monitoring, accounting, reporting and administration.
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2.0 Expenditure to be Funded

2.1 Funding of Operating Expenditure

- 2.1.1 Where expenditure does not create a new asset for future use or extend the lifetime or usefulness of an existing asset, it is classed as operating expenditure.
- 2.1.2 Council funds operating expenditure from the following sources:
- General Rates (GR)
 - Uniform Annual General Charge (UAGC)
 - Targeted Rates (TFR and TR)
 - Fees and Charges
 - Interest and dividends from investments
 - Grants and subsidies towards operating expenses
 - Proceeds from asset sales
 - Other sources.

- 2.1.3 Council may choose to not fully fund operating expenditure in any particular year, if the deficit can be funded from operating surpluses in the immediately preceding or subsequent years.
- 2.1.4 Council has determined the proportion of operating expenditure to be funded from each of the sources listed above, and the method for apportioning rates and other charges. The process used is as specified by the LGA 2002.
- 2.1.5 The Funding Impact Statement produced each year (as required by Schedule 10(20) LGA 2002) shows the impact of the RFP each year. It also shows the amounts to be collected from each available source, including how various rates are to be applied.

2.2 Funding of Capital Expenditure

- 2.2.1 Capital expenditure is the cost of creating or upgrading a new asset, or extending the life of an existing asset. Capital expenditure can also be incurred to improve the level of service provided by the asset.
- 2.2.2 The following sources are available for Council under the LGA 2002 to fund capital expenditure:
- Grants and subsidies
 - Depreciation reserves (rate funded depreciation)
 - Loans
 - Rates
 - Proceeds from asset sales
 - Financial contributions under the Resource Management Act 1991
 - Development contributions under the LGA 2002
 - Other revenue sources
- 2.2.3 Council makes use of all of the above sources of funding of capital expenditure, with the exception of Development Contributions. Population trends show that there is no demand for growth related infrastructure at the present time. There is currently enough capacity in the infrastructure networks to allow for nominal growth should it occur in an area. The RFP does not include a provision for growth related capital expenditure as it has been assumed that capital outlay to cater for growth will not occur until there is evidence that the assumed growth is taking place.
- 2.2.4 Council makes provision for capital expenditure for renewals and capital developments which relate to improvements to levels of service. Funding sources used by Council for capital expenditure for renewals in order of priority are, subsidies and grants (when available), rate-funded depreciation, loan funding, and lastly, rate funding. Expenditure for capital developments for improvements to levels of service are funded in the following order of priority: subsidies and grants (when available), loan funding, and lastly, rate funding.
- 2.2.5 Loan funding is an appropriate funding mechanism to enable the effect of peaks in capital expenditure to be smoothed and also to enable the costs of major developments to be borne by those who ultimately benefit from the expenditure. This is known as the 'intergenerational equity principle' and means that the costs of any expenditure should be recovered from the community at the time or over the period the benefits of that expenditure accrue.

3.0 Sources of Funding

The funding sources available to a local authority are set out under the LGA 2002 and the LGRA 2002. Presented below are descriptions of the available funding sources.

3.1 General Rate

- 3.1.1 The General Rate is set under Section 13(2) (a) of the LGRA 2002 and has been used to part fund the activities of Leadership, Community and Partnerships, Recreation and Property, Regulatory Services, Resource Management and Solid Waste. It is set according to the RFP for these activities.

3.1.2 The General Rate is a rate per \$100 of capital value applied to all rateable properties in the District. A General Rate is used according to the RFP, when:

- Council considers that a capital value rate is fairer than the use of other existing rating tools for the service funded; and
- Council considers that the community as a whole should meet costs of the function; and
- Council is unable to achieve its user charge targets and must fund expenditure; or
- UAGC use would be a fair method but Council is constricted by the 30% cap (Section 21 LGRA 2002).

3.2 Uniform Annual General Charge (UAGC)

3.2.1 The UAGC, assessed on each separately used or inhabited part of a rating unit (SUIP), is set under Section 15 of the LGRA 2002 and has been used to part-fund some activities where overall District-wide benefit has been assessed (details are contained within the relevant activity funding sections).

3.2.2 UAGC is assessed on each separately used or inhabited part (SUIP) of a rating unit to:

- Ensure equity in bearing the cost liability of a service (or part of service) which is deemed equally beneficial to all
- Ensure that those with multiple uses pay a fair share
- Provide a consistent treatment between all uniform charges.

3.2.3 In setting the UAGC, based on the RFP, Council will consider the following aspects:

- Adherence to the legislative cap (UAGC to be maximum of 30% of total rates excluding any fixed rate charges for water or wastewater) and;
- Set the amount of UAGC such that it is as fair as possible to all ratepayers and in consideration of the principles of affordability and sustainability.

3.2.4 Council may consider 'capping' the amount of the UAGC at a certain value or that any increase in UAGC may be limited to a maximum of the Local Government Cost Indicator (LGCI) for that year (to be determined by Council through the annual rates setting process).

3.2.5 This consideration is primarily to maintain rates affordability and is in keeping with section 101(3) of LGA 2002 which explicitly requires that the funding needs be met by sources considered appropriate by local authorities, after giving consideration to, among other things, the impact of the funding allocations on the interests of the community.

3.3 Targeted Rates

3.3.1 A Targeted Rate is set under Sections 16 or 19 of the LGRA 2002 and has been used to part fund the groups of activities of Community and Partnerships, Recreation and Property, Wastewater, Water Supply, Stormwater, Solid Waste and Roads and Footpaths. Targeted Rates are set according to the RFP for these services.

3.3.2 A Targeted Rate is used according to the RFP, when:

- Council considers that a Targeted Rate would enable a higher level of transparency in funding allocation; or
- Council considers that a Targeted Rate is fairer than the use of other existing rating tools for the service funded, in consideration of the benefit derived from the service. The percentage of benefit is determined by Council's RFP.

3.3.3 The LGRA 2002 allows for Targeted Rates to be assessed on land defined on the basis of use to which land is put, area of land, location of land, the value of land and the provision or

availability of Council services. Targeted Rates may be imposed as a fixed rate or differentially based on property uses.

- 3.3.4 Council has chosen to differentiate the District Rooding Rate into two categories and will use the 'use to which the land is put' (Schedule 2 (1) of LGRA 2002) to define the land liable for these rates. The TR will be assessed as a rate per \$100 of capital value to part fund the Roads and Footpaths activity. Council has chosen to primarily use valuation data to determine the allocation of rating units to differential rate categories.

The following land use categories and differential factors will apply to the District Rooding Rate:

Differential Category	Definition	Differential Factor
a) District Rooding Rate - General	All rating units in the district excluding those properties categorised as differential b) District Rooding Rate - Forestry Exotic below.	1.0
b) District Rooding Rate - Forestry Exotic	<p>Rating units that have been assigned the FE category code (Forestry Exotic) by Council's Valuation Service Provider and/or properties that are partially used for exotic forestry.</p> <p>Properties with a mixed use Where rating units have a mixed use (eg; pastoral and exotic forestry), and the area of exotic forestry is 20 hectares or more, the rating unit will be apportioned to enable the district rooding rate to be charged correctly. The portion used for exotic forestry will be charged the differential of 3.0 and the remaining portion will be charged the differential of 1.0.</p>	3.0

- 3.3.5 Council will use location (Schedule 2(6) of LGRA) to define the land liable for a number of targeted rates based on location. The following location definitions for the respective rating areas will apply:

Te Kuiti Urban Rating Area	All rating units situated within the Te Kuiti urban area, shown as shaded blue on the map attached in Appendix One.
Rural Rating Area	All rating units situated in the rural areas, shaded green on the map attached as Appendix Two in the district (excluding those rating units shaded blue on the map attached in Appendix One.)
Piopio Township	All rating units connected or with the ability to connect to the Piopio Sewerage System.
Piopio Wider Benefit Rating Area/ PWBRA	All rating units situated in the rural areas around Piopio township (excluding rating units/SUIPs connected or with the ability to connect to the Piopio sewerage system) that are deemed to indirectly benefit from the Piopio sewerage reticulation network, shown as yellow on the map attached as Appendix Three.

3.4 Fees and Charges

- 3.4.1 Fees and Charges will be set according to Council's RFP where:

- It is assessed that the level of benefit to identified beneficiary/exacerbator groups justifies the seeking of user charges; and
- There are identifiable and distinct user groups/exacerbators identified by Council's RFP; and

- User fees represent the fairest method to seek a contribution from identified beneficiaries or exacerbators.

3.4.2 The RFP includes the percentage of fees and charges Council aspires to collect for the relevant activity. The actual fees and charges collected by Council will vary dependent on a number of external factors.

3.5 Interest, Subventions and Dividends

3.5.1 Council receives limited interest from cash investments and borrower notes. Any interest received is used to offset the rate required in the year received.

3.5.2 Council has an investment in Inframax Construction Ltd. No dividends are forecast of the life the plan however if any dividends and/or subventions were to be received these may be used to repay debt. Council will determine how dividend revenue is applied as part of the LTP or annual plan process or by Council resolution.

3.6 Borrowing

3.6.1 Borrowing is managed by the provisions of Council's Treasury Policy. Council's use of funding mechanisms to fund capital development is set out in the Funding of Capital Expenditure section of this policy.

3.7 Proceeds from Asset Sales

3.7.1 Council will determine how proceeds from assets sales will be applied through the LTP or annual plan process or by Council resolution.

3.8 Development and Financial Contribution Policy

3.8.1 Population trends show that there is no forecast demand on infrastructure created by growth, for the foreseeable future.

3.8.2 Currently Council does not require development contributions for development that triggers section 198(1) of the Local Government Act 2002.

3.8.3 Financial contributions are currently taken by Council as consent conditions for subdivision and land use activities approved under the Resource Management Act 1991("RMA") where possible. Formulae are specified in the District Plan for collecting financial contributions to remedy or mitigate the adverse effects of development on District.

3.9 Grants and Subsidies

3.9.1 Council receives a subsidy from NZTA Waka Kotahi to part-fund operations, renewal, and capital development in provision of roads and footpaths.

3.9.2 Council pursues other Grant and Subsidy funding available from Central Government wherever it is considered appropriate.

4.0 Overall Impact of the Funding Mechanisms Selected

4.1.1 Following consideration of the matters referred to in Section 101(3)(a), a picture emerges of where the benefits of engaging in activities land. Once this is done and indicative cost allocation compiled, the final step in Council's process of developing this policy has been to consolidate the results of the individual activity analysis and consider these results in terms of Section 101(3)(b). Section 103(b) requires Council to consider the overall impact of any allocation of liability for revenue needs on the community. The impact is assessed on the current and future wellbeing of the community.

4.1.2 Council has agreed that for most activities where a District benefit has been identified, funding that benefit allocation equally through the General Rate and UAGC would be the most efficient,

equitable and transparent funding method. Both the General Rate and the UAGC are appropriate funding sources when a District wide benefit is assessed.

- 4.1.3 Council's reasoning behind this decision was that, for some activities, the UAGC would be the most appropriate method for funding the District Allocation because of the 'equal benefit' nature of the activity, but Council needs to take into account the 'rates affordability' and 'ability to pay' considerations within the community and also the legislative 'cap' on the amount that can be funded through the UAGC.
- 4.1.4 This reasoning by Council has not been repeated in the rest of the policy except where Council has made exceptions to it.

5.0 Benefits Allocation and Funding Mechanism

- 5.1 Council's RFP has been developed mostly at activity level however for some activities it has been necessary to develop the policy at function level. The benefit allocation and funding mechanism for each function is included under the relevant activity or function in sections 6 to 16 of this policy.

6.0 Application of funding principles to the funding for each activity

- 6.1.1 Council has determined the sources of funding for capital and operating expenditure for each of its activities after considering the principles set out in Section 1.0 and the rationale for the use of funding sources. The table below outlines a summary followed by a detailed explanation.

Activity	Fees and Charges	Other Revenue	Grants and Subsidies	General Rate/UAGC	Targeted Fixed Rate	Targeted Rate	Rate Type	Assessment basis: CV/Rating Unit/SUIP
Leadership								
Representation								
Representation	1%	30% rates penalties		69%			GR	CV
							UAGC	SUIP
Strategy and Engagement								
Strategy and Engagement				100%			GR	CV
							UAGC	SUIP
Investments								
Investment in CoLab				100%			GR	CV
							UAGC	SUIP
Investment in Inframax Construction Limited				100%			GR	CV
							UAGC	SUIP
Council Owned Quarries	80%			20%			GR	CV
							UAGC	SUIP
Community and Partnerships								
Community Development								
Community Development				98%	2% (approx)		GR	CV
							UAGC	SUIP
							TFR (Piopio Retirement Village)	Rating Unit – within Piopio Township and the Piopio Wider Benefit Rating Area
District Promotion								
District Promotion	1%			99%			GR	CV

Activity	Fees and Charges	Other Revenue	Grants and Subsidies	General Rate/UAGC	Targeted Fixed Rate	Targeted Rate	Rate Type	Assessment basis: CV/Rating Unit/SUIP
							UAGC	SUIP
Economic Development								
Economic Development				100%			GR	CV
							UAGC	SUIP
Regulatory Services								
Environmental Health								
Environmental Health	10%			90%			GR	CV
							UAGC	SUIP
Animal and Dog Control								
Animal and Dog Control	50%			50%			GR	CV
							UAGC	SUIP
Building Control Services								
Building Control Services	30%			70%			GR	CV
							UAGC	SUIP
Alcohol Licensing								
Alcohol Licensing	25%			75%			GR	CV
							UAGC	SUIP
Emergency Management								
Emergency Management				100%			GR	CV
							UAGC	SUIP
Recreation and Property								
Parks and Recreation								
Parks and Reserves	2%			98%			GR	CV
							UAGC	SUIP
Housing and Property								
Elderly Persons Housing	100%			Balance by Gen Rate/UAGC if required				
Community Halls	5%			95%			GR	CV
							UAGC	SUIP
Other Land and Buildings	20%			80%			GR	CV
							UAGC	SUIP
Community Facilities								
District Libraries	1%			99%			GR	CV
							UAGC	SUIP
Aquatic Centre				100%			GR	CV
							UAGC	SUIP
Les Munro Centre	4%			96%			GR	CV
							UAGC	SUIP
Aerodrome	60%			40%			GR	CV
							UAGC	SUIP
	48%	25%		27%			GR	CV

Activity	Fees and Charges	Other Revenue	Grants and Subsidies	General Rate/UAGC	Targeted Fixed Rate	Targeted Rate	Rate Type	Assessment basis: CV/Rating Unit/SUIP
Gallagher Community Centre							UAGC	SUIP
Public Facilities								
Cemeteries	30%			70%			GR	CV
							UAGC	SUIP
Public Amenities				100%			GR	CV
							UAGC	SUIP
Solid Waste Management								
Kerbside Collection	40%				60%		TFR	SUIP
Waste Disposal	60%				40%		TFR	SUIP
Waste Minimisation			60%	40%			GR	CV
							UAGC	SUIP
Stormwater								
Te Kuiti Stormwater					35% (Te Kuiti)	65%	TFR	Rating Unit
							TR	CV
Rural Stormwater					100% (rural areas)		TFR	SUIP
Resource Management								
District Plan Administration	45%			55%			GR	CV
							UAGC	SUIP
District Planning				100%			GR	CV
							UAGC	SUIP
Wastewater								
District Wastewater (Te Kuiti, Te Waitere, Piopio, Maniaiti/Benneydale)	22%				78%		TFR	Residential properties per SUIP –connected/ serviceable – District TFR (Harmonised)
							TFR - Base charge	Te Kuiti Non-residential Per SUIP
							TFR – Pan Charge	Te Kuiti Non – Residential Per Pan
							TFR - Trade Waste Contribution	Rating Unit – District Wide
							TFR - District-wide benefit allocation	Rating Unit – District Wide (Transition rate for 3 years commencing 2025/26, with the intention to remove this rate by 1 July 2028 as we move to a “user pays” approach)

Activity	Fees and Charges	Other Revenue	Grants and Subsidies	General Rate/UAGC	Targeted Fixed Rate	Targeted Rate	Rate Type	Assessment basis: CV/Rating Unit/SUIP
Water Supply								
Te Kuiti, Mokau, Piopio, Maniaiti/Benneydale Water Supply					70%	30%	TFR	SUIP –connected/ serviceable – District TFR (harmonization paused, transition rate until a decision is made on the formation of regional CCO for water delivery)
							TR	Water meter / consumption
							TFR - District-wide benefit allocation	Rating Unit – District Wide (Transition rate for 3 years commencing 2025/26, with the intention to remove this rate by 1 July 2028 as we move to a “user pays” approach))
Roads and Footpaths								
Subsidised Roothing	1%		71%			28%	TR	CV - Rating Unit – District Roothing Rate – General Differential of 1.0
							TR	CV – Rating unit – District Roothing Rate -Forestry Exotic Differential of 3.0
Unsubsidised Roothing	17%					83%	TR	CV - Rating Unit – District Roothing Rate – General Differential of 1.0
							TR	CV – Rating unit – District Roothing Rate -Forestry Exotic Differential of 3.0

7.0 Leadership

Level of alignment to community outcomes

Primary Contribution	Secondary Contribution
A district for people	A prosperous district A district that values culture A district that cares for its environment

7.1 Description

7.1.1 In carrying out this activity

- We enable, promote and support local democracy by providing governance advice and democratic services to elected members, the public and staff. We support public engagement with the mayor, councillors and with our democratic processes.
- We consider research, analysis and policy development, and provides advice to support development of the District with a focus on strategies, plans, policy, and bylaws to address the top issues facing our community. We also coordinate and undertake community engagement and consultation on a variety of issues.
- We provide leadership to Council's investment portfolio which oversees the investment in CoLab, Civic Financial Services Ltd, Inframax Construction Ltd and Council owned quarries.

7.2 Activities

7.2.1 The Leadership Group of Activity (GOA) provides for:

- Representation
- Strategy and Engagement
- Investments

7.3 Activity analysis and funding mechanisms

7.3.1 Representation

This Activity involves the provision of leadership and governance of the District and includes the Mayor's Office and Council's governance, including committees.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	100%	69%	General Rate/ UAGC
		1%	Fees and Charges
		30%	Other Revenue: Penalties and sundry revenue

(a) Distribution of Benefits

District Benefit: The benefit of the Representation activity is considered to be District wide in nature as the benefits of good governance and representation benefit the District as a whole.

(b) Funding Mechanism

District Allocation: Council is not able to recover all the costs of this activity from penalties and fees and charges. The most appropriate method of funding is a combination of UAGC and General Rate (GR). While the fairest method would be to fund this activity by UAGC, a combination of UAGC and General Rate is considered most appropriate, given the 30% legislative cap on UAGC and the affordability considerations and the District wide benefit of these activities.

7.3.2 Strategy and Engagement

This Activity includes:

- Carrying out long-term and annual planning for the District and producing plans which reflect the outcomes desired by the community.
- Communicating and consulting with the community on projects, issues and various planning documents, as well as surveys to gauge community satisfaction with services provided.
- Development of policy to promote community outcomes at a local level, and to influence policy at a regional or national level.
- Monitoring the achievement of the levels of service.
- Preparation of Council's Annual Report comprising public information on achievement against the financial and key performance targets of the previous year.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	100%	100%	General Rate/UAGC

(a) Distribution of Benefits

District Benefit: The benefit of this activity is considered to be District wide in nature as the benefits of effective planning and policy development and the monitoring of Council activities and performance is of benefit to the entire District.

(b) Funding Mechanism

District Allocation: The most appropriate method of funding this activity is a combination of UAGC and General Rate (GR). While the fairest method would be to fund this activity by UAGC, a combination of UAGC and General Rate is considered most appropriate, given the 30% legislative cap on UAGC and the affordability considerations and the District wide benefit of these activities.

7.3.3 Investments

Council has investments in land and other organisations that it manages for the benefit of the community and to generate income. The functions comprising this activity are:

1. Investment in CoLab
2. Council Owned Quarries
3. Inframax Construction Limited

7.3.4 Period of Benefit (Intergenerational Equity)

The total expenditure and income of Investment Activities needs to be specified over the proposed investment period as part of intergenerational funding decisions.

7.3.5 Investment in CoLab

This function represents Council's shareholding/investment in CoLab. The principle objective for the company is to provide the most effective access to regional information

of mutual value to the regional community using modern technology and processes and to be an umbrella for future development of shared services within the region.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	80%	100%	General Rate/ UAGC
Regional Benefit	20%	0%	No funding mechanism

(a) Distribution of Benefits

District Benefit: The investment in CoLab is assessed to have a District wide benefit as it is either made to generate income or to explore opportunities for cost reduction/efficiencies, which are used for the benefit of the entire District, or Council is involved for a strategic reason which again is for the benefit of the District as a whole.

Regional Benefit: Gaining the most effective access to regional information and services of mutual value to the regional community is seen as having regional benefit.

(b) Funding

District Allocation: The fairest method of funding this investment would be by way of UAGC. However, due to the 30% UAGC 'cap' and rates affordability issues, Council resolved a combination of General Rate and UAGC to be the most efficient, effective and transparently lawful funding mechanism for this allocation.

Regional Allocation: As there is no lawful funding mechanism available to Council to recover from this group of beneficiaries Council resolved that the Regional Benefit be reallocated to District Benefit and funded by a combination of General Rate and UAGC.

7.3.6 Investment in Inframax Construction Ltd (ICL)

This function represents Council's investment in ICL. ICL is a provider of roading construction and maintenance, quarrying, and maintenance and construction of utilities and infrastructure assets.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	100%	100%	General Rate/UAGC
		0%	Dividend or Subvention

(a) Distribution of Benefits

District Benefit: ICL is assessed to have District wide benefit as it exists to give effect to social and economic outcomes that benefit the entire District. Council's investment in ICL is considered to be strategic in nature and for the benefit of the wider District as a whole.

(b) Funding

Investment Income: Council resolved that as this investment has been entered into for social and economic purposes it would be equitable to fund the cost of this activity through Investment Income (i.e. dividend and/or subventions), when available.

Any surplus generated through this investment may be used for repayment of term debt which benefits the wider community by enhancing the financial sustainability of the Waitomo District Council and will be resolved by Council through the LTP or annual planning cycle or by Council resolution.

