WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 29 SEPTEMBER 2026 AT 9.00AM

PRESENT: Mayor John Robertson
Deputy Mayor Eady Manawaiti
Councillor Olivia Buckley
Councillor Allan Goddard
Councillor Janette Osborne
Councillor Dan Tasker
Councillor Isaiah Wallace

IN ATTENDANCE: Kauri Calvert (TUIA Leadership Programme Rangatahi Representative 2026)
One member of the public

STAFF: Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
General Manager – Community Services, Helen Beever
Property and Facilities Manager, Liz Riley
Manager – Community Development, Sarah McElroy
District Librarian, Julie O'Toole
Manager – Customer and Digital Services, Kat Merrin-Brown
Manager Solid Waste – Operations and Contracts, Komal Devi
Roading Manager, Richard Shailer
Manager – Strategy and Policy, Charmaine Ellery
Policy Advisor, Rajeshwari (Raj) Mahadevappa
Chief Financial Officer, Tina Hitchen
Financial Accountant, Wayne La Roche

1. Karakia Tuwhera

2. Apologies

Resolution

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

Robertson/Manawaiti Carried

3. Declarations of Member Conflicts of Interest

Declarations were made as follows:

Name	Item of Business	Reason for Declaration
Deputy Mayor Eady Manawaiti	Item 12 – Waitomo District Landfill Forestry Area – Plantation Management	Landowner of neighbouring land around Landfill forestry area

4. Confirmation of Minutes: 25 August 2026

Resolution

The Minutes of the Waitomo District Council meeting held on 25 August 2026, including the public excluded Minutes, be confirmed as a true and correct record.

Robertson/Osborne Carried

Unconfirmed

5. Mayor's Report – September 2026 (Verbal, including TUIA Briefing)

The Mayor introduced Kauri Calvert, the rangatahi representative for the 2026 TUIA programme who briefed the Council on his TUIA role so far this year.

The Mayor gave a brief verbal report on the Government's call to defer any decision on the Local Government Reform until after the upcoming Election.

Resolution

The verbal Mayor's Report – September 2026 be received.

Robertson/Manawaiti Carried

6. Inframax Construction Limited – Governance Matters for 2026 Annual General Meeting

Council considered a business paper presenting matters for consideration relating to the upcoming Inframax Construction Limited (ICL) 2026 Annual General Meeting (AGM) which will be convened in the Council Chambers after the Council Meeting on Tuesday 27 October 2026 at 2.00pm.

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

Resolution

1 The business paper on Inframax Construction Limited – Governance Matters for 2026 Annual General Meeting be received.

2 Council notes that no succession planning for the appointment of new Directors is required at this time.

3 Council confirms the number of Directors for Inframax Construction Limited pursuant to Clause 11.1 of the Inframax Construction Limited Constitution i.e. "unless so determined, the minimum number shall be four and the maximum number shall be six."

4 Council re-appoints Janie Elrick to the Board of Directors following retirement by rotation pursuant to the Inframax Construction Limited Constitution.

5 Council approves the following Directors retirement by rotation schedule for the period 2026 to 2029:

Director Janie Elrick	Appointed as a Director effective 1 April 2022. Re-appointed following retirement by rotation October 2023. To retire by rotation – October 2026
Director Chris Ryan	Appointed as a Director effective 1 April 2022. Re-appointed following retirement by rotation October 2024. To retire by rotation – October 2027
Director Hugh Goddard (Chair)	Re-appointed following retirement by rotation October 2025. Appointed as Chair effective October 2025. To retire by rotation – October 2028
Director Jonathan Kay	Appointed as a Director effective 1 November 2025. To retire by rotation – October 2029

6 Council notes that next 3-yearly remuneration review for the Board of Directors is due prior to the 2027 Annual General Meeting.

Robertson/Goddard Carried

Unconfirmed

7. Waikato Waters Ltd - Statement of Expectations

Council considered a business paper seeking approval for the Statement of Expectations (SOE) agreement between Waikato Waters Limited and each of the member council owners being part of the Shareholder Representative Forum.

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

The Mayor expanded verbally on the business paper advising that the first option is one that the Shareholders Representatives Group has previously reviewed, and the second one appeared a week ago out of the blue from Waipa District Council.

The Mayor also advised that it is his view that the signing off of the Statement of Expectations is for the representatives of Councils appointed to the Shareholders Representative Group to make. The Mayor is Waitomo District Council's appointee to the Shareholder Representative Group.

Council noted the delegation made by the Council to the Mayor as Waitomo District Council's appointee to the Shareholder Representative Group.

Resolution

The business paper on Waikato Waters Ltd - Statement of Expectations be received.

Robertson/Osborne Carried

8. Les Munro Centre Revitalisation – Community Engagement and Next Steps

Council considered a business paper providing feedback from the recent community engagement on the future options for the revitalisation of the Les Munro Centre (LMC) and seeking approval to develop the Feasibility Plan to the next stage.

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

The Mayor, Councillor Buckley and Deputy Mayor Manawaiti expanded verbally on the business paper of the actions of the Steering Group to which the Mayor has appointed a further two external appointees in Rick Boven and Maree Tregoweth.

The Mayor advised that he did not see a need at this time for Council to make any resolutions other than to receive the business paper.

Cr Goddard expressed his concern that the Steering Group has moved away from Council's original review of how it could reduce the ratepayer funded cost of maintaining the Les Munro Centre and queried what Council approved budget it available.

Cr Tasker advised that he wishes to see a wider range of options which may including bulldozing, downsizing, selling, leasing or putting an events manager in place to promote events at the Centre and for expansion of the library to be considered on its current site.

MOTION

1 The business paper on Les Munro Centre Revitalisation – Engagement Feedback and Next Steps be received.

Moved: Robertson Seconded: Manawaiti

Councillor Tasker proposed the following amendment to the Motion on the table:

PROPOSED AMENDMENT

1 The business paper on Les Munro Centre Revitalisation – Engagement Feedback and Next Steps be received.

2 Council approve the canvassing of a full array of options including:

a) Bulldozing;
b) Downsizing;

Unconfirmed

c) Selling;
d) Leasing; or
e) Putting an events manager in place to promote the Centre.

3 Council investigate expansion of the Library within the current library site.

Moved: Tasker Seconded: Osborne

RIGHT OF REPLY

The Mayor advise he opposed the amendment stating that suggestions to demolish or sell the Les Munro Centre are two options that no member of the public has ever raised, but noted that there is part of the amendment that the Steering Group is already considering i.e. the appointment an Events Manager.

Councillor Tasker stated that he does not support any of the specific options he has put forward other than he wishes there to be a broader range of options considered.

VOTING

In favour 3 (Councillor Tasker, Councillor Osborne, Councillor Goddard)
Against 3 (Mayor Robertson, Deputy Mayor Manawaiti, Councillor Buckley)

As the voting was tied, the Mayor used his casting vote

PROPOSED AMENDMENT LOST

The original motion then became the substantive motion -

MOTION

1 The business paper on Les Munro Centre Revitalisation – Engagement Feedback and Next Steps be received.

Moved: Robertson Seconded: Manawaiti

CARRIED

Resolution

1 The business paper on Les Munro Centre Revitalisation – Engagement Feedback and Next Steps be received.

Robertson/Manawaiti Carried

Councillor Tasker asked that his vote against the resolution be recorded in the Minutes.

9. Building Consent Authority (BCA) Collaboration Project

Council considered a business paper updating Council on the Building Consent Authority (BCA) Collaboration Project, a joint initiative between Waitomo District Council and fourteen other councils across the Waikato, Bay of Plenty and Gisborne regions to explore increased collaboration in the delivery of BCA services.

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

Resolution

The report on the Building Consent Authority (BCA) Collaboration Project be received.

Osborne/Goddard Carried

The meeting adjourned for morning tea at 10.20am and reconvened at 10.46am.

The Roading Manager, Manager Solid Waste – Operations and Contracts and Manager – Customer and Digital Services entered the meeting at 10.46am.

Unconfirmed

Kauri Calvert left the meeting at 10.46am.

10. Bi-Monthly Activity Report: Roading, Stormwater and Solid Waste

Council considered a business paper updating Council on the Roading, Stormwater and Solid Waste activities.

The Roading Manager and Manager Solid Waste – Operations and Contracts expanded verbally on the business paper and answered Members questions.

Resolution

The Bi-Monthly Activity Report: Roading, Stormwater and Solid Waste be received.

Manawaiti/Tasker Carried

The Roading Manager, Manager Solid Waste – Operations and Contracts left the meeting at 11.31am.

11. Bi-Monthly Activity Report: Community Services Group

Council considered a business paper updating Council on activities that form part of the Community Services Group portfolio.

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

Resolution

The Bi-Monthly Activity Report: Community Services Group be received.

Robertson/Buckley Carried

The Manager – Community Development, District Librarian and Manager – Customer and Digital Services left the meeting at 11.41am.

Manager – Strategy and Policy and Policy Advisor entered the meeting at 11.42am.

12. Waitomo District Landfill Forestry Area - Plantation Management

Council considered a business paper seeking Council endorsement of the proposed management response for the forestry area at the Waitomo District Landfill.

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

Resolution

1 The business paper on Waitomo District Landfill Forestry Area - Plantation Management be received.

2 Council endorse the proposed two-stage spray treatment of the current Pinus radiata planting block adjacent to the landfill.

3 Council note that staff will reassess the site following completion of the spray programme and report back on options for its future use before any further replanting is undertaken.

Robertson/Buckley Carried

Unconfirmed

13. Public Amenities and Public Places Bylaw Review, proposed Cemetery Bylaw - Adoption of Statement of Proposal for Consultation

Council considered a business paper presenting the Public Amenities and Public Places Bylaw Review, proposed Cemetery Bylaw - Adoption of Statement of Proposal for Consultation.

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

Council noted the recommendation that the closing date for consultation be changed from 30 October 2026 to 31 October 2026

Resolution

1 The business paper on Public Amenities and Public Places Bylaw Review, proposed Cemetery Bylaw - Adoption of Statement of Proposal for Consultation be received.

2 Council determines that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to the matters addressed within the Waitomo District Public Amenities and Public Places Bylaws in accordance with section 155 of the Local Government Act 2002.

3 Council approves the review of the Waitomo District Public Places Bylaw 2023 to include public amenities in accordance with section 145 of the Local Government Act 2002.

4 Council adopts the Statement of Proposal for Public Places Bylaw review, including the draft Public Places Bylaw 2026 as presented for public consultation.

5 Council adopts the Statement of Proposal for revoking the Public Amenities Bylaw and adopting the Cemeteries Bylaw 2026, including the draft Cemeteries Bylaw 2026 as presented for public consultation.

6 Council approves that the public consultation period begins on 1 October 2026 and concludes on 31 October 2026.

7 The Chief Executive be authorised to make any final editorial amendments to the Statement of Proposal that may be necessary before it is made publicly available.

Goddard/Osborne Carried

The General Manager – Community Services and Property and Facilities Manager left the meeting at 11.55am.

14. Annual Residents Survey - Benchmarking Report 2025/2026

Council considered a business paper presenting the Annual Residents Survey - Benchmarking Report 2025/2026 from Key Research.

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

Resolution

1 The business paper on the Annual Residents Survey - Benchmarking Report 2025/2026 be received.

2 Council authorise the release of the Annual Residents Survey - Benchmarking Report 2025/2026 for public information.

Buckley/Osborne Carried

Unconfirmed

15. Progress Report – Development of Long Term Plan 2027-2037

Council considered a business paper documenting progress on the development of Council's Long Term Plan 2027-2037 to date.

The Chief Financial Officer entered the meeting at 12.02pm.
The Financial Accountant entered the meeting at 12.05pm.

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

Resolution

The Progress Report – Development of Long Term Plan 2027-2037 be received.

Robertson/Manawaiti Carried

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	Reason(s) for passing this resolution in relation to each matter (Section 6 or 7)	Ground(s) under section 48(1) for the passing of this resolution
1. Valuation of Investment in Inframax Construction Ltd at 30 June 2026	Section 7(2) (c) To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information— (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or (ii) would be likely otherwise to damage the public interest.	Section 48(1) (d) that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

3 The 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	Chief Executive
Manager – Governance Support	Committee Secretary
Chief Financial Officer	Business Paper Author
Financial Accountant	Business Paper Author

Unconfirmed

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/Tasker Carried

Manager – Strategy and Policy and Policy Advisor left the meeting at 11.42am.

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 Valuation of Investment in Inframax Construction Limited as at 30 June 2026

Resolution 1 only be made public as follows:

Resolution

1 The business paper on Valuation of the Investment in Inframax Construction Limited at 30 June 2026 be received.

Robertson/Tasker Carried

Robertson/Manawaiti Carried

There being no further business the meeting closed at 12.24pm

Dated this day of

JOHN ROBERTSON
MAYOR

Unconfirmed

Confidential Confidential Confidential Confidential
Confidential

WAITOMO DISTRICT COUNCIL

Audit and Risk Committee

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 13 OCTOBER 2026 AT 9.00AM

PRESENT: Independent Chair Jaydene Kana
Deputy Mayor Eady Manawaiti
Councillor Olivia Buckley
Councillor Janette Osborne

STAFF: Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
General Manager – Community Services, Helen Beever
Health and Safety Coordinator, Tanchia Pitts-Brown
Acting General Manager – Strategy and Environment, Hilary Walker
Manager Solid Waste – Operations and Contracts, Komal Devi
Manager – Strategy and Policy, Charmaine Ellery
Policy Advisor, Rajeshwari (Raj) Mahadevappa
Chief Financial Officer, Tina Hitchen
Financial Accountant, Wayne La Roche

1. Karakia Tuwhera

2. Apologies

Resolution

The apology from Mayor Robertson be received.

Kana/Manawaiti Carried

3. Declarations of Member Conflicts of Interest

The following declaration was made:

Name	Item of Business	Reason for Declaration
Jaydene Kana	General	Director of Waikato Waters Limited

4. Confirmation of Minutes: 11 August 2026

Resolution

The Minutes of the Waitomo District Council Audit and Risk Committee meeting held on 11 August 2026 be confirmed as a true and correct record.

Osborne/Manawaiti Carried

5. Chair Report – October 2026

The Committee considered the Independent Chair's report for October 2026.

Unconfirmed

The Independent Chair spoke to her report for October 2026 and suggested that the issues raised in her report be considered at the Committee Workshop following this meeting.

Resolution

The Chair Report – October 2026 be received.

Manawaiti/Osborne Carried

6. Progress Report: Health and Safety (Quarter 1: July – September 2026)

The Committee considered a business paper providing a brief on Waitomo District Council's health and safety performance during Quarter One of the 2026/27 year.

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

The Acting General Manager – Strategy and Environment entered the meeting at 9.21am.

Resolution

The Progress Report: Health and Safety be received.

Manawaiti/Buckley Carried

The General Manager – Community Services and Health and Safety Coordinator left the meeting at 9.23am.

7. Progress Report: Procurement Summary Schedule

The Committee considered a business paper presenting a summary of the procurements made in the period 1 July to 30 September 2026 in accordance with Waitomo District Council's Procurement Policy.

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

The Manager Solid Waste – Operations and Contracts entered the meeting at 9.30am

Resolution

The business paper on the Progress Report: Procurement Summary Schedule (July 2026 to September 2026) be received.

Osborne/Buckley Carried

8. Progress Report: Resource Consent Compliance Monitoring

The Committee considered a business paper presenting a brief on compliance reporting against Resource Consent conditions, covering first quarter 2026/2027 period.

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

The Committee requested that a table be included in future reports summarising compliance achieved for each resource consent for the year to date.

Resolution

The business paper on the Progress Report: Resource Consent Compliance Monitoring be received.

Manawaiti/Buckley Carried

Unconfirmed

9. Mastercard Expenditure Report (July to August 2026)

The Committee considered a business paper on expenditure incurred via WDC issued Corporate Mastercard for the period July to August 2026.

Resolution

The business paper on Mastercard Expenditure Report: July – August 2026 be received.

Manawaiti/Osborne Carried

The Policy Advisor and Manager – Strategy and Policy entered the meeting at 9.49am.

10. Risk Management and Mitigation

The Committee considered a business paper providing an update on the Strategic Risks reviewed at a Council workshop and for the Committee to recommend to Council that they be adopted.

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

Cr Buckley noted that in order for the Strategic Risks to align with the Annual Plan that Strategic Risk No. 11 – District Vibrancy/Growth should continue to be included in the Register.

The Committee (while noting the recent amendment to the Local Government Act 2002 with the focus now being on core functions and therefore no funding will be available to support mitigating risks relating District Vibrancy/Growth) agreed to reinstate District Vibrancy/Growth into the Risk Register for further consideration by Council.

Resolution

1 The business paper on Risk Management and Mitigation be received.

2 The Audit and Risk Committee recommends that Council approve the revised schedule of ten strategic risks as follows:

1 Health Safety and Wellbeing
2 Data and Information Security
3 Climate Change and Natural Hazards
4 Response to Significant Internal and External Disruptions
5 Organisational / Workforce and Capacity
6 Critical Asset Failure
7 Financial Management and Sustainability
8 Key Stakeholder Relationships
9 Iwi, Mana Whenua and Māori Relationships
10 District Vibrancy / Growth

Buckley/Osborne Carried

11. Quarterly Report: Key Performance Indicators for the period ended 30 September 2026

The Committee considered a business paper presenting Waitomo District Council's delivery performance on non-financials for the 2026/27 financial year for the period 1 July 2026 to 30 September 2026
(Quarter 1).

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

The Chief Financial Officer entered the meeting at 10.07am.

Unconfirmed

Resolution

The Quarterly Report: Key Performance Indicators for the period 1 July 2026 to 30 September 2026 be received.

Osborne/Buckley Carried

The Policy Advisor left the meeting at 10.13am.

12. Value of Local Supplier Spend 2025/2026

The Committee considered a business paper providing the annual spend to local businesses between 1 July 2025 to 30 June 2026.

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

Resolution

The business paper on Value of Local Supplier Spend 2025/26 be received.

Osborne/Manawaiti Carried

The Financial Accountant entered the meeting at 10.17am.

13. Draft Annual Report 2025/26 – Recommendation to Council

The Committee considered a business paper presenting the Draft Annual Report 2025/26 for consideration and, subject to amendment, recommendation to Council for adoption.

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

Deloitte representatives Matt Laing, Partner and Callum Maxwell, Associate Director – Audit Services entered the meeting at 10.34am.

Further consideration of the Draft Annual Report was deferred until after Deloitte have presented their Audit Report.

14. Presentation: Deloitte Report for the year ended 30 June 2026

The Committee considered a business paper presenting Deloitte's Report for the year ended 30 June 2026.

Matt Laing, Partner and Callum Maxwell, Associate Director – Audit Services form Deloitte were attendance to present the Audit Report.

Resolution

The business paper on Deloitte Report for the year ended 30 June 2026 be received.

