

Document ID: 975691

Report To: Council



Meeting Date: 26 May 2026

Subject: **Presentation: New Zealand Police**

Type: Information Only

Author(s): Michelle Higgle
Manager – Governance Support

1 Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Andrew Mortimore, Inspector/Area Commander Waikato West for the New Zealand Police will be in attendance at 9.00am to provide an update on policing activities within the Waitomo District.

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 presentation from New Zealand Police be received.

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 28 APRIL 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: Tim Cadogan, Engagement Specialist, Waters Services Authority – Taumata Arowai
Greg Tims, Greg Tims & Associates

STAFF: Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgin
General Manager – Community Services, Helen Beever
Manager – Community Development, Sarah McElroy
Chief Financial Officer, Tina Hitchen
General Manager – Strategy and Environment, Alex Bell
Manager – Strategy and Policy, Charmaine Ellery

1. Karakia Tuwhera

2. Apologies

No apologies.

3. Declarations of Member Conflicts of Interest

No declarations made.

4. Confirmation of Minutes: 24 March 2026

Resolution

The Minutes of the Waitomo District Council meeting held on 26 March 2026, including the public excluded Minutes, be confirmed as a true and correct record.

Robertson/Manawaiti

Carried

5. Confirmation of Minutes: 14 April 2026

Resolution

The Minutes of the Waitomo District Council meeting held on 14 April 2026 be confirmed as a true and correct record.

Robertson/Manawaiti

Carried

6. Mayor's Report – April 2026

The Mayor presented his report for April 2026, including presenting a concept for acknowledging volunteers once each triennium, and answered members' questions.

Resolution

- 1 The Mayor's Report – April 2026 be received.
- 2 Council supports the concept of hosting a function in the middle year of the election cycle at which the contribution of volunteers in our district is acknowledged.

Osborne/Buckley Carried

The General Manager – Community Services and Manager – Community Development left the meeting at 9.09am.

The Chief Financial Officer entered the meeting at 9.10am.

7. Chief Executive's Report – April 2026

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

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

Resolution

The Chief Executive Report – April 2026 be received.

Robertson/Goddard Carried

8. Bi-Monthly Activity Report: Corporate and Finance

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

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

Council noted that the Waitomo Valley/West Coast Induction Tour will now be postponed until after winter.

Resolution

The Bi-Monthly Activity Report: Corporate and Finance be received.

Tasker/Wallace Carried

9. Review of Governance Statement

Council considered a business paper presenting a revised Governance Statement for Council's review and adoption.

The Manager – Governance Support expanded verbally on the business paper, advising that the Governance Statement will be revised again following the transition of waters services to Waikato Waters Limited.

Council noted that paragraph 5.1.3 of the Governance Statement needs to be updated for the current triennium.

Resolution

- 1 The business paper on Review of Governance Statement be received.
- 2 The Governance Statement be adopted without the inclusion of Member photographs.

Robertson/Manawaiti Carried

10. Financial Report for period ended 31 March 2026

Council considered a business paper providing an overall progress report on WDC's financial activities for the period ended 31 March 2026.

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

The General Manager – Strategy and Environment entered the meeting at 9.25am.

Resolution

The business paper on the Financial Report for the period ended 31 March 2026 be received.

Osborne/Buckley Carried

The Chief Financial Officer and General Manager – Strategy and Environment left the meeting at 9.37am.

11. Waikato Mayoral Forum – Collaborative Project Proposal

Council considered a business paper outlining a proposal from the Waikato Mayoral Forum for a collaborative project to consider the future form and function of local government across the Waikato Region and seeking Council's direction as to if, and how, it should participate in Stage 1 the project.

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

The Manager – Policy and Strategy and Policy Advisor entered the meeting at 9.40am.

The General Manager – Strategy and Environment entered the meeting at 9.52am

Resolution

- 1 The business paper on Waikato Mayoral Forum – Collaborative Project Proposal be received.
- 2 Council agrees to actively participate in Stage 1 of the Waikato Mayoral Forum's Future of Local Government project, subject to funding being provided by Central Government.

Robertson/Manawaiti Carried

12. Adoption of Dangerous, Affected and Insanitary Buildings Policy

Council considered a business paper presenting the Dangerous, Affected and Insanitary Buildings Policy 2026 for adoption.

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

Resolution

- 1 The business paper on Adoption of Dangerous, Affected and Insanitary Buildings Policy 2026 be received.
- 2 The Council adopt the Dangerous, Affected and Insanitary Buildings Policy 2026 as presented.
- 3 The Chief Executive be authorised to make any final editorial amendments that may be necessary.

Osborne/Goddard Carried

The Policy Advisor left the meeting at 9.57am.

13. Bi-Monthly Activity Report: Strategy and Environment

Council considered a business paper providing an update on work programmes that form part of the strategy and environment group.

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

Deputy Mayor Manawaiti acknowledged the dual roles of the General Manager – Strategy and Environment in both his regulatory and strategy role with WDC and as a Civil Defence and Emergency Management Controller for Western Waikato.

Resolution

The business paper on Bi-Monthly Regulatory Update Report be received.

Tasker/Wallace Carried

The General Manager – Strategy and Environment left the meeting at 10.06am.

14. Waikato and Bay of Plenty Cross Regional Waste Strategy

Council considered a business paper informing of progress on the Waikato and Bay of Plenty Cross Region Waste Strategy being developed by Waikato Regional Council in conjunction with regions' councils.

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

Resolution

The business paper on Waikato and Bay of Plenty Cross Regional Waste Strategy be received.

.../... Carried

The meeting adjourned for morning tea at 10.11am and reconvened at 10.30am

Tim Cadogan, Engagement Specialist for the Waters Services Authority – Taumata Arowai joined the meeting online at 10.30am.

15. 10.30am Online Presentation: Water Services Authority – Taumata Arowai

Tim Cadogan, Engagement Specialist for the Waters Services Authority – Taumata Arowai joined the meeting online at 10.30am and gave Council the Authority's "Water 101" Presentation focusing on:

- The role of the Authority
- Drinking Water safety basics
- Update on the Authority's recent mahi, including the first National Wastewater Standards

Resolution

The Presentation from the Water Services Authority – Taumata Arowai be received.

Manawaiti/Buckley Carried

Tim Cadogan, Engagement Specialist for the Waters Services Authority – Taumata Arowai left the meeting at 11.00am.

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 for passing this resolution	Section 48(1) grounds for the passing of this resolution
1. Road Stopping Proposal – Waihohonu Road, Waitomo	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) 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 Kūiti Water Supply Resilience Improvements Update	Section 7(2) (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	Section 48(1) (d) 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.

General Subject	Reason for passing this resolution	Section 48(1) grounds for the passing of this resolution
3. Chief Executive – 6 Month Review	Section 7(2) (a) To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1) (d) 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.
4. Chief Executive – Section 35 Review	Section 7(2) (a) To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Chief Executive
Manager – Governance Support	Committee Secretary
General Manager – Strategy and Environment	Portfolio Holder

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

Robertson/Tasker Carried

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 Road Stopping Proposal – Waihohonu Road, Waitomo

Resolution 1 be made public as follows:

Resolution

- 1 The business paper on Road Stopping Proposal – Waihohonu Road, Waitomo be received.

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WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON WEDNESDAY 13 MAY 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: Julia Radich (Submitter)
Waikato Regional Council representatives – Liz Stolwyk (Councillor) and Greg Ryan (Director, Integrated Catchment Management)
Rebecca Needham (Observer/Submitter)

STAFF: Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
General Manager – Community Services, Helen Beever
Manager – Strategy and Policy, Charmaine Ellery
Policy Advisor, Rajeshwari (Raj) Mahadevappa
Solid Waste Lead, Komal Devi

1. Karakia Tuwhera

2. Hearing of Submitters:

- Draft Annual Plan 2026/2027
- Proposed Fees and Charges 2026/2027
- Draft Solid Waste Bylaw 2026

9.05am Julia Radich (Draft Annual Plan Submission Number 021) (ONLINE)

Julia Radich joined the Hearing online and spoke in support of her written submission.

Mayor Robertson invited Rebecca Needham to speak.

9.11am Rebecca Needham (Verbal Submission)

Rebecca Needham was in attendance as an observer and at the invitation of Mayor Robertson spoke briefly on her opinion of the proposal to relocate the transfer station from Awakino to Mokau.

9.15am Waikato Regional Council (Draft Annual Plan Submission Number 025) (ONLINE)

WRC Councillor Liz Stolwyk and Greg Ryan (Director, Integrated Catchment Management) joined the Hearing online and spoke in support of the Waikato Regional Council's written submission.

Liz Stolwyk and Greg Ryan (Waikato Regional Council) left the meeting at 9.28am.

Resolution

- 1 The business paper on Hearing of Submitters: Draft Annual Plan 2026/2027, Proposed Fees and Charges 2026/2027 and Draft Solid Waste Bylaw 2026 be received.
- 2 Council note the verbal submissions made to the Draft Annual Plan 2026/2027 by the following Submitters:

Submitter Name	Submission to	Submission Number
Julia Radich	Draft Annual Plan 2026/2027	024
Waikato Regional Council	Draft Annual Plan 2026/2027	025
Rebecca Needham	Draft Annual Plan 2026/2027	Verbal

3 The verbal submissions to the Draft Annual Plan 2026/2027 be noted for consideration at the Council Meeting on Tuesday 26 May 2026 as part of the submission deliberations process.

4 Council accept the following late submissions and include them for consideration as part of the deliberations at the Council Meeting on Tuesday 26 May 2026:

Submitter Name	Submission to	Submission Number
Waitomo District Council	Proposed Fees and Charges 2026/2027	LATE 001
Hira Tapui Limited	Draft Annual Plan 2026/2027	LATE 001
	Robertson/Osborne	Carried

3. Deliberation of Submissions – Draft Solid Waste Bylaw 2026

Council considered a business paper presenting an analysis of submissions received on the Draft Waitomo District Council Solid Waste Bylaw 2026 to assist with Council's deliberations.

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

Resolution

- 1 The business paper on Deliberation of Submissions - Draft Solid Waste Bylaw 2026 be received.
- 2 The Chief Executive be delegated the authority to ensure that Council directions arising from the consideration of submissions are reflected in the responses schedule and all changes are made to the Final Waitomo District Council Solid Waste Bylaw 2026 prior to adoption at the 30 June 2026 Council meeting.
- 3 Elected members and WDC staff would like to thank everyone who engaged in the Consultation and acknowledge the time and effort involved in making submissions.

Manawaiti/Buckley Carried

There being no further business the meeting closed at 9.39am.

Dated this day of

JOHN ROBERTSON
MAYOR

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 12 MAY 2026 AT 9.00AM

- PRESENT:** Independent Chair Jaydene Kana
Deputy Mayor Eady Manawaiti
Councillor Olivia Buckley
Councillor Janette Osborne
- IN ATTENDANCE:** Matt Laing and Callum Maxwell (Deloitte)
- STAFF:** Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
Chief Financial Officer, Tina Hitchen
Financial Accountant, Wayne La Roche
Manager – Strategy and Policy, Charmaine Ellery
Policy Advisor, Rajeshwari (Raj) Mahadevappa
General Manager – Community Services, Helen Beever
Manager – Customer and Digital Services, Kat Merrin-Brown
Health and Safety Coordinator, Tanchia Pitts-Brown
Acting General Manager – Strategy and Environment, Hilary Walker

Matt Laing and Callum Maxwell (Deloitte) joined the meeting online at 9.00am.

1. Karakia Tuwhera

2. Apologies

Resolution

The apology from Mayor John Robertson be received and leave of absence granted.

Kana/Osborne Carried

3. Declarations of Member Conflicts of Interest

Declarations were made as follows:

Name	Item of Business	Reason for Declaration
Jaydene Kana	10 Progress Report: Waters – Transition to Waikato Waters Limited	Director of Waikato Waters Limited

The Committee noted that Item 10 Progress Report: Waters – Transition to Waikato Waters Ltd to which the declared conflict relates is an information only paper so there is no conflict in this instance.

4. Confirmation of Minutes: 10 February 2026

Resolution

The Minutes of the Waitomo District Council Audit and Risk Committee meeting held on 10 February 2026 be confirmed as a true and correct record.

Kana/Buckley Carried

5. Annual Report and Summary Annual Report 2025/26 – Audit Engagement, Plan and Timeline

The Committee considered a business paper -

- a) Presenting the Audit Engagement Letter for the audit of the Annual Report and Summary Annual Report 2025/26.
- b) Presenting the Confirmation of Engagement letter for the Limited Assurance Report in respect of the Waitomo District Council's Debenture Trust Deed including the proposed fee.
- c) Introducing the Deloitte Planning Report detailing the scope, approach and areas of focus for the external audit of Council's 2025/26 Annual Report and the indicative timeline.
- d) Seeking approval for the signing of the engagement letters.

Matt Laing and Callum Maxwell (Deloitte) expanded verbally on the audit papers and answered Members questions.

The Committee noted the staff resourcing pressures around finalising the Annual Report and developing budgets for the Long Term Plan and requested that the Chief Executive keep Council apprised of any issues.

The Asset Accountant entered the meeting at 9.25am.

Resolution

- 1 The business paper on Annual Report and Summary Annual Report 2025/26 – Audit Engagement, Plan and Timeline be received.
- 2 The Deloitte Audit Engagement Letter be accepted as presented.
- 3 The Deloitte Confirmation of Engagement letter for the Limited Assurance Report for the Trust Deed be accepted as presented.
- 4 The Deloitte Audit Planning Report be accepted as presented.
- 5 The Chief Executive and Mayor be delegated authority to sign the Deloitte Engagement Letters on behalf of the Waitomo District Council.

Kana/Manawaiti Carried

Matt Laing and Callum Maxwell (Deloitte) left the meeting online at 9.33am.
The Chief Financial Officer and Asset Accountant left the meeting at 9.33am.

6. Chair Report – May 2026

The Committee considered the Independent Chair's report for May 2026

The Independent Chair spoke to her report for May 2026.

The Committee noted the comments provided to members separately in a memorandum from Mayor Robertson.

Resolution

The Chair Report – May 2026 be received.

Kana/Osborne Carried

The Manager – Strategy and Policy and Policy Advisor entered 9.49am.

7. Mastercard Expenditure Report (January to March 2026)

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

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

Resolution

The business paper on Mastercard Expenditure Report: January to March 2026 be received.

Kana/Buckley Carried

8. Policy and Bylaw Reviews

The Committee considered a business paper presenting details of Council adopted policies and bylaws, including a brief summary of each, their respective review timelines, and any relative comments for the Committee’s information and oversight.

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

Resolution

The business paper on Policy and Bylaw Reviews be received.

Kana/Osborne Carried

9. Risk Management and Mitigation
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The Committee considered a business paper providing an overview of key risk and assurance matters for the Audit and Risk Committee, with a particular focus on:

- The organisational context and recent changes that have influenced Council’s risk profile and risk maturity
- The introduction of a Risk Management Framework (RMF) and what it is intended to achieve
- Current and planned approaches to embedding risk management into Council’s activities
- Priorities for the year ahead, including development of a more centralised operational risk register and continued integration of risk into decision making and contract management.

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

Resolution

- 1 The business paper on Risk Management and Mitigation be received.
- 2 The Committee recommend to Council that the amended Risk Management Framework and Guideline be adopted.

Kana/Osborne Carried

The Chief Financial Officer entered the meeting at 10.23am.

10. Progress Report: Waters – Transition to Waikato Waters Ltd

The Committee considered a business paper providing an update the Committee on the transition of WDC’s water and wastewater assets and operations to Waikato Waters Limited (WWL).

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

Resolution

The business paper on Progress Report – Transition to Waikato Waters Limited be received.

Manawaiti/Buckley Carried

The meeting adjourned for morning tea at 10.27am and reconvened at 10.43am.

The Chief Financial Officer and Asset Accountant entered the meeting at 10.43am.

11. Top Twenty Suppliers by Value

The Committee considered a business paper providing an annual update of WDC's top twenty suppliers, by value, for year to date 2026.

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

Resolution

The business paper on Top Twenty Suppliers by value be received.

Kana/Osborne Carried

12. Treasury Management Report for the quarter ended 31 March 2026

The Committee considered a business paper providing an update on Council's debt position and compliance with borrowing limits for the quarter ended 31 March 2026.

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

Resolution

- 1 The business paper on Treasury Management Report for the period ended 31 March 2026 be received.
- 2 The Committee notes a breach of the fixed interest hedging percentages as fixed rate cover is lower than policy requirements for the 0-2 year and 2-4 year bands. No new fixed rate cover will be entered into at this time due to the debt settlement from Waikato Waters Ltd on 1 July 2026.

Kana/Manawaiti Carried

13. Treasury Management Policy Review

The Committee considered a business paper presenting suggested changes to the Treasury Policy and seeking a recommendation to Council on the changes to Treasury Policy.

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

The General Manager – Community Services, Manager – Customer and Digital Services and Health and Safety Coordinator entered the meeting at 11.03am.

At the recommendation of Councillor Osborne, the Committee agreed that the role and responsibilities relating to the the Treasury Management Committee should remain in the Policy for transparency purposes, with the removal of the Independent Treasury Advisor.

Resolution

- 1 The business paper on Review of the Treasury Policy be received.
- 2 The Committee recommends to the Council the following changes be made to the Treasury Policy:
 - The Investment Policy section be updated as amended.
 - The Liability Management Policy section (Role of the Treasury Management Committee) is updated to remove the Waitomo District Council's Independent Treasury Advisor.
 - The Liability Management Policy be updated to include reporting to the Audit and Risk Committee on policy compliance and treasury performance where total debt is greater than \$10 million. Any policy breaches or planned breaches will continue to be reported to Audit and Risk Committee.
- 3 The Committee note the engagement of an external treasury advisor will be on an as needed basis following the significant reduction in debt on 1 July 2026.
- 4 The draft Treasury Policy, incorporating the marked-up changes, be referred to the Independent Chair before they are presented to Council for adoption.

Kana/Manawaiti Carried

14. Annual Insurance Update Report (2025/2026 Insurance Arrangements)

The Committee considered a business paper providing a brief on Council's 2025/2026 Insurance arrangements.

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

Resolution

The business paper on Insurance Update Report for the insurance year to 31 October 2026 be received.

Kana/Osborne Carried

15. Progress Report: Health and Safety (Quarter 3 – January to March 2026)

The Committee considered a business paper providing a brief on WDC's health and safety performance during quarter two of the 2025/26 year.

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

Resolution

The Progress Report: Health and Safety be received.

Kana/Osborne Carried

The Health and Safety Coordinator left the meeting at 11.50am.
The Manager – Strategy and Policy and Policy Advisor entered 10.51am.

16. Artificial Intelligence (AI) Policy

The Committee considered a business paper presenting Waitomo District Council's Artificial Intelligence Use Policy and advising of the controls being established to support responsible use of approved artificial intelligence tools across Council-related work.

The Manager – Customer and Digital Services expanded verbally on the business paper and answered Members questions.

The Committee noted the matters raised by members (chatbots and AI platforms) and the planned role out of AI induction training for staff and elected members post adoption of the Policy by Council.

Resolution

- 1 The business paper on Artificial Intelligence Use Policy be received.
- 2 The Committee notes that the Artificial Intelligence Use Policy applies to employees, contractors, consultants, Elected Members, and others undertaking Council-related activities.
- 3 The Committee recommend to the Council the adoption of the Artificial Intelligence Use Policy.

Kana/Buckley Carried

The General Manager – Community Services and Manager – Customer and Digital Services left the meeting at 12.04am.

17. Quarterly Report: Key Performance Indicators for the period ended 31 March 2026

The Committee considered a business paper presenting Waitomo District Council's delivery performance on non-financials for the 2025/26 financial year for the period ending 31 March 2026 (Quarter 3).

The Acting General Manager – Strategy and Environment entered the meeting at 12.06pm.

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

Resolution

The Quarterly Report: Key Performance Indicators for the period ended 31 March 2026 be received.

Kana/Manawaiti Carried

18. Progress Report: Procurement Summary Schedule (January to March 2026)

The Committee considered a business paper presenting a summary of the procurements made in the period 1 January 2026 to 31 March 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.

Resolution

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

Kana/Osborne Carried

19. Progress Report: WDC Resource Consents – Compliance Monitoring (January 2026 to March 2026)

The Committee considered a business paper providing a brief on compliance reporting against Resource Consent conditions, due during the third quarter (2025/2026).

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

Resolution

The business paper on WDC Resource Consents – Compliance Monitoring be received.

Kana/Osborne

Carried

20. Karakia Whakamutunga

There being no further business the meeting closed at 12.19pm

Dated this day of

JAYDENE KANA
INDEPENDENT CHAIR

Unconfirmed

Document ID: 976005

Report To: Council



Meeting Date: 26 May 2026
Subject: **Mayor's Report – May 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 – May 2026 be received.

3. Commentary

3.1 Today we are considering whether to submit a proposal to Government to amalgamate our Council with Otorohanga. Government is encouraging Councils to amalgamate. Our Council position, resolved in March, is to support the concept of forming a King Country Council.

3.2 I expect that members will support this next step.

3.3 If the elected members at the Otorohanga District Council do the same today, an amalgamation would likely take place in October 2028.