District Allocation: Any deficit resulting from Council's investment in ICL will be funded by way of a combination of General Rate and UAGC which reflects the public good associated

with the investment. This is considered to be the most efficient, effective and transparent method for funding this allocation.

7.3.7 Council Owned Quarries

This function involves the maintenance and management of Council owned quarries.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	100%	80%	Fees and charges
		20%	General Rate/UAGC

(a) Distribution of Benefits

District Benefit: Council owned quarries are assessed to have District wide benefit as they exist to give effect to social and economic outcomes for the benefit of the entire District. Council's investment in quarries is considered to be strategic in nature and for the benefit of the wider District as a whole.

(b) Funding

District Allocation: Council resolved that as this investment has been entered into for social and economic purposes it would be most equitable to fund this activity through investment income (e.g. metal royalties/leases). Any net surplus income generated through this investment will be used to offset General Rate and UAGC rates income collected from the entire District. However it is recognised that revenue is dependent on quarrying activity and market rates for products and therefore investment income may not be enough to fully fund expenditure. Council considers that where fees and charges are not sufficient to fund activities, the balance will be funded from the General Rate and UAGC which reflects the public good associated with the investment. This is considered to be the most efficient, effective and transparent method for funding this allocation.

8.0 Community and Partnerships

Level of alignment to community outcomes

Primary Contribution	Secondary Contribution
A district for people	A prosperous district A district that values culture A district that cares for its environment

8.1 Description

8.1.1 The Community and Partnerships is a group of activities (GOA) where the Council, in a number of diverse roles, is actively involved in 'helping the community to help itself'. The Community Development service supports the wellbeing of our communities. This is done by enabling local organisations and private providers to deliver a variety of community-based services and activities to meet the needs of our community. This includes providing grants to community groups through community assistance grants, event funding and international sister city engagement.

8.1.2 We manage the visitor information services to provide residents and visitors to the District access to quality, up to date information and a booking service for activities attractions and accommodation and events.

8.2 Activities

8.2.1 There are three activities under this GOA:

1. Community Development

2. District Promotions
3. Economic Development

8.3 Activity Analysis and Funding Mechanisms

8.3.1 Community Development

As part of this Activity Council seeks to improve social outcomes within Waitomo District by working closely with the District community. It includes safe communities, making grants to the community, provision of service contracts, Council's Sister City relationship and Youth engagement.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	98%	98%	General Rate/UAGC
Community Benefit	2%	2%	Targeted Fixed Rate

(a) Distribution of Benefits

District Benefit: The benefit of this activity is considered to be District wide in nature as the benefits of the activity of supporting the community by working to create a better quality of life is beneficial to the entire District.

Community Benefit: A small element of this activity benefits the Piopio Community specifically via support to the Piopio retirement village. The wider Piopio community consider the Piopio retirement village is an asset that should be retained.

(b) Funding

District Allocation: It is considered that after funding the Piopio Retirement Village the most appropriate method of funding the remainder of this activity is a combination of the UAGC and General Rate (GR). The Community Development activity aims to develop a more liveable and vibrant district which can have an effect on the prosperity of the entire District.

Community Allocation: In recognition of the unique situation that exists with Piopio Retirement Village and of the invaluable role it plays within the Piopio Community, both now and in the future, the Piopio Retirement Village will receive an annual rates remission as determined by Council's Rates Remission Policy, to support the Trust in the continued delivery of elderly housing accommodation services.

The amount determined as the annual rates remission for the Piopio Retirement Village will be separately funded by way of a Targeted Fixed Rate assessed on all rateable units situated within the Piopio Township and the Piopio Wider Benefit Rating Area.

8.3.2 District Promotions

This Activity encompasses three functions that serve to attract visitors to the District and contribute over time to the overall development of the District.

- 1) **Visitor Information Centres** - We manage the visitor information services to provide residents and visitors to the District access to quality, up to date information and a booking service for activities attractions and accommodation and events.
- 2) **District and Regional Promotion** - This activity involves regional tourism growth at both domestic and international levels.

- 3) **Events** - Co-ordination of major events in the District, including the Great NZ Muster, Matariki celebrations and the Christmas Parade.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
National Benefit	10%	0%	No funding mechanism
District Benefit	80%	99%	General Rate/UAGC
Community Benefit	10%	1%	Fees and charges

(a) Distribution of Benefits

National Benefit: There is an element of national and regional benefit that results from attracting visitors to the District. New Zealand as a whole and particularly the region will benefit from services and events which attract overseas and local visitors.

Increased visitor numbers to Waitomo District will have flow on effects for our neighbours and help in promoting other neighbouring Districts as well.

District Benefit: The Visitor Industry is considered to have a District wide benefit as the activity gives effect to the economic development and employment within the District as a whole. There are numerous examples that demonstrate tourism can contribute immensely to the whole economy in terms of increased employment, revenue generation and the like and that benefit will accrue to the overall District.

Community Benefit: The Visitor Industry provides a high degree of benefit to communities that provide meals, entertainment and accommodation.

(b) Funding

National/Regional Allocation: Council resolved that this allocation should be funded through Grants when available. Where grant funding is not available, the National Allocation is reallocated to the District Allocation.

District/Community Allocation: Council considered that the overall District benefits to an extent from District Development Activities and although there is some element of community benefit, the most appropriate and efficient funding method is a combination of General Rate and UAGC.

Some minor revenue is received through sales at the Customer Service Centre.

8.3.3 Economic Development

This Activity involves the development, support and promotion of business-related programmes and activities and new employment initiatives within the District. It also involves the maintenance of a high quality environment, input into the urban infrastructure, the need to recognise the importance of international relationships and the tourism industry and utilisation of the landscape and culture of the Waitomo District. We also support Regional and Economic Development opportunities and outcomes.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
National Benefit	10%	0%	No funding mechanism
District Benefit	80%	100%	General Rate/UAGC
Community Benefit	10%		

(a) Distribution of Benefits

National Benefit: There is an element of national and regional benefit that results from attracting visitors and investment to the District.

District Benefit: The promotion of the district is considered to have a District wide benefit as the activity gives effect to the economic development and employment within the District as a whole.

Community Benefit: The commercial development within the district provides increased employment, growth and supports the sustainability of the District.

(b) Funding

National/Regional Allocation: Council resolved that this allocation should be funded through Grants when available. Where grant funding is not available, the National Allocation is reallocated to the District Allocation.

District/Community Allocation: Council considered that the overall District benefits to an extent from Economic Development Activities and although there is some element of community benefit, the most appropriate and efficient funding method is a combination of General Rate and UAGC.

9.0 Regulatory Services

Level of alignment to community outcomes

Primary Contribution	Secondary Contribution
A district for people	A prosperous district A district that values culture A district that cares for its environment

9.1 Description

- 9.1.1 The Regulatory Services GOA works towards the goal of seeking to effectively and efficiently provide a safe and sustainable environment through the administration and enforcement of Central Government Legislation.

9.2 Activities

- 9.2.1 The activities under this GOA are:

1. Environmental Health
2. Animal and Dog Control
3. Alcohol Licensing
4. Building Control
5. Emergency Management

9.3 Activity Analysis and Funding Mechanisms

9.3.1 Environmental Health

The provision of environmental health services, including licencing and inspection of food premises and noise control. Council has specific statutory responsibilities under each of these functions.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	70%	90%	General Rate/UAGC
User/Applicant Benefit	20%	10%	Fees and Charges
Exacerbator	10%		

(a) Distribution of Benefits

District Benefit: Environmental Health delivers District benefits by ensuring minimum health standards, such as premises are licenced and safe, healthy and hygienic for the public to use, and providing general advice and education. Noise control services provided also contribute to healthy living. The investigation and notification of incidents of communicable diseases also provides benefit to the entire District.

User/Applicant Benefit: Individuals and organisations applying for a licence to operate under specific regulations nationally and within the District and those requiring advice about the regulations are direct beneficiaries of this service.

Exacerbator/Offender: These are the costs incurred in responding to the actions of offenders. This includes costs associated with investigating complaints, non-compliance with licences and regulations and prosecution of offenders.

(b) Funding

User Allocation: Council resolved user fees and charges to be the most efficient, effective and transparently lawful available method for funding this allocation. However Council considered that not all of the recovery of this benefit can be undertaken through Fees and Charges as it would make the fees prohibitively high for the users and therefore Council has resolved to partly fund through General Rate and UAGC.

Exacerbator Allocation: User fees and charges are considered to be the most efficient, effective and transparently lawful available method for funding the Exacerbator allocation. However Council considered that not all of the recovery of this benefit can be undertaken through Fees and Charges from the exacerbator therefore Council has resolved to partly fund through General Rate and UAGC.

District Allocation: Council is not able to recover all the costs of this activity from fees and charges. The most appropriate method of funding the remainder of this activity is considered to be a combination of General Rate and UAGC.

9.3.2 Animal and Dog Control

Provision of an animal and dog control service for the District. This activity involves the registration of dogs as well as the prevention of harm to the community in cases of menacing or dangerous behaviour by dogs and dealing with roving stock.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	20%	50%	General Rate/UAGC
User/Applicant Benefit	70%	50%	Fees and Charges
Exacerbator	10%		

(a) Distribution of Benefits

District Benefit: The District benefit is received from general advice given to the public, education and public safety. All residents have equal access to the use of the service.

User/Applicant Benefit: Individuals applying for and maintaining dog registration and receiving education are direct beneficiaries of this service. The allocation reflects the benefit to those individuals with animals.

Exacerbators: These are the costs incurred in responding to the actions of offenders. This includes costs associated with investigating complaints, impounding of stock and prosecution of offenders.

(b) Funding

User Allocation: Council resolved that user fees and charges would be the most efficient, effective and transparently lawful method available for funding this allocation. However Council considered that not all of the recovery of this benefit can be undertaken through Fees and Charges as it may make the fees prohibitively high for the users and therefore Council has resolved to partly fund through General Rate and UAGC.

Exacerbator Allocation: Council resolved that education and monitoring would be the most effective method to promote good animal management and control. Council also proposes that user fees and charges (in the form of infringements and penalties) would be the most efficient, effective and transparently lawful method available for funding this allocation.

District Allocation: Council considers that given there is some benefit to the entire district in the form of public safety, the most appropriate method of funding this allocation is a combination of General Rate and UAGC.

9.3.3 Building Services

Provision of building services, including issuing and monitoring of building consents

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	20%	70%	General Rate/UAGC
User/Applicant Benefit	75%	30%	Fees and Charges
Exacerbator	5%		

(a) Distribution of Benefits

District Benefit: The District benefit is received from general advice given to the public, education, and public safety. This activity is mandatory for Council and has a District benefit by ensuring minimum building standards are met and that buildings are safe for use. This activity is also driven by Central Government policies and there is increased focus at the national level around sustainable building development.

User/Applicant Benefit: Individuals and groups applying for a building consent, requiring building inspection, compliance certificates and advice, are the direct beneficiaries of this service.

Exacerbator: These are the costs incurred in responding to the actions of offenders. This includes costs associated with non-compliance with consents and Warrants of Fitness.

(b) Funding

District Allocation: Council resolved that the most efficient, effective and transparent method for funding this allocation would be a combination of UAGC and General Rate since any investment in and development of the District will have more positive economic impact on larger property owners.

User Allocation: Council resolved that User Fees and Charges would be the most efficient, effective and transparently lawful available method for funding this allocation. However, since not all of the recovery of this benefit can be done through Fees and Charges which would make the fees too high and could potentially impact on development, Council resolved to partly fund this benefit through General Rate/UAGC.

Exacerbator Allocation: Council resolved that User Fees and Charges would be the most efficient, effective and transparently lawful available method for funding this allocation where the cost is able to be recovered from the exacerbator. Where this cost is not able to be recovered, Council resolved to partly fund through the General/UAGC.

9.3.4 Alcohol Licensing

The Alcohol Licensing function oversees the administration of the Sale and Supply of Alcohol Act 2012 at a local level acting as the District Licensing committee on behalf of the Alcohol Regulatory and Licensing Authority which encourages the responsible sale and use of alcohol through licensing, monitoring of premises and enforcement of the Act. It also involves ensuring bylaws are enforced and complied with for public safety and well-being.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	35%	75%	General Rate/UAGC
User/Applicant Benefit	35%	25%	Fees and Charges
Exacerbator	30%		

(a) Distribution of Benefits

District Benefit: This activity is assessed at having a medium level of District benefit which occurs from ensuring Licenses are complied with, sellers of alcohol have certain qualifications, etc, which contributes towards public safety and well-being. General advice and education is also provided.

Applicant Benefit: The user benefit for this service is high. Individuals and organisations applying for a licence to operate under specific regulations nationally and within the District and those requiring advice about the regulations are direct beneficiaries of this service.

Exacerbators: These are the costs incurred in responding to the actions of offenders. This includes costs associated with investigating complaints, non-compliance with licenses and regulations and prosecution of offenders.

(b) Funding

User/Applicant Allocation: Council resolved user fees and charges to be the most equitable method for funding this portion of the benefit allocation. However, Council considered that not all of the recovery of this benefit can be done through Fees and Charges as the fees are set by legislation and therefore Council resolved to partly fund this benefit through General Rate and UAGC.

Offender Allocation: User fees and charges are considered to be the most efficient, effective and transparently lawful available method for funding the Exacerbator funding allocation for this activity.

District Allocation: Council resolved that the most efficient, effective and transparent method for funding this allocation would be a combination of UAGC and General Rate.

9.3.5 Emergency Management

Provision of emergency response capability includes public education and administering the Civil Defence Emergency Management Act 2002.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
National and Regional Benefit	10%	0%	Government Subsidy
District Benefit	90%	100%	General rate/UAGC

(a) Distribution of Benefits

National Benefit: Emergency Management has been assessed to have a certain element of National and Regional benefit, in that this service provides safety and general well-being to the national public under a national civil defence and emergency management network. By way of example, any significant natural disaster has the potential to disrupt state highways and the rail system which might affect the Country as a whole.

District Benefit: Emergency management is considered to have a high District benefit. The benefit of this function is for the safety and well-being of all people within the District.

(b) Funding

National Allocation: Council considers that given the element of national benefit provided by the service, Central Government subsidy would be the most efficient and effective method of funding this allocation. However Central Government subsidies are no longer available so it was resolved that this allocation be re-allocated to District Benefit.

District Allocation: A combination of UAGC and General Rate is the most appropriate method of funding this activity given the 30% legislative cap on UAGC and the affordability considerations and the District wide benefit of this activity.

10.0 Recreation and Property

Level of alignment to community outcomes

Primary Contribution	Secondary Contribution
A district for people	A district that cares for its environment

10.1 Description

10.1.1 Council's Recreation and Property GOA provides recreation and community facilities with the aim of ensuring that basic ranges of recreational activities are available to meet the present and future needs of the Community, and that Council meets its statutory obligations under such acts as the Reserves Act 1977 and Burials and Cremations Act 1964.

10.1.2 This Activity also ensures that the Community has essential community facilities such as public toilets and cemeteries. These facilities are necessary to ensure that public health and safety is maintained.

10.2 Activities

10.2.1 The Activities comprising this GOA are:

1. Parks and Recreation

2. Housing and Property
3. Community Facilities
4. Public Facilities

10.3 Period of Benefit (Intergenerational Equity)

10.3.1 Capital works that are an improvement or addition to the asset are considered intergenerational in nature.

10.4 Activity Analysis and Funding Mechanisms

10.4.1 Parks and Recreation

This activity involves the provision of parks and reserves to support the health and well-being of the community by supplying and maintaining areas for sport and recreation, as well as green places and landscapes that are restful and enhance the visual amenity.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	98%	98%	General Rate/UAGC
User Benefit	2%	2%	Fees and Charges

(a) Distribution of Benefits

District Benefit: The benefit of this activity is considered to be District wide in nature as the benefits of providing recreational spaces and facilities for the community is of benefit to the entire District.

User Benefit: Lessees of the reserves are the direct beneficiaries of the services.

(b) Funding

District Allocation: The most appropriate method of funding this activity is a combination of the UAGC and General Rate given the 30% legislative cap on UAGC and the affordability considerations and the District wide benefit of these activities.

User Allocation: Council resolved fees and charges to be the most efficient and transparently lawful method of funding this allocation.

10.4.2 Housing and Property

The functions comprising of this Activity are:

1. Elderly Person's Housing
2. Community Halls
3. Other Land and Buildings

10.4.3 Elderly Persons Housing

This function involves the provision and maintenance of affordable housing for the elderly. There are 20 pensioner units owned by Council.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	5%	100%	Fees and Charges
User Benefit	95%		

(a) Distribution of Benefits

District Benefit: Provision and maintenance of housing for the elderly provides a level of District wide benefit as it provides for the current and future social well-being of the District.

User Benefit: This service has a high degree of private benefit. The direct beneficiaries of Elderly Persons Housing are the occupants, and the family and friends of the occupants.

(b) Funding

District Allocation: Due to the minor nature of the District Benefit, Council resolved that this be reallocated to User Allocation. However it is recognised that the impact of fully funding this activity from fees and charges may be prohibitive if completed in one year and therefore agreed to transition the move to fully funding the activity from fees and charges. During the transition phase any shortfall will be funded by combination of General Rate and UAGC funding.

User Allocation: Council resolved Fees and Charges to be the most appropriate funding tool for this allocation as the users (tenants) are easily identifiable and excludable and the user charges can be easily administered. However, Council considered that not all of the recovery of this benefit can be undertaken through Fees and Charges as it would make the fees prohibitively high for the users and therefore Council resolved to partly fund this benefit through General Rate and UAGC.

10.4.4 Community Halls

This function involves the provision and maintenance of halls through the support of Hall Committees throughout the District.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	100%	95%	General Rate/UAGC
User Benefit	0%	5%	Fees and Charges

(a) Distribution of Benefits

District Benefit: Provision of Community halls is assessed to provide benefit to the wider District as a whole as any member of the District can use the halls directly or as guests for functions, etc. Halls serve as places for meetings or functions, particularly where other options are unavailable.

(b) Funding

District Allocation: Given the element of general public benefit associated with this activity, the Council resolved a combination of General Rate and UAGC to be the most appropriate, efficient and transparent funding tool for this allocation.

Council recognised that most community halls are operated and maintained by the different communities themselves and Council's expenditure on the activity was in the form of grants provided to the various hall committees towards operating costs.

A small percentage of funding for this activity comes from fees and charges for hall hire to the community.

10.4.5 Other Land and Buildings

This function involves the maintenance and management of other miscellaneous Council owned properties.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	30%	80%	General Rate/UAGC
User Benefit	70%	20%	Fees and Charges

(a) Distribution of Benefits

District Benefit: This activity is assessed to have a degree of District wide benefit as these land and buildings are retained and maintained by Council either with strategic intent or as investments which provide benefit to the District as a whole.

User Benefits: Lessees of these properties are the direct beneficiaries of the service. They are identifiable and able to be excluded.

(b) Funding

District Allocation: Council resolved a combination of General Rate and UAGC to be the most appropriate, efficient and transparent funding tool for this allocation.

User Allocation: Council resolved Fees and Charges to be the most efficient and transparently lawful method of funding this allocation. However, Council considered that not all of the recovery of this benefit can be done through Fees and Charges as it would make the fees prohibitively high for the users and therefore Council resolved to partly fund this benefit through General Rate and UAGC.

10.4.6 Community Facilities

10.4.6.1 The functions comprising of this Activity are:

1. District Libraries
2. Aquatic Centre
3. Les Munro Centre
4. Aerodrome
5. Gallagher Recreation Centre

10.4.7 District Libraries

This function involves the provision of library services to support culture, education, economic and personal development in the District. The main library is located at Te Kuiti.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	20%	99%	General Rate/UAGC
User Benefit	80%	1%	Fees and Charges

(a) Distribution of Benefits

District Benefit: District libraries provide a degree of benefit to the wider District as a whole which relates to enhancing the knowledge and skills of the population and provides enjoyment. Benefits also include the promotion of knowledge building, social interaction and the provision of services to people with special needs (e.g. the visually impaired and people with disabilities).

User Benefit: Borrowers, information seekers and users of other library services are direct beneficiaries of the service.

(b) Funding

District Allocation: Council resolved a combination of General Rate and UAGC to be the most appropriate, efficient and transparent funding tool for this allocation.

User Allocation: Council resolved that although the user benefit for this service is high, funding this allocation totally through Fees and Charges would be detrimental to usage as it would make the fees prohibitively high for the users and therefore Council resolved to partly fund this benefit through General Rate and UAGC. Since libraries provide intangible benefits of promoting social and cultural development of the general population and also contribute to increasing literacy, it would be to the advantage of the District to promote their usage. It was resolved that 1% of the user benefit allocation be funded through Fees and Charges and the remaining be reallocated to District allocation.

10.4.8 Aquatic Centre

This function involves the provision and maintenance of the Waitomo District Aquatic Centre in Te Kuiti for leisure and competitive recreation opportunities for the community.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	10%	100%	General Rate/UAGC
Community Benefit	70%		
User Benefit	20%	0%	Fees and Charges

(a) Distribution of Benefits

District Benefit: This activity is assessed to provide a degree of benefit to the wider District as a whole in that anyone wanting to use the facility has access to it. It is a facility that can be used by all and provides for the leisure, training or health needs of the entire District.

Community Benefit: The Aquatic Centre has a comparatively high degree of community benefit. It is assessed that people who live within the Community will benefit more than those who have to travel a longer distance to use the facility.

User Benefit: Individual users, clubs and schools are direct beneficiaries of the service.

(b) Funding

District Allocation: Council resolved a combination of General Rate and UAGC to be the most appropriate, efficient and transparent funding tool for this allocation.

Community Allocation: Council discussed that a large proportion of the benefit of this service lay in the Te Kuiti urban area however the most appropriate and efficient funding is a combination of General Rate and UAGC.

User Allocation: Council discussed that although the user benefit of this service is high, not all of the recovery of this benefit can be done through Fees and Charges as charging higher for the use of the pool would be detrimental to its usage. It would also impact on the purpose of promoting a healthy community and hence it was resolved that part of this allocation be transferred to Community Allocation. There are no fees and charges revenue forecast for the life of the plan as this revenue is now received by the contractor as part of their contractual arrangement.