Osborne/Buckley Carried

15. Draft Annual Report 2025/26 – Recommendation to Council CONTINUED

Resolution

1 The business paper on the Draft Annual Report 2025/26 – Recommendation to Council be received.

Unconfirmed

2 The Audit and Risk Committee recommend to the Council the adoption of the Annual Report 2025/26, subject to any amendments agreed at this meeting and any further changes required as a result of completing the audit.

3 Any matters of significance which may arise relating to the Draft Annual Report 2025/26 between this meeting and the Council meeting on 27 October 2026 be referred to the Independent Chairperson.

Manawaiti/Osborne Carried

There being no further business the meeting closed at 11.10am

Dated this day of 2026

JAYDENE KANA
INDEPENDENT CHAIR

Unconfirmed

Document ID: 1011475

Report To: Council

Meeting Date: 27 October 2026

Subject: **Mayor's Report – October 2026**

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 – October 2026 be received.

3. Commentary

3.1 At the last Council meeting elected members were evenly divided over whether to continue to investigate the concept of a hub to bring together the Les Munro Centre and Te Kuiti Library.

3.2 The last Council began the work on this project. I flagged my support for it during the 2025 election campaign, and tabled it at our strategic planning session earlier this year.

3.3 Up until our last meeting, only Councillor Tasker had expressed reservations.

3.4 I would like an indication from members today as to their support, or not, for the project Steering Group to begin assessing options for consultation and Council review.

3.5 I remain convinced of the importance of this work. In my view, a revitalized Les Munro Centre will add social, recreational and educational benefits to our community.

3.6 We need to approach the exercise strategically and prudently, rather than piecemeal. Strategic meaning that we consider current and future needs.

3.7 In my time at this Council we have invested strategically and prudently in a number of community amenities.

- In Marokopa, cleaning up the old school house and the campground.
- In Mokau, new toilets, parking, and improving the treatment of drinking water.
- In Te Kuiti's Centennial Park renewal, with the netball courts resurfacing still to come.
- In Te Kuiti selling land for housing.
- In Mokau, Piopio and Te Kuiti, improving drinking water.
- In Te Kuiti, delivering the Gallagher Recreation Centre.

3.8 By June 2027, we will have invested over $2million into Te Kuiti's stormwater networks, further strategic and prudent work.

3.9 There has been little invested in the Les Munro Centre in recent years, except to replace its malfunctioning air conditioning system. Even this was challenging. Repairs were piecemeal.

3.10 Both the Les Munro Centre and the Library have served our community well over 45 years. But both have aged and the communities that they serve have changed.

3.11 As the custodian of these amenities, Council has a duty to ensure that they deliver the best outcomes possible for the communities they serve.

3.12 The Gallagher Recreation Centre shows what can be done to bring a community facility into the 21st century. The old recreation centre, built in the 20th century, was no longer fit for purpose.

3.13 With the right vision, governance and wisdom, we can design and deliver another complex project. An amenity fit for purpose for today's and tomorrow's communities. Strategic and prudent.

3.14 With the prospect of post-election amalgamation decisions, it is also important that we look to future proof this local community facility.

Document ID: 1011069

Report To: Council

Meeting Date: 27 October 2026

Subject: **Chief Executive's Report – October 2026**

Type: Information Only

Author(s): Ben Smit
Chief Executive

1 Purpose of Report

1.1 The purpose of this business paper is 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 – October 2026 be received.

3 Commentary

3.1 The Chief Executive's oversight report follows.

FINANCIAL		SIGNATURE PROJECTS	OPERATIONS	
Net Operating Position YTD	Available in November report	Report is a "Work in Progress" subject to development of the Project Management Framework	Leadership Community/Partners Recreation/Property Regulatory Resource Management Solid Waste Stormwater Wastewater Water Roading	Long Term Plan Annual Report District Plan LMC Revitalisation Landfill capping, Solid Waste contracting and planning Te Kuiti Water Resilience project Stormwater futures planning
Variance to Revised Budget	Available in November report			
Capital Spend YTD % of Revised Budget	Available in November report			
Total YTD Capital Spend to	Available in November report			
Loan $M at	Available in November report			

KEY DECISIONS / DISCUSSIONS	TOP OF MIND
To be made by Council | for input • Bi-monthly reports • Annual Report approval • Stormwater modelling and enhancements • Various policy and bylaw	Areas of focus or concern for CEO • Solid Waste - Landfill capping • Stormwater modelling • Civil Defence and Emergency Management future • Information Services – delivery • Long Term Plan and Budgets • Risk management

BIG WINS / LEARNING

- Long Term Plan Workshops progressing well
- Stormwater modelling

HEALTH & SAFETY

Incidents, Accidents and Near Misses

- Nothing significant to report.

Staff Wellbeing

- Staff very busy so wellbeing remains a high focus for the team

RECRUITMENT

Vacancies

- Nil

OTHER MATTERS REQUIRING ATTENTION

Nil

Document ID: 1011167

Report To: Council

Meeting Date: 27 October 2026

Subject: **Bi-Monthly Activity Report - Corporate and Finance**

Type: Information Only

Author(s): Tina Hitchen, Chief Financial Officer
Adrian Lindsay, Legal Officer
Michelle Higgie, Manager – Governance Support
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.

Note: The Waitomo Valley/West Coast Tour is scheduled for Wednesday 25 November 2026.

Please confirm at the meeting that you are still available for this date so we can lock it in and begin making arrangements for the day.

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: Corporate and Finance be received.

3 Background

3.1 This report incorporates commentary (on an as required basis) on activities including:

- Finance
- Leadership/Governance
- Legal Matters (including official information requests)
- Inframax Construction Limited
- CoLab
- Council Owned Quarries
- Fleet

4 Finance

CURRENT ACTIVITY

4.1 The 2025/26 Annual Report is on track for adoption and is included elsewhere in the agenda as a separate business paper. The development of the annual report and associated audit is a significant workstream for the finance team.

4.2 Staff are assisting Waikato Waters Ltd (WWL) with their Biling and Customer Management project to migrate relevant customer, billing, meter, property, connection and service data from council systems to a new WWL billing system. As well as this project, we continue to work with WWL on a

contingency plan for billing from 1 July 2027, in the event that WWL are unable to stand up their billing system in time to commence billing next financial year.

4.3 The financial report for the three months ended September 2026, will be presented at the November Council meeting along with the Treasury Reporting Dashboard.

LOOKING FORWARD – THE NEXT 3 MONTHS

4.4 The focus for the team will be the development of the draft budgets for the LTP.

5 Leadership/Governance

CURRENT ACTIVITY

ELECTED MEMBER INDUCTION PROCESS

5.1 The Induction Programme for the current triennium is almost complete with the last of the Induction Tours (Waitomo Valley/West Coast) scheduled for Wednesday 25 November 2026.

5.2 As advised at the earlier Induction Workshops, some of Council's policies and bylaws which were inducted at a very high level are now being covered in more depth through the development of the Long Term Plan process and/or when they are coming up for scheduled review/renewal.

FLEET RENEWAL

5.3 All new fleet vehicles are purchased through the All of Government catalogue and approved suppliers.

5.4 All vehicles to be disposed of are sent to Turners Auto Retail Division in Hamilton. This process of disposing of surplus vehicles meets the requirements of Council under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

5.5 The aim is to replace vehicles before they are four years old or have 100,000km on the odometer, whichever comes first. If vehicles are not renewed on this basis, the sale value drops significantly.

5.6 Vehicles for the 2026/2027 Fleet Renewal programme have been ordered and there are lengthy wait times with some due to be delivered from late December/early January while others will not be available until May next year.

LGOIMA REQUESTS

5.7 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.

5.8 The following table provides a year-on-year comparison of LGOIMA requests received by WDC:

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026 as at October
25	35	73	96	85	75	70	50	86	85	75	80

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.

5.9 Councils generally report that LGOIMA requests are increasing, with a corresponding increase in the resources and costs associated with processing them. This trend is also reflected in the year-on-year figures for WDC set out in paragraph 5.8. However, there is no evidence presently available to establish that the costs of responding to LGOIMA requests outweigh the public benefits of transparency and accountability.

RISK MANAGEMENT AND MITIGATION

5.9 Council workshopped the Risk Management Framework and Strategic Risks Register on 28 September 2026. The outcome of which was that the Framework (without amendment) and Register (with various wording amendments, merging, splitting and deleting of risks resulting in a reduction from 11 Strategic Risks to 9) be presented to Council for adoption.

5.10 At the Audit and Risk Committee meeting on 13 October, in considering the Risk Management and Mitigation business paper which set out the amendments to be made by Council and recommending that the Committee support those amendments, the Committee recommended further amendment to the Register by including a column to set out the key control measures in place to reduce the risk and re-instating the strategic risk for District Vibrancy / Growth.

5.11 This Register with the Audit and Risk Committee's recommendation will be put to the Council Workshop on 17 November 2026 with those recommended amendments included for Council's further consideration, prior to presentation of both the Framework and Register at the 24 November 2026 Council meeting.

5.12 The Audit and Risk Committee also undertook a "deep dive" review of Strategic Risk SR02 - Data and Information Security at its workshop on 13 October 2026.

LEGISLATIVE CHANGES

5.13 As Council is aware, there is currently a large volume of legislation reform impacting Local Government with some already enacted and more in the pipeline.

5.14 Three impacts on governance process are:

Standing Orders for Meetings and Code of Conduct

5.15 The Local Government (System Improvements) Amendment Act 2026 which gained assent on 18 September 2026 makes amendments to the Local Government Act 2002 which will impact Standing Orders (SO) for Meetings and Codes of Conduct.

5.16 The most significant change from the Amendment Act relating to SOs is the change from "standing orders" to "**standard** standing orders". The "standard" relates to a set of standardised standing orders which the Secretary "may" issue for all councils.

5.17 However, as there is not yet any indication of if/when the Secretary will issue standardised SOs, Schedule 2, clause 68 of the Amendment Act also provides –

> ***68 Standing orders***
> *(1) This clause applies to the set of standing orders most recently adopted by a local authority under clause 27 of Schedule 7 before the commencement date.*
> *(2) The standing orders and clause 27 of Schedule 7 as in force immediately before the commencement date continue to have effect on and after the commencement date as if the amendment Act had not been enacted until the Secretary approves and issues a set of standard standing orders under clause 27(1) of Schedule 7 (as amended by the amendment Act).*
> *(3) When the Secretary approves and issues a set of standard standing orders under clause 27(1) of Schedule 7 (as amended by the amendment Act), the standing orders cease to have effect.*

5.18 The same scenario as above is included for Codes of Conduct.

5.19 To summarise, until the Secretary issues a set of standard standing orders and a standard code of conduct, we are to continue on as if the amendment Act has not been enacted.

Non-elected member must not vote

5.20 The Local Government (System Improvements) Amendment Act 2026 also introduces the prevention of non-elected members from voting with the following additions to Schedule 7 of the Local Government Act 2002.

5.21 Clause 23 – Quorum of councils and committees

(14) In Schedule 7, after clause 23(3), insert:
(4) For the purposes of subclause (3)(b)(i), a non-elected member is not counted as a member of a specified committee for the purpose of determining—
(a) the number of members required to constitute a quorum; or
(b) whether a quorum exists at a meeting.

5.22 Clause 30A – Joint Committees

(23) In Schedule 7, after clause 30A(6A), insert:
(6B) For the purposes of subclause (6)(b), a non-elected member is not counted as a member of a joint committee for the purpose of determining—
(a) the number of members required to constitute a quorum; or
(b) whether a quorum exists at a meeting.

5.23 Clause 31A – Non-elected member must not vote

(24) In Schedule 7, after clause 31, insert:
31A Non-elected member must not vote
(1) A non-elected member must not vote at any meeting of, or in respect of any decision made by, a specified committee to which they are appointed.

Note: There are also several exceptions to the above additions, but none of them relate to WDC so have not been referenced in this paper.

5.24 Schedule 2, clause 67 of the Systems Improvement Act also provides –

67 Non-elected members
(1) The specified clauses do not apply until 6 months after the commencement date.
(2) For the purposes of this clause, specified clauses means, in relation to Schedule 7,—
(a) clause 23(4):
(b) clause 30A(6B):
(c) clause 31A(1).

Note: When these provisions come into force on 19 March 2027, and if the Secretary has not issue a standardised set of Standing Orders for Meetings at that time, WDC's current SOs will require amendment to take these changes into account.

General

5.25 Local government governance professionals from throughout the Waikato region are meeting to network in mid November. The impact of legislation reform on governance processes will be one of the items on the agenda for discussion.

LOOKING FORWARD – THE NEXT 3 MONTHS

CIVIC ACTIVITIES

Citizenship Ceremony

5.26 The next Citizenship Ceremony is scheduled to be held in the Council Chambers at 10.00am on Thursday 5 November 2026. There are six candidates on the list with countries of birth being South Africa, Canada, Kiribati and Germany.

Armistice Day – 11 November

5.27 The Mayor has been invited to attend the Armistice Day Ceremony being arranged by the Te Kūiti RSA at the Cenotaph at 11.00am on 11 November and to speak and lay a wreath on behalf of Council.

RISK MANAGEMENT AND MITIGATION

5.28 The focus for this year continues to be:

- Embedding risk into Contract Management,
- Integrating risk into decision making and governance
- Development of a centralised operational risk register
- Completing "deep dive" reviews of each strategic risk with the Audit and Risk Committee

SIGNIFICANT ORGANISATION-WIDE PROJECTS

5.29 Significant projects having an impact across the whole organisation include:

- Annual Report 2025/2026
- Development of 2027-2037 Long Term Plan
- Stormwater: Modelling and Upgrade Planning
- Solid Waste: Waitomo District Landfill Capping and Waste Management Contracts
- LMC Revitalization Project
- Simplifying Local Government – Head Start Proposal
- Legislation Reform

Document ID: 1011215

Report To: Council

Meeting Date:	27 October 2026
Subject:	**Review of Audit and Risk Committee Terms of Reference**
Type:	Decision Required
Author(s):	Michelle Higgie Manager – Governance Support

1 Purpose of Report

1.1 The purpose of this business paper is to consider amendments to the Audit and Risk Committee's Terms of Reference as workshopped by the Audit and Risk Committee on 13 October 2026.

2 Suggested Resolutions

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

1 The business paper on Review of Audit and Risk Committee Terms of Reference be received.

2 The Audit and Risk Committee Terms of Reference be adopted with amendments as proposed.

3 Background

3.1 The last full review of the Audit and Risk Committee (ARC) Terms of Reference (ToR) was completed in August 2025. The amendments made at that time were minor in nature relating to the changed staff structure at that time and also to amend the ToR to reflect changed membership of the ARC i.e. Council had changed the membership to exclude elected members (other than the Mayor) who were on the Te Raangai Whakakaupapa Koorero Committee to better share the workload of elected members.

3.2 Following the 2025 elections the Council established a new ARC and adopted ToR for the ARC. The Council also resolved that the new ARC complete a review of the ToR.

3.3 As part of the August 2025 review, the Independent Chair recommended that self-evaluations be considered for inclusion in the ToR going forward. However, the ARC noted that with the triennial elections coming up it would be prudent for the new ARC to carry out a further review following the elections.

3.4 The ToR was re-presented to the ARC in February 2026 for review. At that time the scheduling of the ToR review was again deferred, initially while the organisation's focus and resources were committed to the transition of the water and wastewater activities to Waikato Waters Ltd, and then again post 1 July 2026 while work resources were committed the Government's Head Start reform programme where Waitomo and Otorohanga District Councils worked together toward presenting a proposal for amalgamation.

4 Commentary

4.1 The ARC at its workshop on 13 October 2026 considered the ToR for review. At that workshop the Independent Chair presented three options for considering as part of the ToR review as follows:

OPTION 1

4.2 No change, maintain the status quo (but including the required legislative amendments).

OPTION 2

4.3 Amend the ARC ToR based on feedback already provided (below) and additional changes:

- (to be discussed) due to the transition of water services:
- Rephrase purpose to be more about adding value rather than reporting
- Consider future budget and plan for internal audit assurance
- Consider the scope of the Committee regarding policies and financial reporting
- Potential self-assessment review
- Skills of independent members

OPTION 3

4.4 Option #2 above - plus alignment of our ARC ToR with Ōtorohanga District Council's Risk and Assurance Committee ToR in the spirit of working together and ensuring our ToR is fit for purpose. The example below focusing on the Committee's purpose or objective we presented:

Waitomo District Council	Otorohanga District Council	For Consideration
Purpose The purpose of the Audit and Risk Committee is to provide guidance, assurance and assistance to Waitomo District Council on matters specific to risk, compliance, controls and external accountabilities.	Objectives The general objective of the Risk and Assurance Committee is to assist and advise the Ōtorohanga District Council in its responsibility and ownership for risk management, Councils control and compliance framework, and its external accountability and Responsibilities.	Purpose The purpose of the Audit and Risk Committee is to assist and advise Council by providing added value oversight, assurance and constructive challenge in relation to risk management, internal controls, compliance and external accountabilities.

4.5 The amendments to the ToR as workshopped by the ARC are highlighted in the attached amended ToR. **(Attachment 1)**

Note: The proposed amendments are highlighted in the attached Policy as follows:

- Text formatted red and underlined are new additions
- ~~Text formatted blue with a strike through~~ are deletions
- ~~Text formatted green with a strike through~~ is where that text has been moved to somewhere else in the document
- Text formatted green and underlined is where text has been moved to, from somewhere else in the document

4.6 As the next scheduled meeting of the ARC is not until February 2027, the ARC were supportive of their workshopped amendments being presented directly to the Council following the workshop, and not waiting until February for a formal resolution of the ARC recommending that Council adopt the ToR as amended.

5 Analysis of Options

5.1 Council has two options available for consideration.

OPTION ONE

5.2 Adopt the ARC ToR with amendments as workshopped and recommended by the ARC and any further amendments the Council may choose to make.

OPTION TWO

5.3 Reject the proposed amendments and retain the ARC ToR in their current form.

6 Considerations

RISK

6.1 There are no potential risks identified with either option.

CONSISTENCY WITH EXISTING PLANS AND POLICIES

6.2 Choosing either Option would not be inconsistent with Council's current Plans and Policies.

SIGNIFICANCE AND COMMUNITY VIEWS

6.3 The degree of significance of the proposed amendments is minor in respect of Council's Significance and Engagement Policy and being operational in nature has little to no effect on the community.

7 Recommendation

7.1 It is recommended that Council proceed with Option 1 being to adopt the proposed amendments as workshopped by the ARC and, if required, to make any further amendments its sees fit.