3.4 This would represent a major change for the two Council organisations. Change brings anxiety, in this case to the governance teams, management, staff, community organisations, ratepayers and constituents.

3.5 But it also brings opportunity, opportunity to shape, design and deliver a new combined Council organisation that has greater potential to deliver public services better than we do now.

3.6 We deliver public services. The community that we serve has changed since the last major governance reorganisation affecting Waitomo in 1972. Iwi settlements have taken place. We have fewer schools. Mining, forestry, and tourism have emerged as major industries, and pastoral farming has changed in form.

3.7 So too has our Council's operational world changed. The tools that we use, the connectivity that we have, our policy and our functions – all have changed.

3.8 We have adapted to these changes over time, including working with our neighbours on shared services. But what we have yet to do is to reshape governance to make it fit for purpose, efficient and cost effective in today's world.

3.9 This is the opportunity we have in front of us.

3.10 Let us embrace this opportunity.

3.11 Should we begin this journey, it's important for us to support one another. Change is never easy.

Document ID: 975685

Report To: Council



Meeting Date: 26 May 2026

Subject: **Local Government New Zealand – 2026 Annual General Meeting: Nominations for President and Vice President**

Type: Information Only

Author(s): Michelle Higgin
Manager – Governance Support

1 Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of the timeline for submitting nominations for the positions of Local Government New Zealand (LGNZ) President and Vice President positions for the 2026-2029 term to be voted on at the LGNZ 2026 Annual General Meeting (AGM).

2 Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Local Government New Zealand – 2026 Annual General Meeting: Nominations for President and Vice President be received.

3 Commentary

- 3.1 The LGNZ AGM has in the past been held in person in conjunction with the annual Super Local Conference.
- 3.2 On 10 April 2026, due to the fuel crisis and its growing impact on councils, a decision was made by the LGNZ National Council to defer this year's Conference in Rotorua until October with the AGM being rescheduled and changed from an in person meeting to an online meeting.
- 3.3 The 2026 LGNZ AGM will now be an online meeting to be held on Friday 31 July 2026 at midday.
- 3.4 Election of President and Vice President for 2026-2029**
- 3.5 Election of a President and Vice President for a three year term (2026-2029) will be part of the 2026 AGM business.
- 3.6 Any elected member can stand for the role of LGNZ President if their nomination is supported by two member councils.
- 3.7 Any member of the LGNZ National Council can stand for the role of Vice President if their nomination is supported by two member councils.
- 3.8 If only one nomination is received for each position an election will not be required. If more than one valid nomination is received for either position, an election will be required.
- 3.9 Nominations for the positions close at 5.00pm on Friday 5 June 2026.
- 3.10 Should Council wish to make a nomination for either/both positions, or if a request is received from another council to support a nomination, a resolution will be required at this meeting to support the nomination(s) so that the closing deadline of Friday 5 June 2026 can be met.

- 3.11 Nominations may also be considered at the Zone 2 meeting scheduled for Friday 22 May and WDC's attendee at that Zone meeting will be able to provide an update on any nominations and remits considered at the Zone meeting.

3.12 Waitomo District Council Delegates

- 3.13 All delegates and other attendees (speakers/observers) at the AGM must be registered by Friday 3 July 2026.
- 3.14 WDC can be represented by two delegates (this number is determined by population). These are a "Presiding" Delegate and an "Alternate" Presiding Delegate. The Presiding Delegate votes on Council's behalf, or if they are absent for any reason, the Alternate Presiding Delegate shall vote in their place.
- 3.15 WDC's delegates for past AGMs have been the Mayor and Chief Executive and there is no change proposed for this year.

3.16 Remits

- 3.17 As advised to Council at the 24 March 2026 Council meeting, remits must be submitted by Monday 25 May 2026.
- 3.18 LGNZ will circulate copies of all remits and nominees for the President and Vice President positions to be voted on at the AGM to councils well ahead of the AGM date. At that time they will be presented to Council for the purpose of considering and authorising how Council's delegate will vote on each at the LGNZ AGM.

DOCUMENT ID: 975729

Report To: Council

Meeting Date: 26 May 2026

Subject: **Simplifying Local Government - Head Start Process**

Type: Decision Required

Author(s): Ben Smit
Chief Executive

1 Purpose of Report

- 1.1 The purpose of this business paper is to obtain approval for Council to develop a 'Head Start' proposal with Otorohanga District Council for submission to Central Government by 9 August 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 Simplifying Local Government - Head Start Process be received.
 - 2 Council agrees to develop a 'Head Start' proposal with Otorohanga District Council for submission to Central Government by 9 August 2026.

3 Background

- 3.1 On 5 May 2026 the Minister of Local Government and the Minister Responsible for RMA Reform outlined a two option approach to the Simplification of Local Government. The two options are:
- 1 Head Start
 - 2 Back Stop
- 3.2 These two options are briefly outlined in this paper. The Head Start process is optional and requires a proposal to be submitted by 9 August 2026.
- 3.3 Recent discussions between Otorohanga and Waitomo District Councils have resulted in a willingness to put together a Head Start proposal to form a unitary authority consisting of the two councils and also governing the local government activities undertaken for this area by the current Waikato Regional Council.
- 3.4 At its meeting on 24 March 2026 as part of considering the Mayors Report – March 2026, Council passed the following resolutions:
- 8 *Council notes the work underway by the Waikato Mayoral Forum to consider the form and function of local government in the Waikato region.*
Robertson/Osborne Carried
 - 9 *Council supports a concept of one "King Country" Council and the Mayor's promotion of this.*
Robertson/Tasker Carried

4 Commentary

4.1 A description of the 'Head Start' Pathway is as follows:

1.1 Who can submit a proposal?

Proposals must be submitted by groups of councils, not individual councils acting alone.

To be eligible:

- A proposal must come from two or more territorial authorities (city or district councils).
- The group must either:
 - represent a majority of the territorial authorities directly affected, or
 - represent a majority of the population in the affected area.
- Regional councils cannot submit proposals.
- Existing unitary authorities (except Auckland Council) can be part of a proposal.

Proposals can:

- Cover all or part of a region.
- Include neighbouring councils from different regions (where it makes sense).
- Result in one or more unitary authorities (generally one, but in some cases two or three per region).

1.2 What is a proposal expected to do?

Proposals should focus on creating unitary authorities.

This means:

- Combining regional and local council functions into a single organisation.
- Reducing duplication and simplifying decision-making.
- Creating a structure that works better at a regional or subregional level.

1.3 What criteria will proposals be assessed against?

All proposals will be assessed by officials against clear criteria before decisions are made by Cabinet.

Proposals must show:

1.3.1 Deliverability

- The proposal is realistic and can be implemented in a timely way.
- It can be in place by, or soon after, the 2028 local elections.

1.3.2 Supports the new planning system

- It will help councils deliver the new planning system.
- It avoids disrupting important work like spatial planning, environmental planning, and infrastructure delivery.

1.3.3 Simpler local governance

- It reduces duplication and complexity.
- It improves how decisions are made across the region.

1.3.4 Economies of scale

- It enables more efficient delivery of services.
- It supports better infrastructure planning and investment.
- It enables effective delivery of key functions like transport, catchment management.

1.3.5 Maintains a strong local voice

- Communities continue to be represented fairly.
- Local decision-making is preserved where it matters.
- Urban and rural interests are balanced.

1.4 What happens next?

- Councils have three months from today to develop and submit outline proposals.
- Officials will carry out a rapid assessment of proposals.
- Ministers will recommend which proposals should proceed.
- Cabinet will agree in principle which proposals move forward to detailed design.
- Final decisions are expected in 2027, with changes implemented ahead of the 2028 local elections.

1.5 What if a council doesn't take part?

- If councils choose not to use the Head Start pathway, or aren't ready to, the Government will step in to ensure reform still happens through a backstop process.
- Under the backstop, the Government will set a standard approach to reorganising local government.
- It is likely to include simplifying structures and reducing duplication, similar to the goals of the Head Start pathway.
- There will be transitional governance arrangements (such as a board of mayors or other interim body) while changes are put in place.
- The backstop process will be finalised in 2027, with changes expected to take effect from the 2028 local elections.
- The aim is to ensure every part of the country benefits from a simpler, more effective local government system, whether councils choose to lead reform themselves or not.

5 Analysis of Options

5.1 At the time of preparing this business paper Council has three options available to it as follows: Option One is our preferred option.

5.2 OPTION ONE

5.3 Participate in developing a 'Head Start' proposal with Otorohanga District Council for submission to Central Government by 9 August 2026.

5.4 OPTION TWO

5.5 Consider working with other councils or parts of councils to develop a 'Head Start' proposal by 9 August 2026. This will remain an option before and after the 'Head Start' proposal is approved (or otherwise) by Central Government. The preferred option is Option One to keep the proposal simple.

5.6 OPTION THREE

- 5.7 Do nothing and be required to enter a compulsory backstop process into an unknown amalgamation to be determined by Central Government.

6 Considerations**6.1 RISK**

- 6.2 The risks associated with joining with Otorohanga District Council to develop a 'Head Start' proposal are considered to be less than doing nothing and later being made to change with no opportunity to give input. Not putting forward a 'Head Start' proposal will mean that the 'Back Stop' process will be implemented which is when the outcome of amalgamation will be led by Central Government.
- 6.3 There is a risk that this process will not be followed through with the next Government post November 2026 elections, however it is considered that local government reform is highly likely to continue with any new Government.
- 6.4 The timeline involved in this process is tight to form new legislation, there is a risk milestones may not be met delaying the process.

6.5 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 6.6 Amalgamation of the Waitomo District with any other territorial authorities is not consistent with Council's existing Plans and Policies, however the Government has made it very clear that if councils do not present their own amalgamation proposals, the Government will do it for them. We assume legislation will follow that will clarify this.

6.7 SIGNIFICANCE AND COMMUNITY VIEWS

- 6.8 Any proposal to amalgamate the Waitomo District with any other territorial authorities would trigger Council's Significance and Engagement policy and have a broad range of community views, however because it is change being mandated by the Government, that mandate overrides the requirements of Council's Significance and Engagement Policy. We assume legislation will follow that will clarify this.
- 6.9 Direction from Central Government is consultation would occur during the detailed planning stage once the initial Head Start proposal is approved in September 2026.

Document ID: 975719

Report To: Council



Meeting Date: 26 May 2026

Subject: **Adoption of Waitomo District Council Risk Management Framework and Guideline – Recommendation from Audit and Risk Committee**

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 the revised Waitomo District Council Risk Management Framework and Guideline for consideration and adoption.
- 1.2 The revised Risk Management Framework and Guideline was considered by the Audit and Risk Committee on Tuesday 12 May 2026 and the Committee resolved to recommend to Council that the amended Risk Management Framework and Guideline be adopted.

2 Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
 - 1 The business paper on Adoption of Waitomo District Council Risk Management Framework and Guideline – Recommendation from Audit and Risk Committee be received.
 - 2 Council notes the recommendation of the Audit and Risk Committee of 12 May 2026.
 - 3 Council adopts the revised Waitomo District Council Risk Management Framework and Guideline as recommended by the Audit and Risk Committee.

3 Background and Commentary

- 3.1 Attached and providing the Background and Commentary to the consideration of the Risk Management Framework and Guideline (RMFG) is a copy of the business paper and attachments presented to the Audit and Risk Committee on Tuesday 12 May 2026.
- 3.2 The Audit and Risk Committee has raised at both the February and May 2026 meetings the need to convene a Council Workshop to review the currently identified strategic risks. The Plan is to schedule a workshop for Risk Management purposes in September 2026. The reason for the delay in convening this workshop is to allow for the increased organisation workloads relating to the waters transition to reduce, the imbedding of the organisation restructure in preparation for the waters transition to settle, and work on preparing the Annual Report for the current financial year will be nearing completion.

4 Considerations

4.1 RISK

- 4.2 Maintaining a fit for purpose RMFG is fundamental to the effective management of Council's strategic risks.

- 4.3 The work completed to date has established a RMFG that provides a structured approach to the identification and mitigation of key organisational risks.
- 4.4 Not adopting the revised RMFG will leave Council at risk of exposure to those identified risks and that exposure could become more problematic over time if not addressed through the controls and measures identified and recorded in the RMFG.
- 4.5 CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 4.6 The risks and mitigation approaches contained in the RMFG, while not formally addressed in other Council plans and policies, are an important part of WDC's day to day business and are therefore consistent with all Council plans and policies.
- 4.7 SIGNIFICANCE AND COMMUNITY VIEWS**
- 4.8 Section 78 of the Local Government Act 2002 requires councils to, in the course of decision making, give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, a matter.
- 4.9 The RMFG is for internal management practices and there is no value or requirement for Council to consult on this.
- 4.10 The adoption of the revised RMFG does not trigger Council's Significance and Engagement Policy.

5 Recommendation

- 5.1 It is recommended that Council adopt the revised Waitomo District Council Risk Management Framework and Guideline as recommended by the Audit and Risk Committee.

6 Attachments/Separate Enclosures

Attachments:

- 1 Copy of Audit and Risk Committee Business Paper and Attachments:
 - Audit and Risk Committee Business Paper – 12 May 2026 (Doc # 971064)
 - Waitomo District Council Risk Framework (updated) (Doc # 836320)
 - TLC Risk Management Framework (as at August 2025) (Doc # 972224)

Document ID: 971064

Report To: Audit and Risk Committee



Meeting Date: 12 May 2026

Subject: Risk Management and Mitigation

Type: Information Only

Author(s): Jaydene Kana
Independent Chair

Ben Smit
Chief Executive

1. Purpose of Report

- 1.1 The purpose of this business paper is to provide an overview of key risk and assurance matters for the Audit and Risk Committee, with a particular focus on:
- The organisational context and recent changes that have influenced Council's risk profile and risk maturity
 - The introduction of a Risk Management Framework (RMF) and what it is intended to achieve
 - Current and planned approaches to embedding risk management into Council's activities
 - Priorities for the year ahead, including development of a more centralised operational risk register and continued integration of risk into decision making and contract management.
- 1.2 It is intended as a summary-level report that complements the more detailed RMF document presented alongside it.

2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they might be adopted by resolution.
- 1 The business paper on Risk Management be received.

3. Context and Recent Change

- 3.1 Over the past 12–18 months, Waitomo District Council has undergone a period of significant change and external pressure, which has had a direct impact on how risks are identified, prioritised, and managed.

3.2 Organisational structure and leadership change

- 3.3 Council has experienced substantial senior leadership turnover and role reshaping. This has included:
- Changes to key leadership positions and responsibilities
 - Realignment of some functional areas and reporting lines
 - Adjustment periods as new leaders have become familiar with Council's operations, priorities, and risk profile.

3.4 These changes have created both challenges and opportunities for risk management:

- In the short term, capacity has been stretched as new leaders have been inducted and strategic direction refined, which has occasionally slowed progress on structured risk initiatives.
- In the medium to long term, the refreshed leadership team presents an opportunity to reset expectations for risk culture, accountability, and the consistency of risk practices across the organisation.

3.5 Waikato Waters Limited (WWL) transition workload

3.6 The WWL transition processes have required considerable governance and management attention. For Waitomo District Council, this has meant:

- Significant effort devoted to understanding the implications of reform and transition options, engaging with regional partners, and preparing for potential changes in service delivery
- Diversion of time and focus from the broader programme of risk maturity work, as water reform represented a high-priority strategic and operational risk in its own right
- A need to respond to a dynamic and, at times, uncertain external environment, with the associated impact on long-term planning, investment decisions, and resource allocation.

3.7 While this focus has been appropriate given the significance of water services to the community, it has also hindered progress somewhat in risk management development.

3.8 Current state of risk management maturity

3.9 Taken together, these factors mean Council's risk management practices are in a transition phase. There are positive foundations in place:

- Risk is considered in key service areas (e.g., finance, engineering/infrastructure, strategic planning) through a mix of registers, controls, and informal practices
- The Audit and Risk Committee provides governance oversight and a forum for challenging and improving Council's approach to risk and assurance.

3.10 However, there is a recognised need to:

- Standardise risk processes and tools across the organisation
- Clarify roles, responsibilities, and expectations for risk management
- Improve the visibility and coordination of operational risks at an enterprise level.

3.11 The finalisation of a formal Risk Management Framework is a core response to this need.

4. Risk Management Framework (RMF) – Background and Purpose

4.1 A draft Risk Management Framework (RMF) is presented with this report for the Committee's consideration and feedback. This has been updated from the previous time it went to Audit and Risk and incorporates suggested changes.

4.2 What the RMF is

4.3 The RMF is a foundational document that sets out Waitomo District Council's overall approach to managing risk. In practical terms, it:

- Articulates the principles and objectives that underpin risk management at Council
- Defines what is meant by "risk" in the Council context, including strategic, operational, financial, compliance, health and safety, and reputational risks

- Establishes a consistent methodology for identifying, assessing, responding to, and monitoring risks
- Clarifies governance and management roles, including those of Council, the Audit and Risk Committee, the Chief Executive and Executive Team, managers, and staff
- Provides guidance on risk appetite, escalation thresholds, and reporting expectations.

4.4 The RMF is intended to be concise and usable, forming the “umbrella” under which more detailed procedures, templates, and tools (e.g., risk registers, assessment matrices, reporting formats) can sit.

4.5 Changes to the Risk Management Framework since last adopted

4.6 The following changes were proposed and accepted at the May 2025 Audit and Risk meeting. These are still included in the document as track changes for your review:

- **Risk Appetite** (Page 7). Section and table has been added to describe the various levels of risk appetite. A section below has been deleted which talked about a blanket appetite for risk of ‘very low’. This is too general an approach the appetite for risk will depend on the situation, probably of the risk, risk severity and the level in the organisation the decision is made at. Refer Section 4 of the framework on page 18.
- **Roles and responsibilities** (Page 9). Clarifying responsibility. This is not part of the Health and Safety Coordinator’s role.
- **Analyse** (Page 13). The Risk Likelihood table had been replaced with a more general explanation of ‘likelihood’. The probability % was confusing and the expected timeframe in weeks, months and years because this was seen to be too prescriptive particularly given we are discussing the likelihood of something occurring because are, by their very nature, difficult to place timeframes and probabilities on.
- **Risk Consequence Table** (Page 15 / 16). Service delivery relating to lifelines utilities (bottom of table). Interested in the committee’s opinion on the moderate, major and severe narrative. These thresholds seem low eg ‘severe’ = disruption of service levels for more than 1 day (multiple activities or sites). These seem low.

4.7 The Lifelines utilities under Service Delivery in relation to the Risk Consequence narrative (Page 15 / 16) was the remaining point of potential change at the end of the May 2025 meeting. After discussion with The Lines Company (TLC) a revised narrative (the last row in the table replaces the second to last row in the table) was developed. At the time the committee discussed the moderate, major and severe narrative. These thresholds seemed too low eg ‘severe’ = disruption of service levels for more than 1 day (multiple activities or sites). A modified version of TLC’s has been used as a basis for the narrative.

4.8 TLC’s Risk Management Framework been included as an attachment. It is very similar to the WDC one with two exceptions. TLC’s includes a People / Talent section focused on the risk of loss of key staff and WDC’s includes a section on Legislative Risk. I think the legislative risk is an important category for us but interested in comments about the inclusion of People / Talent in our Framework.

4.9 Intended outcomes of implementing the RMF. The RMF is expected to:

- Provide a common language and framework so that risk is understood consistently across all parts of the organisation
- Support more informed and transparent decision making, with risks and trade-offs clearly articulated in advice and reports
- Improve the visibility of key risks and controls, both at an operational and strategic level
- Enable the Audit and Risk Committee and Council to more effectively discharge their governance responsibilities.

5. Current Risk Practices and Registers

5.1 While the RMF provides the overarching framework, a number of existing practices and tools are already in place.

5.2 Existing risk registers

5.3 Risk reporting structures are currently maintained in a number of key areas, including (but not limited to):

- Council has previously identified 11 strategic risks for the council and community:
 - Health Safety and Wellbeing
 - Cyber Security
 - Climate Change and Adaption
 - Significant Internal and External Disruptions
 - Programme and Project Delivery
 - Theft Fraud and Corruption
 - Fit for Purpose Assets
 - Three Waters Infrastructure
 - Financial
 - Stakeholder Relationships
 - District Vibrancy / Growth

These will be reviewed as part of the plan.

- Finance – capturing risks through the financial strategy benchmarks and mandatory legislative measures. Those risks are reported on during the year as part of the financial and treasury reports and are included in the annual report. We also complete the LGFA covenant reporting requirements.
- Asset Management Plans – capturing some asset condition and performance risks, service continuity, project delivery, contractor performance, and health and safety in the field. These are embedded in the Asset Management Plans but not well reviewed.
- The Project Management Framework has a risk section for each project.
- The Health and Safety activity has a risk register as a one-stop shop that covers everything from identifying the hazards to tracking how we're keeping everyone safe. This is available on Tomo for easy access to all staff, reviewed annually by all.
- Strategic and corporate risk – capturing cross-cutting risks such as legislation and regulatory change, community and stakeholder expectations, major programmes and projects, and organisational capability. An outdated organisation-wide risk register is in place but not up to date.

5.4 These registers provide useful visibility at a departmental or functional level and are an important source of information for management and the Committee.