10.4.9 Les Munro Centre

This function involves the maintenance and management of the Les Munro Centre.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
National/Regional Benefit	10%	0%	No funding mechanism
District Benefit	80%	96%	General rate/UAGC
User Benefit	10%	4%	Fees and Charges

(a) Distribution of Benefits

National/Regional Benefit: The facilities may be booked by national or regional organisations, private providers. These have a small national benefit as they add benefit to the nation as a whole through stimulating local knowledge and history. They also help to add tourism value to the District.

District Benefit: This activity is assessed to provide a degree of benefit to the wider District as a whole in that it contributes to the cultural well-being of the District as a whole. The facilities can also be enjoyed by all.

User Benefit: Individual users are direct beneficiaries of the service.

(b) Funding

National Allocation: A lawful funding method for this allocation is not available. Council resolved that this allocation be transferred to District Allocation.

District Allocation: Council resolved a combination of General Rate and UAGC to be the most appropriate, efficient and transparent funding tool for this allocation.

User Allocation: Council resolved user Fees and Charges to be the most appropriate funding tool for this allocation. However Council considered that not all of the recovery of this benefit can be undertaken through Fees and Charges as it would make the fees prohibitively high for the users and therefore Council has resolved to partly fund through General Rate and UAGC.

10.4.10 Aerodrome

This function involves the provision of an Aerodrome facility in Te Kūiti to provide leisure and recreational opportunities for residents and visitors to the District. Provision of a base for commercial aerial activities.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	20%	40%	General Rate/UAGC
User Benefit	80%	60%	Fees and Charges

(a) Distribution of Benefits

District Benefit: This activity is assessed to provide a degree of benefit to the wider District as a whole in that it provides a facility that contributes to the District economy through commercial use.

User Benefit: Individual users, clubs and commercial users are direct beneficiaries of the service.

(b) Funding

District Allocation: Due to minor nature of District Benefit, Council resolved that this would be reallocated to User Allocation. However it is recognised that the impact of fully funding this activity from fees and charges may be prohibitive if completed in one year and therefore agreed to transition the move to fully funding the activity from fees and charges.

During the transition phase any shortfall will be funded by combination of General Rate and UAGC funding.

User Allocation: Council resolved that user Fees and Charges would be the most appropriate funding tool for this allocation and intends to progress to fully funding this activity by fees and charges. However, Council considered that not all of the recovery of this benefit can be done through Fees and Charges as it would make the fees prohibitively high for the users and therefore Council resolved to partly fund this benefit through General Rate and UAGC as this activity transitions to be fully funded by fees and charges.

10.4.11 Gallagher Recreation Centre

This function involves the recognition of the right to use the Gallagher Recreation Centre (GRC) for a period of 35 years. It includes the interest and principal repayment of Council's contribution towards the development of the GRC and the maintenance of the facility in accordance with the property sharing arrangement with the Ministry of Education and Board of Trustees.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	30%	27%	General rate/UAGC
User Benefit	70%	48%	Fees and Charges
		25%	Other Revenue

(a) Distribution of Benefits

District Benefit: This activity is assessed to provide a degree of benefit to the wider District as a whole in that it contributes to the cultural well-being of the District as a whole. The facilities can also be enjoyed by all. This funding covers the interest and principal repayments on Council's contribution to the construction of the GRC.

User Benefit: Individual users, clubs and schools are direct beneficiaries of the service. The Ministry of Education and the Board of Trustees receive benefit from the facility through the property sharing arrangement.

(b) Funding

District Allocation: Council resolved a combination of General Rate and UAGC to be the most appropriate, efficient and transparent funding tool for this allocation.

User Allocation: Council resolved that user Fees and Charges would be the most appropriate funding tool for this allocation. The Ministry of Education and Board of Trustees contribute towards the long term maintenance of the facilities and operating costs of the facility.

10.4.12 Public Facilities

10.4.12.1 The functions comprising of this Activity are:

- Public Amenities
- Cemeteries

10.4.13 Public Amenities

This function involves the provision of:

- Public toilet facilities in the District to ensure visitors and residents have access to safe, clean and sanitary facilities.
- Street furniture, bins and other structures to visually enhance the town's environment and provide facilities for people to relax and enjoy the environment.

- Car park areas to ensure residents and visitors to the District can access conveniently located off street parking in our towns.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	75%	100%	General rate/UAGC
User Benefit	20%	0%	Fees and Charges
Exacerbator	5%		

(a) Distribution of Benefits

District Benefit: This activity is assessed to provide a degree of benefit to the wider District as a whole in that all people from within and outside the District have the ability to come and use public toilets, car park facilities and benefit from the provision of street furniture, bins and the like.

User Benefit: Individual users are the direct beneficiaries of the service. These can be visitors, as well as people from within the District.

Exacerbator: These are costs associated with responding to offenders (vandals).

(b) Funding

District Allocation: A combination of UAGC and General Rate is considered the most appropriate method of funding this activity.

Exacerbator: Council resolved that as it is usually hard to identify or inefficient to prosecute offenders this allocation be transferred to District Allocation.

User Benefit: Council agreed that although users are the direct beneficiaries of this service it would not levy fees and charges given the public health benefits of this service and the benefits to visitors of our district this service provides. Therefore, the user benefit allocation is transferred to District Allocation.

10.4.14 Cemeteries

This function involves the provision and maintenance of cemeteries in the District as required under the provisions of the Burials and Cremations Act 1964.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	10%	70%	General rate/UAGC
Community Benefit	30%	30%	Fees and Charges
User Benefit	60%		

(a) Distribution of Benefits

District Benefit: This activity is assessed to provide a degree of benefit to the wider District as a whole. District benefit results from the promotion of public health and sanitary disposal of the deceased. It also contributes to the cultural well-being of all people in the District.

Community Benefit: Cemeteries have a small degree of community benefit. The Community benefit results from the promotion of public health and sanitary disposal of the deceased. It is also assessed that those people who live within the Community will utilise the cemetery more than those outside the Community.

User Benefit: Families and friends of the deceased are direct beneficiaries of the service.

(b) Funding

District Allocation: Council resolved a combination of General Rate and UAGC to be the most appropriate, efficient and transparent funding tool for this allocation.

Community Allocation: It was resolved that this allocation be reallocated to District Allocation as it was difficult to draw boundaries around the area serviced by a cemetery. Also, allocating the exact users of the cemeteries on a per community basis would be fraught with difficulties.

User Allocation: Council resolved user Fees and Charges to be the most efficient, effective and transparently lawful available method to fund this allocation. However, as it is difficult to accurately predict the fees and charges that will be generated from this activity and it can vary quite a bit from year to year, it was resolved that a portion should be reallocated to District Allocation.

11.0 Solid Waste Management

Level of alignment to community outcomes

Primary Contribution	Secondary Contribution
A district that cares for its environment	A district for people A prosperous district A district that values culture

11.1 Description

11.1.1 The Solid Waste GOA manage the refuse collection, disposal and recycling services for the Waitomo District. The solid waste network involves a series of recycling and transfer stations throughout the District. Residual waste is deposited at the District Landfill in Te Kuiti.

11.2 Activities

11.2.1 The Solid Waste GOA is made up of three functions:

1. Kerbside Collection
2. Waste Disposal
3. Waste Minimisation

11.2.2 People generate un-recyclable waste each day and the current trend of increasing amounts of packaging and waste material results in an ongoing challenge for waste management. If waste is not managed in an appropriate manner it may result in serious public health and environmental concerns.

11.3 Period of Benefit (Intergenerational Equity)

11.3.1 Capital works that are an improvement or addition to the asset are considered intergenerational in nature.

11.4 Activity Analysis and Funding Mechanisms

11.4.1 Kerbside Collection

This activity involves the provision of kerbside collection and recycling services to residents of Te Kuiti, Piopio, Awakino, Mokau and Waitomo Village and some surrounding parts.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
Community/User Benefit	100%	40%	Fees and Charges

		60%	TFR Per community where service is provided
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(a) Distribution of Benefits

Community Benefit/User: Communities that are provided with kerbside collection and recycling services are the beneficiaries of this service.

(b) Funding

Community Allocation/User Allocation: As users can be identified as a particular group (communities that are provided with the service) and also individuals that will benefit from the service, Council resolved that fees and charges and a Targeted Fixed Rate per separately used or inhabited part of a rating unit differentiated by Community receiving the service would be the most effective, efficient and transparent method for funding this allocation. Fees and charges are applied in order to meet the Waste Minimisation objectives in the Solid Waste Management and Minimisation Plan.

The utilisation of fees and charges (including the cost of solid waste disposal in the cost of the rubbish bag) will ensure that the true cost of disposal is reflected in the right place and paid for by the beneficiary. Reflecting the true cost of disposal in the price of a rubbish bag is also expected to encourage waste minimisation.

11.4.2 Waste Disposal

This function involves the maintenance and management of the Waitomo District Landfill in Te Kuiti and Transfer Stations across the District.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	45%	40%	Solid Waste TFR District wide
Community/User Benefit	55%	60%	Fees and Charges

(a) Distribution of Benefits

District Benefit: The provision of this service provides benefit to the entire District derived from the accessibility of landfill and transfer stations and in terms of maintaining public health standards within the District.

User Benefit: Users of the landfill and transfer stations are the direct beneficiaries of this service.

(b) Funding

District Allocation: Council resolved that a Targeted Fixed Rate assessed on the basis of separately used or inhabited part of a rating unit across the entire District would be the most efficient and transparent method for funding this allocation.

User Allocation: Council resolved that user Fees and Charges would be the most efficient and transparent method to fund this allocation.

11.4.3 Waste Minimisation

Preserves the environment and minimises potentially negative effects of the solid waste activity. Includes education programmes aimed at drawing attention to the benefits of waste minimisation and recovery.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
National Benefit	10%	0%	No funding mechanism
District Benefit	90%	40%	General Rate/UAGC
		60%	Grants and subsidies (Waste Minimisation Rebate)

(a) Distribution of Benefits

National Benefit: Effective Waste Minimisation provides not only environmental, but economic benefits as well, that accrue to the nation as a whole. Effective and appropriate disposal of solid waste helps protect public health and the environment for all New Zealanders.

District Benefit: All residents of the District benefit from general advice and education provided as part of this service. This activity is driven by Central Government policies and there is increased focus on waste minimisation at a national level, the benefits and costs of which accrue to the wider District as a whole.

(b) Funding

National Allocation: There is no lawful funding method to fund this allocation and therefore Council resolved that it be transferred to District Allocation.

District Allocation: Since all residents of the District benefit from the provision of this service, Council resolved a combination of General Rate, UAGC and Ministry of the Environment Waste Minimisation Rebates (when available) to be the most efficient, effective and transparent funding mechanism available to fund this allocation.

12.0 Stormwater

Level of alignment to community outcomes

Primary Contribution	Secondary Contribution
A district for people	A prosperous district A district that values culture A district that cares for its environment

12.1 Description

12.1.1 Stormwater is rain that runs over the ground on its way to a natural watercourse. When rain falls on buildings, carparks, driveways, roads and gardens, if it doesn't soak into the ground it follows its natural flow path downhill until it reaches a water course or is collected by a pipe system. Where there is development, runoff from properties and roads flow into stormwater systems. The greater the level of development in a catchment, the greater the level of impervious surfaces (e.g. roofs, driveways, paths etc), and therefore the greater the conversion of rainfall into runoff. If this runoff is not managed well, it will cause flooding. Generally, stormwater is channelled on to roads or into open watercourses, then down streams and rivers to lakes and then the sea.

12.1.2 The stormwater system manages runoff by collecting and removing the runoff, eventually disposing of it into natural streams and rivers. The Stormwater Activity involves maintaining and extending the capacity of the existing system and advocating for the appropriate management of rivers and streams within the Waitomo District.

12.2 Period of Benefit (Intergenerational Equity)

12.2.1 Capital works that are an improvement or addition to the asset are considered intergenerational in nature.

12.3 Activity Analysis and Funding Mechanisms

12.3.1 Te Kuiti Urban area

Attributable Benefit – urban areas		Funding	
Benefit Group	% of Benefit	%	Method
Community Benefit	90%	35%	TFR
		65%	Targeted Rate (rate per \$100 of capital value)
User Benefit	10%	0%	Fees and Charges

12.3.2 Rural areas

Attributable Benefit – rural areas		Funding	
Benefit Group	% of Benefit	%	Method
Community Benefit	90%	100%	TFR
User Benefit	10%	0%	Fees and Charges

(a) Distribution of Benefits

Community Benefit: Communities that are provided with this service are the direct beneficiaries as it is their land and buildings that are protected from potential flooding. There are general public health benefits in providing a Stormwater system. A further significant community benefit from the Stormwater system is that roads remain passable during times of heavy rain and flooding.

User/Applicant Benefit: Individual land or property owners who can connect or are connected to the Stormwater network are the direct beneficiaries of the service.

(b) Funding

Community Allocation: Council resolved that the most effective, equitable and transparent methods to fund this allocation is:

Te Kuiti Urban Rating Area

A combination of:

- (a) A Targeted Fixed Rate assessed on a per rating unit basis (which will fund the standing charges associated with the provision of the service). This charge will be increased no more than annually to a maximum of the Local Government Cost Index for that year.
- (b) The residual funding requirement will be met from a targeted rate assessed on a rate per \$100 of capital value per rating unit in the Te Kuiti Urban Rating Area.

Properties in the Te Kuiti Urban Rating Area that hold current resource consents to discharge stormwater directly into the Mangaokewa Stream, and which are not utilising any part of the urban reticulated Stormwater or drainage network, will not be assessed for the targeted rate based on property value. However, the TFR is associated with the overall provision of an urban Stormwater service. As such this component is deemed to relate to the public good element of an urban Stormwater service. Therefore, the TFR will be assessed on all properties in the Te Kuiti Urban Rating Area.

Rural Rating Area

A Targeted Fixed Rate will be assessed on the basis of every separately used or inhabited part of a rating unit within the Rural Rating Area.

In deciding the funding split between the Urban and Rural rating areas, Council recognised that most of the Stormwater network exists in the urban rating area and urban properties benefited most from the service.

User/Applicant Allocation: Given that minimal new growth is forecast, Council resolved that the Targeted Rate and the Targeted Fixed Rate differentiated by Te Kuiti and rural areas is the most efficient and transparently lawful available method for funding this allocation.

13.0 Resource Management

Level of alignment to community outcomes

Primary Contribution	Secondary Contribution
A district that cares for its environment	A district for people A prosperous district A district that values culture

13.1 Description

13.1.1 The Resource Management GOA work towards the goal of seeking to effectively and efficiently provide a safe and sustainable environment through the administration and enforcement of the Resource Management Act 1991 (RMA 1991).

13.1.2 These activities involve the administration, application and enforcement of the Waitomo District Plan provisions including:

- Issuing of resource consents for land use and subdivisions
- Monitoring consents for compliance with conditions
- Making amendments to the District Plan.

13.2 Activities

13.2.1 There are two functions under this activity:

1. District Plan Administration
2. District Planning

13.3 Activity Analysis and Funding Mechanisms

13.3.1 District Plan Administration

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	60%	55%	General Rate/UAGC
User/Applicant Benefit	35%	45%	Fees and Charges
Exacerbator	5%		

(a) Distribution of Benefits

District Benefit: There is a district wide benefit to this activity as ensuring that the sustainable management of physical and natural resources in the District are developed in a planned and orderly matter is beneficial to the entire District.

User/Applicant Benefit: Individuals and groups applying for Resource Consents requiring monitoring are direct beneficiaries of this service.

Exacerbators: These are costs incurred in responding to the actions of offenders. This includes costs associated with non-compliance with consent conditions, and can result in expensive legal action and/or hearings.

(b) **Funding**

User/Applicant Allocation: Council resolved that user fees and charges would be the most efficient, effective and transparently lawful method available for funding this allocation.

Exacerbator Allocation: It is usually inefficient to prosecute offenders. Council agreed that it was not efficient or effective to separately fund this allocation due to the costs associated with prosecution, collection and administration and that education and monitoring are probably the most effective methods to promote a safe and sustainable environment in the District. It was resolved to reallocate this portion to District Allocation.

District Allocation: The most appropriate method of funding the remainder of this activity is considered to be a combination of General Rate and UAGC given the 30% legislative cap on UAGC and the affordability considerations and the District wide benefit of these activities.

13.3.2

District Planning

Involves the planning and strategy development around urban and District development with a view to promoting the principles of sustainable development.

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	80%	100%	General Rate/UAGC
Regional Benefit	20%	0%	No funding mechanism

(a) **Distribution of Benefits**

District Benefit: District Planning benefits the wider District as a whole. Sustainable land use and growth planning seeks to uphold and protect outcomes that are important to the entire District. Every resident and ratepayer within the Waitomo District has the opportunity to be involved in Council's District Planning processes.

Regional Benefit: There is an element of Regional Benefit to Council's District Planning function in that Regional outcomes and priorities can be advanced at a local level. Further, there is a requirement in law that Council's District Plan is aligned with the regional policy statement.

(b) **Funding Mechanism**

District Allocation: Given the District wide benefit associated with District Planning, a combination of General Rate and UAGC was resolved to be the most efficient, effective and transparent method for funding this allocation.

Regional Allocation: As there is no lawful funding mechanism available to Council to recover from this group of beneficiaries, Council resolved that the Regional Benefit be reallocated to District Benefit and funded by a combination of General Rate and UAGC.

14.0 Wastewater

Level of alignment to community outcomes

Primary Contribution	Secondary Contribution
A district for people	A prosperous district A district that values culture A district that cares for its environment

14.1 Description

14.1.1 The purpose of the Wastewater Activity is to collect, treat and dispose of sewage in an effective and environmentally friendly manner. Effective and efficient sewage collection, treatment and disposal is essential to protect the environment, maintain public health and to facilitate further economic development.

14.2 Schemes

14.2.1 Council provides wastewater schemes in the following communities, in order to ensure the effective treatment and disposal of sewage in an environmentally sustainable manner and to promote and protect public health.

1. Te Kuiti
2. Piopio
3. Maniaiti/Benneydale
4. Te Waitere.

14.3 Period of Benefit (Intergenerational Equity)

14.3.1 Capital works that are an improvement or addition to the asset are considered intergenerational.

14.4 Activity Analysis and Funding Mechanisms

14.4.1 District Wastewater

Attributable Benefit – Te Kuiti		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	8%	4%	TFR – District Benefit Wide (Transition rate for 3 years commencing 2025/26, with the intention to remove this rate by 1 July 2028 as we move to a "user pays" approach)
		4%	TFR – Trade Waste Contribution
Community Benefit	70%	70%	TFR – residential TFR – Te Kuiti Non residential Base Charge TFR – Te Kuiti Non residential pan charge
User/Applicant Benefit	22%	22%	Fees and Charges

(a) Distribution of Benefits

District Benefit: Wastewater services are provided by Council in communities where environmental, public health/safety and/or economic outcomes require it as an imperative. Council recognises that there is a District-wide benefit from provision of adequate wastewater services in preventing environmental pollution and achieving public

health outcomes. Council notes that the social, economic and environmental benefits of communities in the District having sustainable wastewater services accrue to the entire District and not just to those communities connected to a scheme.

Community Benefit: Wastewater collection and treatment reduces the possibility of health problems like spread of communicable diseases resulting from open sewer or inadequate septic tank facilities the benefits of which can be attributed to the community as a whole. Inadequate wastewater disposal facilities can also detract from the aesthetic nature of the community and impact on receiving waterways.

The Community benefit can vary depending upon the amount of demand present. High users include premises with multiple pans.

User Benefit: Individual users in the particular wastewater scheme who want to and are able to use the service can be identified as beneficiaries of the service.

(b) Funding

District Allocation: Given the District wide benefit assessed from the service, Council resolved a Targeted Fixed Rate assessed on each rating unit including those connected to an existing wastewater scheme to be the most efficient, effective and transparent method for funding this allocation.

The District Benefit rate for Wastewater will reduce in 2025/26 as the first step towards a “user pays” approach, taking into account potential changes to the future delivery of water and wastewater services as part of Local Waters Done Well reforms.

To assist in smoothing the impact of this change, Council will transition the reduction in this rate over 3 years commencing 2025/26, with the intention to remove the District Benefit rate by 1 July 2028. The allocation for the 2025/26 financial year will be assessed at 6% of the rates requirement (excluding the trade waste contribution rate).

Community Allocation: Council resolved a uniform (harmonised) Targeted Fixed Rate (TFR) across all scheme areas in the district and assessed on each separately used or inhabited part of a rating unit, would be the most efficient, effective and transparently lawful method for funding this allocation.

Within a scheme area, the TFR will be differentiated by properties that are connected or have the ability to connect (serviceable). Any SUIP will be considered to have the ability to connect (serviceable) if in the opinion of Council it is practicably serviceable and its boundary is situated within 30 metres of Council's sewerage main, to which it is able to be connected but is not so connected.

User Allocation: Council resolved user Fees and Charges to be the most efficient method for funding this allocation for Te Kūiti, where revenue is received from connection fees and Trade Waste charges.

14.4.2 Te Kuiti – Non Residential

14.4.2.1 For all non-residential properties in Te Kuiti, Council will assess a Targeted Fixed Rate per SUIP set on a differential basis based on the following Categories (differentiated by the use to which land is put):

- **Category 1** - All Businesses
- **Category 2** - Education & Community Childcare, Places of Worship, Marae, Clubs and Societies and Emergency Services. This category consists of organisations that are generally deemed ‘not for profit’. For avoidance of doubt, Category 2 only covers properties with uses listed within this category and no others.
- **Category 3** - Government Department use, Rest Homes and Hospitals.
- **Ability to connect** – Those non-residential properties which are not connected but have the ability to connect.