8 Attachments/Separate Enclosures

Attachments:

1 Terms of Refererence – Audit and Risk Committee – 2026 October UNDER REVIEW (Doc # 1011216)

Waitomo District Council

Audit and Risk Committee Terms of Reference

UNDER REVIEW

Waitomo District Council

UNDER REVIEW

Adopted by:	Council (Date of next adoption to be added ~~November 2025~~)
Doc No:	1009608 … (includes version number)
Date of Next Review:	November ~~2025~~ following each election (or sooner if required)
Responsibility:	Manager – Governance Support
First Adopted:	October 2017
Review History:	November 2022, August 2025, November 2025

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UNDER REVIEW

Audit and Risk Committee

Terms of Reference

1. PURPOSE AND SCOPE

1.1 The purpose of the Audit and Risk Committee is to assist and advise Council by providing added value oversight, assurance and constructive challenge in relation to risk management, internal controls, compliance and external accountabilities~~The purpose of the Audit and Risk Committee (the Committee) is to provide guidance, assurance and assistance to Waitomo District Council on matters specific to risk, compliance, controls and external accountabilities~~ by:

1 Overseeing that control mechanisms are in place that ensure compliance with standards, regulatory and legislative requirements

2 Ensuring appropriate management and monitoring processes in place to manage significant risks

3 Monitoring ~~internal and~~ external audits and the resolution of issues raised.

4 Provide clear line of communication between Council, Management and External ~~and Internal Auditors~~; and

5 Seeking reasonable assurance regarding the integrity of Council's financial and non-financial ~~planning and~~ reporting

2. RESPONSIBILITIES

2.1 External Audit

2.6 To engage with Council's external auditors regarding the audit programme and agree the terms and arrangements for the external audit programme.

2.7 To review Council's Annual Report in depth and provide advice and recommendation to Council with respect to the integrity and appropriateness of the documents and disclosures~~ers~~ and also recommend adoption.

2.8 To review matters raised in the audit reports and recommend organisational response priorities based on significance and risk.

2.9 To monitor the extent to which recommendations made in the audit report are implemented.

2.10 Risk Management

2.11 To work in conjunction with the Chief Executive in order to be satisfied with the existence and quality of appropriate cost effective risk management systems and processes and the proper application of these.

2.12 To monitor Council's treasury management practices in order to provide assurance that policy limits are being adhered to. Recommendations should be made to Council when there are good reasons to exceed policy.

2.13 To review Council's insurance covers and limits on an annual basis for appropriateness.

UNDER REVIEW

~~2.14 To work in conjunction with the Chief Executive in order to be satisfied with the existence and quality of appropriate cost effective financial risk management systems and processes and the proper application of these.~~

2.15 To recommend to Council any ~~internal audit work or~~ additional work streams required to strengthen Council's risk management framework.

2.16 To maintain an overview of the non-financial performance with a view to providing assurance that these are within parameters established in the Annual or Long Term Plans.

2.17 To consider all matters referred to the Committee by the Council.

3. DELEGATIONS

3.1 The Council delegates to the Committee the following powers and duties:

1 Recommend changes to its Terms of Reference to the Council for adoption

2 Receive and consider staff reports on audit, internal controls, financial and risk management related matters

3 Recommend new accounting and reporting requirements or changes to accounting policies

4 Approve the engagement and arrangement letters of Auditors

5 Make recommendations to Council on financial, internal control and risk management and financial policy and procedure matters as appropriate

6 Recommend the adoption or non-adoption of the Annual Report

7 The Audit and Risk Committee may not delegate any of its responsibilities, duties or powers.

4. MEMBERSHIP

4.1 The Committee shall be appointed by resolution of Council.

4.2 The Committee shall comprise elected members of Council and such independent member(s) as the Council may resolve from time to time.

4.3 An independent member will Chair the Committee.

4.4 All elected members of the Committee, ~~including independent members,~~ will have voting rights. Non-elected members appointed by the Council, including independent chairs, must not vote in accordance with Schedule 7, Clause 31A of the Local Government Act 2002.

4.5 The Chief Executive shall attend all meetings in an advisory capacity but is not a member and has no voting rights. Other staff as may be required will attend the meetings.

5. MEETINGS

5.1 Meetings of the Committee shall be conducted in accordance with Standing Orders for Meetings of the Waitomo District Council.

5.2 The Committee will meet once every three months and at least four times in each financial year.

5.3 All minutes and recommendations of the Committee will be presented to the Council.

6. REVIEW OF TERMS OF REFERENCE AND COMMITTEE PERFORMANCE

6.1 These Terms of Reference will be reviewed by the Council no later than the November following a triennial election.

UNDER REVIEW

6.2 Committee members to complete an annual review of the Committee's performance via survey.

6.3 Committee members to complete an annual review of the Terms of Reference in February each year.

UNDER REVIEW

Document ID: 1011581

Report To: Council

Meeting Date: 27 October 2026

Subject: **Emergency Event Intervention for Roading and Stormwater**

Type: Information Only

Author(s): Richard Shalier
Roading Manager

1 Purpose of Report

1.1 The purpose of this business paper is to provide information on what the Roading and Stormwater Teams do before, during and after an emergency event.

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 Emergency Event Intervention for Roading and Stormwater be received.

3 Background

3.1 Elected Members enquired about the processes our Roading Team follows in relation to an emergency event. This paper details those processes.

4 Commentary

BEFORE AN EVENT – WHEN A WARNING COMES THROUGH

4.1 MetService warnings and Civil Defence messages reach the Roading Team and the Contractor.

4.2 The forecast is reviewed twice a day during a build-up.

4.3 Within 24 hours of a warning the Contractor and the Roading Team check the known vulnerable sites, the bridges, the culverts and the areas the team knows can be tricky.

4.4 The Contractor prepares 24-hour contingency plans, clears culverts, inlets and water tables at the agreed areas of high risk, rosters crews, plant and fuel, and pre-positions patrol vehicles.

4.5 Customer Services and the after-hours line are briefed, the event log is opened, and the team talks to NZTA about state highway closures that will push traffic onto Council's detour roads (Mangarino, Pukerimu, Kopaki and Taumatamaire). For Te Kūiti stormwater the inlets and screens are cleared and the pumps checked. Civil Defence holds about 1,000 sandbags.

DURING AN EVENT – WHEN A ROAD FAILS

4.6 The Roads Maintenance Contract (RMC 500/23/011, section 10) provides a 24/7 rostered call-out, 30-minute mobilisation, two hours to make safe and report, and work starting within half a day on arterial and collector roads.

4.7 The Contractor may act without prior authorisation to make the network safe. Patrols run the high-risk areas.

4.8 A major slip is closed straight away with signs and barriers. It is investigated in daylight, not at night, and the work is planned so it can be done safely. Where practicable the road is reopened to one lane under a temporary speed limit.

4.9 One closure list goes to Comms, Customer Services, NZTA and Civil Defence, with advice on isolated communities and expected reopening.

4.10 Closures rest on the Local Government Act 1974 (s 342 and Schedule 10) and the Land Transport Bylaw 2025.

4.11 If an emergency is declared, the Local Controller directs priorities under the CDEM Act and roading works to them.

AFTER AN EVENT – HOLDING THE SITES

4.12 Each slip or vulnerable site is recorded in RAMM, the Roading Team's central register.

4.13 Every dispatch has an owner: the person who raised it, and by severity the Maintenance Contract Manager or the Roading Manager.

4.14 Sites are monitored daily or weekly by severity – weekly at Kopaki Road RP 6.8, (which is closed), barriered and under geotechnical advice.

4.15 The response follows NZTA's emergency works guide as the rule of thumb: make safe and reopen to one lane where possible, then investigate and categorise, apply for funding within six weeks, then design and reinstate.

4.16 The Roading Team's practice is to check the vulnerable sites within 24 hours of a warning, close a major slip at once, monitor daily or weekly by severity. This is sound, but the contract and the draft plan rely on judgement about when a weather event has started.

4.17 Council has no written rainfall, antecedent-wetness or movement threshold at any site that would close a road, start patrols or warn residents in advance, and no written allocation of who monitors the national, regional and local feeds. For a more detailed review of what occurs please see Appendix – Roading Vulnerable Site and Slip Sites. (**Attachment 1**)

4.18 Every emergency works application since 2022 has been approved.

4.19 Cyclone Dovi (about $10.5 million of approved work), Mangarino Road ($1.42 million), the October 2024 sites and the April 2026 event – with the RAMM record as the evidence.

WHAT STANDS BEHIND THE TEAM?

4.20 The contract response regime; the Risk Management Framework adopted in May 2026 and Section 8 of the draft Roads and Footpaths AMP 2027–37, the Western Waikato Civil Defence shared service (with a trained Local Controller), a 24-hour duty function and community response plans for every town; Waikato Regional Council's flood warning service and NZTA's monitoring of the Awakino Gorge; geotechnical advice at the known sites; and the Taumatamaire Road Stage 1 investigation.

4.21 This practice carried the District through the Mangaokewa Road slip in 2017 and five funded storm events in the five years since 2022.

5 Attachments/Separate Enclosures

Attachment:

1 Roading Vulnerable Sites and Slip Sites (Doc #1017897)

Appendix – Roading Vulnerable Sites and Slip Sites

LOOKING AFTER A VULNERABLE SITE OR A SLIP SITE – WHAT HAPPENS ON SITE

This summary shows the practical steps the roading team and the maintenance contractor (Inframax, RMC 500/23/011) take when a known vulnerable site moves or a new slip comes down.

It details the systems the work runs through, in the order the NZ Guide to Temporary Traffic Management (NZGTTM) sets for an emergency response. NZGTTM's rule for the first hours: do the best you can with what you have and cause no more harm by action or inaction.

BEFORE ANYTHING HAPPENS – THE SITE IS ON THE LIST

Known slip and vulnerable sites are tagged in RAMM. They are seen on the zonal inspections, which cover the network twice a year, and checked within 24 hours of a storm warning along with the bridges and culverts. Before a forecast event the contractor clears culverts and water tables at the agreed areas of high risk and has 24-hour contingency plans, crews, plant and two patrol vehicles ready. The crews look for tension cracks, a sagging edge, seepage or muddy water, blocked inlets and leaning trees.

FIRST HOUR – MAKE IT SAFE

The call comes from a patrol, a resident or the after-hours line to the contractor's 24/7 roster. The crew mobilises within 30 minutes, stops short of the site and looks before going near it. It considers is it still moving, what is above it, where is the water going, are lines or trees involved. Nobody goes onto the slip or the dropout.

The road is closed at the nearest safe turning point with cones, barriers and road-closed signs, or held to one lane with stop/go if the sound half is wide enough and the ground is not moving. The crew tells the Engineer within 30 minutes of mobilising and has two hours to make safe and report. Photos are taken and the RAMM dispatch raised (call type Emergency; the dispatch names its owner). Police are notified if vehicles or people are involved and The Lines Company if lines are down.

FIRST DAY – DECIDE AND SET THE SITE UP

The Engineer and the contractor's contract manager look at the site in daylight, not at night for safety and overhead risk, and decide: stay closed, or one lane under a temporary speed limit. The Engineer may direct that a major slip stays closed.

The contractor's TTM planner does the risk assessment and the traffic management plan. Council as road controlling authority reviews it, approves the temporary speed limit in writing and the closure (Local Government Act 1974 s 342 and Schedule 10), after advising Police and NZTA; Land Transport Bylaw 2025 cl 6.59). It can stop a plan it is not satisfied with it.

First-day site work: keep water off the head of the slip (divert surface flow, clear the culvert, polythene over open cracks), remove debris only where it will not undermine what is left, keep spoil for the repair. The site goes into RAMM with its monitoring frequency – daily while moving or on a state highway detour road, weekly once it settles – with paint or pegs so movement can be measured. Geotechnical advice is called when the slip is large, still moving, above or below houses, or on a detour road.

TELLING ROAD USERS AND THE PUBLIC

On site, the signs do the talking. A driver meets the road-closed or detour sign at the last intersection where they can turn, not at the edge of the dropout. There are advance warning signs, full-width barriers with reflective delineation at the failure, and lights at night, so a vehicle at speed in rain or fog cannot reach the edge.

At a one-lane site: stop/go or priority signs, the temporary speed limit, and cones or edge markers along the open side. Residents inside a closure are told how far they can safely drive and where to turn.

A closed road is closed to everyone, farm vehicles included. A track pushed through by a landowner is not a reopening and is signed as such. Signs are checked on every patrol.

Off site, the Engineer issues one closure list with the expected reopening, updated as the status changes: Comms (website, Facebook), Customer Services and the after-hours line (0800 932 4357) and NZTA so the highway detours line up. Police, Fire and Emergency and St John are updated so they know their access routes. Also Civil Defence, and the school bus operators, forestry companies and The Lines Company who use the road. Residents directly affected hear it from the team, not from Facebook. The contractor does not speak to media or agencies unless asked.

DETOURS AND COMMUNITIES CUT OFF

A detour is driven and signed before it is published, checked for bridge limits and width for logging trucks and buses, and goes onto the daily patrol because it now carries traffic may not be built for (eg Pukerimu Road for Kopaki, where 60 m of road slid 200 m on 14 October 2025 and four households and the logging traffic went onto the detour; Mangarino Road for SH3).

On day one the team works out who is cut off or has a long way round. 221 of the district's roads are no-exit. Civil Defence is told so welfare, medical and school needs are covered. A temporary track is considered only where it can be made safe (Coutts Road after Dovi). The limit is site safety: nobody is waved through a site where a vehicle could go over the edge, and a long way round is accepted ahead of that risk.

THE FOLLOWING WEEKS – CATEGORISE, REPORT, HOLD THE SITE, APPLY

The contractor provides the 48-hour all-sites summary, the 72-hour SitRep and the five-day emergency works report. NZTA's investment advisor is told within the week.

Sites are categorised A to D by risk, scale and cost (A and B for the maintenance contractor; C and D need geotechnical investigation and design).

Response work – making safe and restoring access – proceeds under contract section 10 without prior approval. Recovery work waits for NZTA approval and no recovery cost is incurred before it.

Monitoring continues at the set frequency, stepped up after rain. The reopening call sits with the Engineer, on geotechnical advice where it was sought and when movement stopped, water handled, width and barriers adequate.

RAMM and the data template are completed within four weeks. NZTA visits the site, and the response application goes into TIO within six weeks with photos, rainfall, the options considered and the estimate. Then design, consents, procurement and reinstatement. The site stays on the list: Kopaki RP 6.0 moved again four months after the Dovi response.

Document ID: 1010579

Report To: Council

Meeting Date: 27 October 2026

Subject: **Bi-Monthly Activity Report - Strategy and Environment Group**

Type: Information Only

Author(s): Hilary Walker
Acting 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 Strategy and Environment Group Report be received.

3 Commentary

3.1 The activities undertaken by the Strategy and Environment Group 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.

3.2 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 (Doc ref:528339).

3.3 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.

RISKS AND OPPORTUNITIES

3.4 In terms of risks and opportunities, the primary risk relates to our capacity to continue delivering regulatory functions in accordance with the statutory frameworks administered by the Group.

3.5 Working more closely with Ōtorohanga District Council remains one of the main ways the Group is managing this capacity risk. Current examples include the shared Building Control Manager, Building Control Officer, Quality and Compliance Lead roles and joint building inspections as the two building control teams come together, the Western Waikato Emergency Operating Area shared service for civil defence emergency management (with Ōtorohanga and Waipā District Councils), and support from our Strategy and Policy team on Ōtorohanga District Council's draft Alcohol Fees Bylaw. Staff will continue to identify where further collaboration could add resilience, reduce duplication or improve services for both communities.

3.6 Following the resignation of our GIS Specialist and Application Support, reported in August, the GIS service is being managed in the interim while GIS capabilities and future system requirements are being reviewed. This work is in progress. All other teams within the Group remain fully staffed.

PROGRESS REPORT AND LOOKING FORWARD NEXT 3 MONTHS

ANIMAL CONTROL

3.7 A key focus of the team over the next few months is training the new Animal Control Officer. This includes bringing him up to speed with relevant legislation, processes and council values so the team continues to maintain a high standard of service and meet the needs of our community effectively.

3.8 The 2026-27 dog registration year is well underway, with 2,620 dogs registered so far. Site visits are being carried out to follow up on dogs that remain unregistered.

3.9 Social media community pages continue to cause frustrations for the team, with people posting messages about roaming or problem dogs to those sites rather than the monitored council ones. This often means the team aren't being notified of a problem animal in a timely way and can cause negative perceptions in the community that Animal Control aren't doing their job.

3.10 Education and reminding people how to report animal control issues is an ongoing part of the role.

BUILDING CONTROL

3.11 The bi-annual IANZ (International Accreditation New Zealand) assessment has been completed with pleasing results. Accreditation remains at low risk, and conditional clearance has been granted.

3.12 For smaller Building Consent Authorities (BCAs), providing evidence to address all general non-compliances (GNCs) identified during an assessment can be challenging, as suitable projects may not be readily available. This was the case for two GNCs identified during our assessment. Evidence will be submitted to IANZ as soon as suitable projects become available, with the aim of obtaining full clearance.

3.13 Work to bring the Waitomo and Ōtorohanga building control teams together continues. Since the last report, a Quality and Compliance Lead has been appointed to a role shared across both councils and will start on 2 November 2026. The role will support an ongoing focus on quality, compliance and continuous improvement across both councils. Building inspections and a number of other workflows are already being carried out jointly.

PROPOSED WAITOMO DISTRICT PLAN

3.14 In terms of the outstanding appeals. Please see the update below.

- *Royal Forest and Bird (F & B) – This appeal has now been set down for Court-Assisted Mediation on 28 and 29 October. Council is only required to meet its own costs of the mediation (i.e. we do not pay for the room hireage or mediator costs). Council staff are hopeful that the appeal can be resolved in its entirety at the mediation.*
- *Roy Wetini Whaanau Trust – awaiting a decision from the Court on jurisdictional and scope issues.*
- *Te Ruunanga o Ngaati Mahuta ki te Hauaauru Trust – awaiting a decision from the Court on jurisdictional and scope issues.*

EMERGENCY MANAGEMENT

3.15 It is important that WDC can be self-sufficient for small scale emergencies, management of internal business continuity interruptions and can activate their own Emergency Operation Centre (EOC) until surge staff from other councils arrive. The Incident Management Team (IMT) structure is filled and staff have each received personalised training plans. It is expected course attendance will take until the middle of 2027 due to availability of courses and meanwhile a programme of "mini drills" will be locally delivered.

3.16 Although H5N1 Avian Influenza incursion is not a CDEM matter, it is one that the Council will be required to support in respect of dead and diseased wild birds on its own property as well as support to the community. MPI is the lead agency and Council will play a support role in: amplifying MPI

public messages, answering public enquiries, disposal of dead birds through solid waste management and management of impacts on its own properties e.g. parks and reserves. The CDEM Controller is leading coordinated planning with the relevant council Departments for the initial incursion as well as sustained management that then becomes BAU as the disease becomes endemic to NZ.

3.17 The Emergency Management Act was enacted on 3 September 2026 to replace the Civil Defence Emergency Management Act 2002. Much is unchanged in the new Act although of note to WDC the following changes apply: the accountability of the Chief Executive for emergency management is explicit (formerly it was vague and assumed in places) and the Chief Executive must appoint District Controller & Recovery Manager (formerly optional appointments made by the Joint Committee). The Waikato Emergency Management Committee (EMC) will require changes to policy and procedures to give effect to the more nuanced changes across the Waikato.