6. The Year Ahead – Priorities and Focus Areas

6.1 Over the next 12 months, Council's focus will be on moving from framework design to implementation and embedding, particularly in the following areas.

6.2 Embedding risk into contract management

6.3 Contract management is a core activity of Council and a key area of risk exposure, particularly for infrastructure, capital projects, and service delivery. The year ahead will see risk management more strongly built into the full contract lifecycle:

- Planning and procurement – ensuring that risk assessments are completed at the outset of major procurements and that risk allocation is built into contract structures, evaluation criteria, and negotiation strategies.

- Contract execution and delivery – actively monitoring contract risks (e.g., performance, financial, health and safety, supply chain, regulatory) and ensuring that mitigation actions and controls are documented, owned, and tracked.
- Contract variations and close-out – assessing risk implications of contract changes and capturing lessons learned for future procurements and risk assessments.

6.4 Standardised risk clauses, checklists, and templates (aligned to the RMF) will be used to promote consistency and to ensure that risk considerations are not treated as a separate or optional process.

6.5 Integrating risk into decision making and governance

6.6 Risk will also be more explicitly incorporated into Council's broader decision-making processes:

- Committee and Council reports – strengthening the quality and consistency of risk sections in reports so that elected members can clearly see:
 - The key risks associated with proposed decisions
 - The likely consequences and likelihood of those risks
 - The mitigation measures that are in place or proposed.
- Business planning and project initiation – requiring documented risk assessments as part of business cases, project plans, and other key planning artefacts.
- Executive oversight – including risk as a standing item in Executive Team agendas and performance discussions, with a focus on key enterprise and operational risks, trends, and emerging issues.

6.7 The goal is for risk to be a natural and routine part of how decisions are framed and taken.

6.8 Development of a centralised operational risk register

6.9 A key deliverable for the coming year will be the development of a more centralised, organisation-wide operational risk register:

- Scope and purpose – the central register will not replace local registers where these are needed for day-to-day management. Instead, it will:
 - Capture the most significant operational risks across all key services and functions
 - Provide a single, consolidated view for senior management and the Audit and Risk Committee
 - Highlight interdependencies and systemic issues that might not be visible in individual registers.
- Approach and methodology – the central register will apply the assessment criteria, rating scales, and categories defined in the RMF, ensuring consistency across the organisation.
- Governance and reporting – the central register will be:
 - Owned and maintained by management
 - Reviewed regularly by the Executive Team
 - Presented to the Audit and Risk Committee in future reporting cycles, with a focus on key changes, emerging risks, and the effectiveness of controls.

6.10 The first iteration of this consolidated operational risk register is expected to be developed over the coming reporting period, with the intention to provide an initial view to the Committee as part of future reports.

7. Summary and Next Steps

7.1 In summary:

- Waitomo District Council has been operating in a complex environment, with significant internal change and external reform (including Waikato “Waters Done Well”) placing pressure on capacity and, at times, slowing the broader risk management journey.
- Despite this, there are solid foundations in place, particularly through existing risk registers in key service areas and the oversight role of the Audit and Risk Committee.
- The update and approval of a formal Risk Management Framework is a key step forward, providing a coherent, organisation-wide approach to how risks are understood, assessed, managed, and reported.
- Over the year ahead, Council will focus on:
 - Embedding risk more deeply into contract management and procurement
 - Making risk a more explicit and consistent component of decision making and governance processes
 - Developing and presenting a centralised operational risk register that consolidates key risks across the organisation.

7.2 The Committee’s feedback and priorities for risk reporting will be important in shaping the next phase of implementation.

8. Attachments/Separate Enclosures

Attachments:

- 1 Waitomo District Council Risk Framework (updated) (#836320)
- 2 TLC Risk Management Framework (as at August 2025) (#972224)

WAITOMO DISTRICT COUNCIL RISK MANAGEMENT FRAMEWORK AND GUIDELINE

Version #	Date	Revision by	Description of Change
1.0	21/12/2020	Ihsana Ageel	Review and update the existing Framework
1.1	12/07/2021	Ihsana Ageel	Update post ARFC Workshop
1.2	April 2025	Aon NZ	Review



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INTRODUCTION

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

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

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

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

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

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

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

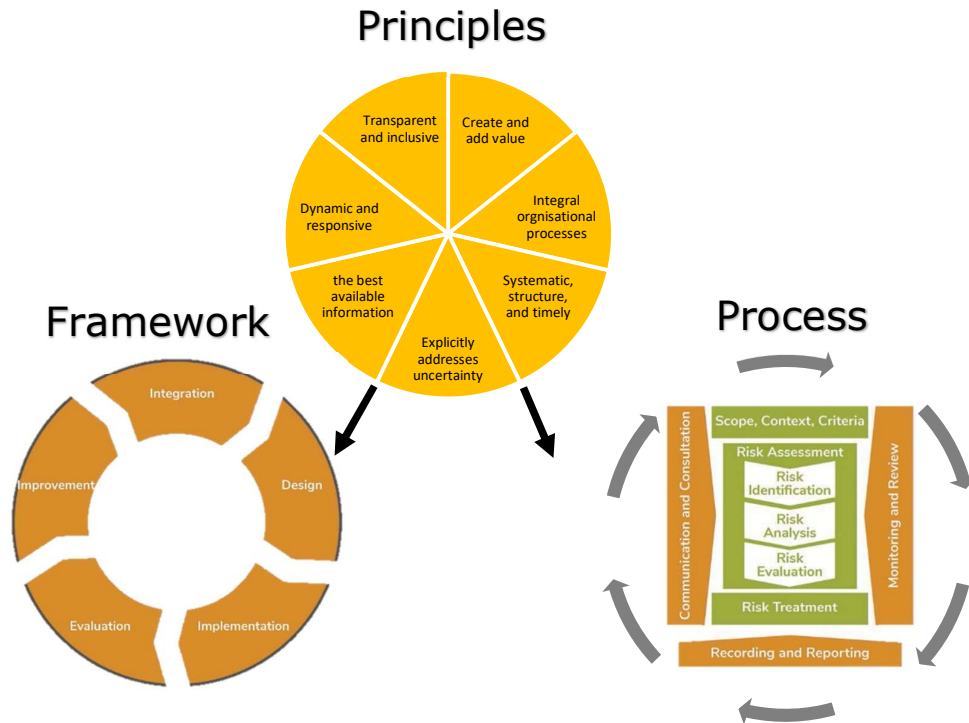
PRINCIPLES, FRAMEWORKS AND PROCESS

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

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

WDC takes a structured approach to risk all activities within the organisation. Our consistent with the Australian/New Zealand Standard ISO 31000:2009.

management, at all levels and for approach to risk management is Zealand Standard ISO



OBJECTIVES

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

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

IMPLEMENTATION

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

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

INTEGRATION

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



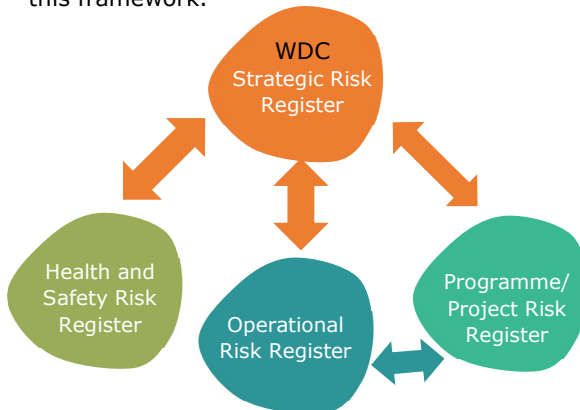
RISK CATEGORIES AND RISK REGISTERS

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

- Strategic
- Operational
- Health & Safety
- Project

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

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



Strategic Risk

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

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

- Risks to Waitomo District Council meeting expected service levels

Operational Risk

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

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

Health and Safety

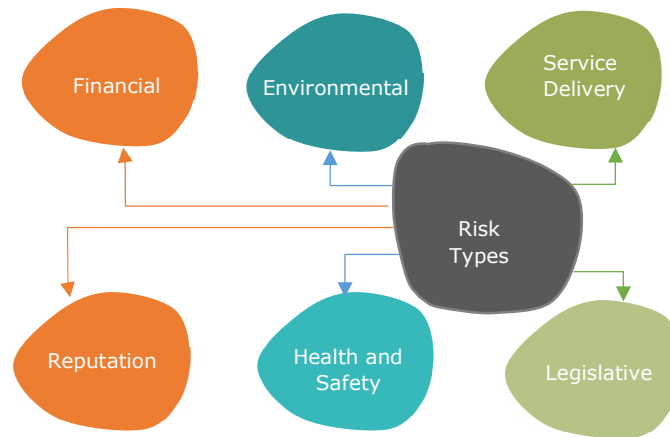
These risks may have an impact on the health and safety of Waitomo District Council staff, contractors, visitors or the public at large. Health and safety risks are identified by all WDC staff members and may also impact more than one Group or activity. These risks are regularly reported to SMT to ensure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

Programme / Project Risk

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

RISK TYPES

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



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

RISK APETITE

Risk appetite statements define and describe the Council’s philosophy, approach and tolerance to taking risks in pursuit of objectives on a scale from Averse (low) to Open (high). The scale below is used to express the Council’s enterprise level appetite for risk.

Appetite Ratings		Cautious	Neutral	Receptive	Open
Description:	Appropriate control and management of risk and uncertainty is a key objective	Preference for service options that have a low degree of inherent risk and only have a potential for limited benefit	Preference for safe options that have a low degree of residual risk and may only have limited potential and benefit	Willing to consider all options and choose the one that is most likely to result in successful delivery while also providing acceptable benefits	Eager to be innovative and to pursue opportunities based on potentially high benefits

The Risk Management Framework establishes the mechanisms through which the Council manages risk within these risk appetite tolerances to provide reasonable assurance regarding the achievement of organisational objectives.

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

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

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

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

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

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

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

ROLES AND RESPONSIBILITIES

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

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

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

All Group / General Managers

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

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

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

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

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

Key roles

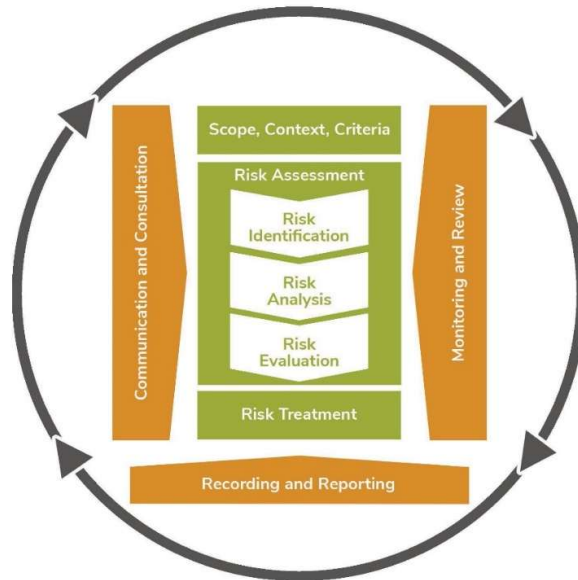
Person/Party	Responsibilities
Audit and Risk Committee (A&RC)	<ul style="list-style-type: none"> Ensures that the WDC Risk Management Framework is in place, fit for purpose, and aligned with best practice. Regularly reviews the strategic risk profile, key organisational and operational risks, and associated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

Person/Party	Responsibilities
	<ul style="list-style-type: none"> • Reviews and maintains WDC Risk Management Framework and associated documents. • Champions risk management across the WDC. • Works with work groups and management to identify, assess and report risks. • Develops and maintains the appropriate processes for recording, assessing and reporting key risks across the WDC.

RISK MANAGEMENT PROCESS

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

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



Risk Management Process Overview

<p>Step 1</p>	<p>Communication and Consultation</p>	<p>Communication and consultation with relevant internal and external stakeholders is to be undertaken at all stages of the risk assessment process to bring different areas of expertise together, ensure different views are appropriately considered, provide sufficient information to facilitate risk oversight and decision making and to build a sense of inclusiveness and ownership among those affected by the risk. It involves promoting awareness and understanding, as well as seeking feedback and information to support decisions made throughout the process.</p>
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Step 2	Establishing the scope, context and criteria	This part of the process is undertaken to gain an understanding of the purpose of the risk assessment and factors that may require consideration throughout the process. It includes establishing and defining the scope of the activity being assessed and associated boundaries of the risk assessment; the relevant objectives to be considered and any relevant relationships to other projects, processes and activities; desired outcomes from the steps to be taken; decisions that need to be made; the internal and external environment; resources required and associated responsibilities; risk assessment criteria, tools and techniques to be applied and records to be kept throughout the risk assessment process.
Step 3	Risk Assessment	<p><i>The risk assessment process comprises the following key steps:</i></p> <p>1. Risk Identification Identifying risks involves consideration of what, how, why and when events might occur that could have an impact on achieving the objectives of the activity or operation being assessed. During this process consideration is to be given to Council's adopted Risk Categories. A variety of methods can be used to identify risks, such as brainstorming and SWOT analysis. Relevant, appropriate and up to date information is important to identifying risks.</p> <p>2. Risk Analysis Risk analysis is undertaken to determine and understand the level of risk being faced. It involves a detailed consideration of uncertainties, risk sources, consequences, likelihood, events, scenarios, controls and their effectiveness. Risk analysis provides input to risk evaluation, decisions on whether risk needs to be treated and how, and on the most appropriate risk treatment and methods. Risk analysis should be undertaken using Council's adopted Risk Assessment Criteria.</p> <p>3. Risk Evaluation The purpose of risk evaluation is to support decisions. It involves comparing the results of the risk analysis with the Council's established risk criteria -to determine if the level of risk is acceptable or additional action is required in order to continue with the activity or operation being assessed. Options may be to do nothing; consider risk treatment options; undertake further analysis; maintain existing controls; reconsider objectives; and it should consider the wider context and the action and perceived consequences to both internal and external stakeholders.</p>
Step 4	Risk Treatment	<p>Risk Treatment involves the development and implementation of additional controls, such as systems and procedures, to address the risk. Risk Treatment involves an iterative process of formulating and selecting risk treatment options; planning and implementing risk treatment; assessing the effectiveness of the treatment; deciding on whether the remaining risk is acceptable and if not acceptable, taking further treatment. Depending on the activity or operation that is being assessed and the priority of the risk, risk treatment strategies can involve the development and implementation of longer short term risk treatment action plans.</p> <p>Risk Evaluation (Step 3) and Risk Treatment (Step 4) should be undertaken with consideration of Council's adopted risk appetite, Preferred Risk Treatment Options and ALARP (as low as reasonably possible).</p>
Step 5	Monitoring and Review	Monitoring and review of the risk management process, its implementation and outcomes ensures its continued quality and effectiveness and identifies opportunities for improvement. It will ensure that identified risks and controls remain relevant, controls remain effective and that any new risks are appropriately identified, recorded and managed appropriately. It should be a planned and documented part of each stage of the process and associated responsibilities should be clearly defined.

Step 6	Recording and Reporting	The risk management process and its outcomes are required to be documented and reported regularly to ensure continued communication in relation to risk management activities and outcomes, to provide information for decision-making, to improve risk management activities and to assist interaction with stakeholders.
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RISK ASSESSMENT PROCESS

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

1. RISK IDENTIFICATION

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

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

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

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

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

2. ANALYSE

(a) Likelihood

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

Risk likelihood rating

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

Likelihood	
Almost Certain	Is expected to occur Definite probability Without additional controls the event is expected to occur in most circumstances
Likely	Will probably occur in most circumstances With existing controls operating this event will probably still occur with some certainty
Possible	Could occur at sometime The event has occurred in different industries with similar levels of controls and assurance in place
Unlikely	Not expected to occur The event hasn't occurred, but it could occur in some circumstances
Rare	Exceptional circumstances only Improbable A small chance of event occurring that would be caused by conditions and/or events not previously seen.

(b) Consequence

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

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

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

Risk Types What could be the consequences if the risk occurs?	Consequence Rating				
	Insignificant	Minor	Moderate	Major	Severe
	1	2	3	4	5
Risk events that impacts WDC’s ability to function and deliver its core services as expected. Core services are lifeline utilities within the WDC context, they are water, wastewater, roading IT infrastructure.	Disruption of service levels for up to 30 minutes (individual activity or site) Limited interruption to services	Disruption of service levels for up to 4 hours (individual activity or sites) Service interruption affecting less than 5% of one service.	Disruption of service levels for up to 4 hours (multiple activities or sites) Significant interruption affecting between 5-20% of one service for less than a week.	Disruption of service levels for up to 1 day (multiple activities or sites) Significant interruption affecting between 20-50% of one service for more than a week.	Disruption of service levels for more than 1 day (multiple activities or sites) Extreme event affecting more than 50% of one service. Unable to continue normal business operations.

3. EVALUATE

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

Risk rating matrix

Risk rating = consequence rating x likelihood rating

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

4. TREAT

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

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

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

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

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

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

ALARP – As low as reasonably practicable

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

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

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

5. RECORD AND REPORT

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

RISK RATING	REPORTING
EXTREME RISK	<ul style="list-style-type: none"> Weekly update of Strategic/Operational/ Health and safety/ Project risk register. Risk registers used as a basis for weekly update to SMT Risk registers used as a basis for quarterly update to Audit Risk and Finance Committee. Reporting of such emerging risks will be reported to the Mayor and Council as appropriate.
HIGH RISK	<ul style="list-style-type: none"> Monthly update of Strategic/Operational/ Health and safety/ Project risk register. Risk registers used as a basis for monthly update to SMT Risk registers used as a basis for quarterly update to Audit Risk and Finance Committee. Reporting of such emerging risks will be reported to the Mayor and Council as appropriate.
MEDIUM RISK	<ul style="list-style-type: none"> Quarterly update of Strategic/Operational/ Health and safety/ Project risk register. Risk registers used as a basis for quarterly update to SMT
LOW RISK	<ul style="list-style-type: none"> Quarterly update of Strategic/Operational/ Health and safety/ Project risk register.

6. MONITOR AND REVIEW

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

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

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

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

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

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

Strategic Risk Register

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

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

Operational Risk Register (group level)

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

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

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

Project Risk Register

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

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

Risk Management Framework

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

Performance and Success Measures

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



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

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

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

Appendix One: The Lines Company - Risk Management Framework

Consequence Descriptor	Health and Safety	People / Talent	Environmental	Operational	Network Performance	Financial Impact on Business (Cash Flows)	Third Party (Stakeholder / Cultural / Reputational)	Compliance
Catastrophic	Fatality or life-altering event	Over 25% staff turnover. Significant skill gaps due to loss of several key personnel	Recovery in 5+ years	Group-wide inability to continue normal business operations	Extreme event (full defence MENA incident); more than 50% of network affected	Greater than \$5m	Irreparable damage to key cultural stakeholders relationships. Sustained negative local and/or national media coverage. Third party loss greater than \$5m	Regulatory intervention / prosecution
Major	Life-threatening event; multiple events requiring hospital admission/ notifiable event	15-25% staff turnover. Loss of key personnel; replacement will take more than 6 months	Recovery 2-5 years	Significant interruption to more than 50% of the Group's operations	Defcon 4 – Significant event with more than 2 feeders affected for more than 1 week	Between \$1m and \$5m	Significant breach of trust with cultural stakeholders. Significant media coverage, regulatory audits, board response required. Third party loss between \$1m and \$5m	Regulator breach / enforcement notice
Moderate	Event resulting in lost time but does not require hospital admission	10-15% staff turnover. Loss of key personnel with 3-6 month replacement	Recovery 1-2 years	Significant interruption to between 20% and 50% of the Group's operations	Defcon 3 – Major event lasting less than a week	Between \$0.5m and \$1m	Lack of understanding of key cultural aspects requiring CE or Board response. Single event attracts local and/or national attention and requires a formal response from the CE. Third party loss between \$0.5m and \$1m	Regulatory notification may not be required / improvement notice
Minor	Minor illness or event requiring medical treatment (e.g. first aid)	5-10% staff turnover. Some loss of key personnel but easily replaced	Recovery under 1 year	Significant interruption to less than 20% of the Group's operations	Defcon 2 – Some network faults	Between \$0.1m and \$0.5m	Minor offence caused requiring formal apology. Attracts some media coverage but does not warrant a formal response. Third party loss between \$0.1m and \$0.5m	Regulatory notification not required
Negligible	Event but does not require medical attention	Isolated retention problems. Less than 5% turnover	Localised damage only	Limited interruption	Defcon 1 – No network faults	≤ \$0.1m	Minor offence caused to individual relationship (e.g. customer). No negative public perception issues created. Third party loss ≤ \$0.1m	Regulatory notification not required

Document ID: 971022

Report To: Council



Meeting Date: 26 May 2026

Subject: **Bi-Monthly Activity Report: Roothing, Solid Waste and Waters**

Type: Information Only

Author(s): Ben Smit

1. Purpose of Report

- 1.1. The purpose of this business paper is to update Council on the Roothing, Solid Waste and Waters activities.

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 Bi-Monthly Activity Report: Roothing, Solid Waste and Waters be received.

3. Background

- 3.1 At its meeting of 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 3.2 With recent changes to the Infrastructure Group of activities, this paper covers Road and Footpaths, Three Waters and Solid Waste. Property and Recreation services are now included in the Community Services Group progress report.