14.4.2.2 All non-residential SUIPs will be charged one base charge for up to four pans and per

pan (Pan Charge) for every pan over and above this threshold. The base charge and per pan charge is calculated as follows:

Category	Base Charge	Pan Charge (per pan)
Category 1	50% of District residential connected rate (for up to 4 pans)	70% of District residential connected rate (for 5th pan and over)
Category 2	50% of District residential connected rate (for up to 4 pans)	30% of District residential connected rate (for 5 – 10 pans)
		20% of District residential connected rate (for over 10 pans)
Category 3	100% of District residential connected rate (for up to 4 pans)	70% of District residential connected rate (for 5th pan and over)
Ability to connect – base charge	50% of the District residential connected rate	

14.4.3 Trade Waste Charges

- 14.4.3.1 The Trade Waste Bylaw regulates the discharge of Trade Waste to a wastewater system operated by Council and sets out the mechanism for implementing trade waste charges.
- 14.4.3.2 Larger industrial meat processing industries (namely Te Kuiti Meats Ltd and Universal Beef Packers), who discharge trade waste into Council's sewerage system, play a major role in the local community. The very nature of their presence means that they contribute to economic and social well-being. They do that by virtue of the fact that they employ a large number of local people. There are a range of positive downstream impacts for the community as a result. There is an economic benefit in that the related employment results in economic activity with people living locally and investing in the local property market, sending their children to local schools and spending their earnings within the local economy. Social benefits also accrue with families becoming integrated within the local community, joining clubs and societies and reduced crime.
- 14.4.3.3 Council will continue with the 'exacerbator pays' principle for the large industrial meat processing companies as users of the sewerage network in Te Kuiti through the continued implementation of the Trade Waste Bylaw as it relates to Trade Waste Charges. However, Council will recognise the public good attached to the contribution these significant industries make to the social and economic well-being of the District Wide Community. This public good component is considered to be enjoyed by all in the community. By having such a large combined demand for a labour force means that these industries attract people to our community for work and lifestyle reasons. Having these people living and working in the community provides economies of scale for infrastructure and services that are then enjoyed by all in the District. Further, these industries not only provide employment opportunities but also largely exist to add value to products produced by primary industry within the Waitomo District.
- 14.4.3.4 Council has decided that the cost of receiving and treating Trade Waste from the two major industrial meat processing industries via the Te Kūiti sewerage network will be funded 80% by way of Trade Waste Charges (Exacerbator Pays) and 20% by way of Targeted Fixed Rate (Public Good) on a per rating unit basis across every rateable property in the District.
- 14.4.3.5 The continuation of the cap on Trade Waste Charges at 80% of full cost recovery for the two meat processors only is dependent on Te Kūiti Meats Limited and Universal Beef Packers providing a demonstrable commitment to an agreed level of on-site treatment of their Trade Waste prior to releasing it to the Te Kūiti Wastewater Network.

15.0 Water Supply

Level of alignment to community outcomes

Primary Contribution	Secondary Contribution
A district for people	A prosperous district A district that values culture A district that cares for its environment

15.1 Description

15.1.1 The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of Council's public water supplies. Water supply is essential to run households, maintain public health and sustain economic development. Council is committed to providing a water supply service that meets the diverse needs of the Waitomo District.

15.2 Supply Areas

15.2.1 Council provides water supply in the following communities:

1. Te Kuiti
2. Maniaiti/Benneydale
3. Mokau
4. Piopio

15.3 Period of Benefit (Intergenerational Equity)

15.3.1 Capital works that are an improvement or addition to the asset are considered intergenerational in nature.

15.4 Activity Analysis and Funding Mechanisms

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	6%	6%	TFR – District Benefit (Transition rate for 3 years commencing 2025/26, with the intention to remove this rate by 1 July 2028 as we move to a “user pays” approach)
Community Benefit	64%	64%	TFR – Per community where service is provided (Te Kuiti and Rural areas). Harmonisation paused, Transition rate – until a decision on the forming of a regional entity for delivery of water services is made
User/Applicant Benefit	30%	30%	Targeted Metered Water Rate

(a) Distribution of Benefits

District Benefit: Council has assessed that there is a District-wide benefit from provision of adequate water supply services in its communities. Council notes that the social, economic and environmental benefits of communities in the District having sustainable Water Supply services accrue to the entire District and not just to those communities connected to services.

Community Benefit: Water treatment and supply contributes to providing a safe and healthy lifestyle and reduces the possibility of health problems resulting from

contaminated water and inadequate supply. These benefits are attributable specifically to the community as a whole.

Provision of water supply ensures the maintenance of fire-fighting capability, the benefits of which accrue to the entire community. Factors such as the sensitivity of the surrounding environment on the availability of water at source are outside of a community's control.

All residents and properties in the area serviced by a particular water supply scheme can be identified as direct beneficiaries of the service.

(b) Funding

District Allocation: Council resolved that a Targeted Fixed Rate assessed on all rating units in the District including those connected to an existing Water supply scheme is the most transparent, equitable and appropriate method of funding this benefit allocation, as well as reflect the that the provision of adequate water supply services benefits the whole District as it is essential for maintaining public health and safety and protection of property from fire.

The District Benefit rate for Water Supply will reduce in 2025/26 as the first step towards a "user pays" approach, taking into account potential changes to the future delivery of water and wastewater services as part of Local Waters Done Well reforms and the planned installation of water meters in Years 4 and 5 of the LTP 2024-34.

To assist in smoothing the impact of this change, Council will transition the reduction in this rate over 3 years commencing 2025/26, with the intention to remove the District Benefit rate by 1 July 2028. The allocation for the 2025/26 financial year will be assessed at 6% of the total rates requirement.

Community Allocation: In the previous 10YP, Council resolved that a uniform (harmonised) Targeted Fixed Rate across all supply areas in the district and assessed on each separately used or inhabited part of a rating unit, would be the most efficient, effective and transparently lawful method for funding this allocation.

Due to affordability considerations and uncertainty around future ownership of water supply assets, Council will continue to pause the current transition to full harmonisation over the life of the plan. The activity was to be fully harmonised in 2024/25 however due to the uncertainties with the formation of a regional entity to deliver water services and the implementation of metered water commencing from Year 4 Council have elected to pause the full harmonisation of the charges. Within a water supply area, the TFR will be differentiated for properties that are connected or have the ability to connect (serviceable).

Any SUIP will be considered to have the ability to connect (serviceable) if, in the opinion of Council, it is practicably serviceable and its boundary is situated within 100 metres of a water main, to which it is able to be connected but is not so connected.

Any SUIP situated in Te Kuiti, Piopio, Maniaiti/Benneydale or Mokau that has been fitted with a water meter and/or is defined as having an extraordinary supply (in accordance with Council's Water Services Bylaw) will be charged a targeted fixed rate per cubic metre of water consumed over and above an annual consumption of 292m³ per SUIP.

16.0 Roads and Footpaths

Level of alignment to community outcomes

Council considers the community outcomes that this activity contributes to as:

Primary Contribution	Secondary Contribution
A district for people	A prosperous district A district that cares for its environment

16.1 Description

16.1.1 The Roads and Footpaths GOA includes the maintenance and development of roads, kerbs and channels, bridges, street lighting, footpaths and street cleaning for all of the Waitomo District, with the exception of the State Highways, which are managed by NZTA Waka Kotahi.

16.1.2 Council maintains its roads under contract to a standard that provides safe and comfortable driving within the limitations of available funding.

16.2 ACTIVITIES

16.2.1 The functions comprising this activity are:

1. Subsidised Roothing
2. Unsubsidised Roothing

16.3 Period of Benefit (intergenerational equity)

16.3.1 The benefit of most operating costs is expected to arise in the year the funding is sourced. Capital works that are an improvement or addition to the asset are considered intergenerational in nature.

16.3.2 In relation to the damage to local roads from forestry harvest the period of benefit has been considered over an exotic forest's life (ie 27 years) because of the high road damage costs during harvest relative to the rest of the forest's growing lifecycle.

16.4 Costs and benefits

16.4.1 There is a greater opportunity for the Waitomo District community to have input on decisions, proposals, issues and other matters through consultation by treating the Roothing activity distinctly from other activities. The Roads activity comprises two functions due to the requirement to identify expenditure eligible for NZTA funding and the other expenditure that is not eligible for subsidy.

16.4.2 The contribution towards the community outcomes were considered as well as the long term sharing of these costs versus the social, environmental and economic benefit that comes from the exotic forestry sector.

16.4.3 Modelling of forestry compared to non-forestry road costs has made it more transparent that there was a significant difference in costs. The modelled incremental costs from harvest damage are not fully passed on through the rating differential and there is strong intent to work with forestry businesses to find the best solution for maintaining and funding road damage during log harvest.

16.5 Impact on social, economic, environmental, and cultural well-being of the community

16.5.1 In considering the setting of the differential factors, Council reduced the differential factor to recognise the benefit that Forestry Activities provide to the district and to assist with affordability. The benefit recognised that the forestry industry provides to the district is through employment and commercial activity.

16.5.2 The capital value of the forestry property values do not include the value of the trees resulting in a lower capital value compared to other property categories thereby resulting in forestry properties contributing significantly less towards roading costs.

16.5.3 Consideration of the overall impact of the introduction of the differential categories and the resulting differential rates on each category of ratepayer.

16.5.4 The roading activity therefore lends itself to be funded by a separate targeted rate. There are several indicators why there should be a separate differential on the roading rate for exotic forestry (detailed above).

16.5.5 Due to the relatively low capital value of forestry land but the high contribution to roading costs from harvesting activities, the differential should be a substantial uplift on other categories of land. The differential for exotic forestry properties has been moderated somewhat less than the direct contribution to costs caused to due the benefits to the wider community from the exotic forestry activity and the affordability on ratepayers. Having regard to the overall effect of any rating impact, the Council has settled on a differential factor of 3. This differential factor may be reviewed during the 2025/26 annual plan development.

16.6 Activity Analysis and Funding Mechanisms

16.6.1 Council has chosen to differentiate the District Roding Rate into two categories and will use the 'use to which the land is put' (Schedule 2 (1) of LGRA 2002) to define the land liable for these rates. The TR will be assessed as a rate per \$100 of capital value to part fund the Roads and Footpaths activity. Council has chosen to primarily use valuation data to determine the allocation of rating units to differential rate categories.

The following land use categories and differential factors will apply to the District Roding Rate:

Differential Category	Definition	Differential Factor
a) District Roding Rate - General	All rating units in the district excluding those properties categorised as differential b) below.	1.0
b) District Roding Rate - Forestry Exotic	<p>Rating units that have been assigned the FE category code (Forestry Exotic) by Council's Valuation Service Provider and/or properties that are partially used for exotic forestry.</p> <p>Properties with a mixed use Where rating units have a mixed use (eg; pastoral and exotic forestry), and the area of exotic forestry is 20 hectares or more, the rating unit will be apportioned to enable the district roding rate to be charged correctly. The portion used for exotic forestry will be charged the differential of 3.0 and the remaining portion will be charged the differential of 1.0.</p>	3.0

16.7 Subsidised Roding

Waka Kotahi the national road funding authority, provides a subsidy for works that meet the criteria for subsidy. The Activities currently subsidised by Waka Kotahi are:

1. Sealed Pavement Maintenance
2. Unsealed Pavement Maintenance
3. Footpath Maintenance
4. Footpath Renewals
5. Routine Drainage Maintenance
6. Structures Maintenance
7. Environmental Maintenance
8. Traffic Services Maintenance
9. Level Crossing Warning Devices
10. Emergency Reinstatement
11. Network and Asset Management
12. Professional Services
13. Road repairs for damage to local roads from forestry harvesting

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
National Benefit	50%	71%	Subsidy
District Benefit	45%	27%	Differentiated Targeted Rates for 2 categories (rate per \$100 of capital value)
Exacerbator	5%	1%	Differentiated Targeted Rates for 2 categories (rate per \$100 of capital value)
		1%	Fees and charges (Petroleum Tax Rebates and Contributions)

(a) Distribution of Benefits

National Benefit: The District's roading network is part of the national and regional transport network. Efficient and sustainable development of the network within the District contributes to the economic and social well-being of the entire nation and region, as it is used by travellers, goods transporters and others who may or may not live in the District. Transport facilities are maintained and developed to provide safe and comfortable travel within and through the District.

District Benefit: All residents and businesses within the District can be identified as direct beneficiaries of the service as provision of roads enables access and transport to people and organisations within the District. The economic benefits of maintaining efficient transport facilities accrue to all residents of the District in one way or another.

Exacerbator: Extensive damage may occur to local roads from heavy vehicle movements during the forest harvest resulting in increased costs for repairing roads during and after the harvest period. The forestry traffic, at times of harvest, creates significant damage beyond that of other users to roads. The frequency of heavy traffic use during the harvest is believed to also accelerate damage compared to if the same volume was spread over a much longer period.

The implementation of forestry differential to recover part of the direct cost of exotic forest harvesting on local roads is seen to be a prudent way to balance the economic benefits derived by the district from forestry operations with the increased costs of maintaining local roads during harvest. The incremental annual average cost of maintaining a forestry road over the forest lifecycle is well in excess of the cost to maintain other roads and therefore an additional contribution from ratepayers who own exotic forests is considered appropriate.

In the case of mixed-use properties with less than 20 hectares of forestry, it was considered that these blocks may be too small to make a material impact on roading during harvest. This land may be steep or in small plantings that may have taken place to aid with erosion and may not be harvested.

(b) Funding

National Allocation: The National benefit portion is funded through the NZTA Waka Kotahi subsidy.

The amount of subsidy is decided by NZTA Waka Kotahi and is based on assessing costs and benefits therefore, Council resolved that the remainder of this allocation be transferred to District Allocation.

District Allocation: Council resolved that a combination of differentiated targeted rates (rate per \$100 of capital value) assessed on the two categories defined above, Petroleum Tax Rebates and contributions to works would be the most efficient and transparently lawful method of funding this allocation.

Exacerbator Allocation: Council resolved that differentiated targeted rates (per \$100 of capital value) assessed on the two categories defined above would be the most efficient method of funding this allocation. Council will continue to work with forestry parties to establish agreements whereby the parties assume all or part of the funding and/or management of the road repairs or reconstruction for roads directly and significantly impacted when forest harvesting takes place.

16.8 Unsubsidised Roading

These are activities carried out to ensure the safe and efficient travel within and through the District and are necessary for road or pedestrian safety and convenience but are not subsidised by NZTA Waka Kotahi and for which Council has sole financial responsibility.

These include:

1. Amenity Lights
2. Unsubsidised Miscellaneous work including road legalisation and road stopping and support services for unsubsidised road projects
3. Street Cleaning and Litter Bins
4. Carpark maintenance (other than kerbside parking)

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	100%	83%	Differentiated Targeted Rates for 2 categories (rate per \$100 of capital value)
		17%	Fees and Charges

(a) Distribution of Benefits

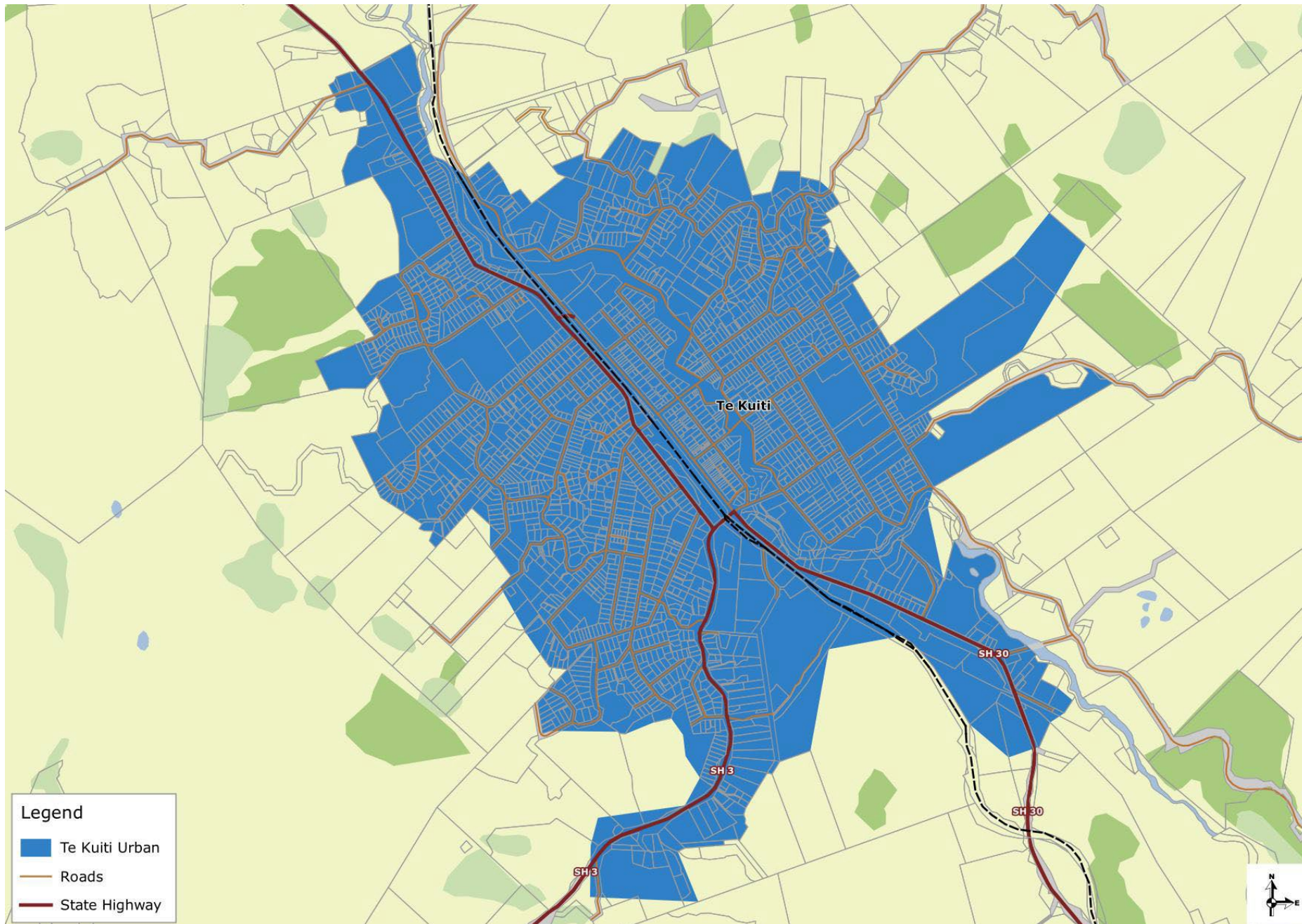
District Benefit: Maintenance of transport services to provide for pedestrian safety and convenience has a District wide benefit in that all residents use or visit the urban centres.

(b) Funding

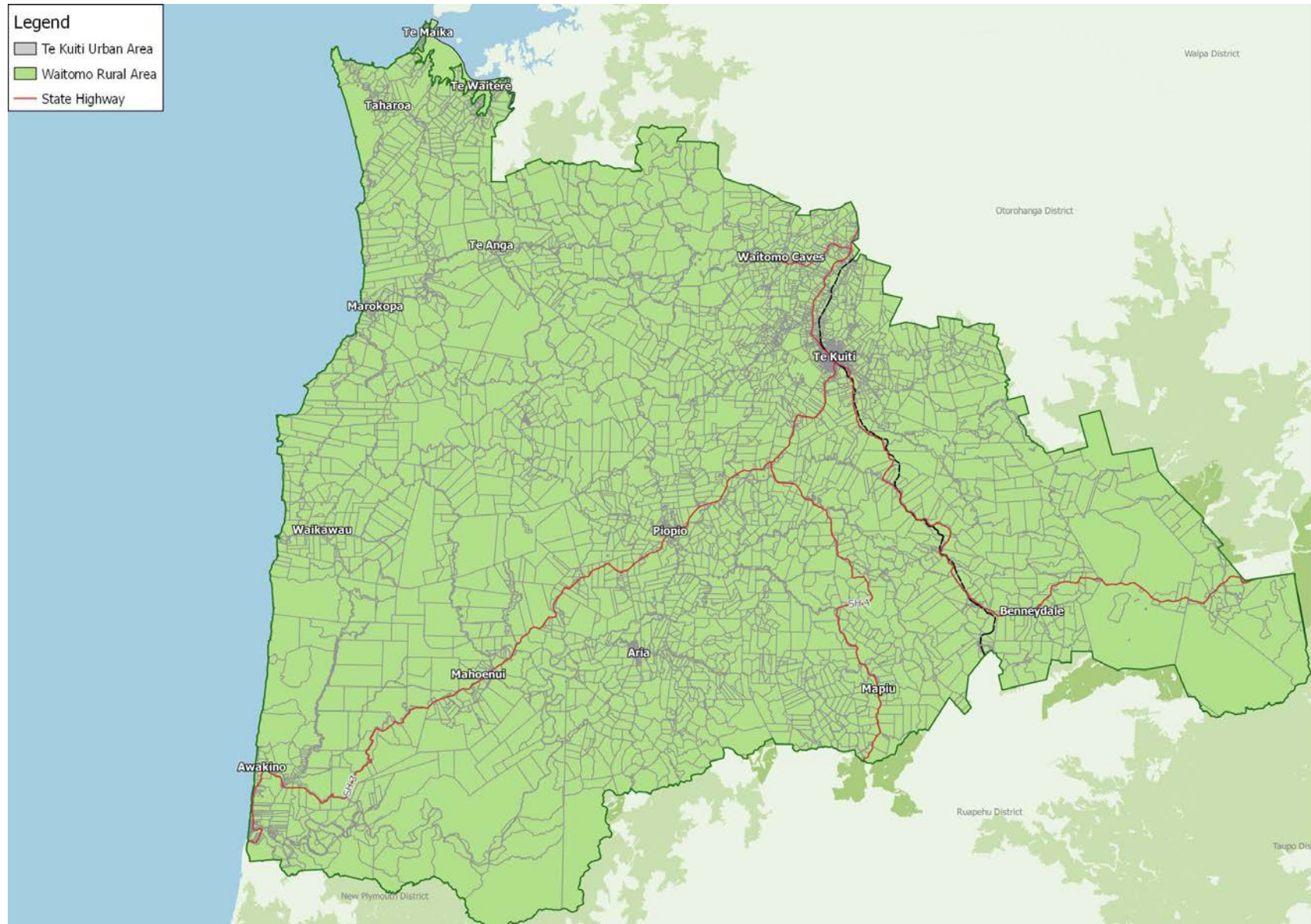
District Allocation: Council resolved that a combination of differentiated targeted rates (per \$100 of capital value) assessed on the two categories defined above and fees and charges would be the most efficient method of funding this allocation.