3.18 The Coordinating and Executive Group (CEG) of the Waikato EMC has received a preliminary report from Sage Consulting on the Western Waikato February 2026 Storm Event response. This is a sub report to a wider After-Action Report relating to three severe weather events affecting the Waikato in January 2026, February 2026 and Cyclone Vianu.

3.19 In addition, the CEG has requested a review of the Waikato Emergency Management Governance Oversight and Operating Arrangements as a response to the provisions of the new Emergency Management Act 2026 (due to be received by the end of 2026). All these artifacts will be important information as the Chief Executive Officers of Waitomo, Ōtorohanga and Waipā Districts review the Western Waikato Emergency Operating Area shared service agreement for Civil Defence Emergency Management (extended until March 2027).

STRATEGY AND POLICY

3.20 The Strategy and Policy Team alongside policy owners and activity managers are working on the following:

Policies

- Delegations register – further updates and corrections made to the register for adoption at this council meeting.
- Community and Partnerships Fund Policy – presented to 21 October workshop.
- Information gathering for Road Closure Policy.
- Policies associated with Long Term Plan (LTP)

Bylaws

- Public Amenities – consultation commenced for Cemeteries Bylaw and Public Places Bylaw (now including public amenities) one submission so far.
- Water Services and Trade Waste – Waikato Waters hosted first Bylaw Co-ordination group meeting. WWL approach is to draft an initial bylaw and Trade Waste discharge plan (delegated to WWL at 25 August Council Meeting) that will be very practical and cover the requirements for each district. WWL's approach to enforcement needs internal consideration, this will reflect how some aspects of the bylaw are drafted. WWL will obtain legal advice of the draft, each Council can get their own independent advice should they deem it necessary.
- The Team are also supporting the development of a Draft Alcohol Fees Bylaw for Ōtorohanga District Council, deliberations report prepared, will progress to adoption if supported.
- Stormwater Bylaw – information gathering and preparing for determinations report.

Annual Report 2025/2026

3.21 Staff are finalising the draft Annual Report 2025/26 document and completing final audit queries with our external auditors Deloitte. The Summary Annual Report document is also being finalised with the finance team and auditors. The reports are being presented at this Council meeting for adoption.

3.22 The first quarterly report for 2026/27 has been collated by the team and presented to Audit and Risk Committee.

Long Term Plan 2027-2037

3.23 The Team is continuing work for the upcoming Long Term Plan workshops these are moving into pre-budget work and development of Strategies. Proposals for consultation will be considered this calendar year.

COMMUNICATIONS AND ENGAGEMENT

3.24 The Communications and Engagement department works across the entire Council organisation to ensure the community is provided with important information, updates on workstreams and projects, and opportunities to take part in Council consultations. District promotion and community support also form part of the team's work.

3.25 This update covers the period of June-September 2026. The team is made up of 1 FTE and a 0.3 comms contractor (through Co-Lab). The team is always busy working on projects, workstreams and tasks that need communicating to the public. There is never a quiet time.

3.26 Targeted communication campaigns included: kerbside collection changes, Mōkau Pop Up Council, movie night promotion, Local Government reforms and Head Start proposal, dog registration reminders, DC Tynan funding round, a Civil Defence get ready campaign and community engagement about the future of the Les Munro Centre.

3.27 Other comms included: roading and water services updates, weather warning messages, Waikato Waters Ltd news, Waitomo Way newsletter, rates rebate scheme, rates reminders, project updates, Council employment opportunities, public holiday information, Council service information and more.

Social Point Engagement Platform

3.28 Council's engagement platform Social Point is now active, and a new section has been added where people can sign up to receive direct communications from Council. Promotion of the new subscription tool will soon start.

Social Media and news items

3.29 The comms team is on track to meet the comms 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.

3.30 The weekly average was 9 posts. Total posts for the period 1 June 2026 to 30 September 2026 was 163.

3.31 Facebook engagement continues to remain steady. As at 30 September 2026, we had 9,260 followers. Facebook page views (Jun to Sep) was 702,821.

3.32 From June to September, 6 media releases were published.

Document ID: 1011393

Report To: Council

Meeting Date: 27 October 2026

Subject: **Reappointment of the Waitomo District Licensing Committee 2026 to 2031**

Type: Decision Required

Author(s): Hilary Walker
Acting General Manager Strategy and Environment

1 Purpose of Report

1.1 The purpose of this business paper is to seek a decision from Council on the reappointment of the Waitomo District Licensing Committee Chairperson, Alternate Chairperson and list members for a further five years, and on whether an Elected Member should be appointed as Deputy Chairperson.

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 Reappointment of the Waitomo District Licensing Committee 2026 to 2031 be received.

2 One District Licensing Committee be retained for Waitomo District.

3 Council recommends to the Chief Executive that, pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Ms Tegan McIntyre be reappointed as Commissioner (Chairperson) of the Waitomo District Licensing Committee from 30 November 2026 to 29 November 2031.

4 Council recommends to the Chief Executive that, pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Dr Michael Cameron be reappointed as Alternate Commissioner (Chairperson) of the Waitomo District Licensing Committee from 30 November 2026 to 29 November 2031.

5 Pursuant to section 192 of the Sale and Supply of Alcohol Act 2012, the following persons be approved to the list of members of the Waitomo District Licensing Committee from 30 November 2026 to 29 November 2031:

a. Mr Ross Murphy
b. Dr Patsi Davies
c. Dr Michael Cameron
d. Mr Roy Johnson
e. Ms Tegan McIntyre
f. Mr Marcus Gower

6 (Option 1): Pursuant to section 189(3) of the Sale and Supply of Alcohol Act 2012, Councillor [name] be appointed as Deputy Chairperson of the Waitomo District Licensing Committee and be added to the list of members under section 192, until 29 November 2031.

OR

(Option 2): No Deputy Chairperson be appointed, and Council rely on the Commissioner and Alternate Commissioner to chair all matters.

3 Background

3.1 Under section 186 of the Sale and Supply of Alcohol Act 2012 (the Act), Council must appoint at least one District Licensing Committee (DLC) to deal with licensing matters in the district. Each hearing has a quorum of three members, one of whom must be the Chairperson. If the DLC is not operational, Council cannot carry out its duties under the Act, and alcohol licences and managers' certificates cannot be issued or renewed in the district.

3.2 Waitomo shares its Chairperson and list members (other than Councillors) with Waipā District Council and Ōtorohanga District Council, but each council has its own DLC and makes its own appointments. Council has shared DLC resources with Waipā and Ōtorohanga since 2013. Waipā provides the DLC secretariat.

3.3 On 26 October 2021 Council reappointed the Chairperson, Alternate Chairperson, Deputy Chairperson and list members for five years (Doc A580811). Since then there have been three changes.

3.4 On 30 May 2023 Council appointed Ms Tegan McIntyre as Commissioner (Chairperson) and Dr Michael Cameron as Alternate Commissioner (Chairperson).

3.5 In August 2025 Council appointed Truc Tran as an additional Alternate Commissioner (Chairperson), for a term ending with the other members' five year term. This was due to a need to have an additional Chairperson for upcoming hearings. We do not consider it necessary to appoint Mr Tran again for a further term.

3.6 Guy Whitaker a previous Deputy Chairperson and list member since 2013 has also indicated that he no longer wishes to be a member of the DLC.

3.7 The current appointments end on 29 November 2026. Waipā District Council has contacted all existing members on behalf of the three councils. All have indicated they are available for reappointment except Ms Grayson, who has asked to be removed from the list, and Mr Whitaker. Waipā District Council, which coordinates the shared DLC, has confirmed that the current term ends on 29 November 2026 and that the new term runs from 30 November 2026 to 29 November 2031.

3.8 Waipā District Council is considering its appointments on 28 October 2026 and Ōtorohanga District Council is also considering its appointments in October. Each council's list of members is expected to be the same.

4 Commentary

WHAT THE DISTRICT LICENSING COMMITTEE DOES

4.1 The DLC hears and decides applications for alcohol licences and managers' certificates, including opposed applications. Only enforcement applications (applications by Police and Licensing Inspectors to suspend or cancel licences) and appeals against DLC decisions go to the Alcohol Regulatory and Licensing Authority.

4.2 The DLC has the powers of a Commission of Inquiry. It works in a similar way to a court: it can require witnesses to attend and give evidence, and it hears all applications and reports from reporting agencies.

4.3 In deciding an application the DLC must have regard to the criteria in the Act, which include Council's Local Alcohol Policy 2022 (Attachment One).

4.4 District Licensing Committee Roles - Information for Elected Members is provided as Attachment Two.

WHO CAN BE APPOINTED

4.5 All list members must have experience relevant to alcohol licensing matters (section 192(2)). Council must not approve anyone whose involvement, or appearance of involvement, with the alcohol industry means they could not act without actual or perceived bias. Constables, Medical Officers of Health, Licensing Inspectors and Council employees cannot be appointed (section 192(5)).

4.6 A Commissioner must be of good standing in the community and have the knowledge, skill and experience for the matters likely to come before the DLC (section 193(2)). Commissioners are appointed by the Chief Executive on Council's recommendation and have all the powers of the Chairperson.

4.7 Historically the three councils have looked for people who understand community expectations about alcohol licensing, have experience in licensing decisions, have strong analytical and communication skills, know the Act and the evidence on alcohol related harm, and have no involvement in the alcohol industry.

CHAIRPERSON AND ALTERNATE CHAIRPERSONS

4.8 The Chairperson can be an Elected Member or a Commissioner. Council has used an independent Commissioner since the DLC was set up. This allows the three councils to share one Chairperson and member list, which is not possible with a Councillor as Chair. It also avoids the DLC being unable to function if a Councillor Chair is not re-elected. For these reasons staff are recommending the same arrangement continues, this is consistent with Waipā staff recommendations.

4.9 Ms McIntyre has chaired the DLC since July 2023 and is seeking reappointment.

4.10 If the Chairperson is unavailable or conflicted and there is no Deputy Chairperson able to act, the Act does not allow list members to decide applications on their own. Alternate Commissioners fill this gap. Dr Cameron and Truc Tran currently hold these roles for Waitomo. Dr Cameron has been a list member since 2013, is a Commissioner on the Waikato DLC, and has a background in population and health economics and research on the social impacts of alcohol. Mr Tran is not seeking reappointment as an alternate commissioner.

DEPUTY CHAIRPERSON

4.11 Council may appoint one of its own Elected Members as Deputy Chairperson (section 189(3)). The Deputy acts in place of the Chairperson when the Chairperson is unable to act, and has all of the Chairperson's powers while doing so. A Deputy is optional.

4.12 In practice the Deputy usually sits as one of the three members at hearings, keeping a link between the DLC and Council, and may decide some unopposed applications on the papers when the Chairperson is not available. Waipā is recommending that its current Deputy Chairperson, Councillor Marcus Gower, continues in the role. Councillor Gower has been Deputy Chairperson of the Waipā DLC since at least 2019. Ōtorohanga has invited interest from its Elected Members, and two have come forward. Their appointment will be subject to approval by their Elected Members.

4.13 Elected Members have not yet been asked whether they are interested in the role. Any Elected Member who wished to be considered would need relevant knowledge and experience, and Council would need to be satisfied of the following before making an appointment:

(a) Experience relevant to alcohol licensing matters - the Act does not set a formal experience test for an Elected Member appointed only as Deputy Chairperson. However, because the Deputy usually sits as one of the three members at hearings, they would in practice also need to be approved as a list member. A council must not approve a person for the list unless it is satisfied that the person has experience relevant to alcohol licensing matters (section 192). Relevant experience would typically include a working knowledge of the Act and its object of minimising alcohol-related harm, an understanding of alcohol-related harm in our community, and experience of hearings or regulatory decision-making (for example, as an accredited hearings commissioner or on another quasi-judicial body).

(b) Ability to chair hearings - because the Deputy chairs hearings when the Chairperson cannot act, they would need the skills to run a hearing fairly and to issue reasoned decisions that can withstand appeal to the Alcohol Regulatory and Licensing Authority.

(c) No disqualifying interest – a person cannot be appointed if they have any involvement, or appearance of involvement, with the alcohol industry that would prevent them from performing their duties without actual bias or the appearance of bias. Elected Members would also need to manage conflicts arising from their Council role, such as having publicly expressed a view on a premises or application, or having links to an applicant.

(d) Induction and ongoing training - any Elected Member appointed would need induction and ongoing training before sitting on hearings.

4.14 If no Deputy is appointed now, the DLC can still operate using the Commissioner and Alternate Commissioner. Council can appoint a Deputy Chairperson at any later meeting.

LIST MEMBERS

4.15 The proposed list is the same six people Waipā is recommending. Given that Waipā administers the DLC and its members, it makes sense for us to use the same members.

4.16 Section 192(1)(b) allows councils to keep a combined list of members jointly approved. Ōtorohanga has suggested each council could endorse the Elected Member appointments made by the other two councils, which would widen the pool. Because Elected Members of another council would be approved as list members rather than as Deputy, they would still need to meet the experience test, and Council would need to be satisfied of this for each named person. Waipā Councillor Marcus Gower is included in the list above on that basis and has said he is happy to be included.

4.17 Waipā staff have not called for new members, because the current pool can manage the hearing workload and central government has signalled possible reform of alcohol licensing and the hospitality sector. If reform, resignations or workload change things, new members can be appointed during the term.

5 Analysis of Options

5.1 Section 186 of the Act requires Council to have a DLC, so not appointing one is not a lawful option. Options 1 and 2 below both reappoint the Chairperson, Alternate Commissioner and list members. They differ only in how Council handles the Deputy Chairperson role.

Option 1: Appoint a Waitomo Councillor as Deputy Chairperson at this meeting

5.2 Council could choose to appoint an elected member as Deputy Chairperson. However, managing conflicts can be problematic in a small community, and the member would need to meet the requirements as set out in paragraph 4.12 (a)-(d) above.

Option 2: Reappoint the pool and do not appoint a Deputy Chairperson

5.3 Advantages: simplest option; keeps Elected Members out of quasi-judicial licensing decisions; the Alternate Commissioner can provide cover. Disadvantages: it relies on a small number of Commissioners being available, and none are from the Waitomo District.

Option 3: Do nothing

5.4 The current appointments would end on 29 November 2026 and Waitomo would have no operational DLC. Licence and managers' certificate applications could not be decided. This is not a reasonably practicable option.

6 Considerations

RISK

6.1 If Council does not make these appointments before the current term ends, it cannot carry out its functions under the Act. This is managed by Council deciding at this meeting, ahead of the 30 November 2026 start date.

6.2 If there is no Deputy Chairperson and no Alternate Commissioner is available, applications could be delayed when the Chairperson is unavailable or conflicted. Reappointing an Alternate Commissioner reduces this risk.

6.3 Possible central government reform of alcohol licensing may change how DLCs operate during the term. No firm announcements have been made. Reappointing the current experienced pool, rather than recruiting and training new members, limits wasted effort if the system changes.

CONSISTENCY WITH EXISTING PLANS AND POLICIES

6.4 The decision is consistent with Council's plans and policies. The DLC applies Council's Local Alcohol Policy when deciding applications.

SIGNIFICANCE AND COMMUNITY VIEWS

6.5 The decision continues an existing statutory arrangement and is not expected to affect the community, other than by keeping local alcohol licensing running. Under the Significance and Engagement Policy 2026 this matter is assessed as of low significance and no public consultation is required.

7 Recommendation

7.1 Staff recommend that Council reappoint the Chairperson, Alternate Commissioner and list members as set out in the suggested resolutions.

7.2 On the Deputy Chairperson role, staff have not made a recommendation between Options 1 and 2 (suggested resolution 6) because Elected Members have not yet had the chance to express interest. Option 3 (do nothing) is not recommended.

8 Attachments/Separate Enclosures

Attachments:

1 Waitomo District Council Local Alcohol Policy 2022 (Doc #1011434)

2 File Note - District Licensing Committee Roles - Information for Elected Members - October 2026 (Doc # 1011559)

Waitomo District Council
Local Alcohol Policy

Waitomo
District Council

First Adopted:	10 October 2013 (provisional), 1 June 2016 (came into effect)
Review History:	2015, 2022
Date of Next Review:	2028
Responsibility:	GM Strategy and Environment
Adopted by:	Council, 30 August 2022

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INTRODUCTION | KUPU ARATAKI

The Sale and Supply of Alcohol Act (the Act) was enacted by Parliament in December 2012. The Act allows for territorial authorities to have local alcohol policies however this not a requirement of the Act.

The object of the Sale and Supply of Alcohol Act is that:

> *'The sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.'*

This Local Alcohol Policy (LAP) has been developed pursuant to section 75 of the Sale and Supply of Alcohol Act 2012, which empowers territorial authorities to develop Local Alcohol Policies for their District.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHI

1. The purpose of this policy is to:

    - balance the reasonable needs of the residents of Waitomo District regarding the sale, supply and consumption of alcohol.
    - address the statutory requirements of the Sale and Supply of Alcohol Act 2012.
    - minimise the harm caused by excessive or inappropriate consumption of alcohol.

2. This policy is intended to set a clear framework which will be applied to all applications for on, off, club and special licences, temporary authorities and managers certificates within the Waitomo District.

3. The Sale and Supply of Alcohol Act (the Act) outlines what content a territorial authority may include in their LAP.

    a. Section 77 of the Act outlines what policies may be included in a LAP. No other policies except those listed under that section can be included in a LAP.
    b. Section 78 of the Act a lists the matters a local authority must have regard to when producing a draft policy.
    c. In addition a territorial authority must not produce a draft policy without having consulted the Police, licensing inspectors, and Medical Officers of Health.
    d. Section 93 of the Act allows a LAP to contain a policy more restrictive than the relevant district plan, but a LAP policy cannot authorise anything forbidden by the relevant district plan.

4. The policy applies to the Waitomo District is that area illustrated in figure two.

5. Authority Statements and Case Law

    (i) The Waitomo District Licensing Committee shall give all due regard to any statement issued by the Alcohol Regulatory and Licensing Authority pursuant to section 176 of the Act when interpreting this policy and determining licence applications, and to any relevant decisions issued by the Authority.