4. Roads and Footpaths

- 4.1 The Roads and Footpaths group of activities incorporates maintenance and renewal of the road surface, pavement, footpaths and other roading assets such as bridges and structures.
- 4.2 **CURRENT ACTIVITY**
- 4.3 The capital works programme has continued to shift toward storm response and resilience delivery. The primary focus over the past two months has been managing the response to the 18–19 April 2026 storm event, progressing the Winter 2025 and October 2025 storm recovery programmes, taking the Te Anga Road rehabilitation into construction, and advancing the Local Roothing Professional Services procurement process along with putting on hold the Tuariri Road Drainage procurement.
- 4.4 The Te Anga Road pavement rehabilitation contract (C500-25-044) was awarded to JC Civil and signed on 29 March 2026. Construction has progressed well through April. Three further sites on Te Anga Road and one on Haurua Road remain in design and will be tendered this financial year.
- 4.5 Urban drainage inspections are complete and rural drainage inspections are progressing. The data is feeding into renewal prioritisation and the upcoming Asset Management Plan review.

- 4.6 The 2025/26 resurfacing programme, with an estimated value of approximately \$2.4M, is progressing and remains on track to be completed by the end of April subject to suitable weather. A considerable increase in the cost escalation has occurred due to the middle east conflict and its impact of petrochemical products.
- 4.7 The Bridge Maintenance Physical Works contract (C500-25-056) and the Streetlighting Maintenance contract (C500-25-043) tender documentation have both been completed. The Streetlighting Procurement Plan has been approved. Both packages are being prepared for market release this financial year.
- 4.8 The Local Roding Professional Services procurement (Contract WDC 500-25-015) was released to market via GETS on 16 April 2026. The Registered Tenderer Briefing was held on 30 April 2026. The current contract ends in June 2026 and the procurement remains on programme to allow a handover period before the new contract starts.
- 4.9 The NZGTTM Transition Plan was finalised and approved by NZTA in December 2025. Aiming for implementation phase to occur from 1st July 2026.
- 4.10 **LOW-COST LOW-RISK (LCLR)**
- 4.11 The roading team are working on putting together another list of resilience sites for review.
- 4.12 **SPEED MANAGEMENT**
- 4.13 The proposed speed limit change on Oparure Road (outside the school and marae) has progressed through public consultation with the inclusion of recommendations a draft implementation has been prepared. This will now be sent for approval.
- 4.14 **STORM RECOVERY**
- 4.15 All sites associated with the January 2023 storm event (NIWE) have been completed, except for the Ramaroa Road culvert lining, which remains programmed for completion this season.
- 4.16 For the Winter 2025 (July) storm event, Phase 1 funding of \$2.81M and Phase 2 funding of \$4.665M remain approved by NZTA. Several Category A site packages have been priced and are progressing through construction within the maintenance contract. More complex Category B and C sites continue through design and procurement, with several packages having been advertised for tender.
- 4.17 The work on the October 2025 storm response is continuing to progress well. Geotechnical investigations and survey works are largely complete, and preferred design options nearing completion.
- 4.18 Kopaki Road remains partially closed due to ongoing instability. Monitoring continues at Kopaki Road and Mokauiti Road. Residents and logging companies are engaged to maintain access during the response. Options will be put forward for council to decide on the preferred plan the roading team is to pursue.
- 4.19 Cat A sites for the October 2025 event are being managed within the maintenance contract but funded 95% by NZTA outside of current contracts and are currently being priced. The 18 sites under further investigation and design (Gribbon, Kumara, Mangatoa, Rangitoto, Te Anga, Te Waitere, Walker, Mapara South, Totoro, Mangarino, Manganui and Mangaotaki Roads) remain in design and tendering, with the aim of completing most this financial year. The Walker Road slip repair (CAR R1170351) is being progressed, with the traffic management approach being confirmed before construction. The Te Wairere wall site commenced on 11 May 2026 under the July Storm Buttresses programme.
- 4.20 A number of sites on Mangatoa and Manganui Roads have been identified as “river retreat” locations, where meandering rivers have moved into the road edge and are eroding the carriageway. WDC is engaging with Waikato Regional Council on a resource consent strategy to allow river realignment as part of the longer-term resilience response. This work is expected to inform future scoping under the storm recovery programmes.
- 4.21 The district was hit by a further significant storm event over the weekend of 18–19 April 2026, causing widespread slips, flooding and tree falls across the western part of the district

(Mōkau, Awakino, Mahoenui). Initial response has been completed and a funding application is being put forward to NZTA via TIO for review.

4.22 Inframax responded immediately and 65 jobs have been logged in RAMM under the April Storms programme. Single-lane access for residents was opened quickly on Manganui and Ōhura Roads. Awakau Road residents have been provided southern-end access through NZTA / Downer. Te Mahoe Road remains affected by three over-slips requiring clean-up only.

4.23 In parallel, a memo on Taumatamaire Road has been prepared (30 April 2026) for use in the Mayor's engagement with the Taranaki Mayors regarding the future use of Taumatamaire as an SH3 alternative route. The pack is factual, draws on RAMM dispatch records, the CAS database and the draft AMP and LTP, and sets out the asset condition, slip and crash history, and indicative scope and cost bands of an SH3-detour-capable upgrade. It is not a costed business case. A joint onsite review of Taumatamaire Road by Waitomo and New Plymouth District Councils, together with regional transport representatives, occurred on 12 May 2026 to evaluate the corridor as a potential SH3 bypass.

4.24 **MAINTENANCE CONTRACT**

4.25 The maintenance contract continues to operate within expected parameters. The April 2026 storm response has placed additional pressure on zonal maintenance delivery, and a workmanship review has been initiated with Inframax to confirm grading and rolling standards on a small number of unsealed network sites. Resurfacing and structural patching activities have continued through March and April and are largely tracking to programme.

4.26 **FINANCIAL OVERVIEW**

4.27 Storm recovery funding approvals to date include \$2.81M for Winter 2025 Phase 1 and \$4.665M for Phase 2. The October 2025 storm funding application remains under consideration by NZTA and the April 2026 storm submission is being prepared for lodgement by 1 June 2026.

4.28 Storm recovery works are expected to attract a 95% Funding Assistance Rate, subject to NZTA approval, which significantly reduces Council's net exposure. Confirmation of October 2025 and April 2026 event funding remains a key financial dependency.

4.29 **RISKS AND OPPORTUNITIES**

4.30 Key risks include: delay in NZTA approval of the October 2025 and April 2026 storm funding submissions; ongoing instability at Kopaki Road; pressure for use of Taumatamaire Road as an SH3 alternative without a corresponding investment commitment; weather impacts on programme delivery; and concurrent capacity pressure across professional services from multiple storm recovery programmes running in parallel.

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

4.32 Over the next three months the immediate priority is finalising the April 2026 storm response, lodging the TIO funding application by 1 June, and progressing storm recovery and resilience projects across the July 2025, October 2025 and April 2026 events.

4.33 The Local Roding Professional Services tender (500-25-015) closes. Evaluation will be undertaken and the contract is targeted for award to allow a handover period before the current contract ends in June 2026.

4.34 The Bridge Maintenance and Streetlighting tender packages are expected to be released to market.

4.35 Te Anga Road rehabilitation will continue under construction, with three further Te Anga Road sites and the Haurua Road site being tendered this financial year.

4.36 The 2025/26 resurfacing programme will be delivered and completed by the end of April, subject to suitable weather conditions.

- 4.37 The internal team restructure will continue to be implemented to increase delivery capacity and strengthen procurement and contract management capability. The last Rooding Engineer appointment is complete.

5. Three Waters

- 5.1 The Three Waters group of activities includes drinking water, wastewater, stormwater, and management of treatment plants and the reticulation network. This section will also cover a summary of Waikato Waters Limited transition activities.

CURRENT ACTIVITY

5.3 WAIKATO WATERS LIMITED (WWL)

- 5.4 WWL have started advertising for vacant positions on the open market. Waikato Waters achieved several key milestones in March 2026 as they launch operations under the Local Water Done Well policy on 1 July 2026: Funding Secured - over 90% of frontline staff offered roles signed contracts; Initial head office established in central Hamilton, with future long-term options under consideration; Transfer agreements signed with Waipā, Waitomo, and South Waikato district councils; more to follow. Councils will continue billing and customer service for at least 12 months post-transition to ensure continuity. Will serve around 50,000 customers and manage assets valued at \$1.4 billion.

5.5 DRINKING WATER

- 5.6 Water demand in Maniaiti/Benneydale reticulation network is normal after recent leak repairs. Piopio reticulation network was inspected for leaks in April, and several were found and repaired.

- 5.7 There is minor leak in Mokau, however the levels in the reservoir are acceptable.

- 5.8 After the two recent land slips at the Mokau Water Treatment Plant that impacted the Treatment Plant Reservoir, the land slips that affected the access track to the top dams have been cleared, and the landowner has repaired the access. With the latest rain event, there has been an additional landside, this will be cleared by the end of May. We also have a minor leak in Mokau, however we are able to keep up with demand. We have had issues getting to Mokau due to the closure of SH3.

- 5.9 Due to decommissioning of outdated copper communication cables, all treatment plants are migrating to Starlink for telemetry and SCADA. This has been completed. We are also transitioning the SCADA server from Waitomo District Council to the treatment plant.

5.10 Water Resilience Project

- 5.11 HEB's have completed the majority of the pipeline up to the top of Eketone Street, once KiwiRail approval is given, we can complete joining the pipeline from Rora St to Ward St.

- 5.12 Demolition is set to start on the reservoir on the week commencing on the 18 May, and a temporary tank has been constructed. This has significantly less capacity than the current tank, approximately 180m³ vs 1000m³. To mitigate the risk of water demand, we have added in infrastructure for the Hetet reservoir to feed the Hospital zone. We will also be monitoring levels closely to measure water usage versus water demand.

- 5.13 The hospital easement has been issued. We are currently negotiating with one other landowner.

5.14 Bulk Water Filling Stations

- 5.15 The installation of dedicated water filling stations in Te Kuiti, Maniaiti/Benneydale, Piopio, and Mokau was initially scoped; however, several technical issues have since been identified. Based on site proximity and ongoing challenges with the Piopio water supply, it is now unlikely that a bulk filling station will be installed in Piopio, with users instead directed to Te Kuiti. The project is currently being rescoped to ensure all technical and safety requirements are met, after which responsibility will transfer to Waikato Waters.

5.16 **Three Waters Contract**

5.17 All Physical Works Completed – Practical Completion Certificate issued. The following Separable Portion 2 of the referred Contract Works comprising: Takarei Terrace - Mōkau and William Street / Anzac Street / Matai Street - Te Kūiti. PC Completion was achieved on 20 March 2026.

5.18 **WASTEWATER**

5.19 Separable Portion 2 has been deferred to Spring 2026. Approximately 80–90% of the \$1.1 m SP2 budget will be incurred during the active uplift, transport, and disposal phase, with only minor mobilisation and close-out costs outside this period. WDC met with Conhur on Friday morning 6 March 2026 and decided to delay the removal until Spring 2026 due to high moisture contents of the sludge which would have resulted in high transport and gate fees. This moves operational responsibility to WWL. The funding in reserves will transfer to WWL.

5.20 A reassessment is underway for properties identified as non-compliant during the 2024 inflow and infiltration (I&I) audit to confirm whether corrective actions have been implemented. Re-auditing has commenced in one previously completed zone to verify that non-compliant properties now meet requirements, after which the process will move through the remaining zones.

5.21 We have received abatement/infringement notices from Waikato Regional Council, regarding wastewater which we are currently working through. A meeting is being held 21 May 2026 to discuss steps forward with Waikato Regional Council. Waikato Waters will also attend this meeting. The three areas involved are Benneydale, Piopio and Te Kuiti.

5.22 **Three Waters Contract**

5.23 All Physical Works Completed – Practical Completion Certificate issued. The following Separable Portion 2 of the referred Contract Works comprising: King Street East - Te Kūiti. Practical Completion was achieved on 20 March 2026.

5.24 **STORMWATER**

5.25 Inspections of the critical stormwater reticulation network, such as open channels, wingwalls and screens continue to be monitored before, during, and after heavy rainfall events.

5.26 From the physical survey work completed, modelling of the network was undertaken. As noted at the November Council meeting, the Queen St/King St catchment works have been included in the stormwater improvements package of works mentioned below under the stormwater improvements section.

5.27 We are completing additional optioneering for Brook Park and the Ward Street catchments. We have also included Centennial Park.

5.28 With Waitomo District Council retaining responsibility for the stormwater function, procurement is currently underway for a standalone stormwater contract.

5.29 **Stormwater Improvements**

5.30 Camex Ltd was awarded the works and started on 11 May 2026. New wingwalls have been installed at Corner of William & Anzac Street and 43 Williams Street.

5.31 The project will upgrade stormwater infrastructure in Te Kuiti to meet level-of-service standards and mitigate flooding risks during intense or prolonged rainfall, protecting the community and environment.

5.32 Planned works include:

- Installing small and large wing walls
- Installing cesspits with outlet pipes
- Clearing debris to improve flow in open drains
- Installing gabion baskets at outlets to prevent erosion

5.33 **RISKS AND OPPORTUNITIES**

5.34 **Risks:**

5.35 Due to the demolition of the existing Hospital reservoir, there is an associated water supply risk for Te Kuiti. This risk has been thoroughly assessed and mitigation measures are in place. Supply performance will be closely monitored during the initial stages to ensure flows and water levels remain within acceptable limits. If any concerns arise, additional mitigation actions will be implemented.

5.36 The wastewater abatement notices are a risk. There e will have a better understanding of WRC's viewpoint after the meeting on the 21 May.

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

5.38 The Te Kuiti Water Resilience project will continue.

5.39 It has been identified that some businesses (which are classified as extraordinary users) do not have water meters. Meters will be installed prior to 1 July 2026, when Waikato Waters will take ownership of the assets.

5.40 I&I inspections will continue.

5.41 Stormwater optioneering will continue. This will be subject to resource consent approval by WRC.

5.42 Waters services will change from 1 July 2026, with Stormwater being delivered under the Rooding portfolio and Drinking Water and Wastewater transitioning to Waikato Waters Ltd.

<p>6. Waste Management</p>

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

6.2 **CURRENT ACTIVITY**

6.3 Solid waste asset management plan is reviewed.

6.4 Mobilisation Plan is on track for Evolve on waste services contract.

6.5 Demobilisation plan is on track for EnviroNZ's landfill management contract.

6.6 Landfill rehabilitation and aftercare plan is in progress.

6.7 Intermediate cover is being placed on the non-active side of the landfill. Batter area covering 11,455 m² and non-active area covering 10,261 m².

6.8 Intermediate cover material for the active area for the landfill of 2,907m² is in the process of been sourced.

6.9 New staff Ian Small is recruited for Piopio Transfer Station.

6.10 Some additional earthworks up at the landfill high wall are being undertaken to further stabilize the area to avoid the risk of falling debris.

6.11 Piopio, Benneydale and Kinohaku transfer station pavement repair and resealing works are completed.

6.12 Benneydale transfer station operating hours will change from 20 May 2026. It will now operate on Sunday's 1pm to 5pm and Wednesday's 1pm to 5pm instead of Monday's 9 am to 1pm. Public notice has been given to the residents.

6.13 **RISKS AND OPPORTUNITIES**

6.14 The instability of the landfill highwall may result in minor shifts to the surrounding area, which could influence surface water movement over time.

6.15 There is an opportunity to use the material from the highwall as final cover for the landfill.

6.16 There is potential that there is an increase in customer complaints while the new contractor is settling. This would also be an opportunity to bring improvements in our current processes.

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

6.18 Compiling of landfill processes and procedure for the landfill closing.

6.19 Implementation of the revised Solid Waste Bylaw

6.20 Solid Waste Minimisation Programme Plan implementation.

6.21 In-house training for our Transfer Station staff on Hazardous Substance Risk Management.

6.22 Training of the new contractor – Evolve for waste management contract.

6.23 Installing of additional refuse bins at Kara Park in Piopio.

Document ID: 971024

Report To: Council



Meeting Date: 26 May 2026

Subject: **Bi-Monthly Activity Report: Community Service Group**

Type: Information Only

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

1. Purpose of Report

- 1.1. The purpose of this business paper is to update Council on activities that form part of the Community Services Group.

2. Suggested Resolutions

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

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

3. Background

- 3.1 At its meeting of 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.

- 3.2 The Community Services Group report incorporates commentary on its activities.

4. Community Support and Development

4.1 CURRENT ACTIVITY

4.2 THE GREAT NZ MUSTER

- 4.3 The Great NZ Muster, held on Saturday 11 April 2026, was another successful event, with over 120 stallholders, the highest number to date. The event attracted an estimated crowd of 7,000 people throughout the day.

- 4.4 The event included plenty of entertainment with James McOnie as MC, live Music from Done Deal and Gambit the Magician entertaining the crowds. The very popular Street Dance Session performance drew strong crowd engagement. Sponsorship from The Lines Company and HEB Construction was instrumental in supporting the delivery of this year's event.

- 4.5 Feedback from both the local community and visitors has been positive, with strong acknowledgment of the event's organisation, scale, and impact. The Great NZ Muster 2026 successfully showcased the district, and community pride.

4.6 COMMUNITY MOVIE NIGHT

- 4.7 Planning is underway for a Community Movie Night to be held at the Les Munro Centre on Thursday 25 June 2026. Staff are investigating movie options.

- 4.8 Entry will again be by way of donating a non-perishable item for local Foodbanks, continuing to support families in need within the community.

- 4.9 This event aims to once again bring people together in a fun, family-friendly environment, encouraging community connection while providing an enjoyable and accessible evening for all.
- 4.10 **TECH STEP**
- 4.11 Tech Step 2026 was held over two days, Thursday 14 and Friday 15 May 2026, at the Les Munro Centre. With funding support from the Auckland Chamber of Commerce and Te Nehenehenui, the event provided students with immersive technology experiences and career exploration opportunities.
- 4.12 This year's event was expanded to include Year 7 and 8 students alongside secondary school students, creating earlier exposure to technology pathways and future career opportunities.
- 4.13 The event featured keynote speakers who shared their personal journeys from growing up within the district to building successful careers and businesses within the IT and technology sectors. Their presentations helped inspire students by demonstrating the wide range of opportunities available within the industry.
- 4.14 Over 600 students, accompanied by teachers and parent helpers, attended from schools across the Waitomo and Otorohanga districts. Throughout the two-day event, students engaged with industry experts, participated in interactive and hands-on activities, and explored a variety of technology-based qualifications, training opportunities, and career pathways.
- 4.15 Feedback from students, schools, exhibitors, and the wider community was overwhelmingly positive. The inclusion of Year 7 and 8 students was particularly well received, with many acknowledging the value of introducing technology and career exploration opportunities at an earlier age. Following the success of the 2026 event, staff will investigate future funding opportunities to support the continuation and growth of Tech Step in 2027.

RISKS AND OPPORTUNITIES

- 4.16 There are no immediate identified risks with these activities.

LOOKING FORWARD – THE NEXT 3 MONTHS

- 4.18 Community Movie Night.
- 4.19 Youth Week engagement with guest speaker.
- 4.20 Design a Street Flag competition.

5. Waitomo District Library

CURRENT ACTIVITY

PROGRAMME DELIVERY AND PARTICIPATION

- 5.3 A total of 208 Tamariki participated in school holiday events. Activities included magnet-making workshops, collaborative art projects, paper cup activities, and a *Minute to Win It* challenge event.
- 5.4 Two of these sessions were attended by Tamariki from the Gallagher Recreation Centre school holiday programme. Collaborating with this initiative helps the library engage children who may not have previously visited the library.
- 5.5 100 activity packs were issued in the first four days of the holidays. The packs are popular with grandparents and parents looking for something inexpensive to entertain, and Tamariki who like the chance to get crafty in their own homes. These packs included supplies and instructions to make fidget toys, gliders, origami, puffy paint, yoyo ballons among many other things.
- 5.6 The library will once again host exhibits at this month's Tech Step event. This year, collaboration will take place with Ōtorohanga Library to highlight the range of services and technologies available through public libraries. The exhibit will also showcase the strong technology focus within the librarian role, helping to demonstrate a career pathway that participants may not have previously considered.

5.7 **LIBRARY APP**

5.8 The new library app went live at the beginning of April and feedback has been positive. The app features a reading tracker, access to your account, an upcoming events carousel that links to the website, new book carousals, ISBN scanner to check the library's collection from the bookstores and many other features.

5.9 **RISKS AND OPPORTUNITIES**

5.10 There are no immediate identified risks with this activity.

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

5.12 Collaboration with Otorohanga Library for a Winter Reading Program.

6. **Customer Services and Visitor Hub**

6.1 **CURRENT ACTIVITY**

6.2 **DOG REGISTRATION**

6.3 The annual dog registration process was completed on 12 May 2026.

6.4 Owners who receive their registration notices via email were highly proactive, promptly updating their details and completing registration payment.

6.5 Owners receiving their notices by post are expected to have received them by 22 May 2026.

6.6 **RATES REBATE**

6.7 On 1 April, staff attended a community movie screening at Journey Church to speak about the Rates Rebate Scheme.

6.8 This event was very successful and resulted in an invitation to present to the Lyceum Club.

6.9 Staff visited the Lyceum Club on 17 April 2026. The audience was highly engaged, asking a wide range of questions regarding eligibility criteria and the process for obtaining the required supporting documentation.