Fees and charges include receipts from road closures, overweight permits, etc. together with a long-standing contribution from identified parties towards maintenance of the District's roads based on annual production or capitation.

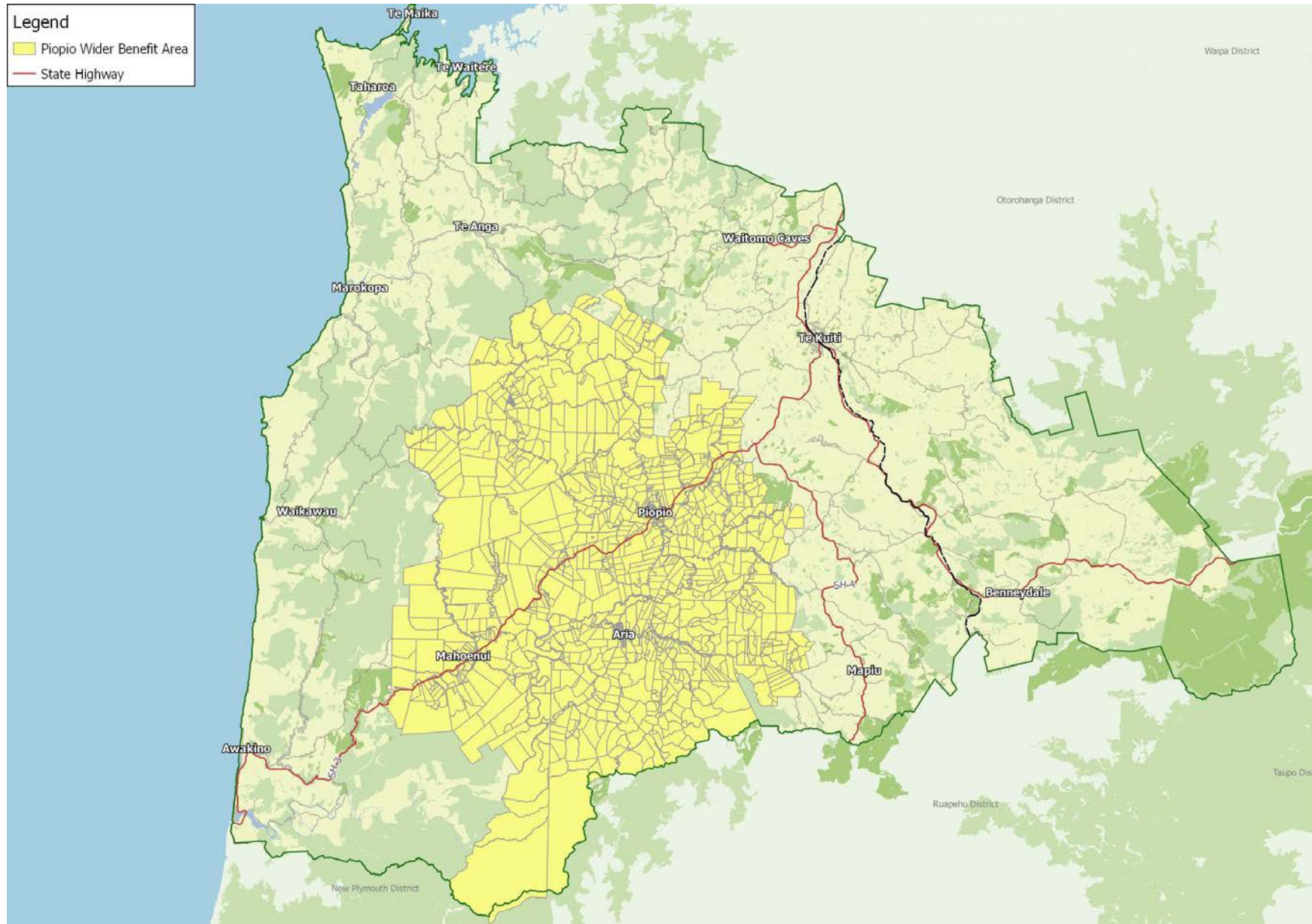
APPENDIX ONE: TE KUITI URBAN RATING AREA



APPENDIX TWO: RURAL RATING AREA



APPENDIX THREE: PIOPIO WIDER BENEFIT AREA



Waitomo District Council

Draft Rates Remission Policy

(including Remissions and Postponements
of Rates on Māori Freehold Land)

2025

Adopted by:	Council -
Doc No:	819288 V
Date of Next Review:	(6 Years or as required) – June 2031
Responsibility:	Chief Financial Officer
First Adopted:	24 June 2008
Review History:	28 June 2008, 24 November 2009, 29 November 2011, 4 April 2012, 29 June 2012, 25 June 2015, 29 June 2021, 31 May 2022 Note: For the April 2012 Review (refer also to Confirmation of Minutes – Item 17 of 24 April 2012 Council Minutes)

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INTRODUCTION | KUPU ARATAKI

In accordance with section 85 of the Local Government (Rating) Act 2002 (LGRA).

- i. A local authority may remit all or part of the rates on a rating unit (including penalties for unpaid rates) if –
 - a) The local authority has adopted a remissions policy under section 102 of the Local Government Act (LGA), and

The local authority is satisfied that the conditions and criteria in the policy are met. The local authority must give notice to the ratepayer identifying the remitted rates.

Section 102 (3A) of the LGA prescribes that the Rates Remission Policy must support the principles set out in the Preamble to Te Ture Whenua Māori Act 1993. In preparing this policy Council has considered the Preamble, as well as the purpose and core principles of the Te Ture Whenua Māori Act 1993.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

The purpose of the Rates Remission Policy (RRP) is to allow for rates remissions on eligible properties, including Māori freehold land.

The RRP provides for the remission of rates for the following remission categories:

- Remission of Rates for Properties used jointly as a single unit.
- Remissions for Community Organisations and Clubs and Societies.
- Remission for Organisations providing Care for the Elderly.
- Remission of Rates on Māori Freehold land.
- Remission of Penalties.
- Remission of Rates and/or penalties following a rating sale or an abandoned land sale.
- Remission of Rates for New Residential Subdivisions.
- Remission of Rates in Cases of Genuine Financial Hardship.
- Remission of Rates in Cases of Land Affected by Natural Calamity.
- Remission of Rates for New Businesses.

Land protected for conservation purposes is excluded from the Remission Policy as Council is of the view that the Local Government (Rating) Act 2002 provides adequately for this type of land.

Land that is subject to the following is considered to be non-rateable under Schedule 1 of the Local Government (Rating) Act 2002:

- Queen Elizabeth the Second (QEII) covenant.
- Nga Whenua Rahui Kawenata (from 1 July 2021).
- National Park under the National Parks Act 1980.
- Conservation area under the Conservation Act 1987.
- Reserve under the Reserves Act 1977.
- Wildlife management reserve, wildlife refuge, or wildlife sanctuary under the Wildlife Act 1953.
- Land owned by a society or association of persons that is used for conservation or preservation purposes, not used for private pecuniary profit and able to be accessed by the general public.

DELEGATION TO OPERATE, APPLICATION PROCESS AND REVIEW OF DECISIONS

The Chief Executive is delegated the authority to apply the Rates Remission Policy. Access to the rate remission arrangements is by way of application to the Council by the owner or occupier of the rating unit(s) or by staff who may process applications on behalf of owners of unoccupied and unproductive Māori freehold land.

In the event that any applicant for remission of rates, seeks a review of any decision taken under delegation, the following process shall be followed:

- a) Any application for review shall be made in writing, on the prescribed form, outlining the reasons for seeking a review and including appropriate documentation in support.

Note: Additional information may be requested to allow a better understanding of the merits and background of the application.
- b) The application will be investigated and the application together with a report and recommendation thereon will be submitted to a meeting of the Council for its consideration and decision.
- c) The decision of the Council will be final, and the applicant will be notified of the decision within 10 working days of the decision being made.
- d) A schedule of all remissions processed will be maintained and advised annually to the Audit Risk and Finance Committee.

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Hapu	Whanau groups descended from their own hereditary ancestor.
Indigenous flora and fauna	Plants and animals originating from New Zealand.
Land used for farming purposes	Land used for 'pasturage'; being, the business of feeding or grazing livestock.
Māori customary land	Land held under the customs and usages of the Māori people, the title to which has not been investigated by the Māori Land Court.
Māori freehold land	Māori freehold land is defined in Section 5 of the LGRA as land whose beneficial ownership has been determined by the Māori Land Court by freehold order. Māori freehold land is liable for rates in the same manner as if it were general land, subject to the provisions of Part 4 of the LGRA.
Ratepayer	Is the person or persons identified in our rating information database as the person liable for rates – generally that person is the owner of the rating unit.
Remission	Means the requirement to pay the rate for a particular financial year is forgiven in whole or in part in accordance with this policy.
Tangata Whenua	Māori people of a particular area or as a whole as the original inhabitants of New Zealand. Māori people of the land in their tribal area.
Taonga tuku iho	Legacy, treasure.

Unoccupied or unproductive Land

Land will be defined as unoccupied or unproductive unless there is a person, whether with a beneficial interest in the land or not, who, alone or with others, carries out any of the following activities on the land:

- (a) Leases the land; and/or
- (b) Does **any** of the following things on the land, with the intention of making a profit or for any other benefit:
 - 1. Resides on the land;
 - 2. De-pastures or maintains livestock on the land;
 - 3. Stores anything on the land;
 - 4. Beehives are located on the land; or
 - 5. Uses the land in any other way.

Waahi tapu

Means land set apart under Section 338(1) (b) of the Te Ture Whenua Māori Act 1993 (a place of special significance according to tikanga Māori).

Whanau

Extended family in which a person is born and socialised.

POLICY | KAUPAPA HERE

Council may provide rates remission on eligible properties that meet the conditions and criteria specified under each remission category.

REMISSION CATEGORIES**1. Remission of Rates for Properties Used Jointly as a Single Unit****1.1 Objectives**

1.1.1 This remission category addresses land ownership and land use situations that fall outside the limitation defined by Section 20 of the LGRA.

1.1.2 Objectives of this policy are:

- a) To extend the definitions of ownership and contiguous land as contained in Section 20 (a) and (c) of the LGRA.
- b) To assist the use of rateable land as part of a farming operation where not all the rateable land is contiguous with land owned, or occupied under long term lease, by the same person or persons but is nevertheless used jointly as a single farming unit. The intention being to ensure that the use of such rateable land for farming purposes is not disadvantaged by the obligation to pay multiple UAGCs and other Targeted uniform annual charges – (i.e. all rates other than those charged on the basis of capital value).
- c) To assist ongoing rural economic development by removing a UAGC and Targeted uniform annual charge liability that might create a cost barrier to the efficient integration of non-contiguous land into one farming operation.
- d) To assist in the utilisation of unoccupied, undeveloped land in township areas to achieve:
 - i. Good land management,
 - ii. An improvement to visual amenity values,
 - iii. Better environmental outcomes through assisting in weed and pest management,
 - iv. Reduction of risk of fire hazard and to public health.

- 1.1.3 By enabling contiguous or non-contiguous vacant sections that are owned or occupied under long term lease by the same person or persons and used jointly as a single unit that might otherwise be unfairly disadvantaged by way of the obligation to pay multiple UAGCs and other Targeted uniform annual charges.

1.2 Conditions and Criteria

1.2.1. Rateable Land used for Farming Purposes

Eligible farming properties are those where:

- a) The applicant is the owner or can demonstrate a long term interest in two or more separately rateable rural farm properties and that two or more of those properties are used for farming purposes; and
- b) The properties are used jointly as a single farm property for the purpose of carrying out a farming operation; and
- c) The property for which the remission is sought does not carry sufficient improvements to allow it to be operated as a separate farming unit; and
- d) The land for which the remission is sought is not occupied by a habitable dwelling.

1.2.2. Rateable land located within Waitomo District townships

Eligible properties within townships are those where:

- a) The applicant is the owner or holds a written long-term interest in two or more separately rateable properties that may or may not be contiguous; and
- b) The properties are used jointly as a single property; and
- c) The property for which the remission is sought does not carry improvements exceeding \$1,000 in value and is not occupied by a dwelling.
- d) The property for which the remission is sought must be maintained in good order and repair as ascertained by the Council.

Application for remission of rates on properties used jointly as a single unit must be made on a 3 yearly basis to ensure continued eligibility for remission. Applicants are required to apply prior to the commencement of the rating year and no later than 30 April. It is the responsibility of the owner or person holding a long-term interest in the property to notify Council of any change in circumstance in the interim period.

1.2.3. Extent of Remission

For eligible properties that may be treated as a single rating unit by meeting the conditions and criteria in this category, Council may remit the UAGC(s) and other targeted uniform annual charges. For the avoidance of any doubt, the number of rates charged on the basis of SUIP will equal the number of SUIPs; and there will be one charge for each targeted fixed annual rate based on rating unit.

2. Remissions for Community Organisations and Clubs and Societies

2.1 Objectives

- 2.1.1 This remission category provides rates remission to eligible 'not for profit' community organisations and recreational clubs and societies in the Waitomo District that meet the conditions and criteria of this category.

2.1.2 Objectives of this policy are:

- a) To recognise the value of encouraging participation in active and passive recreation.
- b) To extend the arrangement provided for in the LGRA (for arts and heritage groups on Council land), to similar arts and heritage groups on private land.
- c) To recognise the value of community organisations in the District by providing rates remission including but not limited to those 'not for profit' organisations which exist primarily for the provision of emergency services, community halls, museums, art galleries, marae, churches and pre-schools.
- d) To support the development of arts and culture in the Waitomo District.
- e) To support the development of sport and physical recreation in the Waitomo District by providing rates remission for private clubs at the same level as those clubs located on and having long term tenure over Council owned land which is non-rateable under Schedule 1, Part 1 (4) of the LGRA.

2.2 Conditions and criteria

2.2.1 To be eligible for this remission the following criteria must be satisfied:

- The land must be used exclusively or principally for sporting, recreation, or community purposes,
- Organisations must be 'not for profit' and/or for charitable purposes.

2.2.2 Organisations who exist for private pecuniary profit or engage in recreational, sporting or community services as a secondary purpose are not eligible.

2.2.3 Council retains discretion as to whether to grant a remission in any particular case.

2.3 Extent of remissions

2.3.1 Eligible organisations will receive a rates remission of 100% of the assessed Rates INCLUDING service charges EXCEPT for a maximum of one Targeted Rate charge, set for each of water, sewerage and solid waste collection services.

2.3.2 For avoidance of doubt - any rating unit with sewerage pan charges over and above the sewerage base charge will receive 100% remission of the pan charges.

2.3.3 Any eligible rating unit that is within 30 metres of the sewerage network and/or 100 metres from the water network, but is not connected, will have the serviceability rate/s remitted.

2.3.4 Any organisation opting for a private solid waste collection arrangement will not pay the solid waste collection rate and would not receive a collection service.

2.4 Applications

2.4.1 Organisations that have not previously received a remission must complete an application form for rates remission. Applications must be received by Council by 30 April.

2.4.2 For organisations that have previously received rates remission, an application form needs to be completed by the organisation every 3 years to confirm that the land-use remains eligible for remissions for the subsequent 3 years. Applications must be received by Council by 30 April, prior to the commencement of the rating year.

2.4.3 A completed application MUST be received before a rates remission can be considered. It is the responsibility of the applicant to notify Council of any change in circumstance in the interim period between applications.

2.4.4 Organisations making application should include the following in support of their application:

- Statement of objectives
- Full financial accounts
- Information of activities and programmes
- Details of membership

2.4.5 Organisations making application should ensure that the application provides sufficient information to demonstrate that:

- Their activities benefit or are available to the entire community
- They are currently operative
- They are 'not for profit' and/or for charitable purposes
- The land for which they are seeking remission is exclusively or principally for sporting, recreation, or community purposes.

3 Remission for Organisations Providing Care for the Elderly

3.1 Objectives

3.1.1 This remission category provides remission for eligible community-based organisations that provide care for the Elderly when they meet the specified conditions and criteria for this category.

3.1.2 Council wishes to support community-based organisations that provide much needed facilities and services for the Elderly within the Waitomo District. The intent is to recognise and assist those organisations that provide specialised care for the Elderly who, in the absence of such services, may need to relocate outside of the Waitomo District, away from family and friends.

3.1.3 Objectives of this policy are:

- To support those organisations that provide facilities and services that care for and enable the Elderly to reside in the Waitomo District.
- To support Council's commitment for Waitomo to be a district which values its older people, promotes their meaningful contribution to the community, and facilitates a positive ageing experience for all.
- To recognise the ageing population of New Zealand and this District, Council aims to facilitate and support the provision of a range of accessible, safe and affordable housing for the elderly.

3.2 Conditions and criteria

3.2.1 This remission arrangement is available on application on a 3 yearly basis by qualifying organisations which:

- Are charitable organisation(s). Charitable organisations are organisations (incorporated or not) that carry out charitable activities or exist exclusively for charitable purposes. For an organisation's purposes to be charitable its activities or aims must be for public purposes - the benefit must be available to a large part of the community. In addition, it must not be carried on for the benefit or profit of any individual or group; and

- Provide Rest Home level of care to the Elderly. Rest Home level of care is defined as the provision of 'everyday living assistance' to the Elderly who are fully dependent on other people to assist them with everyday life (e.g. to cook, clean, shower, etc); and/or
- Provide Hospital Level Care for the Elderly. Hospital level care is defined as provision of palliative care type facilities, the ability to prescribe medicines as per national health standards and have the requisite number of trained nurses as per national and DHB health standards.
- For the avoidance of any doubt, a charitable organisation that provides rest home level care and provides low-cost rental housing to elderly residents to assist with funding of rest home operations, may be eligible for remission on the low-cost rental units. To be eligible, the low-cost rental housing for elderly residents must be located on or be contiguous to the rating unit occupied by the rest home.

3.2.2 It is the responsibility of the Organisation to notify Council of any change in circumstance in the interim period between applications.

3.3 Extent of remission

3.3.1 Organisations that demonstrate compliance with the criteria will receive a rates remission of 100% of assessed rates EXCLUDING service charges set for Water, Sewerage and Solid Waste Collection. Any organisation opting for a private Solid Waste Collection arrangement will not pay the Solid Waste Collection Rate and would not receive a Collection Service.

3.4 Piopio Retirement Trust Board

- In recognition of the unique situation that exists with the Piopio Retirement Village and of the invaluable role it plays within the Piopio community, both now and for in the future, an annual rate remission is available as detailed below.
- A single pumped tank is located at the low point near the entrance to the Village, including connection to the main sewer.
- The Piopio Retirement Village will receive an annual rates remission of ten service charges for Sewerage and 50% of ten service charges for Solid Waste Collection, Solid Waste Management and Water Supply.
- Every three years a declaration is required from the Piopio Retirement Village confirming that the status of the Trust has not changed. It is the responsibility of the Trust to advise Council of any change in circumstance in the interim period between declarations.
- Council retains the right to review and/or withdraw its support to the Piopio Retirement Village at any time should circumstances change.
- The annual remission for the Piopio Retirement Village will form part of Council's total annual rates remission budget and it will be separately funded by way of a Targeted Uniform Annual Charge (TUAC) levied on all rateable units situated within the Piopio Township and the Piopio Wider Benefit Rating Areas.

4 Remission of Rates on Māori Freehold Land

4.1 Objectives

4.1.1 This policy is prepared pursuant to Sections 102 and 108 of the LGA and Section 114 of the LGRA. In preparing this policy Council has considered the matters set out in Schedule 11 of the LGA as well as the Preamble, purpose and core principles of the Te Ture Whenua Māori Act 1993.

- 4.1.2 Māori freehold land is defined in the LGRA (Section 5) as land whose beneficial ownership has been determined by the Māori Land Court by freehold order. Māori Freehold Land is liable for rates in the same manner as if it were general land, subject to the provisions of Part 4 of the LGRA.
- 4.1.3 Other than Māori freehold land that may from time to time be exempted by an Order in Council (as provided for in Section 116 LGRA), this policy does not provide for permanent remission or postponement of rates on all other Māori freehold land recognising the potential for changes in circumstance and land use.
- 4.1.4 The objectives of this policy are to:
- Support the use of the land by the owners for traditional purposes
 - Recognise and support the relationship of Māori and their culture and traditions with their ancestral land
 - Avoid further alienation of Māori freehold land
 - Support the owners to develop or convert unproductive and unoccupied land for economic use
 - Ensure the fair and equitable collection of rates from all sectors of the community, recognising that certain Māori owned lands have particular conditions, features, ownership structures, or other circumstances that make it appropriate to provide relief from rates.
- 4.1.5 For the purposes of this policy, rates are deemed to include penalties.

4.2 Land changed under the Māori Affairs Amendment Act 1967

- 4.2.1 The Māori Affairs Amendment Act 1967 introduced compulsory conversion of Māori freehold land with four or fewer owners into general land. There was strong opposition to this Act, which resulted in the legislation being repealed in 1974. Since that time many of the properties have remained general land on the title, however the substance of the land is Māori freehold land and in every practical sense the land changed under the repealed Act should be treated as such.
- 4.2.2 Accordingly, all land that was changed to general land as part of the Māori Affairs Amendment Act 1967 is considered to be Māori freehold land for the purposes of this remission policy and owners of such land may apply for all 3 categories of remission.