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Authorised customer	Shall have the same meaning as in section 60(3) of the Act
Café	Shall have the same meaning as "restaurant" in section 5 of the Act
Club	Shall have the same meaning as in section 21 of the Act.
District Licensing Committee	Means the Waitomo District Licensing Committee under section 186 of the Act
Early childcare facility	Includes any crèche, childcare centre, kindergarten, kohanga reo play centre or plunket rooms or any other place (excluding a school) where five or more children receive care or education Local Government Act 2002.
Facility	Includes a place of worship, school or early childcare facility
Hotel	Shall have the same meaning as in section 5 of the Act
Large scale event	Means an event to which section 143 of the Act applies.
New Premises	Applying to on-licence, off-licence and/or club-licence means–any premises which has not been subject to a liquor licence of the same kind in the 12 months immediately prior to the application.
Off-licence	Shall have the same meaning as in section 17 of the Act
One-way door restriction	Shall have the same meaning as in section 5 of the Act
On-licence	Allows sale, supply and consumption of alcohol on premise as defined by section 14 of the Act.
Outdoor dining area	Means an area of a premises holding an on-licence or club licence that is outside of the building and includes any part of a public footpath, pavement or other public place.
Place of worship	Shall have the same meaning as in section 5 of the Act
Prohibited persons	Are persons to whom alcohol cannot be served including minors and intoxicated persons and in the case of clubs any person who is not an authorised customer
Public park	Means any park, reserve, playground, garden or similar public place maintained by the Local Authority for recreation purposes
Restaurant	Shall have the same meaning as in section 5 of the Act
School	Includes any primary, intermediate or secondary school and any kura kaupapa

Special Licence	Means the type of licence detailed in section 22 of the Act.
Tavern	Shall have the same meaning as in section 5 of the Act
Temporary Authority	Shall have the same meaning as in section 5 of the Act
The Act	Means the Sale and Supply of Alcohol Act 2012

POLICY | KAUPAPA HERE

1. Specific Policies - On-Licences

(a) Introduction

(i) An on-licence premise is one where consumption of alcohol is authorised on the premises from which it is sold. Common examples include hotels, taverns and restaurants.

(ii) Section 14 of the Act states:

"On any premises an on-licence (other than an on-licence endorsed under section 37 of the Act) is held for, the licensee—
(a) Can sell and supply alcohol for consumption there; and
Can let people consume alcohol".

(iii) Polices relating to on-licences also apply to:

a. BYO restaurants (endorsed under section 37 of the Act)
b. Caterers (endorsed under section 38 of the Act)

(b) Location of premises holding on-licences by reference to broad areas

(i) On-licences for new premises shall be limited to areas zoned Business under the Waitomo District Plan unless authorised by resource consent, and then subject to the following policies (c),(d),(e),(f),(g) and (h).

(c) Location of premises holding on-licences by reference to proximity to premises of a particular kind or kinds

(i) When considering a licence application for new premises the District Licensing Committee will have regard to the proximity of that proposed premise to other licensed premises where it considers this relevant.

(d) Location of premises holding on-licences by reference to proximity to facilities of a particular kind or kinds

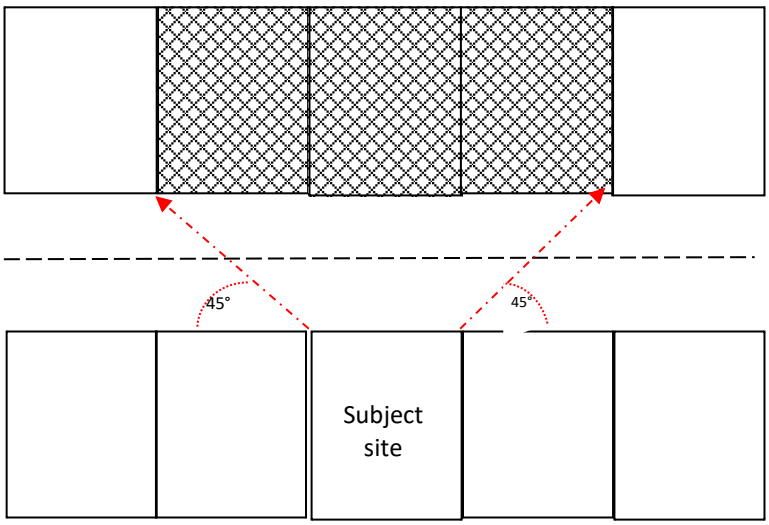
(i) In addition to (b) above, an on-licence will not be issued in respect of any new premises on any site where it directly borders any school, early childcare facility, or place of worship existing at the time the premises is established. "Directly borders" includes across any road from such facility, within a 45° arc as shown in figure one.

(ii) In cases where a resource consent has been issued to locate a premises in a non-commercial area as allowed in (b) above, the boundary of the site shall be a minimum

of 40 metres from the boundary of any school, early childcare facility, or place of worship existing at the time the premises is established.

(iii) Renewal of a licence shall be unaffected should a school, early childcare facility, or place of worship later move to a site which borders an existing licensed premise.

Figure One:



(e) Further issuing of on-licences in the District

(i) This policy does not cap the number of on-licence premises or restrict the issue of new licences, provided the other policy criteria are met.

(f) Maximum trading hours for premises holding on-licences

(i) No on-licence shall be issued or renewed for any hotel or tavern premises with hours that exceed the following (subject to sections 46 and 47 of the Act):

a. Monday to Sunday 9:00am to 2:00am the following day.
b. In the case of hotels, alcohol may be sold or supplied at any time to any guest residing on the premises.

(ii) Where a new hotel, tavern or other premises where the principal activity is the consumption of alcohol is proposed within 100 metres of any area zoned residential in the Waitomo District Plan, hours will not exceed the following:

a. Sunday to Thursday 9:00am to 10.30pm,
b. Friday and Saturday 9.00am to 12.00 midnight,
c. In the case of hotels, alcohol may be sold or supplied at anytime to any guest residing on the premises.

(iii) No on-licence shall be issued or renewed in respect of any restaurant or café premises with hours that exceed the following (subject to sections 46 and 47 of the Act):

a. Monday to Sunday 9.00am to 12.00 midnight.

(iv) Any outdoor dining area will not have hours that exceed 9.00am to 11.00pm. Outside of these hours the Public Places Liquor Control Bylaw restrictions shall apply to any premise within a liquor ban area.

(v) Any function centre or other premises not defined above will be subject to hours at the District Licensing Committee discretion but shall not exceed:

a. Monday to Sunday 9:00am to 2:00am the following day.

(g) Discretionary conditions of on-licences

(i) In accordance with section 110(1) and 117 the District Licensing Committee may impose discretionary conditions (in addition to those required by section 110(2)). These may include conditions related to the following, or any other reasonable condition:

a. Prohibited persons
b. Management of premises
c. People or kinds of people to be served
d. Low and non-alcoholic beverages
e. Transport options
f. Exclusion of the public

(h) One-way door restrictions

(i) A one-way door restriction of one-hour prior to maximum closing time may be applied on Thursday, Friday and Saturday nights to any hotel or tavern premises with a midnight or later closing time.

(ii) This condition may be applied to licences as they are issued or renewed.

2. Specific Policies - Off-Licence

(a) Introduction

(i) An off-licence premises is one where consumption of alcohol is authorised away from the premises on which it is sold. Common examples include supermarkets and bottle-stores.

(ii) Section 17 of the Act states:

"(1) On the premises an off-licence is held for, the licensee can sell alcohol for consumption somewhere else.

(2) While the premises an off-licence is held for are open for the sale of alcohol for consumption somewhere else, the licensee can also supply alcohol free, as a sample, for consumption on the premises."

(b) Location of premises holding off-licences by reference to broad areas

(i) Off-licences for new premises (excluding remote sellers endorsed pursuant to section 40 of the Act) shall be limited to areas zoned Business under the Waitomo District Plan unless authorised by resource consent.

(c) Location of premises holding off-licences by reference to proximity to premises of a particular kind or kinds

(ii) When considering a licence application for a new premises, the District Licensing Committee will have regard to the proximity of that proposed premises to other off-licensed premises where it considers this relevant.

(iii) Premises holding both an on-licence and off-licence shall ensure there is a separate point of sale and supply for the off licence if a totally separate area or premises is not practical.

(d) Location of premises holding off-licences by reference to proximity to facilities of a particular kind or kinds

(i) Within the Business zone, an off-licence will not be issued in respect of any premises not currently licensed where the site directly borders any school, early childcare facility or place of worship existing at the time the premises are established or when resource consent is applied for (whichever is earliest) unless it can be demonstrated to the reasonable satisfaction of the District Licensing Committee that the hours, alcohol related signage or operation of the premises as they relate to alcohol sales will not have a significant impact on those facilities. "Directly borders" includes across any road from such facility as shown in figure one.

(ii) Provided the Applicant demonstrates how the outcomes listed in 4.0(g) will be achieved the following shall be considered to have no significant impact:

- The hours of an off-licence where there is no external display of alcohol advertising; and
- The operation of an off-licence where the licensee implements an ID 25 policy.

(iii) Renewal of a licence shall be unaffected simply on the grounds that:

a. such a facility later moves to a site which borders an existing licensed premises; or
b. the facility already bordered the existing licensed premises.

(iv) When forming an opinion on amenity and good order, in relation to a new off-licence premises being licensed for the first time, the District Licensing Committee shall have regard to the proximity to a public park or reserve particularly where that park or reserve is within a liquor ban area prescribed by a bylaw and, if necessary, impose conditions set out in element 4.0(g).

Advice Note:
For the purposes of 4.0(d)(i) "business zone" means business land zoned in the Waitomo District Plan (or subsequent District Plan) at the time of the relevant off-licence application is determined.

(e) Further issuing of off-licences in the District

(i) This policy does not cap the number of off-licence premises or restrict the issue of new licences, provided the other policy criteria are met.

(f) Maximum trading hours for premises holding off-licences

(i) No off-licence shall be issued or renewed with trading hours that exceed Monday to Sunday 7.00am to 10.00pm (subject to section 48).

(g) Discretionary conditions of off-licences

(i) In accordance with sections 116(1) and 117 the District Licensing Committee may impose discretionary conditions in relation to the following matters (in addition to those required by section 116(2)) or any other reasonable condition:

a. Prohibited persons
b. People or kinds of people to be served
c. Kinds of alcohol to be sold
d. Display of nationally consistent safe drinking messages and material
e. Application of Crime Prevention Through Environmental Design (CPTED) principles to achieve the following outcomes:

Closed-circuit television (CCTV)

- CCTV being installed in suitable locations to monitor vulnerable areas (areas which are not easily or not continuously monitored by staff).
- Customers being made aware of the CCTV systems.

Lighting

- Internal lighting inside the premises to enable passive surveillance by staff and active surveillance by CCTV.
- Lighting to allow customers to be seen as they enter the premises.
- Lighting to allow staff to check identification.
- External areas such as car parks and loading bays being well lit, subject to the requirements of any resource consent or a district plan rule.

Internal Layout

- General points of sale to be positioned near the main entrance.

Staff

- Relevant staff understanding how to operate the CCTV system.
- There being sufficient numbers of staff to ensure control of the premises during trading hours.

f. At least 50% of any store front glazing shall be transparent, consistent with CPTED guidelines and no more than 30% of the external area of any side of the premises may contain alcohol related signage or advertising, excluding the company name.

g. External signage must comply with the signage requirements outlined in the Waitomo District Council District Plan.

3. Specific Policies – Club-Licence

(a) Introduction

(i) A club is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or is a body corporate whose object is not for gain; or holds permanent club charter.

(ii) Section 21 of the Act states:

"On the premises a club-licence is held for, the licensee can sell and supply alcohol to authorised customers (within the meaning of section 60(3)), for consumption there."

"authorised customer, in relation to premises a club-licence is held for, means a person who—

(a) is a member of the club concerned; or
(b) is on the premises at the invitation of, and is accompanied by, a member of the club concerned; or
(c) is an authorised visitor"

(b) Location of premises holding club-licences by reference to broad areas

(i) New licensed club premises should be in close proximity to the sports grounds or other facilities used by the club, if relevant.

(c) Location of premises holding club-licences by reference to proximity to premises of a particular kind or kinds

(i) When considering an application for a club licence for new premises, the District Licensing Committee will have regard to the proximity of the proposed new premises to any other licensed premises.

(d) Location of premises holding club-licences by reference to proximity to facilities of a particular kind or kinds

(i) When considering an application for a club licence for new premises, the District Licensing Committee will have regard to the proximity of the proposed new premises to any school, early childcare facility, place of worship or residential area.

(e) Further issuing of club-licences in the District

(i) This policy does not cap the number of club licence premises or restrict the issue of new licences, provided the other policy criteria are met.

(f) Maximum trading hours for premises holding club-licences

(i) The District Licensing Committee will have regard to the days and hours of operation and the type of activities undertaken by the club in setting club hours.

(ii) No club-licence shall be issued or renewed with hours that exceed the following:

a. Monday to Sunday 9.00am to 1.00am the following day (Subject to section 46 of the Act)

(g) Discretionary conditions of club-licences

(i) In accordance with section 110(1) of the Act the District Licensing Committee may impose discretionary conditions regarding the following matters, in addition to those required by section 110(2):
a. Prohibited persons
b. Management of premises
c. People or kinds of people to be served
d. Low and none alcoholic beverages
e. Transport options
f. Exclusion of the public

(h) One-way door restrictions relating to club-licences

(i) The District Licensing Committee may impose a one-way door condition on any licence where it believes this is warranted. The one-way door restriction shall not apply any earlier than two hours before the normal closing time of the premises.

(ii) This condition may be added to a licence at the time of issue or renewal.

4. Specific Policies - Special Licences

(a) Introduction

(i) Special licences allow the sale and consumption of alcohol at events or occasions on premises that are unlicensed, or premises that would be outside their normal licence conditions. They can permit on site or off site sales, and are in force for the date and time of the event only.

(ii) "Event includes an occasion and a gathering, and any of a series of events".

(b) Maximum trading hours for premises holding special licences

(i) Special licences for premises that are not otherwise licensed will not be issued beyond 1.00am except in exceptional circumstances as determined by the District Licensing Committee.

(ii) Where the applicant for a special licence already holds an on-licence, off-licence or club licence with the maximum hours permitted for that type of licence under this policy, a special licence with greater hours will only be issued in exceptional circumstances as determined by the District Licensing Committee.

(c) Discretionary conditions of special licences

(i) In accordance with sections 146 and 147(1) the District Licensing Committee may impose discretionary conditions regarding the following matters, in addition to those required by section 147(3):

a. Sale and supply to prohibited persons
b. People or kinds of people to be served
c. The kind or kinds of alcohol that may be sold or delivered
d. The provision of food for consumption on the premises
e. The provision of low and non-alcoholic beverages
f. The provision of information relating to transport options
g. Exclusion of the public
h. Restricting the types of containers used for sale or supply
i. The filing of returns
j. Conditions of a kind subject to which a licence may be issued under section 110 (on or club licence) or 116 (off licence)
k. Any reasonable condition not inconsistent with the Act.

(d) One-way door restrictions

(i) The licensing committee may impose a one-way door condition on any licence where it believes this is warranted. The one-way door restriction shall not apply any earlier than two hours before the normal closing time of the premises, or in the case of a special licence no earlier than two hours prior to the conclusion of the event.

5. Temporary Authorities

5.1. All temporary authority applications will be passed to the Police to give them an opportunity to inquire into the application.

5.2. Pursuant to section 136(4)(c) every temporary authority will be subject to a condition that no second or subsequent temporary authorities will be issued in respect of the same premises and licensee unless a full licence application has already been filed, or, in exceptional circumstances, with the prior approval of the Secretary of the Licensing Committee.

SCHEDULE 1 | MAP OF WAITOMO DISTRICT



DLC Information Sheet

Date: 19 October 2026

Doc No: 1011580

Subject: **District Licensing Committee Roles: Information for Elected Members**

Purpose

This information sheet summarises the main tasks of the District Licensing Committee (DLC) Chairperson, Deputy Chairperson and list members, and what is involved in terms of time, fees and training. It supports the business paper on the reappointment of the Waitomo DLC. DLC appointees are statutory appointees under the Sale and Supply of Alcohol Act 2012 (the Act), not employees of Council.

Chairperson (Commissioner) and Deputy Chairperson

The Chairperson is an independent Commissioner. A Deputy Chairperson must be an Elected Member and acts in place of the Chairperson when the Chairperson is unable to act (section 189(3)). At other times the Deputy usually sits as a member. When acting as Chairperson, the main tasks are to:

- chair DLC hearings and manage them fairly, with regard to tikanga Māori and te reo Māori and without unnecessary formality
- decide unopposed applications on the papers, promptly and having regard to the information provided
- lead the panel's deliberations and write, or oversee the writing of, reasoned decisions
- make sure the DLC follows the Act and its own hearing procedures (section 203A)
- work with the DLC Secretary on hearing schedules, training needs and improvements to process, while keeping the Committee's decisions independent.

List members

List members are approved by Council under section 192 of the Act. The main tasks are to:

- sit on hearing panels with the Chairperson when asked, and indicate availability ahead of proposed hearing dates
- read the application, reports from the Police, Medical Officer of Health and Licensing Inspector, and any objections before the hearing
- take part in the hearing, deliberations and decision, and help the Chairperson draft decisions where needed
- keep application files and information confidential and secure
- declare any conflict of interest to the DLC Secretary as soon as it arises.

Time commitment, fees and support

- Time commitment: a small number of hearings a year, plus reading time and the occasional pre-hearing meeting. In 2025/26 the Waitomo DLC decided around 97 applications (one new club licence, 15 licence renewals, 17 new managers' certificates, 34 managers' certificate renewals and 30 special licences) and held four full public hearings. A hearing on a manager's certificate or special licence usually takes about half a day, and a hearing on an on, off or club licence one to two days. Most applications are unopposed and decided by the Chairperson on the papers. There were 37 active licences in the district at 30 June 2026 (12 on-licences, 11 off-licences and 14 club licences).
- Fees are set by the Minister of Justice under the Cabinet Fees Framework: $408 a day, or $51 an hour for part days, for members, and $624 a day, or $78 an hour for part days, for the Chairperson. Reasonable expenses are also reimbursed.
- Appointments are for up to five years. The new term runs from 30 November 2026 to 29 November 2031.
- Induction and training are provided before sitting on hearings.

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Document ID: 1010424

Report To: Council

Meeting Date: 27 October 2026

Subject: **Co-Lab Annual Report 2025/26**

Type: Information Only

Author(s): Tina Hitchen
Chief Financial Officer

1 Purpose of Report

1.1 The purpose of this business paper is to present the Annual Report for 2025/26 for Co-Lab, the Council's Controlled Organisation.

2 Suggested Resolutions

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

1 The business paper on the Co-Lab 2025/26 Annual Report be received.

3 Background

3.1 Co-Lab is a Council Controlled Organisation (CCO) owned equally by 12 local authorities across the Waikato and Bay of Plenty region to provide and develop shared services and joint procurement arrangements and develop opportunities that create value to councils.

3.2 The Local Government Act 2002 requires the Board of a CCO to complete and deliver an annual report on the organisation's operations to the shareholder within three months of the end of the financial year.

3.3 The Independent Auditors Report is included within the Annual Report. It notes that the audit was completed on 25 September 2026.

3.4 Enclosed separately, and forming part of this business paper, is a copy of the Co-Lab Annual Report for the year ended 30 June 2026.

4 Commentary

4.1 The financial performance for the year ended 30 June 2026 resulted in a surplus of $354,000 compared to a budgeted surplus of $177,000.

$000's	2026 Actual	2026 Budget	2025 Actual
Total revenue	15,044	13,819	9,718
Total operating expenditure	14,690	13,642	9,793
Net surplus/(deficit) before tax	**354**	**177**	**(75)**

4.2 Total Revenue increased by 55% to $15.04 million reflecting increased activity across Co-Lab's services and projects. In the prior year, members charges were reduced by utilising accumulated cash reserves on a one-off basis. This did not continue in 2026 resulting in higher member charges of $4.4 million, an increase of $1.4 million. Revenue also increased with the commencement of Co-Lab Building Services and RIMU (Road Infrastructure Measurement and Use) during the year, together with increased sampling and analysis activity within Water Services.