6.10 The visit also generated an increase in general enquiries, with many attendees expressing surprise that councils call centre operates 24/7.

6.11 The experience was particularly valuable for staff, providing an opportunity to engage directly with the community in a more personal and less transactional setting.

6.12 As of 14 May 2026, a total of 343 applications have been processed.

6.13 **POP UP COUNCIL**

6.14 On 23 June 2026, staff will provide a Pop-Up Council initiative at Mōkau Hall from 10am to 2pm.

6.15 Planning and preparation is currently underway to deliver a full Customer Service experience at the hall including dog registration, rates rebates, service requests, sale of rubbish bags and recycle bins, application support etc with any payments to be made via Eftpos only.

6.16 Customer Service staff will be supported by Animal Control, who will be running a microchipping campaign.

6.17 The team is looking forward to this opportunity to engage directly with the Mōkau community.

6.18 **RISKS AND OPPORTUNITIES**

6.19 There are no immediate risks identified with this activity.

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

6.21 The Customer Services team is preparing for a particularly busy period over the next three months. Key priorities will include:

End of year activities, processing the fourth rates instalment, delivering the Pop-Up Council initiative in Mōkau, managing dog registration and penalties, process changes associated with the transition to Waikato Waters Limited, addressing enquiries relating to kerbside collection changes and updating the Explore Waitomo Brochure.

<h2>7. Digital Services and Information Management</h2>
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7.1 **CURRENT ACTIVITY**

7.2 The Digital Services and Information Management activity now forms part of the Community Services Group. This brings together information technology, information systems, information management and digital service improvement.

7.3 This provides an opportunity to strengthen the connection between customer needs, staff systems, information management practices and digital service delivery. Work is underway to establish clearer oversight of current work programmes, business-as-usual support, system priorities, vendor relationships and information management responsibilities.

7.4 Current activity includes:

- Progressing the Microsoft Intune build for corporate laptops, including standard security settings, Windows Hello, device controls and user settings that support staff when devices are replaced or rebuilt.
- Continuing work on the IT asset register through Invgate, to improve visibility of Council's IT equipment and support asset lifecycle planning.
- Renewing outdated wireless access points across Council sites to improve wireless coverage, reliability and security.
- Planning independent internet connections for the Customer Services and Visitor Hub and Waitomo District Library, so these customer-facing sites do not rely solely on internet routing through the main WDC administration building.
- Supporting core business systems, including MagiQ platforms, Flowingly, SharePoint and Microsoft 365.
- Continuing work connected to the MagiQ and Flowingly integration, with a focus on process improvement and reducing manual handling where system links allow.
- Supporting the Waikato Waters transition, including information transfer, system access matters and records retention questions relating to water and wastewater documents and data.
- Continuing information management work, including retention and disposal scheduling, MagiQ Documents guidance, records practices and staff support.
- Supporting the organisation's Artificial Intelligence Use Policy, including work around approved tools, staff training, security and monitoring considerations.
- The independent review of current Information Technology, Information Systems and Information Management capability and risk is nearing completion. The findings will help guide future planning, priorities and improvement actions.

7.5 **RISKS AND OPPORTUNITIES**

7.6 Digital services and information management continue to carry operational and organisational risk due to Council's reliance on business systems, digital records, vendor support, cyber security controls and staff information practices.

7.7 Key areas of focus include:

- Ensuring Council has clear visibility of IT assets, system dependencies and support arrangements.
- Maintaining cyber security, system access and device management controls.
- Managing increased pricing pressure for laptops, devices, RAM and storage components, which may affect replacement planning and future procurement costs.
- Supporting safe use of artificial intelligence tools, particularly where corporate information, privacy, security and public records obligations may be involved.
- Reducing reliance on ageing and location-dependent infrastructure.
- Ensuring the Digital Services team has sufficient capacity and training to keep pace with cyber security expectations and emerging technologies.

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

7.9 Over the next three months, the focus will be on:

- Testing and refining the Intune laptop build before wider rollout.
- Progressing planned infrastructure improvements.
- Supporting Waikato Waters Ltd transition work, including information transfer and records retention matters.
- Progressing staff guidance and controls linked to the Artificial Intelligence Use Policy.
- Progressing the independent IT, Information Systems and Information Management review.

8. Property and Recreation Services

8.1 **CURRENT ACTIVITY**

8.2 **WDC PROPERTY AND FACILITIES**

8.3 Three additional cameras have been installed at the Dog Pound to improve visual coverage of the site. This provides clearer visibility across key areas and supports day to day monitoring and general site management.

8.4 The loading of lease information into the Lease Management system is near complete. The system will improve overall accuracy and efficiency in our lease management processes.

8.5 **WAITOMO DISTRICT AQUATIC CENTRE**

8.6 The Waitomo District Aquatic Centre has closed for the winter season.

8.7 The pools are in the process of being repainted with the costs for these remedial works being met by the contractor. The repaint was originally intended to be completed before the start of the swimming season; however, it was delayed due to adverse weather conditions.

8.8 The complex will re-open on 1 October 2026.

8.9 **GALLAGHER RECREATION CENTRE**

8.10 The Gallagher Recreation Centre has continued to operate productively, with strong participation and steady programme growth.

8.11 The Youthtown Holiday Programme operated from the facility during the school holidays, attracting approximately 60 children per day and contributing to high activity levels across the Centre. The programme was funded by a Tu Manawa Fund grant. As this funding is now exhausted, Belgravia Leisure is exploring opportunities for a school holiday programme to continue.

8.12 Key statistics for the period 1 January to 31 March 2026 are as follows:

- Membership – 404 members (as at 31 March 2026)
- Health Club/Gymnasium – 3,176 visits
- Courts participation – 1,241 bookings
- School participation – 10,032 visits (estimated)
- Multipurpose Room – 185 bookings`

8.13 **RISKS AND OPPORTUNITIES**

8.14 There is a possibility that the remedial paintwork may not perform as expected under normal operational and weather conditions.

8.15 There is a possibility that the cameras may not operate as always intended, which could reduce the effectiveness of site monitoring.

9. Human Resources

9.1 WDC has been successful in recruiting for the following position:

- Transfer Station Attendant - Piopio
- Roding Engineer

9.2 The following position remains vacant at the time of writing this business paper:

- Asset Manager

Document ID: 975791

Report To: Council



Meeting Date: 26 May 2026

Subject: **Adoption of Artificial Intelligence Use Policy – Recommendation from Audit and Risk Committee**

Type: Decision Required

Author(s): Kat Brown-Merrin
Manager Customer and Digital Services

1 Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Artificial Intelligence Use Policy for consideration and adoption.
- 1.2 The Artificial Intelligence Use Policy was considered by the Audit and Risk Committee on Tuesday 12 May 2026 and the Committee resolved to recommend to Council that the Artificial Intelligence Policy be adopted.

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 Artificial Intelligence Use Policy – Recommendation from Audit and Risk Committee be received.
 - 2 Council notes the recommendation of the Audit and Risk Committee of 12 May 2026.
 - 3 Council adopts the Artificial Intelligence Use Policy as recommended by the Audit and Risk Committee.

3 Background and Commentary

- 3.1 Attached and providing the Background and Commentary to the consideration of the Artificial Intelligence Use Policy (AI) is a copy of the business paper and Policy presented to the Audit and Risk Committee on Tuesday 12 May 2026.
- 3.2 The AI Policy establishes Council's baseline approach for the responsible use of approved generative artificial intelligence tools across Council-related work.
- 3.3 The AI Policy confirms that only approved artificial intelligence tools may be used for Council work, that personal artificial intelligence accounts must not be used, and that employees remain responsible for the accuracy, appropriateness, and use of any artificial intelligence assisted content.
- 3.4 The AI Policy also confirms that prompts and chat histories generated during Council-related work are Council information and may need to be considered for LGOIMA, records, or accountability purposes.
- 3.5 During consideration of the Policy, the Audit and Risk Committee noted matters raised by members relating to chatbots and artificial intelligence platforms. These matters will be addressed through the planned AI induction training for staff and elected members, including guidance on approved tools, appropriate information input, public chatbot risks, and the need for users to check AI-generated content before it is relied on.

- 3.6 As the Policy applies across Council-related activities, including use by Elected Members, formal adoption by Council is recommended.

4 Considerations

4.1 RISK

- 4.2 The key risks associated with artificial intelligence use relate to privacy, cyber security, information management, accuracy, transparency, fairness, public trust, and the use of unapproved tools.
- 4.3 These risks are managed through the AI Policy, which limits use to approved tools, prohibits personal artificial intelligence accounts for Council work, requires human review of artificial intelligence assisted content, and confirms that existing decision-making, accountability, records, privacy, and security obligations continue to apply.
- 4.4 Not adopting the Policy may create uncertainty about the expectations and controls that apply to artificial intelligence use across Council-related work, including by Elected Members.

4.5 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 4.6 The AI Policy is consistent with Council's existing policy framework and supports Council's obligations relating to privacy, information management, records, LGOIMA, cyber security, staff conduct, and public trust.
- 4.7 No inconsistencies with existing plans or policies have been identified.

4.8 SIGNIFICANCE AND COMMUNITY VIEWS

- 4.9 Section 78 of the Local Government Act 2002 requires councils to, in the course of decision making, give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, a matter.
- 4.10 The AI Policy is an internal governance policy for Council-related work, and there is no requirement for Council to consult on this.
- 4.11 The adoption of the AI Policy does not trigger Council's Significance and Engagement Policy.

5 Recommendation

- 5.1 It is recommended that Council adopt the Artificial Intelligence Use Policy.

6 Attachments/Separate Enclosures

Attachments:

- 1 Copy of Audit and Risk Committee Business Paper and Attachments:
 - Audit and Risk Committee Business Paper – 12 May 2026 (Doc # 971892)
 - Artificial Intelligence Policy (Doc # 848575)

Document ID: 956846

Report To: Audit and Risk Committee



Meeting Date: Tuesday 12 May 2026
Subject: **Artificial Intelligence Use Policy**
Type: Decision Required
Author(s): Kat Brown-Merrin
 Manager Customer and Digital Services

1. Purpose of Report

- 1.1 The purpose of this business paper is to present Waitomo District Council's Artificial Intelligence Use Policy to the Audit and Risk Committee and advise of the controls being established to support responsible use of approved artificial intelligence tools across Council-related work.

2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they might be adopted by resolution.
- 1 The business paper on Artificial Intelligence Use Policy be received.
 - 2 The Committee notes that the Artificial Intelligence Use Policy applies to employees, contractors, consultants, Elected Members, and others undertaking Council-related activities.
 - 3 The Audit and Risk Committee recommend to the Council the adoption of the Artificial Intelligence Use Policy.

3. Background

- 3.1 Artificial intelligence (AI) tools are increasingly being used across organisations to support everyday work activities, including drafting content, summarising information, reviewing material, and exploring ideas.
- 3.2 While these tools can support work across Council, they also introduce risks relating to privacy, cyber security, information management, accuracy, transparency, fairness, and public trust.
- 3.3 The Artificial Intelligence Use Policy was developed to establish a baseline approach for the responsible use of approved AI tools for Council-related work.
- 3.4 The Policy focuses primarily on generative AI tools, including tools that create, summarise, review, or refine text-based content. At this stage the Policy does not refer to automation or analytical AI as WDC is in the early stages of AI implementation.
- 3.5 The Policy was approved by the Chief Executive on 20 April 2026.
- 3.6 The Policy applies across Council-related activities, including employees, contractors, consultants, Elected Members, and others undertaking work on behalf of Council. This gives the Policy both operational and governance relevance.

4. Commentary

- 4.1 The Artificial Intelligence Use Policy sets out how approved generative AI tools may be used for Council-related work. It is intended to support responsible use while protecting Council information, community trust, and the integrity of Council decision-making.
- 4.2 The Policy confirms that AI tools may assist with work such as drafting, summarising, reviewing, and explaining information. It also confirms that AI does not replace employee judgement, professional expertise, delegations, or accountability.
- 4.3 The key controls in the Policy include:
- only approved AI tools may be used for Council-related work.
 - personal AI accounts must not be used for Council work.
 - AI generated or assisted content must be reviewed by a person before use.
 - employees remain responsible for the accuracy, tone, and appropriateness of content produced with AI assistance.
 - AI tools do not make decisions on behalf of Council or provide official advice or commitments.
 - prompts and chat histories generated during Council-related work are Council information and may need to be considered for LGOIMA, records, or accountability purposes.
- 4.4 The Policy also requires AI related privacy or security concerns to be managed and reported through existing Council processes.
- 4.5 The Artificial Intelligence Working Group has been established to support implementation of the Policy. The Working Group includes representatives from Policy, Communications, Human Resources, General Management, Information Technology, and Customer Services.
- 4.6 The Working Group will support the development of practical guidance, communication, monitoring arrangements, and review of new AI tools or user requests. Compliance and monitoring tools are currently being developed.
- 4.7 The Policy will be reviewed annually, or earlier if required. Future reviews may expand the scope of the Policy beyond generative AI, update the approved tools, or introduce further safeguards as Council's use of AI matures.
- 4.8 As the Policy applies across Council-related activities, including use by Elected Members, it is recommended the Policy is presented to Council for adoption.

5. Analysis of Options

- 5.1 The Audit and Risk Committee have two options to consider.
- 5.2 OPTION ONE**
- 5.3** The Committee receives the report and recommends the Policy is presented to Council for adoption. This option provides the Audit and Risk Committee and Council oversight of the controls being established to manage AI related risks and supports wider organisational awareness of the Policy.
- 5.4 OPTION TWO**
- 5.5 The Committee receives the report and does not recommend for the Policy to be presented to Council for adoption. This is not the preferred option.
- 5.6 Option Two poses a risk as Council would not receive formal awareness of a Policy that applies across Council related activities, including elected members.

6. Considerations

6.1 RISK

- 6.2 The key risks associated with AI use relate to privacy, cyber security, information management, accuracy, transparency, fairness, public trust, and the use of unapproved tools.
- 6.3 These risks are mitigated through the Artificial Intelligence Use Policy, which limits use to approved tools, prohibits personal AI accounts for Council work, requires human review of AI assisted content, and confirms that existing decision-making, accountability, records, privacy, and security obligations continue to apply.
- 6.4 No risks have been identified as a consequence of the adoption of the Policy.

6.5 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 6.6 The Policy is consistent with Council's existing policy framework and supports Council's obligations relating to privacy, information management, records, LGOIMA, cyber security, staff conduct, and public trust.
- 6.7 No inconsistencies with existing plans or policies have been identified.

6.8 SIGNIFICANCE AND COMMUNITY VIEWS

- 6.9 Consideration has been given to the views and preferences of persons likely to be affected by, or to have an interest in, the matter. The Policy relates to the responsible use of approved AI tools for Council-related work and does not directly affect levels of service, funding, Council assets, or community wellbeing.
- 6.10 Under the Significance and Engagement Policy 2024, this matter is considered to be of low significance.
- 6.11 Community consultation is not required.

7. Recommendation

- 7.1 It is recommended that the Committee support Option 1, being that the Artificial Intelligence Use Policy is presented to Council for adoption.

8. Attachments/Separate Enclosures

Attachments:

- 1 Artificial Intelligence Use Policy (Doc #848575)

Waitomo District Council

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

CORPORATE POLICY

First Adopted:	April 2026
Review History:	
Doc and Version no:	848575 version 1.0.39
Date of Next Review:	April 2027 (or earlier as required)
Responsibility:	Manager Customer and Digital Services

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INTRODUCTION | KUPU ARATAKI

Artificial intelligence (AI) tools are increasingly being used across organisations to support everyday work activities such as drafting content, summarising information, and exploring ideas. When used appropriately, these tools can assist employees to work more effectively while maintaining professional standards and accountability.

Waitomo District Council (WDC) recognises the potential benefits of generative artificial intelligence, while also acknowledging the risks associated with its use, particularly in relation to information management, privacy, fairness, and public trust. WDC remains responsible for all work produced on its behalf, whether created directly by people or with the assistance of AI tools.

The Artificial Intelligence (AI) Use Policy (the Policy) establishes expectations to ensure AI use supports WDC's values, protects community interests, and complies with New Zealand legislation and existing Council policies.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. This Policy defines how WDC employees may use artificial intelligence tools to support their work.
2. The intent of this Policy is to enable responsible use of approved AI tools, while protecting Council information, community trust, and decision-making integrity.
3. AI technology is developing rapidly. This Policy provides a baseline approach that will be reviewed regularly and updated as capability, security controls, and organisational understanding mature.
4. Employees must use AI only in line with this Policy when performing Council work.
5. This Policy applies to all WDC employees, contractors, temp workers, consultants working on behalf of WDC, and Elected Members. The term employees will be used to refer to all throughout.
6. It applies to the use of generative artificial intelligence tools for Council-related work, whether accessed directly through a browser or indirectly through AI-enabled software, platforms, or vendor systems.
7. This version of the Policy applies to generative AI tools that create or summarise text. Future versions of the Policy may expand to cover other forms of AI, including analytics, automation, and decision support systems.

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

AI-generated content	Material produced using generative artificial intelligence tools, including text, images, or code.
AI-assisted content	Content created, reviewed, or refined by a person with the assistance of AI tools. AI-generated content becomes AI-assisted content once reviewed or used by Council employees.
Artificial Intelligence (AI)	Technology that enables machines or software to perform tasks that typically require human intelligence, such as reasoning, learning, or language processing.

Approved AI tools	AI tools that have been formally approved by WDC for use in Council work, as set out in this policy.
Bias	A systematic error in data, algorithms, or outputs that can produce unfair or unbalanced results, including in relation to gender, ethnicity, or culture.
Community-facing content	Information, communications, or materials intended for release outside Council, including public reports, website content, correspondence, or published guidance.
Confidential information	Non-public information considered sensitive, including personal information, draft documents, and material subject to legal, commercial, or financial obligations.
Council-related activities	Work performed in connection with the functions, services, or responsibilities of WDC
Data sovereignty	The principle that data collected in New Zealand is subject to New Zealand law, regardless of where it is stored or processed
Generative Artificial Intelligence (GenAI)	A type of artificial intelligence that generates content such as text, images, or code in response to user prompts. Examples include ChatGPT and Microsoft Copilot.
Large Language Model (LLM)	A machine learning model trained on large volumes of text to understand and generate human-like language.
LGOIMA	Local Government Official Information and Meetings Act 1987
Personal information	Information about an identifiable individual, including names, addresses, or contact details.
Privacy	The right of individuals to control how their personal information is collected, used, stored, and disclosed, in accordance with New Zealand privacy law.
Security	The protection of digital systems and information from unauthorised access, use, disclosure, or harm.
Waitomo District Council (WDC)	means the organisation established to administer Council affairs, conduct operations, and bring effect to Council policy and strategies.

POLICY | KAUPAPA HERE

1. Approved AI tools

- 1.1. Employees may only use the following approved AI tools for Council related work:
- a) **Paid ChatGPT**, where the account is purchased and managed by Council.
 - b) **Microsoft Copilot**, where access and data are managed within Council's Microsoft 365 environment.

- 1.2. All other AI tools must not be used.
- 1.3. **Use of personal AI accounts**
- 1.4. In order to maintain data and cyber security, legal protection and accountability personal AI accounts must not be used for Council work.

2. Principles for AI use

- 2.1. When using AI tools, employees must follow these principles.
- 2.2. AI supports work, it does not replace judgement, this means:
 - a) AI tools may assist with drafting, summarising, or idea generation.
 - b) AI does not make decisions on behalf of WDC or the Council.
 - c) Professional judgement, subject matter expertise, and accountability always sit with the employee
- 2.3. All AI-generated content must be reviewed by a human before use. Employees remain fully responsible for the accuracy, tone, and appropriateness of any content created with AI assistance.
- 2.4. Council accountability remains unchanged, this means:
 - a) AI does not speak on behalf of WDC or the Council.
 - b) AI does not provide official advice, determinations, or commitments.
 - c) Use of AI does not change existing delegations, responsibilities, or accountability.
 - d) AI-assisted content must comply with existing Council policies, corporate standards, and applicable copyright and ethical obligations.
- 2.5. For community-facing content, employees must consider whether AI-assisted outputs may unintentionally exclude, stereotype, or disadvantage any group.

3. Appropriate uses of AI

- 3.1. Approved AI tools may be used to support work tasks such as:
 - a) Drafting emails, reports, documents
 - b) Summarising policies, legislation, meeting notes, or background material
 - c) Brainstorming ideas, options, or approaches
 - d) Creating plain-English explanations of complex material
- 3.2. AI use should always align with Council values, policies, and professional standards.
- 3.3. Employees must use AI only for approved tasks and remain responsible for how outputs are used.

4. Information handling and data protection

- 4.1. AI tools must be used in a way that protects Council and community information.

- 4.2. The current approved tools are cybersecure and are not shared with other users (i.e. individual user accounts are setup) so information and data can be uploaded that is confidential or internal use only.
- 4.3. If approved, AI tools that are in the public domain or have multiple users, will need to have restrictions on data and information that can be uploaded. Guidance will be provided for each approved AI tool prior to being released for use.
- 4.4. If an AI-related issue is identified, it must be managed and reported in line with section 8. An AI-related issue includes suspected misuse, privacy concerns, or unintended disclosure arising from AI use.