4.3 Remission categories

- 4.3.1 This policy provides two categories of remission:

Category A: Māori Freehold Land – Unoccupied and Unproductive Land Blocks

Category B: Māori Freehold Land – Economic Use and Development

4.4 Māori freehold land register

- 4.4.1 Council will maintain a register titled the Māori Freehold Land Rates Remission Register for the purpose of recording the rating units for which rates are remitted pursuant to this Policy. The Register will comprise of two category lists, these being:

Category A: The 'Māori Freehold Land Unoccupied and Unproductive Remissions List', used to achieve objectives detailed in schedule 1

Category B: The 'Māori Freehold Land Economic Use and Development Remissions List' used to achieve objectives detailed in schedule 2

4.5 Applications

- 4.5.1 Applications for all categories must be made on the prescribed form and must be received by Council prior to the commencement of the rating year and no later than 30 April.
- 4.5.2 The application must be supported by sufficient supporting information to allow an informed decision to be made in respect of the application, including but not limited to the following:
- Evidence that the identified owner, agent of owner or occupier has full control over the property.
 - A copy of any agreements or licenses to operate on the land.
 - A description of the intended use of the land, and a statement as to how the objectives defined under this policy will be achieved by the granting of rates remission.
 - Other documentation that Council may require to make a decision, such as historical, ancestral, cultural, archaeological, geographical or topographical information.

4.6 Duration

- 4.6.1 Remission applications approved under Category A (Māori Freehold Land Unoccupied and Unproductive Land Blocks) will receive remission for three years. A reapplication will be required triennially.
- 4.6.2 The duration of remission applications approved under Category B (Economic Use and Development) are detailed in Schedule 2 of this policy.
- 4.6.3 Where a remission of rates is made, the obligation is on the applicant to advise any change of use that might affect the eligibility of the land for any remission.
- 4.6.4 Council will monitor on an ongoing basis the use of any Māori freehold land receiving rate remission under this policy. If the status of the land changes, in that it no longer complies with the criteria, rates will be payable from the following rating year.

Note – *Council will require that any rates remissions be repaid where the failure to notify Council of a change in circumstance impacts on the eligibility of the land for a rate remission.*

4.7 Appeals

- 4.7.1 Appeals relating to decisions taken on the eligibility of Māori freehold land for rates remissions will follow the process outlined at the start of this Policy - Delegation to Operate, Application Process and Review of Decisions.

4.8 Payment arrangement

- 4.8.1 Where Māori Freehold land is not otherwise eligible for a remission under any section of this policy, Council may negotiate with the landowner to write off all arrears and penalties if current rates are met over a period of 2 years.

5 Remission of Penalties

5.1 Objectives

- 5.1.1 This remission category outlines the remission of penalties incurred by way of late or non-payment of rates, in accordance with Section 85 of the LGRA. Penalties are incurred for late or non-payment of rates in accordance with the amount set annually in Council's Funding

Impact Statement.

- 5.1.2 The objective is to enable Council to act fairly and reasonably in its consideration of overdue rates in certain circumstances.

5.2 Conditions and criteria

- 5.2.1 Remissions for late or non-payment of rates will be considered on the following grounds:

Circumstance	Policy and Criteria	Delegation										
Extenuating circumstances	<p>Remission of a penalty incurred on an instalment will be considered in the following circumstances:</p> <ul style="list-style-type: none">• The ratepayer has a good payment history.• Extenuating personal circumstances such as family illness, death or other tragedy.• In circumstances considered just and equitable.	<p>Customer and Information Manager</p> <p>Customer Services Team Leader</p> <p>or</p> <p>General Manager – Community services</p>										
Approved Payment Arrangement (Includes time to pay arrangements and lump sum arrangements)	<p>Penalties will not be levied where an Approved Payment Arrangement of a minimum amount has been made based on the arrears total as follows:</p> <table><tr><th>Arrears total</th><th>Minimum amount</th></tr><tr><td>0 - \$5,000</td><td>Payment Arrangement of 1.25 times the Annual Rates</td></tr><tr><td>\$5,001 - \$10,000</td><td>Payment Arrangement of 1.5 times the Annual Rates</td></tr><tr><td>\$10,001 - \$20,000</td><td>Payment Arrangement of 2 times the Annual Rates</td></tr><tr><td>Over \$20,000</td><td>A Lump Sum payment is required to bring the balance to less than \$20,000 and then a payment arrangement of 2 times the Annual Rates</td></tr></table>	Arrears total	Minimum amount	0 - \$5,000	Payment Arrangement of 1.25 times the Annual Rates	\$5,001 - \$10,000	Payment Arrangement of 1.5 times the Annual Rates	\$10,001 - \$20,000	Payment Arrangement of 2 times the Annual Rates	Over \$20,000	A Lump Sum payment is required to bring the balance to less than \$20,000 and then a payment arrangement of 2 times the Annual Rates	<p>Sub-Committee (CEO and Chief Financial Officer)</p>
Arrears total	Minimum amount											
0 - \$5,000	Payment Arrangement of 1.25 times the Annual Rates											
\$5,001 - \$10,000	Payment Arrangement of 1.5 times the Annual Rates											
\$10,001 - \$20,000	Payment Arrangement of 2 times the Annual Rates											
Over \$20,000	A Lump Sum payment is required to bring the balance to less than \$20,000 and then a payment arrangement of 2 times the Annual Rates											
	<p>Current and historic penalties will be remitted where all rates have been paid in full under an approved payment arrangement.</p> <p>Council will consider remitting penalties that are already levied or yet to be incurred for remissions on a case by case basis.</p>	<p>Sub-Committee (CEO and Chief Financial Officer)</p>										
Penalties associated with remissions	<p>Penalties will not be levied where all or a portion of the rates assessed have been remitted under another part of the policy.</p>	<p>Sub-Committee (CEO and Chief Financial Officer)</p>										

- 5.2.2 Penalties will only be remitted provided that no previous penalties have been remitted within the past two rating years. In the case of penalties as a result of Council error, these are considered a correction rather than a remission and therefore fall outside of the remission policy.
- 5.2.3 To be eligible for these remissions, ratepayers must use direct debit payment, unless there are exceptional circumstances preventing this.
- 5.2.4 All penalties remitted shall be recorded in the Penalty Remission Register, where the amount remitted is over \$10 for any individual ratepayer.

6 Remission of Rates and/or Penalties Following a Rating Sale or Abandoned Land Sale

6.1 Objectives

- 6.1.1 This remission category provides for rates remission of rates arrears and penalties where a rating unit comes under new ownership as the consequence of either a rating sale or lease under sections 67 through to section 76 or sale of abandoned land as per sections 77 through to 83 of the LGRA.
- 6.1.2 The objective of this remission category is to allow for any remaining arrears or penalties following sale of abandoned land, or rating sale or lease, to be remitted so that the new owner begins with a nil balance.

6.2 Conditions and criteria

- 6.2.1 Any debt outstanding on a rating unit after application of proceeds from a rating sale or lease may be remitted following application by Council Staff.
- 6.2.2 Any debt outstanding on a rating unit after application of proceeds from the sale of abandoned land may be remitted following application by Council Staff.
- 6.2.3 Where any rating unit meets the definition of abandoned land as prescribed in section 77(1) of the LGRA and that land is unable to be sold using the authority provided to Council in sections 77-83 of the LGRA, then all rates may be remitted on an annual basis by application of Council staff.

7 Remission of Rates for New Residential Subdivisions

7.1 Objectives

- 7.1.1 This remission category provides for remission of rates to assist the establishment of new residential subdivisions by providing temporary rates relief from UAGCs assessed against individual vacant lots prior to sale. This remission category provides for the remission of UAGCs for the first full year following subdivision for residential use of 3 vacant lots or more. In that situation multiple lots will be treated as one rating unit. Application of remissions for one full rating year following subdivision provides incentive to sell as intended, but recognises that a full year may be required to achieve the developer's aim.
- 7.1.2 Objectives of this policy are:
- To provide a one-off remission of rates assessed against land held in separate title and forming part of a new residential subdivision so as to limit the impact of multiple UAGCs in the first year.
 - To encourage development within Waitomo District by providing a one off remission to the subdivider or developer of any UAGC assessed against the newly created lot(s).

7.2 Conditions and criteria

- 7.2.1 The remission will be available for land that:
- Has been subdivided into 3 or more vacant residential lots where the Titles have been issued; and
 - The unsold lots remain in the ownership of the original subdivider/developer and the land has yet to be sold on to subsequent purchasers.

7.3 Extent of Remission

- 7.3.1 A remission will be made for 100% of the UAGC for each unsold vacant residential lot, except one.
- 7.3.2 The remission will only be made for the first full rating year following the creation of the new residential lots following subdivision.

8 Remission of Rates for Cases of Financial Hardship

8.1 Objectives

- 8.1.1 The objective of this policy is to provide relief for residential ratepayers and 'not for profit' community organisations experiencing extreme financial hardship.

8.2 Applications

- 8.2.1 Where an application for rates relief due to financial hardship is received, Council may remit all or part of rates relating to a rating unit.
- 8.2.2 Applications on the grounds of financial hardship are considered only when exceptional financial circumstances exist. Approved remissions are therefore a result of an extraordinary situation and should be recognised as an exception from the ratepayer's legal obligation to pay rates.
- 8.2.3 An application for remission on the grounds of financial hardship can be lodged in any year that such hardship exists.
- 8.2.4 Council will consider, on a case-by-case basis, applications received that meet the criteria detailed in section 8.3 and 8.4 of this policy.
- 8.2.5 The Chief Executive is delegated authority to decline an application or remit rates, including arrears, of up to \$2,000 in any one case.
- 8.2.6 The Chief Executive will provide Council with a regular monitoring report on all applications received for a hardship rates remission, and the decisions made.

8.3 Residential rating units

8.3.1 Conditions and criteria

Council will consider, on a case-by-case basis, applications received that meet the following criteria:

- a) Preference will be given to rating units used solely for residential purposes (as defined by Council) when consideration is made for rates remission in cases of financial hardship.
- b) A ratepayer making an application must be the registered owner and occupier.
- c) A ratepayer making an application must not own any other rating units or investment properties (whether in the district or in another district).
- d) The ratepayer must supply sufficient evidence, including financial statements, to
- e) satisfy the Council that extreme financial hardship exists.
- f) When considering an application, the ratepayer's personal circumstances will be relevant such as age, physical or mental ability, injury, illness and family circumstances.
- g) Before approving an application, Council must be satisfied that the ratepayer is unlikely to have sufficient funds left over, after making the payment of rates, for normal health care, proper provision for maintenance of his or her home and chattels at an adequate standard as well as making provision for normal day to day living expenses.

- h) The applicant must provide sufficient evidence on how they plan to meet their rating commitment going forward.
- i) It is expected that the ratepayer will pay a minimum of the value of the Uniform Annual General Charge per annum towards his/her rates account. However, each case will be considered on its merits.
- j) If the applicant is eligible for a Rates Rebate then such application must be made at the time of applying for rates relief due to financial hardship.

8.4 Not for profit community organisations

8.4.1 Conditions and criteria

Council will consider, on a case-by-case basis, applications received that meet the following criteria:

- a) The organisation must supply sufficient evidence, including financial statements, to satisfy the Council that extreme financial hardship exists.
- b) The organisation must provide sufficient evidence on how it plans to meet their rating commitment going forward.
- c) An application for remission on the grounds of financial hardship must be lodged
- d) annually. The remission is only available for a maximum of two years.
- e) Remission is not available for service charges relating to water, sewerage and solid waste collection.

9 Remission of Rates in Cases of Land Affected by Natural Calamity

9.1 Objectives

The objective of this policy is to assist ratepayers affected by events outside of their control which effects their ability to use any rating unit owned by them that is the consequence of a natural calamity.

9.2 Conditions and criteria

- a) Rates remission is available for properties that have been detrimentally affected by erosion, subsidence, submersion, earthquake or other calamity are considered. Approved remissions are therefore a result of an extraordinary situation and should be recognised as an exception from the ratepayer's legal obligation to pay rates.
- b) Where an application for rates due to land effected by natural calamity is received Council may remit all or part of the rates relating to a rating unit.
- c) The rating unit is unusable or uninhabitable as a result of a natural calamity.
- d) First application must be made by the ratepayer within 3 months of the event. Any remissions granted will apply to the current rating year.
- e) For properties that are unusable or uninhabitable as a result of a calamity, and are able to be restored (but have not yet been restored), remission applications for future years are required annually by 30 April prior to the commencement of the rating year for which remission is sought.
- f) For properties that are unable to be used now or in the future, or where access has

been prohibited by WDC, rates remission will be granted for 3 years or until the restriction imposed by WDC has been removed.

- g) All applications must be in writing and supported by documentary evidence as to the extent of the damage.
- h) The amount of the remission is at the discretion of the CEO and will be considered on a case-by-case basis.
- i) In the event of the rating unit being permanently eroded and where the rating unit now forms part of the coastal marine area, the Council may grant permanent remission of all rates and penalties charged in the financial year in which the event occurred and the years following the event.
- j) In the ratepayers absence, Council staff may apply remissions in their absence on a permanent basis.

10 Remission of Rates for New Businesses

10.1 Objectives

- 10.1.1 To promote employment and economic development within the District by assisting new businesses.

10.2 Conditions and criteria

- a) Rates remission may be granted to a new business where that business supports community development and productivity and provides goods and services within the community.
- b) Remission of rates is available to commercial and/or industrial development that involves the construction, erection or alteration of any building or buildings, fixed plant and machinery, or other works intended to be used for industrial, commercial or administrative purposes.
- c) Residential developments will not qualify for remission.
- d) Remission of rates is available to new businesses or new development established within the past 12 months.
- e) Applications must be made in writing and supported by:
 - i. A description of the development
 - ii. A plan of the development (where possible)
 - iii. An estimate of costs
 - iv. An estimate of the likely number of jobs to be created
- f) In considering applications for the remission under this part of the policy the Council will have regard to the following:
 - i. The development is of importance for the future economic development of the District as demonstrated by the scale, type or nature of the development.
 - ii. The number of new employment opportunities the business/development will create. Generally, development would be expected to create a minimum of one new full time equivalent job.

- iii. The amount of new capital investment the development/business will bring into the District.
 - iv. For avoidance of doubt a small new business with at least one employee would also be considered eligible.
 - v. The business demonstrates a long-term commitment to remain and operate in the District. Property ownership or a long-term lease of the property may be accepted as proof of commitment.
 - vi. The development protects or retains cultural aspects of the district e.g. maintains and protects a heritage building. The development adds improved, new and/or visibly attractive infrastructure or buildings to the District where it would be commercially otherwise unviable to do so.
- g) All applications will be assessed on a case by case basis under the authority of the Chief Executive and are subject to a threshold remission of 50% of rates assessed for a maximum duration of one year. The remission excludes services charges for water, sewerage and solid waste collection services.

SCHEDULE 1 | WAHANGA 1

1. Category A: Māori Freehold Land – Unoccupied and Unproductive Land Blocks

1.1. Objectives

1.1.1. The remission of rates on Māori freehold land pursuant to Section 108 and Schedule 11, LGA 2002, and in recognition of the Preamble and objectives of the Te Ture Whenua Māori Act, recognises that:

- a) There are situations where there is no occupier or person gaining economic or financial benefit from the use of, or habitation on the land.
- b) Some freehold Māori land might be better set-apart from development because of its natural features, significant vegetation and/or habitat, and cultural significance.
- c) Physical access to some Māori freehold land is not available or is not practicable.
- d) Takes into account the presence of waahi tapu that may limit the use of the land for other purposes.
- e) A remission of rates should apply to portions of land not occupied, where part of a block of land is occupied.
- f) Assessing rates against certain Māori freehold land might limit or restrict the development of an economic use of the land.
- g) Council should support the use of the land by owners for traditional purposes and the relationship of Māori and their culture and traditions with their ancestral lands.
- h) Council and the community benefit through the efficient collection of rates that are properly payable and the removal of rating debt that is considered non-collectable.

1.2. Conditions and criteria

In order for a property, or part of a property to qualify for a rates remission under this remission category, it must meet all of the required criteria and at least one of the optional criteria:

1.2.1. Required Criteria

A property must be:

- a) Māori freehold land as defined in the LGRA or land changed to general land under the Māori Affairs Amendment Act 1967; and
- b) Unoccupied and unproductive as defined in the 'Definitions'.

1.2.2. Optional Criteria

A property must be/have at least one of the following:

- a) The presence of waahi tapu that may affect the use of the land or other purposes;
- b) Better set aside and protected from use because of its special cultural significance and unique natural features;
- c) Better set aside and protected from use to protect the indigenous flora and fauna located on the land;
- d) A traditional and important food source for Tangata Whenua;

- e) A traditional and important source for cultural, medicinal, symbolic and spiritual needs of Tangata Whenua;
- f) Important tribal landmarks significant to Tangata Whenua;
- g) Important water catchment system to Tangata Whenua for sustaining physical and spiritual values;

Accessibility issues due to:

- i. The property being landlocked;
- ii. Access is legally available by paper road or easement but the road does not exist;
- iii. A road ends or passes the property but a river, ravine, cliff or other impediment prevents practical access;
- iv. In a natural and undeveloped state, and will continue to remain in such state;
- v. Prevented from being productive or used due to the size, location, lack of fencing or some other feature.

1.3. Dwellings on Māori freehold land

- 1.3.1. Where there is one or more dwelling/s on the land, Council may establish and identify separately used or inhabited parts of the rating unit. The separately used or inhabited portion of the rating unit will be defined based on the area occupied, and/or the area unproductive and unoccupied as identified by the owner/s and confirmed by Council.
- 1.3.2. Rates charged on the separately used or inhabited portion of the property will remain payable.

1.4. Beehives on Māori freehold land

- 1.4.1. Where there are beehives located on the land for the purposes of harvesting honey, Council may establish and identify separately used or inhabited parts of the rating unit. The separately used or inhabited portion of the rating unit will be defined based on the area in use for the purposes of harvesting honey, and/or the area unproductive and unoccupied as identified by the owner/s and confirmed by Council.
- 1.4.2. Rates charged on the separately used or inhabited portion of the property will remain payable.

1.5. Extent of remissions

- 1.5.1. Eligible Māori Freehold Land under Category A will receive 100% of all rates charged except targeted rates set for water supply, sewage disposal and solid waste collection services.
- 1.5.2. Where a separately used part of the property has been identified (as per section 1.3.1 and 1.3.2 above) the remission will relate to the unoccupied and unproductive portion of the property only. Council's Valuation Service Provider will assess the capital value of the unoccupied and unproductive portion and on this basis, a remission will be processed on any rates charged on the basis of capital value.

1.6. Applications on behalf of owners

- 1.6.1. Council staff may process applications on behalf of owners of unoccupied and unproductive Māori Freehold Land that satisfies the criteria set out in section 1.2. where after due enquiry the owners of an unoccupied block cannot be found.
- 1.6.2. Decisions on these remissions are to be made directly by the Chief Executive on the recommendation of officers and may include rate remissions for 3 years on qualifying Māori freehold land for current year rates and rates arrears, including penalties.

SCHEDULE 2 | WAHANGA 2

1. Category B: Māori Freehold Land – Economic Use and Development

1.1. Objectives

- 1.1.1. The remission of rates on Māori freehold land pursuant to Section 108 and Schedule 11, LGA 2002, section 114A of the LGRA, and in recognition of the Preamble and the objectives of the Te Ture Whenua Māori Act 1993, recognises that assessing rates against certain Māori Freehold Land might limit or restrict the development of an economic use of the land.
- 1.1.2. The objective for remission under this category is to help facilitate the occupation, development and utilisation of otherwise unoccupied or unproductive Māori freehold land, for the benefits of its owners, their whanau and their hapu, through a progressive stepped application of a full liability for the payment of rates, over an agreed period.

1.2. Conditions and criteria

- 1.2.1. Where there is an intention to make economic use of the land, or a clear intent to progressively develop the economic use of the land over time, Council may enter into a remission of rates arrangement with the Trustees/Owner(s) or Occupier(s) where the Council is satisfied such an arrangement will encourage economic use through development over time.
- 1.2.2. Council must be satisfied that the development is likely to have any or all of the following benefits:
 - a) Benefits to the district by creating new employment opportunities
 - b) Benefits to the district by creating new homes
 - c) Benefits to the Council by increasing the Council's rating base in the long term
 - d) Benefits to the Māori of the district by providing support for Marae in the district
 - e) Benefits to the owners by facilitating the occupation, development, and utilisation of the land.
- 1.2.3. In addition to the information required under section 4.5 of this policy, applicants must also provide:
 - a) A written plan setting out the planned economic use of the land or the planned economic development against a five year timeline prepared by a suitable person holding authority over the land and responsible for the planned use.
 - b) Any other documentation that the Council may require to make an assessment.

1.3. Extent of remissions

- 1.3.1. At Council's discretion during the annual review and/or with negotiations with the land owner/s or trustees, a staged rates requirement will be implemented with the following being taken into account:
 - a) The expected duration of the development or any stage of the development; and
 - b) If the land is being developed for a commercial purpose, when the ratepayer or ratepayers are likely to generate income from the development; and
 - c) If the development involves the building of 1 or more dwellings, when the ratepayer or any other persons are likely to be able to reside in the dwellings.
- 1.3.2. Generally remissions will be applied according to the following schedule, however, each application will be considered on an individual basis:

Year 1	Not less than 20% payable for that year
Year 2	Not less than 40% payable for that year
Year 3	Not less than 60% payable for that year
Year 4	Not less than 80% payable for that year
Year 5	100% payable for that year.

- 1.3.3. No remission will be granted on Targeted Rates for water supply, sewage disposal, and solid waste collection services.
- 1.3.4. Where an approved remission under Category B is in place, any arrears may be remitted if current and future rates are met over a period of 2 years.