4.3 Expenditure was also more than forecast due to the introduction of the Co-Lab Building Services and RIMU. Additional costs also incurred with higher Water Services activity, cyclical data collection for RATA and further expenditure on the Waikato Regional Transport Model as the model build increased. Personnel costs were also higher than budget, reflecting additional resourcing required to support new services.

4.4 Explanations of major variances against budget are provided on page 28 of the annual report.

4.5 Total equity of the company increased to $2.05 million at 30 June 2026, reflecting the reported surplus. Total assets at 30 June 2026 were $10.6 million compared to $6.2 million for the prior year, the most significant item being cash and cash equivalents at year end of which $4.97 million relating to funds held on behalf of a related party – Waikato Waters Limited.

NON-FINANCIAL RESULTS

4.6 The report provides an update on the progress during the year on several joint initiatives and projects, including the establishment of Waikato Waters Ltd entity and supporting the regional transition delivery and the launch of RIMU, a new national road condition data service in partnership with NZTA's Road Efficiency Group. Further commentary and updates on opportunity development projects and shared services are provided on pages 2 through to 7 of the report.

4.7 Co-Lab continues to deliver a number of mutually beneficial outcomes for its shareholders. The performance against the targets incorporated into the Statement of Intent for 2025/26, is detailed on pages 7.

4.8 The Annual Shareholder Survey for 2025/26 provided a stakeholder satisfaction score of 85% which exceeded the 80% performance target.

4.9 Of the eight measures, one measure relating to staff turnover being less than 15% was not achieved. These non-financial measures and results were also disclosed as part of Council's Annual Report 2025/26.

5 Attachments/Separate Enclosures

Separate Enclosure:

1 Co-Lab 2025/26 Annual Report Doc 101023

Document ID: 1010455

Report To: Council

Meeting Date: 27 October 2026

Subject: **Waikato Waters Limited Annual Report 2025-26**

Type: Information Only

Author(s): Tina Hitchen
Chief Financial Officer

1 Purpose of Report

1.1 The purpose of this business paper is present the Annual Report 2025/26 for Waikato Waters Limited, the Council's Controlled Organisation (CCO).

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 Waikato Waters Limited 2025/26 Annual Report be received.

3 Background

3.1 Waikato Waters Limited (WWL) is a Council Controlled Organisation (CCO) jointly owned by six local authorities across the Waikato region. It was established to provide water and wastewater services that are safe, reliable and resilient and comply with all applicable regulatory requirements. WWL was incorporated on 24 July 2025, and this Annual Report covers the period from the incorporation to 30 June 2026, prior to the start of operations on 1 July 2026.

3.2 The company will provide services across the greater Waikato region from Mōkau in the south to Pāeroa and Waihī in the north and the Waikato region south and west of Hamilton. The company will be responsible for 50,000 connections, 60 treatment plants and 2,300 km of pipes.

3.3 The Local Government Act 2002 (LGA) requires the Board of a CCO to complete and deliver an annual report on the organisation's operations to the shareholder within three months of the end of the financial year.

3.4 The Independent Auditors Report is included within the Annual Report. It notes that the audit was completed on 30 September 2026.

3.5 Enclosed separately, and forming part of this business paper, is a copy of the Waikato Waters Limited Annual Report for the year ended 30 June 2026.

4 Commentary

4.1 The financial performance for the year ended 30 June 2026 resulted in a deficit of $18.5 million compared to a budgeted deficit of $16.5 million. This result reflects the company's establishment phase activities prior to the commencement of the water service operations and the transfer of the water service assets and operations from the participating Councils.

4.2 Total operating expenditure of $18.2 million was recognised for the year with contractors making up the largest spend of $12.8 million, followed by implementation and set up costs of $2.1 million and consultants of $1.5 million. Operating expenditure was $1.6m more than budget for governance, legal costs and systems and technologies required in the establishment of the organisation.

4.3 Expenditure included additional personnel costs of $153,000 which was not budgeted for as the assumption was that contractors would be used. However, early starters were on-boarded to prepare for the transition from establishment to business as usual.

4.4 Explanations of major variances against budget are provided on page 76 of the annual report.

4.5 Total equity of the company was $19 million deficit at 30 June 2026, reflecting the reported deficit for 2025/26 and an additional $558,000 of costs incurred prior to the incorporation of the company. Total assets at 30 June 2026 were $6.8 million, consisting of $5 million in cash and cash equivalents held by Co-Lab on behalf the company, and $1 million in property, plant and equipment.

4.6 Borrowings of $22.4 million includes $21.9 million of the establishment loan advanced by the six Councils to provide working capital for the establishment and transition activities prior to the commencement of operations. This loan was repaid in accordance with the agreed funding arrangements on 1 July 2026, once transfer of water service assets and operations commenced.

NON-FINANCIAL RESULTS

4.7 In July 2025, the Board adopted an Establishment Plan which provided a roadmap for establishing the organisation, transferring staff and services, implementing systems and processes and to ensure operational readiness from 1 July 2026. These five strategic outcomes are defined as financial sustainability, leading workforce, customer focus, local influence and delivering on expectations. To deliver these five strategic outcomes, 8 workstreams were established. The functions and outcomes of these eight workstreams are provided in pages 16-41 in the report.

4.8 Of these outcomes, all have been either achieved or in progress. Several objectives set out in the initial plans are now not applicable. Stormwater management services agreement was not established as none of the shareholder councils elected to transfer their stormwater management services to the company. The data platform and reporting capabilities were initially planned to be in place from Day one however this was subsequently removed from the scope of deliverables.

4.9 Waikato Waters Limited, over the last 11 months have recruited 131 permanent staff, onboarded 300 suppliers, migrated over 61,000 council documents and artifacts, taken ownership of 34 active infrastructure projects and was the first water organisation to secure LGFA funding.

5 Attachments/Separate Enclosures

Separate Enclosures:

1 Waikato Waters Limited Annual Report 2025/26 (Doc# 1010242)

Document ID: 1011060

Report To: Council

Meeting Date: 27 October 2026

Subject: **Progress Report – Development of Long Term Plan 2027-2037**

Type: Information Only

Author(s): Rajeshwari Mahadevappa
Policy Advisor

Charmaine Ellery
Manager Strategy and Policy

1 Purpose of Report

1.1 The purpose of this business paper is to document progress on the development of Council's Long Term Plan 2027-2037 to date.

Note: The sections of this paper in red font (Sections 12 to 14) are the additions since the September progress report to Council.

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 Progress Report – Development of Long Term Plan 2027-2037 be received.

3 Disclosure

3.1 It is important to note that no decisions are made by the Council at workshops.

3.2 These Long Term Plan (LTP) workshops are solely for the purpose of enabling the Council to be fully informed of issues and options, and for Council to provide guidance, feedback, and make requests to the Chief Executive.

3.3 Council's guidance, feedback and requests made at these workshops cannot become Council's position/policy unless they are adopted by formal resolution at a Council meeting.

3.4 Council adopting this progress report does not mean Council is adopting a position. This paper is solely to document the progress of the LTP development process to date. It will also give an indication that staff and Elected Members have a similar view of the outcomes of LTP workshops.

4 Introduction

4.1 In developing a LTP there are three separate stages.

STAGE 1 – PRELIMINARY DRAFT

4.2 A preliminary draft LTP (pdLTP) is an inhouse set of "working" documents, developed overtime on the basis of inhouse desktop reviews and Council's feedback and guidance. This stage of the process often takes over a year and includes many Council workshops.

4.3 A pdLTP has no formal status. A significant amount of a pdLTP content, while prepared by WDC staff on the basis of feedback and requests of Council through many workshops, is not formally approved/adopted by the Council at this early stage of the process as it will continue to be evaluated until such time as Council adopts supporting information and a draft LTP.

4.4 A pdLTP brings together all the information where Council can then see a "big picture" including financial implications. This enables the Council to make an informed request of the Chief Executive as to the content to be included in a draft LTP to be presented to Council for consideration and adoption.

STAGE 2 – DRAFT

4.5 A draft LTP (dLTP) is formally adopted by Council resolution two times. The first is to adopt the dLTP for audit purposes (this is a legal requirement). Once the dLTP has been audited, Council then adopts it for public consultation.

4.6 Public consultation includes Council receiving submissions and hearing submitters speak to their submissions, deliberating on submissions and, if necessary, amending the dLTP to reflect the submission deliberations.

4.7 If amendments are made to the dLTP following the consultation process, the auditors will carry out a further audit of those changes prior to issuing their audit opinion and Council adopting the final LTP.

STAGE 3 – FINAL

4.8 This is the finalised LTP adopted by Council.

5 Commentary

5.1 The following LTP Workshop sections of this paper set out what business was on each Workshop Order Paper and the feedback/direction and requests (if any) made by Council to the Chief Executive at each workshop.

5.2 The Schedule section at the end of this paper sets out progress against the key milestones and indicative timeline for development of the LTP as approved by Council at its meeting on 23 March 2026.

6 LTP Workshop #1 – 10 March 2026

ORDER PAPER ITEMS

1. Awakino Transfer Station – Relocation Proposal
2. Development of the 2026/27 Draft Financial Forecasts
3. Development of Draft Annual Plan 2026/27
4. 2027-2037 Long Term Plan - Development Process and Timeframes

6.1 Items 1-3 are not LTP related.

6.2 Item 4 was a briefing on the LTP development process and indicative timeline.

COUNCIL RESOLUTION

6.3 Council at its meeting on 24 March 2026 considered a business paper providing an overview of the work programme for the Long Term Plan 2027-2037 Project and resolved as follows:

1. The business paper on Long Term Plan 2027-2037 Development Process and Timeframes be received.

2. The key milestones and indicative timeframes for the development of LTP 2027-2037 be approved.

6.4 The approved key milestones and indicative timeframes as approved by Council are included in the Schedule at the end of this paper together with a commentary on progress against the milestones.

7 LTP Workshop #2 – 14 April 2026

ORDER PAPER ITEM

1. Development of 2027-2037 Long Term Plan

7.1 This workshop covered context setting including focus areas, Council's vision, community outcomes and pre-engagement topics.

7.2 Council was advised that these will continue to be evaluated as we progress through the development of the LTP.

Direction Sought – 14 April 2026 Workshop	**Council Direction:**
<u>Council's Vision</u> 1. Does our vision still reflect the intent of Council? 2. Could it progress to the next phase? 3. Need to make sure we are happy with the Te Reo version.	 Yes Stay as is Discussion - come back with confirmation
<u>Community Outcomes</u> 4. Is there anything missing in our existing outcomes, do we need to make any changes or add any additional ones?	 1. Change 'enable' add 'core services' 2. No change 3. Needs to only cover our area of influence 4. No change
<u>Focus Areas</u> 5. What should Council's focus be for the next 3 years? *Progression could be: grow relationships, working/delivering through change, add resilience?*	 Same focus/priority areas 1. Add 'grow' focus local and regional 2. Change 'ready' prepared/adapting are good 3. Add 'efficiency'
<u>Engagement</u> 6. Any topics for pre-engagement? • Dog exercise park • Les Munro Centre revamp • Others?	 Yes Possibly No others
<u>Theme of LTP</u> 7. What should the LTP theme be? *Referred to by sector as "Transition LTP"*	 Exec team to decide – will confirm

8 LTP Workshop #3 – 5 May 2026

ORDER PAPER ITEMS

1. Infrastructure and Water Services Strategies

2. 2027-2037 Land Transport Activity Management Plan
3. Review of Non-Financial Forecasting Assumptions
4. Review of Performance Measurement Framework
5. LTP Strategic Direction 2027-2037 LTP

INFRASTRUCTURE AND WATER SERVICES STRATEGIES

8.1 Council was presented by PowerPoint Presentation with key areas of the strategies for information and discussion.

Direction Sought – 5 May 2026 Workshop	Council Direction:
1. Does Council agree with the approach for LTP 2027-37 population projections using a starting point for Waitomo district of 9950 (ERP 2025, StatsNZ) and applying previous trends from Infometrics WDC Population Report 2022?	Yes – this results in a medium growth population trend, the same approach can be applied to household and age projections.

2027-2037 LAND TRANSPORT ACTIVITY MANAGEMENT PLAN (LEVELS OF SERVICE)

8.2 Council was introduced to and asked for feedback on the preparation of the draft 2027–2030 Roads and Footpaths Activity Management Plan (AMP), where the priorities sit, identify any potential impacts on Levels of Service, and any areas of concern ahead of WDC's first funding bid to the New Zealand Transport Agency (NZTA).

Direction Sought – 5 May 2026 Workshop	Council Direction:
<u>Levels of Service</u> 1. Indicate appetite to hold current LOS where affordable — or signal where you would consider trade-offs.	Refer Notes from 4 August 2026 Workshop
<u>Funding ask Direction</u> 2. Indicate appetite to hold current LOS where affordable — or signal where you would consider trade-offs.	
<u>Bridge Programme</u> 3. Direction on the bridge "bow wave" approach and the Paraheka #254 renewal profile.	
<u>Stormwater Approach</u> 4. Direction on BAU Year 1 within current envelope, with a Year 2+ intervention review.	
<u>Areas of Concern</u> 5. EM-flagged issues we should make sure are visible in the AMP and bid narrative.	

NON-FINANCIAL FORECASTING ASSUMPTIONS

8.3 Non-financial assumptions will continue to be evaluated as we progress through the development of the LTP, changes will be workshopped as required. The draft assumptions are one of the supporting documents that will be included with the consultation process in April 2027 with the final version being adopted at the June 2027 Council meeting immediately prior to the adoption of the LTP 2027-2037.

PERFORMANCE MEASURE FRAMEWORK

8.4 Elected members were invited to consider the existing performance measures (as seen on pages 20 – 63 of the LTP 2024-34 and the regular Quarterly Report: Key Performance Indicators reported to Audit and Risk Committee) and give feedback to officers prior to discussions beginning with activity managers.

8.5 Performance measurement will be discussed in more detail with elected members later in the year, with measures and targets agreed upon for inclusion in the LTP 2027-37.

STRATEGIC DIRECTION

8.6 Following the Workshop #2 on 14 April 2026, revised versions of the proposed Vision Statement and Community Outcomes were presented for further discussion.

9 LTP Workshop #4 – 28 July 2026

ORDER PAPER ITEMS

1. Review of Financial Forecasting Assumptions
2. Revenue and Financing Policy and Rating Considerations for LTP 2027-2037

FINANCIAL FORECASTING ASSUMPTIONS

9.1 Council was briefed on a initial desktop review of the Financial Forecasting Assumptions for the LTP, noting that this will continue to be evaluated as we progress through the development of the LTP.

REVENUE AND FINANCING POLICY

9.2 Council noted that the 'core' of the Revenue and Financing Policy (RFP) has proven robust and generally fit for purpose. Parts of the RFP have been updated in the past two years, primarily to ensure that the continued to be align with changes arising from transfer of water and wastewater assets.

9.3 Council was advised that this Policy will also continue to be evaluated as we progress through the development of the LTP.

Direction Sought – 28 July 2026 Workshop	Council Direction:
1. Council's feedback is sought on whether there are any areas of the RFP that Council wishes to review or provide direction on.	Review cost of damage to roads from forestry operations and also damage to Taharoa Road from mining activity.

10 LTP Workshop #5 – 4 August 2026

ORDER PAPER ITEMS

1. Review of Financial Strategy
2. Review of Rates Remission Policy
3. Review of Significance and Engagement Policy
4. Roads and Footpaths – Levels of Service - Asset Management Plan 2027–37
5. Stormwater – Levels of Service - Asset Management Plan 2027–37
6. Water Services Strategy 2027-2057

FINANCIAL STRATEGY

Direction Sought – 4 August 2026 Workshop	Council Direction:
1. Rates Affordability: Indication of rates increase appetite for first two years of LTP?	As close to CPI as possible.

Direction Sought – 4 August 2026 Workshop	Council Direction:
2. Funding for Asset Replacement: Support continued under-funded component of renewals on selected assets?	No change - continue partial funding of depreciation.
3. Borrowing for Opex: Support borrowing for opex where benefit accrues for a number of years?	Support where benefit accrues for a number of years.
4. Financial Reserves: Support continued use of reserves to smooth rates and fund specific expenditure?	Support continued use of reserves to smooth rates and fund specific expenditure.
5. Securities and Return on Investment: Target rate of return	No change – i.e. No return on shareholders funds

RATES REMISSION POLICY

10.1 Council was provided an overview of the Policy on Remission of Rates (including Remissions and Postponements of Rates on Māori Freehold Land (RRP) for the 2027–37 Long Term Plan and seeking feedback on proposed amendments.

Direction Sought – 4 August 2026 Workshop	Council Direction:
2. Amendment of the calculation for payment arrangements under the penalty remission category.	Yes
3. Removal of the category for remission of rates and penalties following rating sale or abandoned land sale.	Yes
4. Any other suggested changes.	Work with Waikato Waters Ltd on their Waiver Policy and staff to advise Piopio Retirement Village when the Waikato Waters Ltd policy is out for consultation.

SIGNIFICANCE AND ENGAGEMENT POLICY

10.2 Council was presented a draft Significance and Engagement Policy (SEP) 2027 and asked for feedback the draft Policy.

Direction Sought – 4 August 2026 Workshop	Council Direction:
1. Feedback is sought on the financial thresholds for operational and capital expenditure.	Reduce Operation to 7.5% Reduce Capital to 1%
2. Feedback is sought on the approach to significant contracts for stormwater.	Yes – update clear only applied to stormwater
3. Council's feedback is sought on whether there are any areas of the SEP that Council wishes to review or provide direction on.	Remove Refuse Transfer Station Network from Strategic Assets

ROADS AND FOOTPATHS – LEVELS OF SERVICE - ASSET MANAGEMENT PLAN 2027–37

10.3 Council was introduced to and asked for feedback on issues relating to the level of service for Roads and Footpaths to inform the Asset Management Plan (AMP) for the period 1 July 2027 to 30 June 2037.