5. Records, retention, and transparency

5.1. AI-assisted content

- 5.2. Where official WDC records are created or finalised using AI-assistance, they must be managed in line with the LGOIMA, WDC's LGOIMA policy and Information Management policies, including drafts or versions where required to demonstrate decision-making, development, or accountability.
- 5.3. AI assistance does not change recordkeeping obligations.
- 5.4. For clarity, AI tools may assist with drafting, analysis, or information analysis, but they do not make decisions on behalf of WDC. Decisions remain the responsibility of WDC employees, and records may document how decisions were developed.

5.5. Prompts and chat histories

- 5.6. Prompts and chat histories generated during WDC-related work are WDC information.
- 5.7. Where a LGOIMA request is received, all information relevant to that request must be considered for retrieval and disclosure. This may include relevant AI prompts and chat histories. Relevant information must be supplied unless there is a lawful basis for withholding it, in accordance with LGOIMA.
- 5.8. Employees must use AI tools with the understanding that inputs and outputs generated during WDC-related work may need to be retained or made available to support LGOIMA and other statutory obligations.

6. Use outside approved tools or scope

- 6.1. If an employee believes that a different AI tool would benefit WDC, or a proposed use falls outside the scope of this Policy, they must discuss this with a member of the **AI Working Group** before proceeding to use the tool.
- 6.2. This initial discussion is intended as an early assessment step only. If a proposed tool or use case has merit, it may be escalated to the AI Working Group for formal consideration in line with Council's AI Governance and Implementation Framework.

7. Governance and review

- 7.1. Overall accountability for AI risk management sits with the Manager Customer and Digital Services, supported by the AI Working Group.
- 7.2. Given the pace of change in AI technology and security controls, this Policy will be reviewed annually.
- 7.3. Future updates may:

- a) Expand the range of approved tools
 - b) Introduce additional safeguards or controls
 - c) Extend coverage beyond generative AI
- 7.4. Employees must follow the current version of this Policy when using AI tools for Council work.

8. Compliance

- 8.1. Any suspected AI-related privacy, or security concern, must be reported to the employee's Manager or a member of the AI Working Group.
- 8.2. Any suspected AI-related privacy or security incident must be reported and managed in accordance with WDC's ICT Security Incident Management Process.
- 8.3. Breaches of this Policy may count as misconduct and may lead to disciplinary action. Any misconduct will be dealt with in accordance with the Staff Code of Conduct Policy and the Disciplinary and Performance Management Policy.

Policy approved by:

A handwritten signature in black ink, appearing to read 'Ben Smit', enclosed within a large, loopy circular flourish.

Ben Smit

Chief Executive

16 April 2026

Document No: 975790

Report To: Council



Meeting Date: 26 May 2026

Subject: **Policy Reviews:**

- **Psychoactive Substances**
- **Local Easter Sunday Shop Trading Policy**
- **Gambling 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 Council's decision in relation to the following three policies –
- Psychoactive Substances
 - Local Easter Sunday Shop Trading Policy
 - Gambling Venues Policy

2 Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council Policy until such time as it is adopted by formal resolution.
- 1 The business paper on the Policy Reviews - Psychoactive Substances, Local Easter Sunday Shop Trading Policy and Gambling Policy be received.
 - 2 Council resolves not to develop a Psychoactive Substances Policy.
 - 3 Council notes that no review is required for the Local Easter Sunday Shop Trading Policy and approves minor administrative changes to the Policy.
 - 4 Council approves minor editorial changes to the Introduction, Purpose and Scope and Definitions sections of the Gambling Venues Policy and resolves that these changes do not constitute an amendment to the Policy.

3 Background

3.1 **PSYCHOACTIVE SUBSTANCES**

- 3.2 In the early 2000s, New Zealand experienced a rise in the availability and use of unregulated psychoactive substances (in products known as party pills, herbal highs, energy pills, synthetic cannabis) causing rising concern about the harmful effects and deaths.

- 3.3 In response to these concerns, the Psychoactive Substances Act 2013 (PSA 2013) was introduced to regulate the availability of psychoactive substances to protect the health of, and minimise harm to, individuals who use psychoactive substances¹.
- 3.4 The Act established the Psychoactive Substances Regulatory Authority (the Authority) to administer the Act and to approve certain psychoactive substances, which have been tested to prove that they posed no more than a low risk of harm to those using it.
- 3.5 The Act was amended in 2014, prohibiting the consideration of animal testing to assess whether a psychoactive product should be approved (low risk product).
- 3.6 **LOCAL EASTER SUNDAY SHOP TRADING POLICY**
- 3.7 The Shop Trading Hours Act 1990 restricts trading on Easter Sunday, but a 2016 amendment allows councils to have their own policies to permit Easter trading if they wish.
- 3.8 A local Easter Sunday trading Policy is limited and cannot:
- Permit shops to open only for some purposes
 - Permit only some types of shops to open
 - Specify times at which shops may or may not open
 - Include any other conditions or circumstances
 - Override shop trading provisions in other legislation, such as alcohol licencing
- 3.9 WDC's Local Easter Sunday Shop Trading Policy (the Policy) currently allows shops to be open throughout the District on Easter Sunday. The Policy does not obligate shops to open on Easter Sunday and if they choose to do so, under the Act, they must allow employees to refuse to work.
- 3.10 **GAMBLING VENUES POLICY**
- 3.11 The Gambling Act 2003 requires councils to have a policy controlling Class 4 Gambling Venues (pokie machines). In Waitomo, these venues are operated either by clubs (requiring membership with club licence), or pubs and bars (public with on-licence).
- 3.12 The Racing Industry Act 2020 also requires councils to hold a policy on TAB venues.
- 3.13 To fulfil the requirements of both of these Acts, WDC has a Gambling Venue Policy.
- 3.14 The Gambling Venue Policy was first adopted in 2012 and for the past three reviews no material changes have been made.

4 COMMENTARY

4.1 PSYCHOACTIVE SUBSTANCES

- 4.2 According to the Ministry of Health's review² of the PSA 2013, indicated it was not achieving its purpose of protecting health and minimising harm because it has not enabled the availability of low-risk psychoactive substances through a regulated market. This is primarily because animal testing provisions limit the ability to prove that products are low risk and can therefore be approved.
- 4.3 Ministry of Health recommended amending the PSA 2013 to enable it to meet its intended purpose. Although section 106 of the PSA 2013 requires a review after five years (2018), this review has not yet been carried out.

¹ psychoactive substances are defined as anything that is capable of inducing a psychoactive effect in an individual who uses the substance (i.e., affects the mind of the user in any way). The Act does not apply to products which are 'a medicine, controlled drug, precursor substance, herbal remedy, food, dietary supplement, tobacco product or alcohol'.

² <https://www.health.govt.nz/publications/review-of-the-psychoactive-substances-act-2013>

- 4.4 The PSA 2013 permits territorial authorities to adopt a Policy to identify locations where approved products can be sold. Currently, there are no products approved for sale, and this is unlikely to change in the near future as restrictions on the use of animal testing make it very difficult for a substance to meet the required standards for approval³.
- 4.5 Waitomo District Council discussed introducing a Psychoactive Substances Policy in 2014 and 2015 but decided to defer the decision. This was discussed again at the Council's workshop on 25 November 2025.
- 4.6 There is no benefit in having a Policy as it is extremely unlikely that the Policy will be used, as there are no approved products or any products likely to be approved in the foreseeable future. Given that there would likely be sufficient warning before a product was approved and available in the District, having a Policy now is unnecessary.
- 4.7 LOCAL EASTER SUNDAY SHOP TRADING POLICY**
- 4.8 Section 5C of the Shop Trading Hours Act 1990 requires the Policy to be reviewed no later than five years after adopting the Policy. WDC's Policy was introduced in 2017 and later reviewed in 2022 complying with the regulation.
- 4.9 The regulation does not specify when the subsequent reviews should be undertaken after the first review but requires territorial authorities to use the special consultative procedure whenever reviewing the Policy.
- 4.10 WDC's Policy was discussed at the Council's workshop on 25 November 2025. The direction received was that the Policy is working effectively in practice and therefore no reason to make any changes. Based on the directions provided, it is recommended that a review of the Policy not be undertaken this time as there were no changes suggested to the Policy, and only minor administrative updates be made to the current Policy as below -
- updating the next review date 'as required'
 - updating the responsibility field from 'Corporate Group' to 'General Manager Strategy and Environment'
- 4.11 WDC's current Local Easter Sunday Shop Trading Policy is enclosed as **Attachment 1**.
- 4.12 GAMBLING VENUES POLICY**
- 4.13 WDC's Policy on Gambling Venues was discussed at the Council's workshop on 25 November 2025. No significant changes were suggested as there have been no legislative changes which necessitate changes to the Gambling Venues Policy. Hence it is recommended not to review the Gambling Venues Policy this time, but update few editorial changes for accuracy and readability -
- tidy-up the introduction, purpose and scope and definition sections - the purpose and scope currently replicate the purpose of the acts, which is not actually the purpose of this Policy.
- 4.14 Draft Gambling Venues Policy with editorial changes is enclosed as **Attachment 2**.
- 4.15 A copy of the 25 November 2025 Council Workshop paper is enclosed as **Attachment 3**.

5 Analysis of Options

- 5.1 The following options are available to the Council -
- Option 1 - Council approves the minor editorial/administrative updates to the policies
 - Option 2 - Council does not approve the minor editorial/administrative updates to the policies

³ <https://www.police.govt.nz/advice/drugs-and-alcohol/illicit-drugs-offences-and-penalties#anchor5>

- 5.2 Option 1 improves clarity and ensures consistency with WDC's corporate standards. Hence, option 2 is not a preferred option.

6 Considerations

6.1 RISK

- 6.2 There is no risk, as we are not making any changes to the policies other than minor editorial changes for readability and accuracy.
- 6.3 There is a risk that members of the public will want an opportunity to submit on these policies. By not reviewing the policies this may be perceived as not allowing people to have their views considered.

6.4 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 6.5 The suggested editorial changes are consistent with Council's existing plans and policies.

6.6 SIGNIFICANCE AND COMMUNITY VIEWS

- 6.7 The minor administrative update to the policies is not considered to be a significant decision pursuant to Council's Significance and Engagement Policy.

7 Recommendation

- 7.1 The business paper on the Policy Reviews - Psychoactive Substances Policy, Local Easter Sunday Shop Trading Policy and Gambling Policy be received.
- 7.2 The Council resolves not to develop a Psychoactive Substances Policy.
- 7.3 Council notes that no review is required for the Local Easter Sunday Shop Trading Policy and approves minor administrative changes to the Policy.
- 7.4 Council approves minor editorial changes to the introduction, purpose and scope and definitions sections of the Gambling Venues Policy and resolves that these changes do not constitute an amendment to the Policy.

8 Attachments/Separate Enclosures

Attachments:

- 1 Local Easter Sunday Shop Trading Policy (Doc # 698749)
- 2 Draft Gambling Venues Policy (Doc # 930399)
- 3 Council Workshop Paper - 25 November 2025 (Doc # 930109)

Waitomo District Council

Local Easter Sunday Shop Trading Policy

First Adopted:	28 February 2017
Review History:	2016, 2022
Date of Next Review:	February 2027
Responsibility:	Corporate Group
Adopted by:	Council (28 February 2017)

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INTRODUCTION | KUPU ARATAKI

This Policy is made under Part 2 (subpart 1) of the Shop Trading Hours Act 1990 ("the Act") which provides Council with the ability to establish a local policy to permit shops to open on Easter Sunday.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. The purpose of the Local Easter Sunday Shop Trading Policy ("the Policy") is to enable shops to trade on Easter Sunday if they wish to. The Policy neither requires shops to open, or individuals to shop on Easter Sunday.
2. This policy applies to the entire Waitomo District – refer to Schedule 1 for a map of the Waitomo District.
3. This Policy does not:
 - a) Control the types of shops that may open, or their opening hours,
 - b) Limit Council's ability to undertake its duties, powers or functions under any other Act,
 - c) Apply to the sale and supply of alcohol which is regulated under the Sale and Supply of Alcohol Act 2012, or
 - d) Address shop employee rights, which are governed by the requirements of the Act.
4. Council is not responsible for the enforcement of this Policy. Enforcement is undertaken by the central government department that is responsible for the administration of the Act.

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Shop	Shop means a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include – <ol style="list-style-type: none"> a) A private home where the owner or occupier's effects are being sold (by auction or otherwise), or b) A building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them, or c) A building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again.
Goods	Goods includes all personal chattels other than alcohol (within the meaning of the Sale and Supply of Alcohol Act 2012), money, and things in action.
Council	Means Waitomo District Council

POLICY | KAUPAPA HERE

Any shop is permitted to open on Easter Sunday throughout the Waitomo District.

SCHEDULE 1 – MAP OF WAITOMO DISTRICT



Waitomo District Council

Policy on Gambling Venues

First Adopted:	27 November 2012
Review History:	1 August 2017, 28 July 2020, 30 May 2023
Date of Next Review:	May 2029 ⁶
Responsibility:	Regulatory Services General Manager Strategy and Environment
Adopted by:	Council

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INTRODUCTION | KUPU ARATAKI

The Gambling Act 2003 (Gambling Act) and Racing Industry Act 2020 (Racing Act) require local authorities to adopt a class 4 gambling venues policy and TAB venue policy respectively.

Due to the similarities between the requirements for the two policies, they have been consolidated into the Policy on Gambling Venues (the Policy).

~~Waitomo District Council (WDC) is required to adopt a policy on Class 4 venues (Gambling Venue Policy) for its district under the Gambling Act 2003 (the Act). Section 101(3) of the Act requires that the class 4 venues policy:~~

Under section 101 of the Gambling Act, the Policy:

- a) must specify whether or not class 4 venues may be established ~~in the territorial authority district~~ and if so, where they may be located; and
- b) may specify any restrictions on the maximum number of gaming machines that may operate at class 4 venues; and
- c) may include a relocation policy.

Except for ministerial approval, section 92 of the Gambling Act allows for venues that were licensed prior to the establishment of the Act to retain up to 18 machines, but under section 94 any new venues are permitted only a maximum of 9 machines.

Section 65D of the Racing Act details what the policy must include. The policy must specify whether or not new TAB venues may be established in the territorial authority district and, if so, where they may be located.

In adopting a policy under the above acts, WDC must have regard to the social impact of gambling in the District. WDC recognises the harm that gambling can ~~cause~~ ~~bring~~ to the community and aims to help ~~prevent and~~ minimise the ~~is~~ harm by having a ~~robust~~ policy in place to control it. Gaming machine operators are regulated by the Department of Internal ~~a~~Affairs, and therefore this ~~p~~Policy is ~~limited in scope and~~ not aimed at ensuring compliance ~~with the Gambling Act~~ by gaming machine operators.

While noting the harm problem gambling can cause, WDC also recognises that one of the benefits of gaming machines within ~~its the~~ District is ~~the~~ increased availability of community funding or grants for from gaming machine revenue.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. The purpose of this Policy is to fulfil the requirements of the Gambling Act 2003 and Racing Industry Act 2020.
2. The Policy specifies whether class 4 venues and TAB venues may be established in the Waitomo District and where, whether a venue can be relocated or merged with another, and the total number of venues and machines permitted in the District.
3. The scope of the Policy is focused on the location and number of venues and machines and not on the management and regulation of gambling activities.
4. The Policy also covers signage permitted outside of venues.

~~3. The purpose of this policy is:~~

- To support the intent of the Gambling Act 2003 as follows:
 - control the growth of gambling; and
 - prevent and minimise the harm caused by gambling, including problem gambling; and
 - authorise some gambling and prohibit the rest; and
 - facilitate responsible gambling; and
 - ensure the integrity and fairness of games; and
 - limit opportunities for crime or dishonesty associated with gambling; and
 - ensure that money from gambling benefits the community; and
 - facilitate community involvement in decisions about the provision of gambling.
 - To support the intent of the Racing Industry Act 2020 as follows:
 - to provide effective governance arrangements for the racing industry; and
 - to facilitate betting on galloping, harness, and greyhound races, and other sporting events; and
 - to promote the long-term viability of New Zealand racing.
4. WDC supports the intent of both the Gambling Act 2003 and the Racing Industry Act 2020, however WDC has no direct role in monitoring and enforcing the intentions of the respective Acts and in particular those intentions listed in clauses 1.1(a)(v), 1.1(a)(vi) and 1.1(b)(iii) of this policy.
5. The scope of this policy includes:
- Consideration of relevant matters identified by the Gambling Act, including:
 - The characteristics of the district and parts of the district.
 - The location of kindergartens, early childhood centers, schools, places of worship, and other community facilities.
 - The number of gaming machines that should be permitted to operate at any venue or class of venue.
 - The cumulative effects of additional opportunities for gambling in the district.
 - How close any venue should be permitted to be to any other venue.
 - What the primary activity at any venue should be.
 - Consideration of relevant matters identified by the Racing Industry Act 2020, when determining the location of TAB venues, including:
 - the characteristics of the district and parts of the district
 - the location of kindergartens, early childhood centres, schools, places of worship, and other community facilities:
 - the cumulative effects of additional opportunities for gambling in the district.
6. This policy also covers:
- a) signage permitted outside of venues; and
- rules related to a venue's application to relocate to another site.
7. For venues operating as clubs, consideration is also made of:

~~Whether to allow existing club venues to increase the number of machines, up to a maximum of 18 machines; and~~

- ~~• How many machines will be allowed when two club venues merge into one.~~

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Gambling Act	Shall mean the Gambling Act 2003.
Racing Act	Shall mean the Racing Industry Act 2020
Council	Shall mean the elected members that form the governing body (Council) of the Waitomo District Council
Waitomo District Council (WDC)	Shall mean the organisation established to administer Council affairs, conduct operations, and bring effect to Council policy and strategies.
Plans	Shall mean Council's Long Term Plan, Annual Plan, District Plan or other Strategic Plans.
Primary Activity	Means the activity primarily associated with and promoted by the venue.
Class 4 Gambling	Shall have the meaning contained in Section 30 of the Act.
Club	Means a private club licensed to serve alcohol to members.
New venue	Means a venue granted a Class 4 licence not held as at 31 March 2014.
Class 4 Venue	Shall mean a place used to conduct Class 4 gambling as outlined in the Gambling Act 2003.
Gaming Machine	Shall mean a device, whether totally or partly mechanically or electronically operated, that is adapted or designed and constructed for use in gambling.
Harm	Means harm or distress of any kind arising from, or caused or exacerbated by, a person's gambling.
Venue Consent	Shall mean approval from the WDC to establish a Class 4 gaming venue within the District.
Venue Licence	Means a Class 4 venue licence issued by the Department of Internal Affairs.
District	Means the District of Waitomo as administered by the Waitomo District Council. Shall mean the Waitomo District as constituted under Schedule 2 of the Local Government Act 2003.
TAB Venue	Means premises that are owned or leased by the New Zealand Racing Board and where the main business carried out on the premises is providing racing betting or sports betting services.

Te Kūiti Urban Area Shall be a 5km radius from the Te Kūiti Post Office (deemed to be the centre of town)

POLICY | KAUPAPA HERE

1. Establishment of Class 4 or TAB Venues

1.1 Class 4 venues and TAB venues may be established within the Waitomo District subject to:

- a) the number of gaming machines proposed for the venue being able to be met within the overall district cap (maximum) on gaming machines -as detailed in 4.
- b) not being a venue at which any activity at the venue is associated primarily with family or children's activities, or a venue that promotes their premises predominately for family dining or family activities.
- c) a venue which operates as a brothel will not be granted a Class 4 venue or TAB venue consent.

2. Location of Class 4 or TAB Venues

2.1 Class 4 gambling venues or TAB venues cannot be established adjacent to or directly opposite any kindergarten, early childhood centre, school, or place of public worship.

3. Primary Activity of Class 4 or TAB Venues

3.1 The primary activity of any Class 4 gambling venue or TAB venue shall be:

- d) For the sale of alcohol or, the sale of alcohol and food, where the venue is subject to a alcohol licence (not being an off licence or a bring-your-own licence) for a hotel, tavern, bar, chartered club or club licence; or
- e) Where the alcohol licence for the venue is an on-licence or club licence for the sale of alcohol; or
- f) The conducting of race and sports betting in standalone TAB Venues under the Racing Industry Act 2020.

4. Maximum number of allowable gaming machines and Class 4 venues

4.1 The maximum number of gaming machines allowed within the Waitomo District (District cap) shall not exceed 77.

In deciding on the District cap, Council has drawn a balance between reducing the social harm of gambling and benefits arising from generation of community funding. Consideration was also given to the policy objective of controlling the growth of gambling in the District. The status quo, being one of the options was in a flux – the total number of machines in the District as at 1 April 2014 were 82 but during the review the number reduced to 68. The District cap arrived at is a balance between these two.

4.2 New Class 4 gaming venues will be allowed a maximum of 9 gaming machines subject to the total number of gaming machines in the District cap not being breached.

4.3 The number of Class 4 gaming venues in the Te Kuiti urban area will be limited to 5.

5. Increase in number of gaming machines

5.1 Consent will not be granted to any Class 4 gaming venue for increasing the number of gaming machines it is currently operating.