DRAFT

FEES AND CHARGES

2025/26

Effective from 1 July 2025

*All Fees and Charges are inclusive of GST,
with the exception of bonds, penalties and residential housing*

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COMPLIANCE	
Description	2025/26 fee or charge (\$)
Building Consent cost includes Inspection fee and Code Compliance Certificate. All fees are payable on application.	
Code Compliance Certificate - CCC	165.00
Record of title	32.00
Production of Project Information Memorandum (PIM)	325.00
Solid Fuel Heaters	
Freestanding (1 inspection)	575.00
Insert (2 inspections)	805.00
Minor Works (1 inspection)	
Garden Sheds	
Basic Warning System	
Marquees	
Plumbing or Drainage	
Swimming pools/Spa pool fence only	670.00
Minor Building Works (2 inspections)	
Carports	
Demolitions	
Decks	
Swimming Pools over 35,000 litre capacity (includes fence)	1095.00
Other Buildings (2 Inspections)	
Garages	
Hay Barns	
Implement Sheds	
Bridges	1095.00
Detached habitable buildings, no plumbing or drainage (5 inspections)	
Sleep Out	
Office	
Studio	
Additions/alterations up to 30m ²	
Internal alterations to dwellings	1785.00
Detached habitable buildings, with plumbing or drainage (6 inspections)	
Sleepout with toilet/shower	
Additions/alterations up to 60m ² with plumbing and drainage	
Internal alterations to dwellings	2115.00
Additions/alterations up to 60m² (6 inspections)	2115.00
Other new buildings up to 60m² excluding dwellings and commercial buildings (6 inspections)	
<i>Note: For other building work over 60m² the below dwelling and commercial/ industrial fees apply.</i>	2115.00
Dairy Sheds (3 inspections)	2235.00
Re-sited Dwellings (3 inspections)	2510.00
Re-sited dwellings with additions or alterations (includes 6 inspections)	3615.00
Dwelling Single Storey up to 100m² (8 inspections)	3565.00
Dwelling Single Storey up to 250m² (9 inspections)	3895.00
Dwelling Single Storey larger than 250m² (9 inspections)	4275.00
Dwelling Two Storey or more up to 250m² (9 inspections)	4400.00
Dwelling Two Storey or more larger than 250m² (9 inspections)	4830.00
Commercial /Industrial up to 300m² (9 inspections)	4740.00
Commercial/Industrial - Basic kit-set type building, no services or internal fit-out (3 inspections)	2075.00
Commercial/Industrial larger than 300m² (9 inspections)	5330.00
Commercial - Internal Alterations (3 inspections)	2075.00
Inspection Fee (compliance inspection/ etc.) per inspection	210.00
Travel costs – applies to inspections in excess of 5km from the Waitomo District Council Queen Street office	Tier 1 rate per km – 104 cents
Inspection fee – swimming / spa pools	206.00
Amendments - project value over \$20,001	515.00
Amendments – minor works with project value up to \$20,000	285.00
Compliance Schedules	
New Compliance Schedule (Section 102 Building Act 2004)	415.00
Amendments to existing Compliance Schedule (Section 106 and 107 Building Act 2004)	305.00
Request for Extension of Time for a Building Consent – work start or CCC	175.00
Application for exemption from requirement to carry out seismic work under section 133AN	740.00

COMPLIANCE	
Description	2025/26 fee or charge (\$)
– includes 1 inspection.	
Applications for waivers or modifications to means of restricting access to residential pools under section 67A – includes 1 inspection.	740.00
Processing of Section 71/77 Certificate	165.00
Plus on-charge of Solicitors fee to prepare and register certificate. (Actual Cost)	Actual Cost
Certificate of Acceptance - Section 41(c) (1 inspection) Any building work in respect of which a building consent cannot practicably be obtained in advance because the building work has to be carried out urgently.	1020.00
Certificate of Acceptance - Section 96(1)(a) (1 inspection) (i) the work was done by the owner or any predecessor in title of the owner; and (ii) a building consent was required for the work but not obtained. (In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work).	2030.00
Certificate of Public Use (1 inspection)	705.00
Certificate of Public Use – reissue for extension of time (1 inspection)	360.00
Notice to Fix (1 inspection)	490.00
Accreditation Levy (consents valued over \$20,000) For every building consent with an estimated value of \$20,000 and over, \$1.75 per \$1,000 is payable	1.75 per \$1,000
Building Research Levy For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable	1.00 per \$1,000
MBIE Levy For every building consent with an estimated value of \$65,000 and over, \$1.75 per \$1,000 is payable	1.75 per \$1,000
Lapsed or Refused Building Consents Refunds will be paid to the person(s) who paid the fees on application. <i>Note: Refund will have an administration fee deducted (see below)</i>	Refund of BRANZ and MBIE levies, ccc and unused inspection fees, and less administration fee
Administration fee for refund on refused or lapsed consents	220.00
Peer Review of Specific Designs by External Agents	Actual Cost
Any additional costs incurred in processing a building consent shall be recoverable on actual and reasonable basis.	175.00
Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value over \$20,001. <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	575.00
Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value up to \$20,000 <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	275.00
Application for an exemption to carry out seismic work (1 inspection) Process application for exemption from requirement to carry out seismic work on a building subject to an earthquake-prone building notice (Section 133AN Building Act 2004)	650.00
Building Control Officer - per hour Hourly rate for any additional inspections, reports, or advice required	190.00
Overseas investment certificates – for determining and issuing	340.00
Section 348 – Right of way (ROW) application – processing application for ROW under the Local Government Act 1974	700.00
Sale and Supply of Alcohol Certificates for Building Certification	230.00
Record of Title search	32.00
Fee for uplifting building line restrictions. Note: It is not guaranteed that the building line restriction will be approved. The application fee is non-refundable. <i>Note: There are legal fees associated with having the BLR removed from the Record of Title. These legal fees are not included in this fee. Please enquire with your solicitor or conveyancer regarding their fees.</i>	725.00

Building Act 2004 – explanatory note

- These fees and charges become operative on 1 July 2025 and will apply for all work carried out and decisions issued on or after 1 July 2025, irrespective of when the application was lodged with the Council.
- The charges set out in this schedule are pursuant to Subpart 9, Section 281 A, B and C of the Building Act 2004.
- All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.
- Where a fixed charge is in any particular case inadequate pursuant to section 281B to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

Charge-out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- Are fixed charges;
- If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
 - if the fixed charge which has been paid in advance is greater by more than \$50.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
 - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).

COMPLIANCE

Description	2025/26 fee or charge (\$)
Land Information Memorandum (LIM)	
Land Information Memorandum (LIM)	340.00
Administration Fee for refund on cancelled LIM (note where substantial work has been completed on the LIM a refund will not be given; where substantial work has not been completed, the LIM fee will be refunded minus the administration fee).	60.00
Hardcopy LIM	30.00
Animal and Dog Control Fees	
All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.	
Urban (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	134.00
Spayed or Neutered Dogs in the Urban Area	101.00
Special Owner (Dog Control Policy) Dogs	79.00
Gold card holders for urban dogs	117.00
Rural Dogs	57.00
Rural Dogs > 5	Multiple rural dog discount
For every 5 rural dogs you register the 6th dog registration is free if paid on or before registration date.	
Late registration	50% of the fee that would have been payable if that dog had been registered on the first day of the registration
Dangerous Dogs registration	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.
Disability Assist Dog registration	
Note: To be eligible, the dog must be certified as a disability assist dog in accordance with Schedule 5 of the Dog Control Act 1996.	No charge
Replacement Registration Tag	5.40
Impounding Fees	
The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees, veterinary costs, irrespective of the fate of the dog.	
Seizure (per dog seized)	70.00
First Impounding (registered dog)	80.00
First Impounding (unregistered dog)	115.00
Second Impounding	154.00
Third and subsequent impounding	230.00

COMPLIANCE

Description	2025/26 fee or charge (\$)
Plus Sustenance fees - per day	20.00
Veterinary charges	Actual cost
Re-Homing Re-homing of unwanted/ unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro-chipping fee and all other reasonable associated costs.	Applicable costs
Surrender/disposal (in addition to applicable impounding charges and sustenance)	90.00
Micro-chipping	35.00
Permits	
Consent to keep more than 2 dogs in the urban area. Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection.	65.00
Special Owner property check	40.00
Dog Collars	
Barking collars	45.00
Batteries for barking collars	8.00
Small	10.00
Medium	12.00
Large	14.00
Extra large	16.00
Stock Impounding Fee - Excluding dogs	
First impounded animal	130.00
Per animal thereafter (impounded at the same time as the first impounded animal)	46.00
Subsequent Impounding – within any 24 month period involving animals owned by the same person/organisation	252.00
Per animal thereafter (impounded at the same time as the subsequently impounded animal)	46.00
Veterinary charges	Actual cost
Driving charges – (per hour, per officer) - leading, driving or conveying stock (pursuant to section 14 of the Impounding Act 1955) plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of any after-hours response	150.00
Grazing (per day) – horses, cattle, mules, ass, deer, pigs plus costs of any hard/ supplementary feeds i.e. hay, grain	15.00
Grazing (per day) – sheep, goats, and any others plus costs of any hard/ supplementary feeds i.e. hay, grain	10.00
Advertising costs (pursuant to the Impounding Act 1988)	Actual cost
Stock surrender	Actual costs

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2025/26 fee or charge (\$)
Health Act Licence Fees	
Amusement Device Permits (Section 11 Amusement Device Regulations 1978)	
1. First Device (first 7 days or part thereof)	10.00
2. Each additional Device (first 7 days or part thereof)	2.00
3. Each device for further period of 7 days or part thereof	1.00
Fees for Functions under the Food Act 2014	
All administration and verification activities including annual verification, reporting, non-conformance visits and any activity not specified in the schedule below	228.00
Fees applicable to Template Food Control Plans	
Application for new registration of Template Food Control Plan (plus actual staff time at hourly rate of \$228 after the first hour)	450.00
Application for renewal of registration of Template Food Control Plan (plus actual staff time at hourly rate of \$228 after the first hour)	360.00
Application for a significant amendment (section 45(3)) of registration of Template Food Control Plan, or move from Template Food Control Plan to National Programme (plus actual staff time at hourly rate of \$228 after the first hour)	180.00
Application for a minor amendment (section 45(2)) of registration of Template Food Control Plan. <i>Note: Minor changes constitute changes to details such as contact information (email, phone, day to day manager, and postal address).</i>	80.00

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2025/26 fee or charge (\$)
Voluntary suspension of Template Food Control Plan (plus actual staff time at hourly rate of \$228 after the first hour)	95.00
Fees applicable to National Programmes	
Application for new registration of premises under a National Programme (plus actual staff time at hourly rate of \$228 after the first hour)	450.00
Application for renewal of registration of premises under a National Programme. (plus actual staff time at hourly rate of \$228 after the first hour)	360.00
Application for significant amendment (section 81) of registration under a National Programme or move from National Programme to Template Food Control Plan during the registration year. (plus actual staff time at hourly rate of \$228 after the first hour)	180.00
Application for a minor amendment of registration under a National Programme, such as a change in contact information, trading name. (plus actual staff time at hourly rate of \$228 after the first hour)	80.00
Voluntary suspension of National Programme. (plus actual staff time at hourly rate of \$228 after the first hour)	95.00
Issue of improvement notice, or review of an improvement notice. (plus actual staff time at hourly rate of \$228 after the first hour)	185.00
Application for statement of compliance. (plus actual staff time at hourly rate of \$228 after the first hour)	185.00
Copy of Food Control Plan folder and documents.	30.00
Cancelling an audit or verification within 24 hours of the scheduled date and time of audit.	185.00
Environmental Health Officer Hourly rate for any additional staff time	228.00 per hour
Administration fee for refund on cancelled applications pursuant to the Food Act (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee).	60.00
Hawkers, Mobile Shops, and Stalls (Public Places Bylaw Clause 11)	
Hawkers	
Note: Some applicants may be eligible for a fee waiver -to check for eligibility please enquire with WDC Customer Services.	67.00
Street stalls, raffia days, street collections - non commercial	Free
Street Stalls day	21.00
Street Stalls month	62.00
Mobile Shop 1 day rate	42.00
Mobile shop 1 month rate	83.00
Mobile shop annual fee	415.00
Mobile Trader 1 day rate	42.00
Mobile trader 1 month rate	83.00
Mobile Trader annual fee	415.00
Impounding of Stereo	
<i>Impounding Charges for Stereo (RMA 1991 sec 336). Note: Impounded stereo will be sold after six months if not claimed and impounding fees not paid.</i>	205.00
Licensing – Alcohol (Ref: <i>Sale and Supply of Alcohol (Fees) Regulations 2013 and Sale and Supply of Alcohol (Fee setting Bylaws) Order 2013</i>)	
Existing premises - Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	180.00
New or altered premises - Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	280.00
Off/On/Club Application Fee – Very Low Risk	\$496.80
Off/On/Club Application Fee – Low Risk	\$822.82
Off/On/Club Application Fee – Medium Risk	\$1102.27
Off/On/Club Application Fee – High Risk	\$1381.72
Off/On/Club Application Fee – Very High Risk	\$1630.12
Annual Fees	
Off/On/Club Application Fee – Very Low Risk	\$217.35
Off/On/Club Application Fee – Low Risk	\$527.85
Off/On/Club Application Fee – Medium Risk	\$853.87
Off/On/Club Application Fee – High Risk	\$1397.92

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2025/26 fee or charge (\$)
Off/On/Club Application Fee – Very High Risk	\$1940.62
Managers Certificate – New and Renewal	316.25
Temporary Authority	\$400.54
Special Licences	
Class 1	\$776.25
Class 2	\$279.45
Class 3	\$85.38
Administration fee for refund on cancelled sale and supply of alcohol applications (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee)	60.00
Other Applications	
Temporary Licence	
Under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates during repairs etc.	\$348.30
Permanent Club Charters	
The holder of a permanent club charter (as described in section 414 of the Act)	\$742.50
Extract from Register	
Under section 66(2) of the Act for an extract from a register	\$67.50
Licensing – Other	
Transfer of Certificates of Registration or Licence	
<i>Note: This covers transfer of certificates of registration or licence due to change in ownership of the business.</i>	103.00
Offensive Trades – Registration Fees	
Saleyards – Registration Fees	275.00
Hairdressers – Registration Fees	275.00
Funeral Director – Registration Fees	275.00
Mortuary Premises – Registration Fees	275.00
Camping Grounds – Registration Fees	275.00
Body Piercing and Tattooing - Registration Fees	275.00
Skateboarding impounding fee	68.00
Application for Lease of Airspace	115.00
Lease of Airspace	Charge will be assessed on a site by site basis
Parking Infringement Fees	
Excess Parking – For parking on a road in breach of the provisions of Waitomo District Council's Land Transport Bylaw 2025, in excess of a period fixed by the bylaw or otherwise where the excess is:	
Not more than 30 minutes	20.00
More than 30 minutes but not more than 1 hour	25.00
More than 1 hours but not more than 2 hours	36.00
More than 2 hours but not more than 4 hours	51.00
More than 4 hours but not more than 6 hours	71.00
More than 6 hours	97.00
Other Parking Offences	
Parking on designated bus stop	70.00
Parking on designated loading zone	70.00
Parking on a footpath	70.00
Parking contrary to parking signage	70.00
Parking on ornamental verge	70.00
Parking within 1 m of a vehicle entrance	70.00
Parking on or within 6m of an intersection	100.00
Inconsiderate parking	100.00
Double parking	100.00
Parking on a yellow broken line	100.00
Parking in a designated space for disabled persons	750.00
Towage Fees	
Towage fees in respect of parking offence	
If the motor vehicle has a gross weight of 3,500 kilograms or less - a fee not exceeding \$78.43 [+GST], if the towage takes place between the hours of 7 am and 6 pm on any day other than a Saturday, Sunday, or public holiday; or a fee not exceeding \$104.61 [+GST], if the towage takes place at any other time; or	Actual costs up to 90.20 or 120.30

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2025/26 fee or charge (\$)
If the motor vehicle has a gross weight of more than 3,500 kilograms - a fee not exceeding \$194.26 [+GST], if the towage takes place between the hours of 7 am and 6 pm on any day other than a Saturday, Sunday, or public holiday; or a fee not exceeding \$298.87 [+ GST], if the towage takes place at any other time; or	Actual costs up to 223.40 or 343.70
Towage fees - not associated with parking infringement or offence The registered vehicle owner will be liable for any costs associated with towage and storage of the vehicle towed for any reason other than parking offences	Actual Cost
Litter Infringement Fee	
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent – First Offence	115.00
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00
Litter, of more than 1 litre and less than or equal to 20 litres ¹ , left in a public space, or on private land, without the occupier's consent – First Offence	170.00
Litter, of more than 1 litre and less than or equal to 20 litres ¹ , left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00
Litter, of more than 20 litres ¹ and less than or equal to 120 litres ² , left in a public space, or on private land, without the occupier's consent – First Offence	285.00
Litter, of more than 20 litres ¹ and less than or equal to 120 litres ² , left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00
Litter, of more than 120 litres ² left in a public space, or on private land, without the occupier's consent – First Offence	400.00
Litter, of more than 120 litres ² left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00
Hazardous ³ or offensive litter ⁴ left in a public space, or on private land without the occupier's consent – First Offence	400.00
Hazardous ³ or offensive litter ⁴ left in a public space, or on private land without the occupier's consent – Second or Subsequent Offence within a Year	400.00
¹ – 20 litres is the approximate maximum capacity of two standard supermarket bags in normal conditions.	
² – 120 litres is the approximate maximum capacity of a standard mobile garbage bin in normal conditions (for example the red lid 'wheelie bin' used for domestic refuse collection in the Waitomo area).	
³ – Hazardous litter includes broken glass, barbed wire, jagged metal, medicines, hazardous waste etc.	
⁴ – Offensive waste includes rotting food, animal remains, faeces including discarded nappies etc.	

RESOURCE MANAGEMENT

Description	2025/26 fee or charge (\$)
General	
Pre application meeting	Actual staff time
Lodgment meeting To lodge any consent	Actual staff time
Pre-hearing meeting For any meeting or mediation held (s99)	Actual staff time
Deemed Boundary Activity (s87BA) Consider and issue notice	Fixed 420.00
Marginal or temporary rule breaches / exemptions(s87BB) <i>Note: please discuss this with Council's Planner prior to application</i>	Deposit 800.00
Land use consents	
Application or land use consent All land use consents, except as otherwise provided below	Deposit 1500.00
Notified resource consents	
Limited notified consent Any resource consent application that requires limited notification	Deposit 6,700.00

RESOURCE MANAGEMENT

Description		2025/26 fee or charge (\$)
Notified consent	Any resource consent application that requires public notification	Deposit 12,000.00
Subdivision Consents		
Application for subdivision consent	Creating 9 lots or less where no road/reserves proposed	Deposit 3,200.00
Application for subdivision consent	Creating 10 lots or more, or any subdivision where a road/reserve is proposed	Deposit 4,700.00
Application for joint subdivision and land use consent	For any joint subdivision and land use consent application	Deposit 4,650.00
Subdivision processes (post approval)		
Section 223 certification	for subdivisions < 2 Lots	260.00
Section 223 certification	For subdivisions > 3 Lots	620.00
Section 224C certification		260.00
Section 241	Cancellation/partial cancellation of amalgamation condition	500.00
Section 221	Consent notice – preparation, authorisation, change or cancellation	335.00
Cross lease	Amendments to flats plans	620.00
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time
Other resource management activities		
Section 127	Application to change or cancel condition(s) of consent (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 1550.00
Section 125/126	Applications for extensions of consent periods	Deposit 620.00
Section 124	Exercise of resource consent while applying for new consent	Deposit 1,550.00
Section 128-132	Review of consent conditions (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 825.00
Section 134	Transfer of holders interest in a consent (fixed fee)	Deposit 155.00
Section 139A	Existing use right determination	Deposit 2,060.00
Section 138	Application to surrender a resource consent	Deposit 515.00
Section 139	Application for Certificate of Compliance	Deposit 1,030.00
Section 357	Objection pursuant to sections 357(A) or (B)	Deposit 463.50
NES	Confirmation of compliance with National Environmental Standard	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	Deposit 1,550.00
Designations		
Public or limited notified	Notice of Requirement for Designation	Deposit 12,000.00
Non-notified	Notice of Requirement for Designation	Deposit 6,000.00
Sections 181, 182	Requirement for alteration or removal/partial removal of designation	Deposit 1,550.00
Section 184/184A	Application to determine designation lapsing	Deposit 2,575.00
Section 180	Transfer of rights and responsibilities for designations	Deposit 1,550.00
Sections 177, 178	Request to the requiring authority responsible for an earlier designation. Application to do anything which would prevent or hinder the public work or project	Deposit 620.00
Section 176	Application for outline plan	Deposit 825.00
Section 176A (2)	Waiver of requirement for outline plan	Deposit 260.00
Heritage orders		
Sections 189/189A, 196, 177	Requirement for a heritage order. Requirement for removal of heritage order. Request to requiring authority responsible for the earlier heritage order.	Deposit 1,550.00
Plan Change application (to amend the District Plan)		
1st schedule	Processing, considering and determining a private plan change application.	Deposit 31,000.00
Compliance and monitoring		
General	Administration, review, correspondence.	Actual staff time
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions.	155.00 per inspection
Engineering	For any inspection required.	Actual staff time
Miscellaneous charges		
Legal instruments	Search for easement documents, covenants, encumbrances, or any other document registered on Certificates of Title.	Actual staff time + LINZ costs
Affixing council's seal/authorising document	For administrative costs incurred in affixing council's seal and/or signature to any document where a charge is not otherwise listed.	Fixed 260.00
Variation/cancellations	Variation or cancellation of any legal document/ instrument not otherwise listed.	Fixed 465.00
Public notice	Costs associated with public notices.	Actual staff time +

RESOURCE MANAGEMENT

Description		2025/26 fee or charge (\$)
		advertisement fees
Delegated approvals	Staff decision on application, acting under delegated authority.	Actual staff time
Bonds – excluding engineering	Preparation, release and signing of any bond (excluding engineering).	Fixed 1030.00
Bonds - engineering	Preparation, release and signing of any bond - engineering (roading and servicing works).	Fixed 1030.00
Consultants	The applicant will reimburse council for any fees paid by council to any consultants.	Actual consultant costs + actual costs
Noise control (for the return of equipment seized under the RMA)	For the return of equipment seized under the RMA.	Fixed 190.00
Hearings		
Attendance	A charge will be made for the costs of all staff and/ or consultants required to attend a hearing.	Actual staff/ consultant time
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs
Hearings by commissioner(s) where requested pursuant to s100A of the RMA	1. Where applicant requests (whether or not also requested by a submitter(s)) 2. Where requested by a submitter(s): (a) The applicant shall pay the amount WDC estimates it would cost for the applicant to be heard and decided if the request was not made. (b) The submitter(s) who made the request will pay equal shares of any amount by which the cost of the application being heard/decided exceeds the amount payable by the applicant (i.e. in (a) above).	Actual costs to be paid by applicant Actual costs As per 2(a) and (b)
Note: applies to applicants and Requiring Authorities		
Hearing by Council	A charge will be made per councillor, as set by the Remuneration Authority, including time spent on site visits.	\$93 for Hearing Member \$116 for Hearing Chair
Postponement/withdrawal or cancellation	If the applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing.	Actual Costs
Venue	Hiring a venue for the hearing	Actual Costs
Request for information/supply of resource management documents		
Providing information	Any request to provide information in respect of the District Plan or any consent.	Actual staff time
Providing copies	Copying information relating to consents and Council's functions under section 35 of RMA and the supply of any document.	Actual staff time + photocopying costs
Waitomo District Plan	Full printed copy of text and planning maps.	206.00 per copy
Photocopying – charged as per Council's corporate rate		set rates
Officer's hourly charge out rates		
General Manager – Strategy and Environment		220.00 per hour
Managers – any other		205.00 per hour
Principal / Senior Planner		195.00 per hour
Planner		185.00 per hour
Engineer		180.00 per hour
Technical staff – any other		180.00 per hour
Team Leader Monitoring and Compliance/ Officer		200.00 per hour
Administrator (any) and any other staff member not listed		105.00 per hour
Consultant		Actual costs
Mileage		
For each kilometer travelled		1.04 per km
Hazardous Activities and Industries List (HAIL) determinations		
Investigation fee		165.00

Resource Management - explanatory notes

These fees and charges become operative on 1 July 2025 and will apply for all work carried out and decisions issued on or after 1 July 2025, irrespective of when the application was lodged with the Council.