Direction Sought – 4 August 2026 Workshop	Council Direction:
1. Structures and Bridges	Further information requested on –

Direction Sought – 4 August 2026 Workshop	Council Direction:
• 174 structures – average age 48.2 years against 50.0 years remaining life; 65.5% single-lane and most critical • $36.41M renewal need across 29 structures to 2056 – 66% falls from 2045 onward Response • Increased structures maintenance and component replacement – $2.5M urgent defect backlog targeted in the first three years • Bridge condition prioritisation review completed (results to follow); 2026 revaluation in progress	• Weight restrictions on bridges/culverts • Bridge maintenance
2. <u>Adverse Weather</u> • 2022–24 events (including ex-tropical Cyclone Dovi) cost approx. $18.4M in emergency works • July 2025 storm – $9.73M; October 2025 storm – $11.2M; Kopaki Road underslip weekly-monitored Response • Resilience works – benching, culvert capacity, raising road levels, erosion protection; drainage investment more than doubles • Culvert criticality register and ARI-by-road-classification design standard in development	OK with response.
3. <u>Cost Increase</u> • Programme approx. 13% larger than 2024–27 – almost all mechanical (5% p.a. cost escalation from 2030/31) • FAR unchanged at 75% – Council's 25% local share grows in step, against the 6% rates cap Response • Hold the line – no change to current levels of service proposed • Funding strategy and proposed budgets to a subsequent workshop; contract rates monitored against the 5% assumption	OK with response.
4. <u>Sealed Roads</u> • Smooth Travel Exposure down from 97% (2015/16) to 90% (2024/25); 11.5% of the network now rough/very rough • Seal-age backlog – 23.9% of seals 15+ years old; former 32km/yr resurfacing target missed for several years Response • Heavy maintenance continues; resurfacing rises by around 30% – recovery programme of 35–40km per annum • Rehabilitation eases by around 38% – held at 3–4km per annum	Further information requested on forestry harvest plans, discussions with foresters and impact on road network.
5. <u>Levels of Service</u> • Hold current levels of service within the 6% cap, or change them?	Hold current levels of service. 6% cap not relevant because related to last LTP

STORMWATER – LEVELS OF SERVICE - ASSET MANAGEMENT PLAN 2027–37

10.4 Council was introduced to and asked for feedback issues relating to the level of service for the Stormwater Activity to inform the Asset Management Plan (AMP) for the period 1 July 2027 to 30 June 2037.

Direction Sought – 4 August 2026 Workshop	Council Direction:
1. Resource Consent Compliance • Consents for Te Kūiti and the smaller towns (eight urban areas) all expired 1 July 2024 – over two years ago • Council records conflict on renewal status – completed and under WRC review, or awaiting a consultant draft [TBC] Response • Resolve the status with Waikato Regional Council as the first priority; report back with any new conditions • Consent renewal is one of three CSDC Implementation Plan priorities for 2027/28–2030/31	OK with response.
2. Declining Level of Service • Flooding events – 2 (2022/23) then 1 (2023/24), against a target of zero • Habitable floors flooded – 5.3 then 6.2 per 1,000 against a target of 1; complaints 6.04 then 6.6 against 4 Response • Confirm the LOS direction – invest to targets, revise targets, or set different standards by town • The 2024 catchment management plans provide the ready-made project list	OK with response.
3. Ageing Network, Unknown Condition • Condition confidence graded 'D' (very uncertain) in the 2021 AMP – still no district-wide assessment • Most 2021 improvement items remain open; customer survey last run 2011/12; renewals smoothed (~$120k a year at 2020) Response • Commission the condition assessment and repeat the customer survey early in 2027–37 • Reset the improvement programme with owners and dates in the new AMP	OK with response.
4. Climate Change and Design Capacity • 1-in-2-year minimum design since at least 2007 – flagged as modest at the 2020 review; below what NZTA expects for a main town • No comprehensive model – the capacity picture rests on 2012 catchment assessments; erosion risk rising at coastal outlets Response	OK with response.

Direction Sought – 4 August 2026 Workshop	Council Direction:
• Complete the CSDC-committed comprehensive modelling; bring back a costed design-standard choice • Align with roading's drainage standards work – the networks overlap (catchpits need reconciling)	
Levels of Service • Invest to meet the 2021 targets, revise them, or set different standards by town? • Is a 1-in-2-year design storm adequate – and for which towns? • Should direct residential connections remain prohibited? • Are overland and secondary flow paths acceptable in residential areas? • Status quo for the smaller townships? • Increase renewals funding ahead of need?	Further information requested on ownership/responsibility of opens drains on private property.

WATER SERVICES STRATEGY 2027-2057

10.5 Council was introduced to and asked for feedback the preparation of the draft Water Services Strategy for Stormwater.

10.6 Development of the document will progress during the LTP project.

10.7 The stormwater modelling will be presented to Council in the future once further in the field assessment and modelling has been completed.

10.8 Levels of service that can be achieved are dependent on the option/s chosen for the current FY stormwater improvements and the future investment options.

10.9 Business cases for LTP projects will be presented in October workshop for evaluation.

11 LTP Workshop #6 – 18 August 2026

ORDER PAPER ITEMS

1. Levels of Service – Regulation/Resource Management
2. Levels of Service – Solid Waste
3. Levels of Service – Community and Partnerships
4. Draft Public Amenities Bylaw

11.1 This workshop covered direction sought from WDC staff on levels of service and an introduction to the review of the Draft Public Amenities Bylaw.

LEVELS OF SERVICE – REGULATION/RESOURCE MANAGEMENT

Direction Sought – 18 August 2026 Workshop	Council Direction:
1. Does Council support, in principle, replacing the current Animal Control KPI with a measure based on the timeliness and effectiveness of responding to animal control service requests, with the detailed methodology and targets to be developed by officers for future consideration?	Yes – move to a Service Request based measure, but keep the Survey question as well.

LEVELS OF SERVICE – SOLID WASTE

Direction Sought – 18 August 2026 Workshop	Council Direction:
1. Does the Council approve the necessary upgrades to Te Kuiti Transfer Station and roading? These will be included in the capital carry overs from 2025/26.	Yes. Fund from Waste Minimisation fund where possible.
2. Does the Council support the renewal of fencing, shelter and signage at all Transfer Stations in the district?	Yes
3. Is our level of service at all rural transfer station appropriate?	Yes Investigate mitigation options for illegal dumping at Marokopa Transfer Station. (Revenue compared to waste volume shows a problem) – waste dumped over fence into Transfer Station when site is closed)
4. Does Council support joint SWAP survey to be conducted with Otorohanga District Council in 2027?	Yes
5. Does Council agree to delay the purchase of wheelie bin till 2035?	Yes *(noting that a lot will change n the loval government sector between now and then).*
7. Does Council support the renewal of litter bins in the district over the next 10 years?	Yes. When required only
8. Does Council support the continuation of funding recycling bins in Council public events to increase waste diversion rate?	Yes
9. Does Council support to increase education and awareness on waste minimisation and provide more resources?	Can it be funded from the Waste Minimisation subsidy? - Yes Balance at June 2025 - $300k Bring resource requirement back to Council for consideration.
10. Does Council support the proposed solid waste milestones?	Yes
11. Are the performance targets of 90% for transfer station and 80% for overall satisfaction appropriate?	Change Te Kūiti Transfer Station to 85% Change all other Transfer Stations to 80% Overall Satisfaction to stay at 80% - measure in survey – not a KPI

LEVELS OF SERVICE – COMMUNITY AND PARTNERSHIPS

Direction Sought – 18 August 2026 Workshop	Council Direction:
<u>Community Grants</u> 1. Does Council agree with reinstating the Hall Hire Subsidy Fund as a contestable grant, with a budget of $5,000 per annum, based on the criteria outlined above?	Yes – but take this $5,000 off the Multi-Year Community Partnership Grant budget of $220,000
2. Does Council approve transferring the annual Sport Waikato funding of $35,000 from the Multi-Year Community Partnership Grant budget to the Community Development operational budget?	Yes – noting it will still be up for review every 3 years as part of LTP development

Direction Sought – 18 August 2026 Workshop	Council Direction:
3. Subject to item 2 above, does Council agree to a total funding pool for the Multi-Year Community Partnership Grant of $185,000.	Revised as follows: Original budget $220,000 Less $5,000 (refer 1 above) -$5,000 Less $35,000 (refer 2 above) -$35,000 New Total $180,000
Youth Engagement 4. Does Council agree with continuation of the Rangatahi Engagement Plan model rather than a Youth Council?	Yes
District Events 5. Does Council support increasing the District Events budget from $76,500 to $85,000 per annum to recognise increasing event delivery costs and support the ongoing events programme?	Yes - emphasis on partnering with organisations to deliver
Waikato Screen 6. Does Council wish to continue the current approach of requiring Waikato Screen to apply for funding through the Community and Partnerships Fund; or Establish an ongoing operational budget for Waikato Screen outside of the Community and Partnerships Fund Policy?	Leave as a grant application
District Library 7. Does Council support the proposed strategic focus areas for the Library over the next three years? 1 Fostering Lifelong Learning 2 Strengthening Partnerships and Collaboration 3 Community Connections 4 Changing Perceptions	Cut to 3 focus areas (1, 2 and 3). Focus 4 "Changing Perceptions" will occur naturally as a result of Focus areas 1-3.

12 LTP Workshop #7 – 15 September 2026

ORDER PAPER ITEMS

1. Roads and Footpaths — Bridges and Structures
2. Roads and Footpaths — Forestry Harvest Traffic
3. Roads and Footpaths — No Exit Roads
4. Roads and Footpaths — Kopaki Road
5. Roads and Footpaths — Manganui Road
6. Roads and Footpaths — Tuariri Road Drainage
7. Draft Public Amenities Bylaw

ROADS AND FOOTPATHS — BRIDGES AND STRUCTURES: DELIVERY, MAINTENANCE AND FUNDING 2027–30

Direction Sought - 15 September 2026 Workshop	Council Direction:
1. Delivery Model Does Council support one Structures Works Package a year — tendered each autumn from the top of the prioritised list and sized to the funded line — with delivery reported to NZTA each quarter?	Yes

Direction Sought - 15 September 2026 Workshop	Council Direction:
2. Routine Care Does Council support a structure-by-structure routine care schedule in the road maintenance contract with Inframax, with post-flood debris clearance a standing instruction?	Yes
3. Funding Position Which option should staff take into the December 2026 bid? (A) Hold the draft (B) Fund the urgent and high-priority items (C) Add the culvert linings (D) The programme as listed	(A), (B) and (C)
4. Bridge Replacement Line Does Council want a bridge replacement line reinstated ($100,000–$350,000 a year) for investigations and the first replacements?	Further information requested. Detail of cost of investigation work required.
5. The Lining Programme If B, C or D, does Council support putting the eight-culvert lining programme to NZTA as a named line?	Yes
6. A Later Workshop Does Council want the level of service for little-used bridges brought to a later workshop?	Yes

ROADS AND FOOTPATHS — FORESTRY HARVEST TRAFFIC: PAVEMENT CONSUMPTION, ROAD MAINTENANCE AGREEMENTS AND THE FORESTRY DIFFERENTIAL

Direction Sought - 15 September 2026 Workshop	Council Direction:
1. Advance Notice Advance notice and a baseline. Does Council support staff seeking advance notice of every harvest and a joint condition survey before carting starts, with an agreement that defines the maintenance scope?	Yes
2. Consumption and recovery Does Council want the cost of maintaining harvest roads funded differently through 2027–37 Long Term Plan process?	Further information requested. Paper required setting out what arrangements are in place. Want, in writing, evidence that Forest Owners are committed to funding cost of maintaining/repairing harvest damage to WDC roads. Advise Forest Owners of Council's concern that if arrangements are not entered into, to protect WDC, Council may look to increase the differential.

ROADS AND FOOTPATHS — NO EXIT ROADS: WHERE GRADING STOPS, WHAT IT WOULD SAVE AND WHAT IT WOULD COST US

Direction Sought - 15 September 2026 Workshop	Council Direction:
1. Work it up, or leave it on file Does Council want staff to work up a level-of-service change on no-exit roads for consultation through the 2027–37 Long Term Plan or leave the analysis on file and make no change?	No change to LoS
2. The Rule and the Exceptions (if Council wants to progress) Does Council agree the stop point should be the last occupied dwelling? Do roads running into Otorohanga or Ruapehu District Councils continue to be maintained? Paper-road, conservation and forestry tails should be checked for other users before any change.	N/A
3. Consultation and Timing Staff would bring back reconciled figures and the neighbouring councils' experience before a paper is written for consultation through the Long Term Plan.	N/A

ROADS AND FOOTPATHS — KOPAKI ROAD: THE LANDSLIDE, THE OPTIONS AND WHERE THE DECISION SITS

Direction Sought - 15 September 2026 Workshop	Council Direction:
1. Price and Test 3A First Does Council support taking the next few weeks to receive Inframax's price and programme and put it to HD Geo for a view on stability, drainage, blasting and the landowner's track — before a recommendation is made — rather than recommending Option 2 (closure plus Pukerimu upgrades) now?	Further information required. Bring back to a Council Workshop when information is available from Inframax Construction Ltd.
2. The Feasibility Funding If 3a looks credible on price, is Council prepared to fund the geotechnical feasibility work locally, given NZTA declined it in April — and to reopen the funding conversation with NZTA on the cheaper option? Or does no NZTA funding for the feasibility mean no reinstatement? Estimated cost is under $20,000.	
3. Council's Threshold At roughly what cost of reinstatement would Council prefer to reinstate Kopaki Road rather than close it permanently and upgrade Pukerimu Road ($994,375)?	
4. The Light-Vehicle Variant Should the light-vehicle-only link (3b) be tested alongside the 3a work, or parked?	
5. Residents and Timing Communication with the four households and the logging operators is important once recommendations are approved. Would Council want the interim Pukerimu Road safety work programmed now, since the detour is in use whichever way this goes or shall we wait for the decision on the Kopaki Road options?	

ROADS AND FOOTPATHS — MANGANUI ROAD: RIVER DAMAGE, THE REALIGNMENT CONSENT AND THE RESILIENCE PROGRAMME

Direction Sought - 15 September 2026 Workshop	Council Direction:
1. Consent Strategy Does Council support staff pursuing one Waikato Regional Council consent for a permanent realignment of the river's low-flow channel, scoped as a staged corridor programme and starting with the two worst reaches (H1 and H2)?	Yes
2. The Planner First, and the Notification Risk Does Council agree that a planner's confirmation of activity status and notification path comes before design money is spent, and accept that the consent may be notified and take longer than the 2020 precedent?	Yes
3. Engagement Does Council support staff opening the conversation with iwi and mana whenua, the Department of Conservation and the adjoining landowners early — before lodgement?	Yes
4. The Interim Programme Does Council support road retreats wherever the corridor gives room, and clearing the under-slip backlog under the maintenance contract now (the work above the bed of the river; rock in the bed goes into the consent), designed to suit the future alignment, with the Bridge 128 work in this season's structures package?	Yes
5. Budget Home Which budget should carry the consent, design and construction — the storm recovery programmes, a resilience line in the 2027–30 bid, or maintenance. Does Council want an indicative allowance in the budget workshop before the fee schedule and construction estimate are known?	Budget category TBC Yes
6. Timing and Expectations Does Council accept the 2027/28 dry season as the realistic construction target, and how does it want the road's residents and users kept informed in the meantime?	Yes Communication through normal channels, information gathering phase currently.

ROADS AND FOOTPATHS — TUARIRI ROAD DRAINAGE

Direction Sought - 15 September 2026 Workshop	Council Direction:
1. Do nothing in the meantime Does Council support stopping the procurement, withdrawing the tender and doing nothing further on Tuariri Road drainage for now, with the $393,167 released to other drainage renewals?	Yes
2. Modelling only with the business park Does Council agree that the Mangaokewa Stream reach would be modelled — with Te Miro Water, for the road and the business park together — only if the business park comes back on the table?	Yes
3. Communication Does Council agree that staff should tell the road's residents and the Aero Club what has been decided and why?	Yes

DRAFT PUBLIC AMENITIES BYLAW

12.1 This workshop covered introduction to the review of the Draft Public Amenities Bylaw.

13 LTP Workshop #8 – 28 September 2026

ORDER PAPER ITEMS

1. Risk Management and Mitigation Review (Not part of LTP development)
2. Levels of Service: Community Facilities
3. Levels of Service: Housing and Other Property
4. Levels of Service: Parks, Reserves and Sports Grounds
5. Levels of Service: Public Facilities
6. Levels of Service: Digital Services

LEVELS OF SERVICE: COMMUNITY FACILITIES

Direction Sought - 15 September 2026 Workshop	Council Direction:
Waitomo District Aquatic Centre 1. Does Council support minor improvements to the changing rooms at the Waitomo District Aquatic Centre, estimated at $22,000?	Yes
Te Kūiti Aerodrome 2. Does Council wish for staff to further investigate the renovation requirements for the Heritage Building (Clubhouse) at the Te Kūiti Aerodrome beyond addressing impact safety concerns?	Move forward with beam renewal. Identify possible trustees for a new Trust for the Aero Club building for the purpose of funding and programme ongoing maintenance to the historic buildings.
Les Munro Centre 3. Does Council support the purchase of 80 chairs for the Les Munro Centre at a cost of $10,200 + GST?	Yes

LEVELS OF SERVICE: HOUSING AND OTHER PROPERTY

Direction Sought - 15 September 2026 Workshop	Council Direction:
Rental Properties 1. Does Council support staff investigating options for the future use of 10 Kea Street ahead of the lease expiry on 31 December 2027?	Yes Ascertain how ownership came to WDC originally.
Elderly Persons Housing 2. Does Council support speeding up the increases in rentals to attain the activity being cost neutral?	Check supplementary funding available to tenants. If tenants will not be put out of pocket support speeding up process.
Quarries 3. Possible sales	If there is interest in purchase of any quarry, investigate what would be involved i.e. most quarries hold reserve status.

Direction Sought - 15 September 2026 Workshop	Council Direction:
Community Halls 4. Does Council support a capital budget of $20,000 per annum, funded via reserve, to complete any identified repair works at community halls prior to transferring ownership to the respective communities?	Yes

LEVELS OF SERVICE: PARKS, RESERVES AND SPORTS GROUNDS

Direction Sought - 15 September 2026 Workshop	Council Direction:
Reserves 1. Does Council support further investigation into the development of a walking loop around Centennial Park? The current footpath only extends part way around the park and is a standard width.	Yes – investigate. What is costing? How will it fit with Centennial Park Development Plan?
Playgrounds 2. Does Council support the undertaking of a condition assessment of the Te Kuiti Skate Park to determine the scope and priority of remedial or renewal works prior to any capital budget being set or should there be consideration to build new elsewhere?	Liaise with Te Nehenehenui and/or Waitomo Fuels regarding opportunity for partnership. CE to raise with Te Nehenehenui CE.

LEVELS OF SERVICE: PUBLIC FACILITIES

Direction Sought - 15 September 2026 Workshop	Council Direction:
Public Toilets 1. Does Council support additional operational budget of $43,520 per annum to increase cleaning frequency at the five high use public toilet facilities.	Revisit proposed cleaning regime i.e. instead of twice daily all year round, look at other options – twice on weekends, summer holidays, etc.
2. Does Council support renewals, funded via reserves, to upgrade public toilet facilities at Redwood Park, Rora Street North and Centennial Park at an estimated cost of $48,000?	Yes
3. Does Council support the concept of a mural to be painted on the external surface of the Redwood Park toilet facility?	Yes

LEVELS OF SERVICE: DIGITAL SERVICES

Direction Sought - 15 September 2026 Workshop	Council Direction:
From Information Technology to Digital Enablement 1. Does Council support the proposed shift in direction for this activity, from information technology support to digital enablement?	Yes

Direction Sought - 15 September 2026 Workshop	Council Direction:
2. Does Council support the three focus areas proposed for the first three years, being realising existing investment, moving from reactive support to improvement, and automation and artificial intelligence adoption?	Yes
Software Licensing 3. Does Council support the software licensing budget increasing at a rate of 3.5% above CPI across the ten years? 4. Does Council support an increase in the software licencing budget to meet the costs of artificial intelligence licensing?	Yes Yes
End User Device Renewal 5. Does Council support a capital budget of $71,300 per annum for end user device renewal?	Yes Noting this is a compromise of renewals from the current 3 year renewal cycle to a proposed 4 year cycle.