6. Signage for Class 4 Gaming venues

6.1 Gaming machines and or signage relating to or promoting gambling must not be visible from any public place outside the venue.

7. Clubs with existing Class 4 venue licenses merging

7.1 In the event of two or more clubs with existing Class 4 gambling venue licenses merging, new venue consent shall be required. Notwithstanding other Council requirements for venue consent, Council will give consideration to the maximum number of machines at the merged venue being up to the lesser of:

- a) the total of the machine numbers in the merging venues prior to the merger; or
- b) 18 machines.

8. Relocation of Class 4 Venues

8.1 Notwithstanding other conditions in this policy, where a legally established venue applies for consent to relocate to a new site, WDC will consider such application on the same basis as a new venue application, with the exception that such venue may relocate and retain the pre-existing number of gaming machines to such new site. That exception will be subject to the requirement that the total number of machines in the District remains within the overall district cap of 77 machines.

9. Procedures

9.29.1 Applications for a venue consent must be made on the approved form and must be accompanied by the information required by WDC to enable it to consider the application in detail including:

- a) name and contact details for the application,
- b) street address of premises proposed for the Class 4 licence,
- c) the names of management staff,
- d) evidence of police approval for owners and managers of the venue,
- e) a copy of the approved gambling harm and minimisation policy, the staff training programme and the applicants host responsibility programme,
- f) evidence of the distance to the nearest residential zone, educational or religious establishment and other Class 4 gambling venues.

9.39.2 In order to monitor the benefits versus harm of gaming venues, WDC will request operators identify local recipients of charitable funding.

The application and processing fees will be as listed in Council's Fees and Charges.

10. Review

10.1 This policy will be reviewed at least every three years.

10.2 The maximum number of machines allowed within the District as well as the cap on venues in Te Kuiti urban area may be reassessed in future reviews in consideration of the benefits versus harm of gambling.

Document No: D930109

Report To: Council Workshop

Meeting Date: 25 November 2025

Subject: Policy Reviews

- **Psychoactive Substances**
- **Use of Remotely Piloted Aircraft Systems (Drones) Policy**
- **Local Easter Trading Hours Policy**
- **Gambling Policy**
- **Dangerous and Insanitary Buildings Policy**



Author(s):

Alice Tasker
Senior Strategy and Policy Advisor

Raj Mahadevappa
Policy Advisor

Charmaine Ellery
Manager - Strategy and Policy

Alex Bell
General Manager - Strategy and Environment

1. Purpose of Report

1.1. The purpose of this workshop reader is to present Council four policies which are due for review to seek Council's feedback. These include the:

- Use of Remotely Piloted Aircraft Systems (Drones) Policy
- Local Easter Sunday Shop Trading Policy
- Gambling Venue Policy
- Dangerous and Insanitary Buildings Policy

REPORT CONTENTS:

1. Purpose of Report
2. Special Consultative Procedure
3. Psychoactive Substances Policy
4. Use of Remotely Piloted Aircraft Systems (Drones) Policy
5. Local Easter Sunday Shop Trading Policy
6. Gambling Venues Policy
7. Dangerous, Affected and Insanitary Buildings Policy
8. Officer Advice/Recommendation/Feedback Sought
9. Attachments/Separate Enclosures

2. Special Consultative Procedure

- 2.1. As this is the first set of Policies considered for review following a triennial election. This section outlines briefly the process for reviewing policies under the Local Government Act 2002 (LGA).
- 2.2. Section 83 of the LGA requires the Council to follow the Special Consultative Procedure (SCP) for certain decision making processes (such as Long Term Plans) or when the relevant act requires it (e.g. certain bylaws or the gambling policy as required by the Gambling Act). Other processes or policies are required to follow other consultation processes (e.g. under the Reserves Act 1977 or Resource Management Act 1991).

- 2.3. Where the use of the SCP is not required under the LGA, the level of community engagement required is assessed against WDC's Significance and Engagement Policy which considers level of public interest, financial cost thresholds, effect on strategic assets, and impact on community wellbeing, etc.
- 2.4. When a policy is not legally required to use SCP, but engagement is still necessary, council should apply the section 82 principles (fair, transparent, etc.) and use their own engagement approach (e.g. online surveys, targeted consultation).
- 2.5. When the SCP is triggered, the following is required:
- a) Prepare and adopt (by Council) a Statement of Proposal (SOP) and if needed for public understanding prepare a summary that fairly represents major matters
 - b) Make the SOP and summary publicly available and widely distributed
 - c) Allow at least one month for submissions
 - d) Provide an opportunity for people to present views in person
 - e) The Council must consider all views with an open mind and not make a pre-determined decision.
- 2.6. Officers propose that the policies in this paper are consulted on as a package, with SOPs prepared for the:
- a) Gambling Venues Policy;
 - b) Dangerous and Insanitary Buildings Policy; and
 - c) Local Easter Sunday Shop Trading Policy.

The Drones Policy can be consulted on without an SOP.

3. Psychoactive Substances Policy

- 3.1. This is a brief section to explain Council's ability to have a local psychoactive substances policy to control the sale of such substances in the District. Officers advise such a policy would be unnecessary, as there are no approved products that are required to be controlled through a psychoactive substances policy.
- 3.2. The Psychoactive Substances Act 2013 (PSA) was introduced to regulate the sale of psychoactive substances (party pills, herbal highs, synthetic cannabis, etc.) and also introduced provisions for Councils to limit the sale of these products in their communities (i.e. restrict the sale locations).
- 3.3. Many other councils introduced these policies during the period where the above mentioned substances had been granted interim licences (2013-2014) and were causing significant harm to their communities, all licences were revoked under the PSA amendment act in 2014 with the products being recalled.
- 3.4. To date, no products have applied for or been granted a licence under the PSA, which would leave a council policy regulating nothing. Council officer advice is that Council does not introduce a policy at this time, and that should a product become approved, we introduce a policy at that time. Council officers consider that if a product is approved, we can quickly introduce a policy if deemed necessary.
- 3.5. It should be noted psychoactive substances have a narrow definition (produce psychoactive effect) and Council does not have the authority to limit the sale of other products (e.g. vapes).

QUESTIONS FOR ELECTED MEMBERS

Do Elected Members support the status-quo to not have a policy on psychoactive substances until such substances are available for sale in NZ and are posing a threat to the community?

4. Use of Remotely Piloted Aircraft Systems (Drones) Policy

4.1. **BACKGROUND**

4.2. The use of drones is governed by the Civil Aviation Authority (CAA), but when drones are flown over property, the operator must seek the permission of the landowner.

4.3. Council's Drones Policy sets out the rules for operators when flying over WDC buildings, Council controlled roads, and parks and reserves.

4.4. **COMMENTARY**

4.5. This Policy has been reviewed, and a few minor changes are recommended. These include:

- a) A rewording of the introduction and scope for clarity, and a slight rearrangement of the Policy to begin with the section of permitted activities to improve understandability.
- b) An update to the map in Schedule 1. Drone operators must seek the permission of an aerodrome if they are planning on flying within 4km radius. The District has both the Te Kuiti Aerodrome and the Te Kuiti Hospital helicopter pad (which while not an aerodrome is required under the CAA rules to be treated as such) as overlapping zones over Te Kūiti. Previously the Policy only had the Te Kūiti Aerodrome.
- c) When an operator wants to use a drone over a Council road, they must apply for this by using a Corridor Access Request form. This is a long form with a lot of detail, more suited for road works. It is proposed that we create a simpler form for drone use to make the process simpler for applicants and Council officers.
- d) The Policy includes a list of WDC buildings over which drone use is not permitted, Elected Members should consider this list and whether it is still appropriate and necessary. Are there any buildings or spaces which should be removed or included? The pound, aquatic centre and recreation reserves have been suggested for privacy and pound security.

4.6. **Consultation**

4.7. There are no legislative requirements to have a policy on drones and any changes to this policy are not considered significant with regard to Council's Significance and Engagement Policy as it is only the rules for how drones can be flown over Council property. However, there is benefit in consulting with the community both to hear community views but also as an education opportunity to increase awareness of the rules when flying drones.

QUESTIONS FOR ELECTED MEMBERS

Do Elected Members support the changes proposed above? Are there any other buildings or Council property that the policy should permit/not-permit drone activity nearby?

Are Elected Members supportive of consulting on this policy?

5. Local Easter Sunday Shop Trading Policy

5.1. **BACKGROUND**

5.2. The Shop Trading Hours Act 1990 restricts trading on Easter Sunday, but a 2016 amendment allows for councils to have their own policies to permit Easter trading if they wish.

5.3. A local Easter Sunday trading policy is limited and cannot:

- Permit shops to open only for some purposes
- Permit only some types of shops to open
- Specify times at which shops may or may not open
- Include any other conditions or circumstances

- Override shop trading provisions in other legislation, such as alcohol licencing
- 5.4. WDC’s Local Easter Sunday Shop Trading Policy currently allows shops to be open throughout the District on Easter Sunday.
 - 5.5. This Policy was introduced in 2017 with the intention of supporting tourism, as it enables tourists to access shops on Easter Sunday and for local businesses to trade and cater to visitors.
 - 5.6. The Policy does not obligate shops to open on Easter Sunday and if they choose to do so, under the Act, they must allow employees to refuse to work.
 - 5.7. **COMMENTARY**
 - 5.8. Officers are not suggesting any changes to the Policy.

QUESTIONS FOR ELECTED MEMBERS

Do Elected Members support consulting on the status-quo as the preferred option?

6. Gambling Venues Policy

- 6.1. **BACKGROUND**
- 6.2. The Gambling Act 2003 (the Act) requires councils to have a policy controlling Class 4 Gambling Venues (pokie machines). In Waitomo, these venues are operated either by clubs (requiring membership with club licence), or pubs and bars (public with on-licence).
- 6.3. The Racing Industry Act 2020 also requires councils to hold a policy on TAB venues.
- 6.4. To fulfil the requirements of both of these acts, WDC has a Gambling Venue Policy (the Policy).
- 6.5. Council is limited in its scope for what it can control (s101) compared to the Government Department of Internal Affairs (DIA):

Council’s Role	Department of Internal Affairs’s Role
<ul style="list-style-type: none"> • Provide new venue consents and liquor licenses • Prescribe any restrictions for venue location • Decide what the primary activity of any venue should be • Set a district cap on venue and machine numbers • Set a cap on machine numbers per venue (up to 9) • Permit (or not) club mergers and specify a cap on merged venue machine numbers 	<ul style="list-style-type: none"> • Regulate existing venues under the Gambling Act and TAB venues under the Racing Industry Act 2020 • Issue/renew venue licenses • Problem gambling and harm minimisation • Ensure local distribution of gaming machine profits

- 6.6. The Policy was first adopted in 2012 and for the past 3 reviews no material changes have been made. The key clauses in the Policy are:
 - a) A cap on gaming machines in the District to 77, but each venue only permitted up to 9 machines
 - b) A cap on gaming venues in the Te Kuiti Urban Area (within 5km radius of the old post office) to 5
 - c) Existing venues will not be permitted to increase their machine numbers even if below 9

- d) Clubs may merge but will be permitted only the lesser of 18 machines or the combined total of machines
- e) TAB venues are treated the same as gaming venues but there is no jurisdiction under the Racing industry Act to limit the number of TAB venues permitted

6.7. **WAITOMO DISTRICT STATISTICS AND SOCIAL IMPACT**

- 6.8. Council's Policy aims to strike a balance between limiting the harm gambling can have on our community, while acknowledging that responsible gambling is a lawful form of recreation enjoyed by many.
- 6.9. No instances of complaints related to gambling or related harm have been recorded by Council since the previous review.
- 6.10. Under the Act, pokie machine trusts are required to return 40% of gross machine profits (GMP)¹ back to the community in the form of grants, with venues that own their own machines required to return a different percentage as stipulated in their licence. This is a significant source of funding for local schools, sports and community groups.
- 6.11. We are yet to receive detail on all the funding that has benefitted the District over the past three years. But pokie trusts have distributed funding to the below organisations:

Organisation	2022	2023	2024
CENTRAL NORTH ISLAND KINDERGARTEN TRUST	\$18,610		
GAME ON CHARITABLE TRUST	\$44,167	\$12,125	
KING COUNTRY RUGBY FOOTBALL UNION	\$49,680	\$78,643	\$50,233
LIFE EDUCATION TRUST WAIPA KING COUNTRY		\$10,000	
MANIAPOTO RUGBY FOOTBALL SUB-UNION	\$111,741	\$62,000	
MANIAPOTO SPORTS AND CULTURAL ASSOCIATION INCORPORATED			\$35,095
MOTITI MARAE		\$18,756	
NEW ZEALAND SHEARING CHAMPIONSHIPS INCORPORATED		\$58,434	\$60,000
PIOPIO - ARIA GOLF CLUB INCORPORATED		\$40,000	\$46,479
PIOPIO AMATEUR SWIMMING CLUB	\$5,880		
PIOPIO AMATEUR SWIMMING CLUB INCORPORATED		\$5,056	
PIOPIO COMMUNITY SWIMMING POOLS CHARITABLE TRUST		\$6,200	
PUKENUI SCHOOL (TE KUITI)	\$100,000		
TAHAROA SOCIAL SPORTS & WELFARE CLUB (2009) INCORPORATED			\$10,000
TE KUITI COMMUNITY CHILDCARE CENTRE (INCORPORATED)	\$7,549	\$7,971	
TE KUITI PIG HUNTING CLUB INCORPORATED		\$20,000	
TE KUITI VOLUNTEER FIRE BRIGADE		\$20,000	
THE BENNEYDALE SCHOOL BOARD OF TRUSTEES	\$1,971	\$3,356	
THE TE KUITI PRIMARY SCHOOL BOARD OF TRUSTEES	\$50,000	\$12,649	\$13,285
WAITETE RUGBY FOOTBALL CLUB	\$48,671		
WAITETE RUGBY FOOTBALL CLUB INCORPORATED		\$28,837	\$84,130
WAITOMO DISTRICT COUNCIL			\$285,000
WAITOMO RUGBY SPORTS AND RECREATION CLUB INCORPORATED		\$2,305	\$2,410
Total	\$438,269	\$386,332	\$586,632

¹ The money lost on gaming machines is called the gross machine profit (GMP). It is the amount spent by customers, less the amount paid back as prizes.

6.12. Further detail has been provided by the Grassroots Trust (who operate the Muster Bar machines) in attachment 5 which details what funding has been used for in the community.

6.13. **Current numbers and statistics**

6.14. In keeping with national trends, the number of venues and machines in the District have decreased over the past ten years. While we currently have only 4 venues, it should be noted The Riverside which closed at the end of 2023 could reopen following approval of a new venue licence and consent.

	Number of venues	Number of machines
2015	6	67
2016	5	63
2018	5	60
2024 – current	4	50

6.15. **Venues**

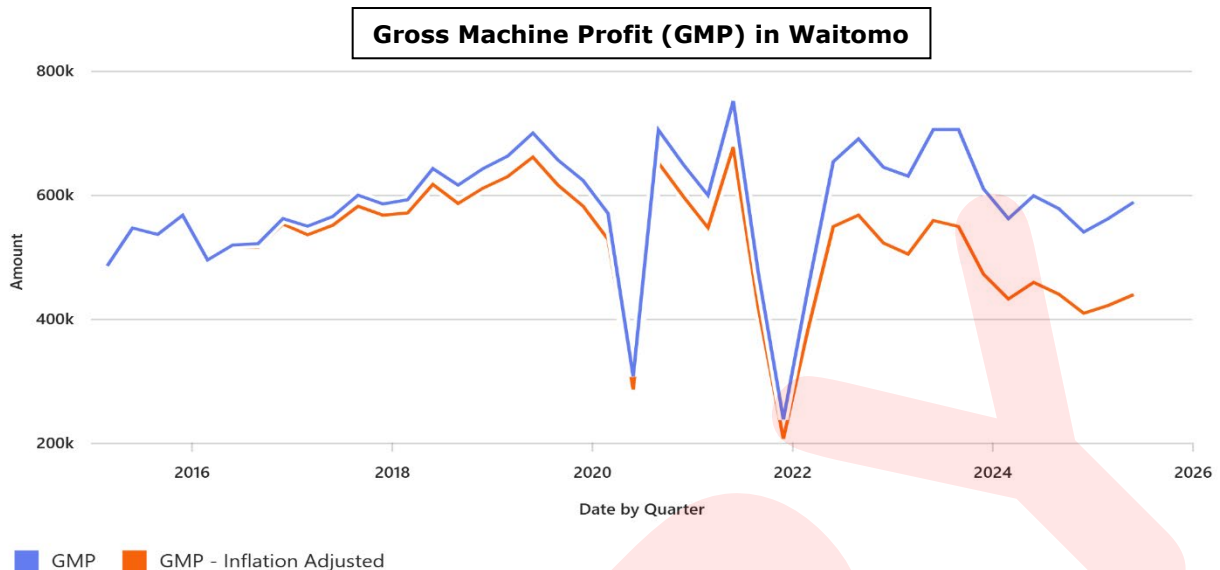
Venue Name	Operator	Location	Venue Type	Machine Numbers
Piopio Cosmopolitan Club	Piopio Cosmopolitan Club Incorporated	42 Moa Street Piopio	Cosmopolitan Club	7
Quota Club Te Kūiti	Quota Club Te Kūiti Incorporated	71 Taupiri Street, Te Kūiti	Tavern	7
The Muster Bar	Grassroots Trust Limited	12 King Street East, Te Kūiti (corner of Taupiri Street)	Commercial Club	18
Waitomo Club	Waitomo Club Incorporated	12B King Street East, Te Kūiti	Commercial Club	18

Note – Despite the 9 machine cap per venue, two venues in the District have 18 machines. This is because of the Acts 'grandfathering' position – any venue licensed prior to 2001 was permitted to retain their existing number of machines up to 18, any venue licensed after the enactment of the legislation was only permitted 9 machines.

6.16. Using data released by the DIA² the chart below shows the Gross Machine Profits (GMP)³ for the previous ten years in the Waitomo District and includes the figure adjusted for inflation. Significant drops were seen in 2020 and 2021 likely contributed to COVID-19 lockdowns. Since then, GMP has increased back to pre-COVID levels. It is likely the drop in 2024 could be contributed to the closure of a venue, we can not know for certain, but the number and dates do line up.

² Department of Internal Affairs - Gaming Machine Profits (GMP) Dashboard <https://catalogue.data.govt.nz/dataset/gaming-machine-profits-gmp-dashboard> (accessed 10 November 2025)

³ Gaming machine profit (GMP) is all money generated by use of pokies, less the amount returned to the user (prizes). A minimum of 40% of GMP is required by law to go back to the community by way of grants, 35% goes to the government in duties, fees and levies, a maximum of 16% goes to the venue and only 1.3% goes to the gaming trust for administrative costs.



6.17. The decrease in the number of machines since 2015 (67 to 50) has not translated into a significant decrease of GMP; the real GMP has increased from \$2,134,000 to \$2,176,000 (2024) but adjusted for inflation has reduced by about \$400,000 per year compared to 2015.

6.18. **New Zealand trends**

6.19. More than \$2 billion a year is spent by New Zealanders on gambling which includes pokie machines as well as Lotto, casino gambling and sports betting and online gambling. One in five adults are adversely affected at some time in their lives by their own or others gambling.

6.20. Ministry of Health (MOH) records of the number of people who seek help from problem gambling show that in Waitomo, in the period July 2022 to June 2023, there were three clients assisted.⁴ We cannot say that so few individuals struggle with problem gambling, only that others have not sought help via MOH services, other services like the Problem Gambling Foundation provide their own counselling.

6.21. **Online Gambling**

6.22. While pokie use is still the dominant form of gambling, the DIA have acknowledged that online gambling is growing, but they do not currently have statistics on participation or spend (as many of the businesses are based overseas). As only the TAB and Lotto are licensed in NZ all other online gambling is through overseas companies.

6.23. Because this means the industry is unregulated and there are no proceeds of gambling returning to NZ communities, the Government is working on legislation to legalise online gambling in NZ. Following criticism from community groups the Minister for Internal Affairs is having the bill redrafted to mandate these online companies to also return some profits to the community in the same way physical gaming machine venues have to.

6.24. All this to say, while Council has the ability to control the growth of pokie machine numbers in the District, they will not have control over the rise of online gambling in our community. There is a risk that too strict an approach could drive more people to online gambling, which is less regulated and easily accessible.

6.25. **Harm Minimisation**

6.26. In 2023, the Gambling (Harm Prevention and Minimisation) Amendment Regulations 2023 were introduced. These regulations sought to create clear and consistent standards for venue operators to proactively prevent and minimise harm, as existing requirements were not deemed sufficient to address the financial and social harms suffered by individuals and communities. While machine numbers had been decreasing, money spent on gambling was continuing to increase. This

⁴ Interventions clients data by territorial authority, up to June 2023: <https://www.health.govt.nz/statistics-research/statistics-and-data-sets/gambling-harm/gambling-harm-services-data> (accessed 11 November 2025)

introduced requirements for staff training on recognising problem gambling, regular venue sweeps, and new rules around venue design and the positioning of ATM and pokie machines.