Fixed charges

- The charges set out in this schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).

All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.

- All fixed charges are payable in full in advance. Pursuant to Section 36AAB (2) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.

Note: Documentation or certificates will not be issued until payment of charges have been cleared.

Additional charges

Where a fixed charge is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

The following may also be included as additional charges:

- If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;
- If any legal fees are incurred by the Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge;
- If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

Purpose

The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.

Charge out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- Are fixed charges;
- If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
 - if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
 - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred)

Remission of fees

Staff with delegated authority may decide to reduce any charges Section 36AAB(1) of the RMA.

Fast-track Approvals Act 2024

The Officer's hourly charge out rates above apply to any applications received under the Fast-track Approvals Act 2024.

RECREATION AND PROPERTY

Description	2025/26 fee or charge (\$)
Cemeteries (Public Amenities Bylaw Clause 8)	
Te Kuiti Cemetery	
Plot Purchase (Berm and Lawn Cemetery)	
Adult	1847.00
Child (under 12 years)	777.00
Ashes Plot	
Ashes Wall	392.00
Garden of Memories	524.00
RSA	
Interment Fees Te Kuiti	
Adult	1420.00
Child (under 12 years)	736.00
Ashes interment	298.00
Stillborn	158.00
Rural Cemeteries: Piopio, Mokau, Te Waitere and Aria	
Plot Purchase	
Adult	1370.00
Child (under 12 years)	574.00
Ashes Plot	238.00
Interment Fees	
Adult	1511.00
Child (under 12 years)	748.00
Ashes interment	416.00
Stillborn	234.00
Sundry (for all cemeteries in the District)	
Extra for breaking concrete	186.00
Additional depth	760.00
Extra Saturday	250.00
Extra Public Holiday	500.00
Fixing of Plaque	186.00
Disinterment Fees (all Cemeteries)	
An estimate will be provided to customer, actual cost will be charged	
Burial	Actual Cost Plus 10% Administration
Ashes	Actual Cost Plus 10% Administration
Non-Residents (out of district burials)	Add 60% to plot purchase
Research Fees	68.00
Hall Hire – Les Munro Centre	
Full day - Commercial	992.00
Full Day - Community Group*	496.00
Hourly Rate - Commercial	124.00
Hourly Rate - Community Group*	62.00
Funeral Rate	494.00
Booking Fee	5.20
Bond - Credit card hold	50.00
Bookings of less than 50 people - card holder bond \$50.00. Bookings of more than 50 people and less than 100 people - card holder bond \$250.00. Bookings of more than 100 people - card holder bond of \$500.00	250.00
	500.00
Cancellation Fee - 50% of the hire cost if canceled within 5 working days	50% of hire cost
A minimum hire duration of 2 hours applies to Les Munro Centre, Railway Building 3 and Piopio Hall, a fee of \$50.00 will be imposed for pre-inspections if hirer fails to attend within 15 minutes of agreed meeting time.	50.00
*Community Group means a not-for-profit organisation that has the primary objective to provide programmes, services or activities that benefit any or all of the social, cultural, economic, and environmental wellbeing of communities.	
Community Halls	
Piopio Hall	
Complex hire	
Full day	168.00

RECREATION AND PROPERTY

Description	2025/26 fee or charge (\$)
Hourly rate	21.00
PA system	No charge
Bond – Credit card hold of \$100.00	100.00
Te Kuiti Railway Station Buildings 3	
Full day	144.00
Hourly rate	33.00
Bond - Credit card hold of \$100.00	100.00
Elderly Persons Housing - Tenancy arrangement	
Small single bedroom - per week	190.00
Large single bedroom - per week	200.00
Bedsit - per week	180.00
Rental Housing - Tenancy arrangement	
47 Te Kumi Road	450.00
4 Moa Street House	320.00
4 Moa Street Garage	120.00
Parks and Reserves	
Community Group*	Free
Commercial Users Only – All Parks	
Ground Hire (per day)	377.00
Bond	541.00
Application fee for an Activity Requiring Authorisation pursuant to the Reserve Management Plan	173.00
Application fee for a variation to an existing Activity Requiring Authorisation pursuant to the Reserve Management Plan	173.00
Application fee for an allowed activity pursuant to the Reserves Management Plan	31.00
*Community Group means a not-for-profit organisation that has the primary objective to provide programmes, services or activities that benefit any or all of the social, recreational, cultural, economic, and environmental wellbeing of communities.	
District Aquatic Centre	
Adult	5.00
Adult swimmer with an under 5	3.50
Seniors	3.50
Disability/health (green script of letter from health professional required)	2.10
Child	2.50
Students	3.50
Under 5's	Free
Spectators	1.00
Learn to Swim Classes (per lesson)	13.50
Hire of whole complex (per hour) under 50 swimmers + 31.00 for lifeguard per hour	110.00
Hire of whole complex (per hour) over 50 swimmers + 31.00 per lifeguard per hour e.g. 300 people would require 6 lifeguards	110.00
Lane Hire (per lane per hour)	17.50
Lane Hire for Swimming Club (per lane per hour)	13.20
Schools Base Fee (per hour)	39.00
31.00 per lifeguard per hour	
BBQ Hire (per hour)	33.00
a refundable cleaning bond of 22.00	
Te Kuiti Aerodrome	
Visiting Aircraft Landing Fee	15.00
Touch and Go Practice Landings Circuit - treated as one landing.	15.00
Te Kuiti Aeroclub Members Landing Fee	15.00
Commercial Users	20.00
Annual Plane Storage (casual)	578.90
Ground lease fees (annual) >200sqm	\$3.30/sqm
Ground lease fees (annual) <200sqm	\$6.80/sqm

COMMUNITY AND PARTNERSHIPS

Description	Updated 2025/26 fee or charge (\$)
Waitomo District Library	
Rentals (Fiction) – Books up to 2 years old (Rental 21 Days)	0.60
Rentals (Fiction) – Books over 2 years old (Rental 21 Days)	No charge
Bestseller Collection - 14 day hire	5.50
Classic DVDs - 1 week hire	No charge
DVDs - 1 week hire	No charge
Electronic Games - 1 week hire	2.10
Magazines - 1 week hire	1.60
Jigsaw Puzzles (21 days)	2.30
Children's Wooden Puzzles (21 days)	No charge
Rental Talking Books	1.80
Board games	2.60
Kit Collection (3 Days) – low value kits	2.00
Kit Collection (1 week) – low value kits	2.00
Kit Collection (3 Days) – Mid value	6.50
Kit Collection (1 week) – Mid value	6.50
Kit Collection (3 Days) – high value kits	11.50
Kit Collection (1 week) – high value kits	11.50
Lost or Damaged Items	7.50
Replacement Cost + fee	
Books by Mail - postage fee (per item)	6.50
Requests to other Libraries (per item) where reciprocal agreement exists	6.50
Requests to other Libraries (per item) where no reciprocal agreement exists	27.30
International Requests to other Libraries (per item)	56.80
Aotearoa Peoples Network (APNK) internet/computer charges	No charge
Items requests/hold, per request	No charge
Annual Non-Resident Fee (excluding Ōtorohanga and Ruapehu District)	51.00
Membership Card (initial)	No charge
Temporary membership bond	22.70
Lost Membership Card replacement	5.70
Covering Books (Small)	5.70
Covering Books (Large)	6.80
Scanning (per request)	0.60
Binding documents	5.70
Sale of Books	0.90
Sale of Books - Fill a Bag/Stock-up	3.40
Library Bags	6.50
Overdue Charges	
Overdues – (per day per book) Book collection	No charge
Overdues - All DVDs and E-games (per day, per item)	No charge
Magazines – Overdues – Magazine (per day)	0.10 per day
Overdues - Board Games (per day)	0.50 per day
Overdues - Kit Collection per day	1.50 per day
3D printing service	
3D printing – service fee	2.00
- per gram of filament 1 colour	0.10
- per gram of filament 2 colours	0.20
- per gram of filament 3+ colours	0.30
Photocopying	
A4 Black and White printing/photocopying – Per side	0.20
A4 Colour printing/photocopying – Per side	0.40
Laminating	
A4, per page	3.50
A3, per page	6.90

CORPORATE SERVICES

Description	2025/26 fee or charge (\$)
Official Information	
Handling of enquiries - charge per half hour plus actual and reasonable costs (first hour free of charge)	38.00

CORPORATE SERVICES

Description	2025/26 fee or charge (\$)
Photocopying or printing on standard A4 (first 20 pages no charge)	0.20
Supply of property records (Hardcopy property files accessed by a customer)	11.30
Record of Title	32.00
GIS System – Generating and Printing of Maps/ Plans	
A4 (Plan)	0.50
A4 (Aerial)	0.70
A3 (Plan)	1.10
A3 (Aerial)	2.20
A2 Plotter (plan)	5.50
A2 Plotter (aerial)	11.50
A1 Plotter (plan)	9.00
A1 Plotter (aerial)	14.00
A0 Plotter (plan)	17.00
A0 Plotter (aerial)	21.00
Creation of non-standard maps / plans (cost is per half hour plus printing fees)	54.00
Supply of data in digital form by email (cost is per half hour)	54.00
Property number, allocation only (urban and rural RAPID number)	No charge
Email and digital	
Supply of data in digital format by email. Includes producing a document by computer and sending via email to customer. (per half hour plus actual and reasonable costs)	54.00
Supply of information regarding Rating Information Database to commercial entities (per half hour plus actual and reasonable costs – minimum charge one hour)	54.00
Community Owned Facility Insurance	
Administration fee	113.30

ASSETS

Description	2025/26 fee or charge (\$)
Roading	
Traffic Management Plans (TMP) – Processing Fee	
Vehicle crossing and minor works	165.00
Major works 5+ days or pavement excavation	325.00
Event minor less 1000 people	165.00
<i>Does not include Road Closure Fee - Traffic Management Coordinator may use discretion to waive Road Closure Fee dependent on complexity of TMP.</i>	
Urban/CBD major works / Major Events (1000+ people)	545.00
<i>Does not include Road Closure Fee - Traffic Management Coordinator may use discretion to waive Road Closure Fee dependent on complexity of TMP.</i>	
Road Closure Application Fee	590.00
<i>Fee includes administration and the cost of one advertisement; two adverts are required. Council will cover the cost of one advertisement</i>	
Entrance way Inspection	285.00
Annual License to Occupy a Roding Reserve or Encumbrance for Stock Underpass (minimum)	285.00
Application fee to process a License to Occupy a Roding Reserve	250.00
Corridor Access Request – formerly Road Opening Notice	500.00
Road Encroachment	275.00
Road Damage Deposit	
Bond (deposit refundable)	6470.00
Rapid Number	
New	185.00
Replacement	91.00
Overweight	
Overweight Permit	315.00
Overweight Permit Renewal	270.00
No Spray Zone Application	275.00
Roading Information	
Land Information Request	77.00
Engineering Consent	89.00
High Productivity Motor Vehicle (HPMV) Permit	
HPMV Permit	400.00

ASSETS	
Description	2025/26 fee or charge (\$)
HPMV Permit up to 10 identically configured HPVM vehicles, belonging to the same company	410.00
HPMV Permit Renewal	270.00
Water Services Connection Fees	
Administration fee for new connections – fee per application (includes water supply, wastewater and stormwater)	258.00
Wastewater Treatment and Disposal	
Connection (Te Kuiti, Te Waitere, Maniaiti/Benneydale - All Council supplies excluding Piopio) Approved Contractor to send all engineering design, supply and installation cost (plant, labour, material, as built and Traffic Management) to Council for review and approval.	Quote to be provided by Council approved Contractor
Disconnection	258.00
Piopio Wastewater	
Connection involving retrofitting of an existing approved septic tank Approved Contractor to send all engineering design, supply and installation cost (plant, labour, material, as built and Traffic Management) to Council for review and approval.	Quote to be provided by Council approved Contractor
Connection (including new septic tank as specified by Council) Approved Contractor to send all engineering design, supply and installation cost (plant, labour, material, as built and Traffic Management) to Council for review and approval.	Quote to be provided by Council approved Contractor
Stormwater	
Connection Approved Contractor to send all engineering design, supply and installation cost (plant, labour, material, as built and Traffic Management) to Council for review and approval.	Quote to be provided by Council approved Contractor
Kerb Connection Approved Contractor to send all engineering design, supply and installation cost (plant, labour, material, as built and Traffic Management) to Council for review and approval.	Quote to be provided by Council approved Contractor
Water Supply (Water Services Bylaw 2015)	
Water Supply Rates	
Cost per m ³ above 292m ³ -Water rates set by RFP new rate calculated annually through rate setting process.	
Te Kuiti	4.61
Piopio	5.03
Maniaiti/Benneydale	5.55
Mokau	7.37
Connection Fee Te Kuiti, Piopio, Mokau, Maniaiti/Benneydale (All council supplies) Approved Contractor to send all engineering design, supply and installation cost (plant, labour, material, as built and Traffic Management) to Council for review and approval.	Quote to be provided by Council approved Contractor
Disconnection	585.00
Reconnection	585.00
Toby/ Valve locates	164.00
Testing Meters Fee	
Domestic 15 mm and 20 mm	503.00
40 mm large connection	597.00
50 mm and 100 mm bulk	918.00
Water Meter Reading Fee*	
• Te Kuiti	129.00
• Mokau	221.00
• Maniaiti/Benneydale	150.00
• Piopio	132.00
*For final meter reads on extraordinary water use accounts	
Other Charges	
For identification of underground services or any other operation deemed to differ from the normal fees and charges line item.	Cost Recovery Basis Plus 10% administrative costs
Bulk Water (tankers/hydrant etc.)	
Bulk Water take (tankers/hydrant etc.) Cost per m ³	13.00
General Administration fee cover cost per invoice received	36.00
Water Permit (standpipe) Hire	245.00
Water Take Application Fee	182.00

ASSETS

Description	2025/26 fee or charge (\$)
Annual Fee - this covers the cost associated with management of hydrant standpipe, contractors, volume of water take calculation and annual calibration of water meter and testing of non-return valve.	175.00
Trade Waste	
Administrative Charges	
Required Trade Waste Application Fee (Must reapply after 5 years)	182.00
Non-compliance Re-inspection Fee	140.00
Annual Trade Waste Consent Charges	
Exempt Trade Waste Licence	138.00
Permitted Trade Waste Licence	274.00
Conditional Trade Waste licence (includes disposal from cleaning of separator unit x2 per annum)	770.00
Conditional Trade Waste licence (non-food)	270.00
Tanker Trade Waste Charges	
Receipt treatment and disposal of liquid trade wastes per m ³ (1,000 litres) at Te Kuiti Wastewater Treatment Plant:	
Septage disposal from within Waitomo District per m ³ (1,000 litres) <i>Septage is septic tank waste including partially treated sludge that accumulates in a septic tank</i>	275.00
Greywater per m ³ (1,000 litres)	43.00
Grease Trap waste per m ³ (1,000 litres)	303.00
All out of Waitomo District tankered waste per m ³ (1,000 litres) casual users	355.00
<i>Note: Tankered trade waste compromising a mixed waste load will be charged at the higher rate</i>	
Solid Waste Management	
Kerbside Collection	
Purchase of WDC Rubbish Bags - Residents (each)	5.30
Landfill and Transfer stations	
Waitomo District Landfill	
<i>(Note: most charges are per 1 tonne (1,000kgs). There is no charge to dispose of official WDC Refuse Bags at Landfill)</i>	
Purchase of Recycle Bin (Green Bin, each)	16.50
General Refuse	
General Refuse (per tonne), 10kg and above (see below)	351.00
General refuse minimum charge (under 10kg) <i>*Note: refer to example of weighbridge charges below</i>	12.50
Green Waste	
Green Waste (per tonne)	232.00
Special Refuse	
Concrete and Bricks (per tonne)	103.00
Fibreglass (per tonne)	314.00
Clean Fill (per tonne)	66.00
Clay (per tonne)	53.00
Whiteware - each	36.00
Television - each	25.00
Computer - each	22.00
Household kitchen appliances	9.50
Oil, paint - per litre	7.50
Lead Cell Batteries (each)	37.00
Gas Cylinders (each)	17.50
Metal (scrap only, per tonne)	106.00
Polystyrene (per tonne)	1541.00
Timber Waste (per tonne)	201.00
Tyres	
Car	19.00
4x4	24.00
Light Truck	24.00
Truck	29.00
Tractor	71.00
Contaminated Soils	397.00
Contaminated Waste	444.00
Bulk Liquid Wastes will not be accepted	

ASSETS

Description	2025/26 fee or charge (\$)
Rural Transfer Stations <i>Charges are per refuse item: Van (each). If the amount of general refuse is over and above the standard item, additional charges will be applied.</i>	
General Refuse	
Disposal of Unofficial rubbish bags - (if the size of the unofficial bag used is similar or smaller than WDC rubbish bag)	5.30
Wheelie Bin	38.00
Car boot	41.00
Van	72.00
Ute	82.00
Trailer	82.00
Special Refuse (E.g. Whiteware)	36.00
Televisions – each	25.00
Computer – each	22.00
Household kitchen appliances	9.50
Landscape Supplies	
Riverstone (per tonne)	
Riverstone 19mm Rolys	127.00
Riverstone 25-65mm Rolys	138.00
Riverstone 65-200mm Rolys	154.50
Riverstone Builder Mix	138.00

*Waitomo District Landfill example of weighbridge charges:

6kg - **\$12.50** 11kg - **\$16.01** 19kg - **\$19.52** 22kg - **\$23.03**

Document No: 771942

Report To: Council

Meeting Date: 30 June 2025

Subject: Waitomo District Aquatic Centre - Update

Type: Information Only

Author(s): Liz Riley
Manager Property and Facilities

Shyamal Ram
General Manager – Infrastructure Services

1. Purpose of Report

- 1.1 The purpose of this business paper is to provide an update on the Waitomo District Aquatic Centre.

2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Waitomo District Aquatic Centre - Update be received.

3. Background**3.1 COUNCIL MEETING 25 JUNE 2024**

- 3.2 A business paper was brought to Council on 25 June 2024, providing a condition report for the Te Kuiti Aquatic Centre and outlining a range of issues with the main pool. Council resolved as follows:

- 1 *The business paper on Te Kuiti Aquatic Centre be received.*
- 2 *Council notes that an assessment and decision from Waitomo District Council's Insurer is forthcoming on the damages to the main pool.*
- 3 *Council approve Option 1: To maintain the current standard of the main pool without immediate upgrades and to assess its future and strategic direction*

- 3.3 In actioning Resolution 3, council officers engaged H2O Systems Ltd, who are experienced in municipal swimming pool maintenance and pool filtration plants, to carry out a site inspection of the complex and assess the feasibility of conducting physical leak detection work in the main pool. The site inspection was undertaken in October 2024.
- 3.4 Based on H2O Systems Ltd advice, the costs associated with physical leak detection would outweigh the benefits so that work was not progressed. They recommended an alternative approach to improve operations with some relatively minor works.

- 3.5 These recommendations included improvements to the balance tanks, extending the pool filtration intake pipe and installing a new meter in the pump room were actioned through the summer of 2024-25 and noted improvements in:
1. Maintaining water levels
 2. Water quality
 3. The skimming action
 4. The heating function to the pool
- 3.6 Collectively these changes made a noticeable improvement in the pool's operational performance during this opening season.
- 3.7 The status quo may require additional investment in maintenance and repairs, increased costs of water and power charges. This may also result in ongoing complaints; however, it is important to note that the improvements implemented over the summer of 2024-25 have resulted in a significant reduction in unsatisfied customers.

4 Commentary

- 4.1 Through the 2023-24 summer season, the pool operators identified accurate balancing of pool chemicals and the average daily top up of 7m³ of fresh water as key ongoing challenges in maintaining water quality. As mentioned in Section 3 some useful changes have been made to improve operational efficiencies and increase accuracy of water balancing and loss data for the 2024-25 season.
- 4.2 Through discussions with H2O Systems Ltd Council staff have been advised that an average loss of 7m³ per day is within normal parameters considering the size, age and present condition of the pool.
- 4.3 Other improvements to help filter performance will be undertaken during this 2025 winter season when the complex is closed to the public.
- 4.4 The pool boiler is scheduled for replacement as part of the long-term plan, with the upgrade planned for Year 5 and an allocated budget of \$100,000.

Document ID: 856542

Report To: Council

Meeting Date: 30 June 2025

Subject: **Motion to Exclude the Public**

Type: Decision Required

Author(s): Michelle Higgie
Manager – Governance Support

1. Purpose of Report

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

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

2. Suggested Resolutions

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

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Performance of Recently Installed Three Waters Infrastructure - Update	Section 7(2) (g) To maintain legal professional privilege. <u>and</u> (i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1) (d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

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

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

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

3. Commentary

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