14 LTP Workshop #9 – 29 September 2026

ORDER PAPER ITEMS

1. Resource Management Act Reform
2. Public Excluded: Te Kuiti Stormwater Catchment Modelling Results

RESOURCE MANAGEMENT ACT REFORM

14.1 This workshop covered an introduction to the Resource Management Reform and Regional Spatial Plans by General Manager – Strategy and Environment and Principal Planner.

PUBLIC EXCLUDED: TE KUITI STORMWATER CATCHMENT MODELLING RESULTS

Council Direction Sought	Council Direction:

Confidential

Council Direction Sought	Council Direction:

Confidential

15 Schedule – Progress against approved Timeline

Colour Key:

Blue = Council Workshop
Pink = Council Meeting
Green = Audit

Council Touchpoint	Anticipated Date	Key Milestones	Commentary
Workshop 1	10 March 2026	Project Structure and Timeframes	Complete
Council Meeting	24 March 2026	Endorsement of Project development process and anticipated timeframes	Complete
Workshop 2	14 April 2026	• Review of Council's Strategic direction including (including New LG purpose):	Complete
		– Vision Statement	Complete
		– Community outcomes	Complete
		– Focus/Priority areas	Complete
		• Context Setting: Business we are in	Complete
		• Waikato Waters Limited – Transition impacts	Complete
		• Pre-engagement	Complete
		• LTP 2024-34 Submissions	Complete

Council Touchpoint	Anticipated Date	Key Milestones	Commentary
Workshop 3	5 May 2026	• Rating considerations – General Rate – UAGC – Targeted – Stormwater – Forestry	Complete
		• Performance Measurement Framework – Groups of Activities	Complete
		• LOS / AMP Roading #1	Complete
		• LOS / AMP Stormwater #1	Complete
		• Infrastructure + Stormwater Strategies #1	Complete
		• Non-financial assumptions	Complete
		• Pre-engagement content (if required)	Complete
Council Meeting	26 May 2026	Council's Strategic Direction, Community Outcomes and Focus - Adoption	Complete
Workshop 4	7 July 2026	• ~~Financial Strategy #1~~ • ~~Revenue and Financing Policy (RFP) #1~~ • ~~Financial forecasting assumptions~~ • ~~Rating structure review~~ • ~~Rate increase appetite~~ • ~~Rates remission #1~~ • ~~Draft Public Amenities Bylaw~~	*Workshop Cancelled. Business deferred to 28/7/26 Workshop*
Workshop 4	28 July 2026	• ~~Financial Strategy #1~~	*Deferred to 4/8/26*
		• Revenue and Financing Policy (RFP) #1	Complete
		• Financial forecasting assumptions	Complete
		• Rating structure review	Complete
		• Rate increase appetite	Complete
		• ~~Rates remission #1~~	*Deferred to 4/8/26*
		• ~~Draft Public Amenities Bylaw~~	*Deferred to 18/8/26*
Workshop 5	4 Aug 2026	• Financial Strategy #2 – Rate increase appetite	Complete
		• ~~Revenue and Financing Policy (RFP) #2~~	*# 2 Not required*
		• Rates Remission Policy	Complete
		• S&E Policy review	Complete
		• LOS / AMP Roading #2	*Further info requested Deferred to 15/09/26*
		• LOS / AMP Stormwater #2	*Further info requested Deferred to 15/09/26*
		• Infrastructure and Stormwater Strategies #2	Complete
		• ~~Community Orgs Insurance Policy~~	*Deferred to 20/10/26*
		• ~~Review Community Development Fund Policy~~	*Deferred to 20/10/26*
Workshop 6	18 Aug 2026	• LOS / AMP Solid Waste	*Further info on resourcing requested To be rescheduled*
		• LOS / AMP Community and Partnerships	Complete
		• LOS / AMP Regulatory and Resource Management	Complete
		• Draft Public Amenities Bylaw - Intro	Complete
		• ~~LOS/ AMP Parks and Reserves~~	*Deferred to 28/09/26*
		• ~~LOS / AMP Recreation and Culture~~	*Deferred to 28/09/26*
		• ~~LOS / AMP Public Amenities~~	*Deferred to 28/09/26*
		• ~~LOS/ AMP Housing and Property~~	*Deferred to 28/09/26*
		• ~~LOS / AMP Community and Partnerships~~	*Deferred to 28/09/26*
		• ~~LOS / AMP Information Services~~	*Deferred to 28/09/26*
New Workshop	15 Sept 2026	• LOS / AMP Roading # 3	
		• LOS / AMP Stormwater # 3	
		• Public Amenities Bylaw – Draft SoP	
New Workshop	28 Sept 2026	• LOS/ AMP Parks and Reserves	
		• LOS / AMP Recreation and Culture	
		• LOS / AMP Public Amenities	

Council Touchpoint	Anticipated Date	Key Milestones	Commentary
		• LOS/ AMP Housing and Property	
		• LOS / AMP Information Services • Stormwater Modelling	
Workshop 7	6 Oct 2026	• ~~Business cases for new projects~~	*Workshop Cancelled. Business deferred to 28/09/26*
Workshop 8	20 Oct 2026	• Development of capital programme	
		• Performance measures – outcome of reviews	
		• Review of inflation forecast and DIA rate targets	
		• Community Orgs Insurance Policy	
		• Review Community Development Fund Policy	
		• Business cases for new projects	
Workshop 9	17 Nov 2026	• Post Election Review	
		• Review of CapEx Programme	
		• Revenue and Financing Policy and Financial Strategy – Analysis and discussion of issues	
		• Confirm Assumptions (Financial and Non-Financial)	
		• Consultation topics	
		• LTP Policies	
Workshop 10	1 Dec 2026	• Revenue and Finance Policy #3	
		• Financial Strategy #3	
		• Confirm Rate Appetite	
		• Confirm Rate Appetite	
		• Confirm Rate Structure	
		• Rates remission #2	
		• Roading AMP and Infrastructure Strategy (NZTA numbers)	
		• Stormwater Strategy	
		• Draft Budget Forecasts	
		• Strategic Financial Issues	
		• Confirm topics and options to be included in CD	
Workshop 11	9 Feb 2027	• Draft Financial Forecasts #2	
		• Draft CD – 1st review	
		• Final Draft Policies	
Workshop 12	23 Feb 2027	• Finalising draft LTP Consultation Document	
		• Preliminary Draft Financial Forecasts	
Council Meeting	4 Mar 2027	• Adopt Consultation Document for Audit	
		• Adopt Draft Financials for Audit	
		• Adopt Supporting Info for Audit	
	8-12 Mar 2027	**AUDIT**	
	15-17 Mar 2027	**AUDIT (hot review)**	
Council Meeting	30 March 2027	Adoption of Supporting Information for Consultation: • Consultation Document • Supporting Information • Supporting Information on proposals • Financial Statements • LoS and Performance Measures • Infrastructure Strategy • Stormwater Strategy • Financial Strategy • Revenue and Financing Policy • Rates Remission Policy • Planning Assumptions • Treasury Policy	

Council Touchpoint	Anticipated Date	Key Milestones	Commentary
		• Significance and Engagement Policy	
Public Notification	2 Apr 2027		
Public Consultation	2 Apr–3 May 2027		
Council Meeting	27 April 2027		
Council Hearing	11 May 2027	Hearing of Submitters	
Council Meeting	25 May 2027	Deliberation of Submissions	
Council Meeting	29 June 2027	Adoption	

Document ID: 1010782

Report To: Council

Meeting Date:	27 October 2026
Subject:	**Delegations Register Review**
Type:	Decision required
Author(s):	Ben Smit Chief Executive

1 Purpose of Report

1.1 The purpose of this business paper is to present to Council a revised Delegations Register 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 Delegations Register Review be received.

2 The Delegations Register be adopted by Council with minor editorial amendments as required by the Chief Executive.

3 Background

3.1 Council is responsible and democratically accountable for exercising the powers, duties, and responsibilities it has under legislation. Council may delegate responsibilities to the Chief Executive (CE), committees, subcommittees, other subordinate decision-making bodies, or officers. The CE in turn may then delegate some of these responsibilities to staff.

3.2 The Delegations Policy broadly outlines who has permission to delegate and to whom in which circumstances.

3.3 The Delegations Register then outlines the specifics of what responsibilities from legislation or WDC Bylaws have been delegated by the Council to committees, what has been delegated to the Chief Executive, and what the Chief Executive has delegated to specific WDC officers.

3.4 It is a very long and detailed document, the detail on page 8 on 'How the Delegations Register Works' is a useful summary of what the document does. The body of the document is used as a reference rather than to be read in its entirety.

4 Commentary

4.1 The Delegations Register was presented to Council and adopted at the meeting held on 28 July 2026. However, details in the Register have since identified which require changing. These are either because we have identified areas where the register does not line up with practice, it is inconsistent with legislation, or there were internal inconsistencies within the document.

4.2 This subsequent review (with changes shown in track changes) has suggested the following changes be made:

a) Rating Act - page 21 – Part B, subpart 1 (31)

Increase the delegations to staff under the Local Government (Rating) Act 2002 to reflect the role staff already undertake. The setting of rates and penalties are excluded and remain the role of Council (this cannot be delegated under the legislation).

b) Sale of Property - page 34, part B, subpart 3 (6) and page 90, part D, subpart 3 (5)

This section relates to the sale of property by Council when rates have not been paid for a significant length of time, as well as abandoned land. Previously the delegation on page 34 required a resolution of council prior to proceeding with a sale, in contrast, the delegation on page 90 allowed the Chief Executive to approve this. This change clarifies that this power has been delegated to the Chief Executive without a Council resolution required.

The change also means that the Council will not receive a report of these proceedings after they have gone through court, in order to protect the privacy of the individuals involved. In stead they are reported to Council through the quarterly receivables report but only at a high level, again to protect the privacy of individuals.

To be clear, the difference between the wording on page 34 and page 90 is that page 34 is where the Council is delegating functions to the CE, so rate sales are now delegated the same as any other legal proceedings, whereas the delegation on page 90 is where the CE delegates these functions to other staff. All General Managers have the authority to authorise proceedings in court, but only the CE has the authority when it relates to rating sales, thus this is excluded from this section.

c) Alcohol Fees Bylaw - page 27 – Part B, subpart 2 (10)

The Alcohol Fees Bylaw, which is a new bylaw, has been included in the register. The setting of fees retains with Council, but staff are delegated the authority to charge the fees.

d) Road Closures - page 64 – Part D, subpart 2 (34)

The previous version appeared to allow for the Roading Manager to approve temporary road closures. However, this is not permitted under the Local Government Act 1974 (schedule 10, clauses 11 and 12) which states that only Council can approve a road closure for *"any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function (these must be approved by the Council)".* This has been added to the register for clarity. A paper will be presented to Council shortly for the introduction of a policy related to road closures to help control this process.

4.3 The Register enables the Strategy and Policy team to make regular amendments as necessary only to reflect changes in legislation and WDC bylaws.

5 Analysis of Options

5.1 Council may choose to:

Option 1: accept and adopt the revised Declarations Register, with or without minor amendments

Option 2: not adopt the revised Declarations Register and continue to operate the version adopted on 28 July 2026 version.

5.2 Option 1 is the recommended option.

6 Considerations

RISK

6.1 Not adopting a revised register will result in some uncertainty around who has what delegated authority due to inconsistencies in the register.

CONSISTENCY WITH EXISTING PLANS AND POLICIES

6.2 Adoption of the Delegations Register 2026 is consistent with Councils existing plans and policies.

SIGNIFICANCE AND COMMUNITY VIEWS

6.3 It is advised that there is no need for community consultation for this register as there is no impact on the public who in the organisation does what.

6.4 This is not a significant decision under the Significance and Engagement Policy.

7 Attachments/Separate Enclosures

Separate enclosure:

1 Delegations Register 2026 (under review) (Doc # 977505)

Document No: 1006006

Report To: Council

Meeting Date: 27 October 2026

Subject: **Amendment to Use of Council Seal Policy**

Type: Decision Required

Author(s): Rajeshwari Mahadevappa
Policy Advisor

Charmaine Ellery
Manager Strategy and Policy

1. Purpose of Report

1.1 The purpose of this business paper is to seek approval from the Council to amend the Use of Council Seal Policy 2025 (the Policy).

2. Suggested Resolution

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 Amendment to Use of Council Seal Policy be received.

2 Council approve the amended Use of Council Seal Policy 2026.

3 Council delegate authority to Mayor/Deputy Mayor and Chief Executive/ Acting Chief Executive to affix the common seal of the Council when it is required, with the exception of staff warrants which will be witnessed by the Chief Executive only.

3. Background

3.1 The application of the Council Seal (also known as the "common seal") to documents signifies the legal approval or acceptance of some action to discharge a statutory authority.

3.2 The Policy sets out the limitations on the use of the Council Seal and requires all use of the Council Seal to be reported to Council at its next scheduled meeting for ratification, and for Council to pass a resolution recording the same.

3.3 The Use of Council Seal Policy was first adopted by the Council in 2018 and reviewed in 2025, with the updated policy adopted by the Council in November 2025.

4. Commentary

4.1 The Council Seal is not used as frequently in council processes now as it was in the previous 20+ years, however, there are some instances where legislation requires the 'seal of the local authority' to be affixed to a document.

4.2 Council officers advise that it remains appropriate for the Council to retain signatories authorised to sign documents on behalf of the Council. Such documents generally relate to contractual matters such as leases and licences.

SIGNATORIES TO WITNESS COMMON SEAL APPLICATION

4.3 Application of the common seal to documents is to be witnessed by two signatories. These two signatures are the Mayor and Chief Executive, or in either one's absence, the Deputy Mayor or Acting Chief Executive respectively.

4.4 The only exception to requiring two signatories is for WDC Staff Warrants where, due to warrants being produced as "pocket" size, the seal is witnessed by the Chief Executive only.

4.5 For clarity purposes, these signature requirements have been included in the guidelines of the policy.

LEGISLATIVE AMENDMENTS

4.6 There is a need to amend the Policy to reflect the following changes in legislative and operational requirements.

PROPERTY DIVESTMENT (INCLUDING ABANDONED LAND SALES)

4.7 The Council's Seal was applied to abandoned land sales (as previously required under section 80 of Local Government (Rating) Act 2002 (LGRA)). However, all land transfers are now required to be processed electronically.

4.8 One of the purposes of the Land Transfer Act 2017 (LTA) LTA is to "reflect the fact that the land transfer register is kept and operated electronically and that most dealings in land are carried out electronically" (Section 3(c) LTA).

4.9 Section 31(2) of the LTA states: "Nothing in any enactment or rule of law relating to the execution, signing, witnessing, or attestation of instruments applies to an electronic instrument certified under section 27."

4.10 LINZ (Land Information New Zealand) has regulated that transfer instruments (including a transfer instrument for the sale of abandoned land) must be lodged electronically. Given this requirement, section 31 LTA overrides section 80 LGRA.

4.11 Hence, the Policy has to be amended to remove the requirement for the Council Seal to be affixed to abandoned land sale transfers.

STATUTORY LAND CHARGES REGISTRATION ACT 1928

4.12 Statutory Land Charges Registration Act 1928 is repealed on 12 November 2018, by section 248(2) of the Land Transfer Act 2017 (2017 No 30). The purpose of this Act is to replace the Land Transfer Act 1952 with a modern Act (1952 Act was written when records were largely paper-based).

4.13 Hence, the Policy has to be amended to reflect the above changes.

DOCUMENTS REQUIRING APPLICATION OF COMMON SEAL BY LEGISLATION

4.14 The seal must be applied to the following documents as required by legislation:

Documents	Legislation
Warrants to enter private land on behalf of the Council (for inspection, monitoring or enforcement reasons).	Section 174 (1) Local Government Act 2002
Warrants to enter land or buildings (i.e. for inspection, monitoring or enforcement reasons).	Building Act 2004
Disposal of land not required for road - where Council sells or leases the land by public auction or private tender, and a conveyance, transfer, or lease under the seal of the Council constitute a valid title to the land.	Section 345 (1)(a) Local Government Act 1974
Regional policy statements and plans other than regional coastal plans - Clause 17 of Schedule 1 of the RMA requires every approval be effected by affixing the seal of the local authority to the proposed policy statement or plan.	Resource Management Act 1991
Bylaws made by the Council	Local Government Act 2002 or other relevant statutes
In any other situation where the Council is directed by legislation to use its common seal.	

4.15 There are other instances where, while there may be no legal requirement to do so, Council is entitled to seal documents if it considers this to be prudent and in the interests of good local government.

4.16 The purpose of affixing the seal to a document is to acknowledge that it is a formal document of the Council. The use of the Council Seal will be monitored and reported to Council as required.

4.17 The amended Policy is attached. **(Attachment 1)**

5. Analysis of Options

5.1 The following options are available to the Council –

- Option 1 – Council adopts the amended Policy
- Option 2 – Council does not adopt the amended Policy

5.2 Option 2 is not preferred, as without adopting the amended Policy the updated requirements are not captured and results in continued use of the outdated Policy.

6. Considerations

RISK

6.1 There is no risk resulting from this draft Policy. The draft Policy reflects the recent updates and confirms the legal requirements for the affixing of the Seal, and those other instances where it is to be applied. In addition, the Policy aligns with the Proposed Delegations Register, which confirms who has delegated authority to affix the Council Seal to a document.

CONSISTENCY WITH EXISTING PLANS AND POLICIES

6.2 The draft Policy is consistent with Council's existing plans and policies.

SIGNIFICANCE AND COMMUNITY VIEWS

6.3 The approval of the draft Policy is not considered to be a significant decision pursuant to Council's Significance and Engagement Policy. The draft Policy is an administrative policy which simply sets out the circumstances under which the Council Seal should be affixed to a document.

7. Attachments/Separate Enclosures

Attachment:

1 Amended Use of Common Seal Policy 2025 (Doc # 1006681)

Document ID: 1011224

Report To: Council

Meeting Date: 27 October 2026

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	Reason(s) for passing this resolution in relation to each matter (Section 6 or 7)	Ground(s) under section 48(1) for the passing of this resolution
1. Inframax Construction Ltd: Financial Statements for the year ended 30 June 2026	Section 7(2) (c) To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information— (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied;	Section 48(1) (d) that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
2. Te Kuiti Stormwater Catchment Modelling Results	Section 7(2) (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 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	Chief Executive
Manager – Governance Support	Committee Secretary
Chief Financial Officer	Business Paper Author

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.