- 6.27. Given that these regulations have not been in force for very long, it is too soon to see any evaluations on the effectiveness of these changes but anecdotally one of our local venues has seen benefits of this approach; staff and patrons soon became used to the increased monitoring and staff are doing more to minimise harm in their venue.
- 6.28. **Alternative approaches to controlling gambling growth**
- 6.29. Cap
- 6.30. WDC has a cap policy which sets a maximum limit on the number of machines allowed in the district and venues allowed in Te Kūiti. Once the cap is reached, no new licences can be issued unless an existing venue closes or reduces their number of machines.
- 6.31. Sinking Lid
- 6.32. An alternative option is a sinking lid policy which means no new licences or machines are approved when venues close or surrender machines. Over time the number of machines and venues declines naturally.
- 6.33. **COMMENTARY**
- 6.34. There have been no legislative changes which necessitate changes to the Policy, but there are a few editorial changes proposed, as well as some changes to the content of the Policy noted for discussion.
- 6.35. EDITORIAL CHANGES
- 6.36. Some tidy-ups for the introduction and purpose & scope section are proposed. The purpose & scope currently replicates the purpose of the acts, which is not actually the purpose of this Policy. This section has been simplified for accuracy and readability.
- 6.37. CAP ON MACHINES AND VENUES
- 6.38. When the Policy was first introduced in 2014 the cap for gaming machines and venues was set based on how many there were at the time. At the start of the review there were 82 machines, but this dropped to 68 by the end of the review. The cap of 77 was chosen as a middle ground between the two, allowing for a small amount of growth.
- 6.39. The District now has only 50 machines which is significantly lower than the existing cap. Choosing not to reduce the cap now would allow growth of 27 further machines.
- 6.40. The number of venues in the Te Kūiti Urban Area is limited to 5, there is no cap on venues in the entire District. With the recent closure of one urban venue there is room for two more venues to open (one potential being the Riverside).
- 6.41. Reducing the cap on machines would allow for less growth of gaming machines in the District and would limit the number of places people have the opportunity to gamble. If the Riverside reopened, that would bring the number of machines back to 59, allowing a further 18 machines or two venues to be added in future. Reducing the cap should be balanced between recognising that a new business may choose not to establish in the District without the ability to operate gaming machines (for instance someone may want to establish a venue in Waitomo Village where there are currently no venues). Therefore, it is necessary to consider the impact of reducing the cap may have on a future hospitality business, which may choose to operate gaming machines opening in the District.
- 6.42. VENUES UNABLE TO INCREASE NUMBER OF MACHINES
- 6.43. The Policy does not allow existing venues to increase the number of machines they currently operate. This means a new venue could open up with 9 machines but if a venue ends up losing a few machines and then later wants to add them, they are unable to.
- 6.44. Do Councillors still think this is necessary? The risk of this clause is that venues retain machines they otherwise might let go of because of the risk they could never get them back. It could be preferable to allow venues to have some flexibility in their machine numbers in the hope they could naturally drop per venue.

6.45. **CONSULTATION**

- 6.46. Under the Act, amendments to this Policy must be done in accordance with the SCP. During the previous review it was deemed that no material changes were proposed so there was no consultation. It would be recommended to do a full review and consultation now, given that it has been six years since the community have had an opportunity to have their say.

QUESTIONS FOR ELECTED MEMBERS

Are Elected Members supportive of retaining the cap on venues and machine numbers as opposed to a sinking lid policy?

Do Elected Members wish to retain, increase, or decrease the cap on gaming machines or venues?

Do Elected Members want to retain or remove the clause that does not allow venues to increase the number of machines they currently operate?

7. Dangerous, Affected and Insanitary Buildings Policy

7.1. **BACKGROUND**

- 7.2. Section 131 of the Building Act 2004 (Building Act) requires Council to adopt a policy on dangerous, affected, and insanitary buildings within its District.
- 7.3. The Dangerous, Affected and Insanitary Buildings Policy outlines the Council's approach to identifying such buildings, and the priorities and process for remediation. The Policy was recently reviewed as part of the IANZ audit of WDC's building control (territorial authority) functions in May 2025, the review identified a number of areas the Policy could be improved to cover off the requirements under the Building Act.
- 7.4. The Policy must be reviewed at least every three years and must follow the SCP process set out in the LGA. As the Policy was last reviewed in 2021 it is due for review by July 2026, so this is an appropriate time to incorporate the findings of the IANZ review.

7.5. **COMMENTARY**

- 7.6. This Policy has been reviewed, and a number of changes are recommended as can be seen in the tracked changed version. These include:
- a) Updating the title of the Policy to include the word 'affected', this was added to the body of the Policy during the previous review, but it should also be part of the title to be consistent with the Building Act;
 - b) Minor changes to the definitions to reflect any changes to the Building Act;
 - c) Added detail on Council's role under the Buildings Act (section 1);
 - d) The Policy must state whether Council has a passive or proactive approach, the word proactive has been added and the section on our approach expanded;
 - e) Including detail on how buildings will be assessed, within what timeframe and what takes priority;
 - f) Further detail included on what actions the Council will take to remedy a dangerous or insanitary building (section 6);
 - g) Statements including that Council will work with building owners and further detail on who bears the cost of any work;
 - h) Expanded detail on record keeping; and
 - i) Include the review timeframe and SCP process

QUESTIONS FOR ELECTED MEMBERS

Does the Council agree with the proposed changes in the tracked changed copy of the Policy? This will be the version that will be consulted on with the community.

8. Officer Advice/Recommendation/Feedback Sought

- 8.1. Officers are recommending putting these policies out for public consultation following the SCP process over the month of March. A Statement of Proposal (SOP) will be prepared for the:
 - a) Local Easter Sunday Shop Trading Policy,
 - b) Gambling Venues Policy, and
 - c) Dangerous, Affected and Insanitary Buildings Policy
- 8.2. No consultation is recommended for the Use of Remotely Piloted Aircraft Systems (Drones) Policy or whether to have a policy on psychoactive substances.
- 8.3. If the Council approve of this approach, the draft SOPs will be presented to the next Council meeting.
- 8.4. For feedback please answer questions at the end of each section above.

9. Attachments/Separate Enclosures

Attachments:

- 1 Draft Local Easter Sunday Shop Trading Policy 2026 (Doc # 930398)
- 2 Draft Use of Remotely Piloted Aircraft Systems (Drones) Policy 2026 (Doc # 929999)
- 3 Draft Gambling Venue Policy 2026 (Doc # 930399)
- 4 Draft Dangerous, Affected and Insanitary Buildings Policy 2026 (Doc # 925982)
- 5 Grassroots Local Funding Distribution (Doc # 931041)

Document No: 973334

Report To: Council



Meeting Date: 26 May 2026

Subject: **Deliberation of Submissions to Draft Annual Plan 2026-27 and Proposed Fees and Charges 2026-27**

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 present to the Council the submissions received on the Draft Annual Plan 2026-27 and Proposed Fees and Charges 2026-27 and provide analysis on these submissions to assist with Council's deliberations.

2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Deliberation of Submissions to Draft Annual Plan 2026-27 and Proposed Fees and Charges 2026-27 be received.
 - 2 The Chief Executive be delegated the authority to ensure that Council directions arising from the consideration of submissions are reflected in the Responses Schedule and all changes are made to the final Annual Plan 2026/27, final Fees and Charges 2026/27 and any policies prior to adoption.
 - 3 Elected members and WDC staff would like to thank everyone who engaged in the Draft Annual Plan 2026/27 and Proposed Fees and Charges 2026/27 consultation and acknowledge the time and effort made by those individuals and organisations who made written and verbal submissions.

3. Background

- 3.1 The Local Government Act 2002 (LGA) requires local authorities to prepare and adopt an Annual Plan (AP) for each financial year. An AP is an exceptions focused document, which addresses any changes between the Long Term Plan (LTP) and the proposed Annual Plan.
- 3.2 On 24 March 2026, Council adopted the Consultation Document (CD) which outlined the changes proposed to the AP and invited the community to make submissions to Council. At the same time, submissions were open for changes to proposed Fees and Charges for 2026-27.
- 3.3 The consultation period was open from 30 March to 30 April 2026.
- 3.4 A public hearing was held on 13 May 2026. Council heard from three submitters - two submitters spoke to their written submissions, and one additional verbal submission was made at the Council hearing.

- 3.5 Members of the public were able to submit using hardcopy forms made available at key locations, submit online via Council's website, or submit their feedback by their own preferred method (i.e. email).

4. Commentary

4.1 Public Consultation

4.2 Enclosed as Attachment 1 is a copy of the CD that was consulted on for your information.

4.3 The CD contained a focus on:

- Rates Increase: The increase in rates revenue excluding water and wastewater, is 2.88% (WDC rates). The increase in rates revenue including water and wastewater, is 3.79%.
- Rates Affordability
- Debt Reduction
- Key projects for 2026/27
- Waikato Waters transition
- Annual Plan updates and proposal
- Policy updates
- Fees and Charges

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

4.5 During the month long engagement hard copies of the CD were available in Te Kūiti, Waitomo Caves, Piopio, Maniaiti/Benneydale and Mōkau, this combined with the in-person public engagements, online content and promotion through media channels has given plenty of coverage and opportunity for the community to have their say and be informed on this proposal.

4.6 A public meeting was held in Mōkau on 8 April 2026 to discuss the proposal to consider relocating the Awakino Transfer Station to 2 Oha Street in Mōkau. This meeting was well attended with over 50 people taking the opportunity to listen and raise their concerns, and a range of feedback was received.

4.7 The majority of those in attendance did not support the proposal to moving the transfer station, the main concerns were odour, noise, rodents, managing site hazards, dumping of rubbish at the gates or over the fence, visual impact for neighbouring properties, impact on the surrounding environment, cost of setting up new site. Several people also stated the distance to travel to Awakino and back was not an issue.

4.8 A number of suggestions were made on how to improve the current situation. These ranged from prosecuting those dumping rubbish, installing CCTV cameras, providing more or larger bins through to removing the recycling and rubbish bins by the toilet blocks.

4.9 It was debated on who is dumping the rubbish - bach owners visiting, locals, those renting holiday homes or those travelling through and how moving the transfer station would not necessarily change people's behaviour.

4.10 Other operational suggestions were offered regarding improved signage at the recycling station, more prominent signs for the transfer station, more opening hours including a weekday, EFTPOS payment options.

4.11 These points were also made through the written submissions and analysis provided by WDC staff.

4.12 Submissions - Draft Annual Plan 2026-27

4.13 One topic was presented for consultation to the community and feedback on six topics were sought, as shown in Table 1.

4.14 At the close of the submission period, 31 submissions and two late submissions were received for Draft Annual Plan 2026-27.

Table 1 - Consultation Topic and Options

Consultation Topic	Options
Move the Awakino Transfer Station to Mōkau	<ul style="list-style-type: none"> Option 1 - Move transfer station to Mōkau (Council's Preferred Option) Option 2 - Keep the transfer station at Awakino
Removal of the Districtwide Benefit Rates for water and wastewater and Trade Waste Targeted Fixed Rate	Inform
Stormwater Improvements	Inform
Water Services Transition	Inform
Waitomo District Landfill	Inform
Change to Piopio Retirement Village remission funding	Inform
Policies Updates	Inform

4.15 Submissions - Proposed Fees and Charges 2026-27

4.16 Feedback was sought on the following:

- Do you have any feedback on the overall increase to our fees and charges by 3%?
- Do you have feedback on fees and charges that have increased by more than 3%?
- Do you have any other feedback on the fees and charges?

4.17 At the close of the submission period, three submissions and one late submission were received for Proposed Fees and Charges 2026-27.

4.18 Analysis of Submissions - Draft Annual Plan 2026-27

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

4.20 Consultation Topic 1 - Awakino Transfer Station - Relocation

Table 2

Topic	Total Submissions	Submitters (dAP Submission)
Option 1: Move transfer station to Mōkau (Council's Preferred Option)	1	005
Option 2: Keep the transfer station at Awakino	28	001-004, 006-024, 026, 028-030, Late AP Submission 002
Did not specify a preference/option (none of the proposed options chosen)	4	025, 027, 031, Late AP Submission 001

4.21 The following themes were identified in the submission responses.

Table 3 – Themes

Submission Points - Summary	Analysis summary
<ul style="list-style-type: none"> Moving the transfer station right next to people's houses is a horrible idea. No one wants to live next to rubbish dumping area. 	

Submission Points - Summary	Analysis summary
<ul style="list-style-type: none"> As a bach owner in Mōkau I Strongly oppose moving the waste station to Mōkau. Do not want the smell or noise or pollution in town. It will be noisy (as you admit in your article as you mention there will be measures taken to "try" to reduce noise) it will likely bring odour and possibly attract rodents. Awakino is set up, Mōkau site is currently behind a locked gate, is still a distance from toilets so not sure those people currently dumping rubbish by toilets will go down the road. Capital cost will be incurred to replicate Awakino infrastructure so waste of money. The round trip to Awakino Transfer Station is not an issue for us, all of our weekly rubbish and recycling is manageable with the excellent weekly collection. My question is, has any other site on the fringe of the village been considered? For example, Tainui Domain? 	<p>Due to lack of community support and considering the feedback received, recommend retaining the transfer station in Awakino.</p> <p>Other sites would be significantly more costly to setup so have not been considered at this time, Tainui Domain is not a suitable location due to being low lying and the site of a camping ground.</p>
<ul style="list-style-type: none"> Increase the number of bins that are at the public toilets and empty the bins more often. This can be scaled so they are emptied more on busy times of the year when people are traveling through Mōkau. Maybe install some signage in key spots where illegal dumping is happening and fine anyone caught. Awakino Transfer Station is only open one day per week. It's not open enough days; if people don't have cash simply advise that cash is needed. Signage on SH3 indicating turnoff to it would be helpful for those who do not know where it is. 	<p>We will increase the bin emptying schedule during the peak season. We have worked with our new contractors so that the bins can be emptied five times a week when needed.</p> <p>WDC staff will consider the option of issuing fines under the Litter Act 1979 or WDC Solid Waste Bylaw 2026 when appropriate and sufficient evidence can be obtained.</p> <p>We will also continue to extend the transfer station opening hours during peak seasons. Recommend reviewing the opening hours of the Awakino Transfer Station along with the feasibility of having an EFPTOS machine both would increase operational costs.</p> <p>If additional budget is required, this would be considering through a business case during the 2027-2037 Long Term Plan.</p> <p>Recommend installation of additional signage for the recycling station and transfer station, signage located on the State Highway must fit the NZTA guidelines.</p>
<ul style="list-style-type: none"> As an alternative, I would like to suggest a targeted rate to fund extra collections of rubbish and recycling from public bins over peak holiday periods. Perhaps an additional kerbside collection could be considered as well, since having done a dive into the public rubbish bins, some of this looks to be household rubbish being dumped despite protestations to the contrary. Cameras near the bins would be a deterrent and wouldn't need to be installed permanently. The targeted rate should be paid for by local property owners. On a more positive note, I would also suggest that the local school be approached to run a "Don't Rubbish Mōkau" poster design contest (voted on by locals?), with 	<p>The fixed targeted rate currently covers the kerbside collection and waste disposal costs. Council previously made the decision to harmonise the solid waste activity so those receiving the service pay the same regardless of the services provided to individual groups.</p> <p>We have in place a new contract for weekly kerbside collection, additional collections would not be cost effective under this contract. We are as part of the new contract offering an additional recycling crate.</p> <p>Signage will be improved and consideration of cameras if necessary.</p>

Submission Points - Summary	Analysis summary
the winner's design printed and posted around town over the Christmas holiday period. This could help educate students on litter, dumping, recycling, the need for waste minimisation, etc. Perhaps Creative NZ funding might assist with associated costs.	Waste minimisation and education programmes are targeted to our local schools, this suggestion could be included if supported by the school.

4.22 Proposed Fees and Charges 2026-27

Table 4 Proposed Fees and Charges 2026-27

Topic/Issue	Total Submissions	Submitters (F&C Submission)
Do you have any feedback on the overall increase to our fees and charges by 3%?	2	1, 2
Do you have any other feedback on the fees and charges?	4	1, 2, 3, Late 001

4.23 The following themes were identified in the submission responses.

Table 5 Themes Rates Fees and Charges

Submission Points - Summary	Analysis summary
<ul style="list-style-type: none"> Why charge more when we all are paying too much for dump fees. Don't change fees as much. Where are we to dispose of whiteware if we cannot dump them at the refuse station? Also, our paints and all that where are they supposed to be dumped? 	<p>Where possible fees have been retained at the current level, the fee increases are necessary to cover the cost of carrying out the activities.</p> <p>Whiteware and paint can be disposed of at the Te Kūiti Transfer station.</p>
<ul style="list-style-type: none"> Creative Waikato acknowledges no increase in fees for Community Halls and Aquatic Centre and minimal increases for Parks and Reserves and Library services. Creative Waikato also acknowledges the proposal to make the Supper Room at Les Munro available for at a cheaper rate to encourage use of this facility. 	<p>Council made it a priority to keep community activity fee increases to a minimum.</p> <p>This fee makes it more affordable for smaller functions to use the Les Munro Centre as a venue with the aim to increase usage.</p>
Update the systems/website/other documentation to show that Building Research Levy is subject to additional 15% GST from 1 July 2026.	Recommend updating the fees and charges document to show that Building Research Levy is subject to additional 15% GST from 1 July 2026.
<p>Federated Farmers is neutral on the increases to – building consent fees, resource consents.</p> <p>Federated Farmers is also neutral on the Council's proposal to increase dog fees by \$2 per Rural dog.</p>	<p>Building consent fees have incurred an additional cost which we needed to pass on those obtaining consents so this is not covered by rates.</p> <p>Increases to dog fees have been kept to a minimum to encourage registration of dogs. Every sixth rural dog registration is free.</p>

4.24 The following table shows the submissions received for topics not directly related to the proposals under consultation.

Table 6 submissions not related to consultation topics

Submission number	Submission points	Analysis - Summary
<p>AP Submission No.025</p> <p>Annika Hamilton Waikato Regional Council</p>	<p>Community resilience</p> <ul style="list-style-type: none"> We encourage proactive identification of communities that would benefit from long-term adaptive planning within your district. We encourage territorial authorities to fund these adaptation planning activities, with technical support and collaboration from WRC when appropriate, to understand, manage and reduce your district's natural hazard risk. To guide how WRC prioritises its activities and resources in response to natural hazard risk and how we work with others on this, we are developing a Framework and Plan for Resilience to Natural Hazard Risk. We encourage you to consider our Framework and Plan which is expected to be publicly available later in the year to understand our approach and to know what information and support can be expected from Waikato Regional Council. <p>Data</p> <ul style="list-style-type: none"> We rely on the data sets held by territorial authorities to inform this important work. This includes information relating to infrastructure assets, stormwater and flooding events. We also note that territorial authorities have a critical role in communicating natural hazards information to communities through land information memoranda (LIM). We therefore encourage Waitomo District Council to continue to maintain and invest in this data. <p>Coastcare</p> <ul style="list-style-type: none"> WRC leads the Coastcare programme in the Waikato region. We encourage territorial authorities to work with Coastcare to restore and protect coastlines in their regions. 	<p>Natural hazards are identified in the Proposed District Plan which is now mostly operative, based on this data and hazard classification there are restrictions on new builds in these areas.</p> <p>Regional spatial plans will be developed in line with the new legislation and data maintained to support this WDC is positive about working at a more regional level with other Waikato and neighbouring Councils.</p> <p>WDC is supportive of measures to maintain dunes and a nature-based approach to coastal erosion issues.</p>
<p>AP Submission No.027</p> <p>Jo Wrigley - Waikato Environment Centre</p>	<ul style="list-style-type: none"> The Draft Annual Plan responds to immediate financial and infrastructure pressures, but it remains grounded in a model that separates waste, water, and environmental systems. A Taiao, Kai, Wai lens highlights the need for a more integrated approach that reduces waste, protects water, supports food systems, and restores environmental health. By aligning more strongly with the Maniapoto Environmental Management Plan and investing in local resource recovery and community capability, Council can move toward a system that is more resilient, equitable, and environmentally responsible. 	<p>WDC staff and Elected Members consider projects against the community outcomes including financial and environmental and cultural impacts.</p> <p>Objectives and actions for waste minimisation are outlined in the Waste Management and Minimisation Plan available on the WDC website</p>

4.25 A summary of submissions and analysis is presented below. Full submissions are also made available (**Attachment 5**).

Summary and commentary on submissions received to Draft Annual Plan 2026-27

Consultation Topic 1: Move the Awakino Transfer Station to Mōkau

Option 1: Option 1 - Move transfer station to Mōkau (Council's Preferred Option)

Option 2: Keep the transfer station at Awakino

Sub No.	Name and Organisation	Preferred option	Submission Points (summary)	Analysis
1	Angelique Cooper	Option 2 - Keep the Transfer Station in Awakino	I agree with Option 2 - Keep the Transfer Station in Awakino.	Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.
2	Kay Walshaw	Option 2 - Keep the Transfer Station in Awakino	<ul style="list-style-type: none"> • Positioning a Transfer Station in Mōkau in a built up area with residents immediately surrounding it and a main State Highway, with substantial traffic makes no sense. These are the reasons why: <ul style="list-style-type: none"> ◦ traffic using the Station putting other road users at risk (i.e. cars, utes, trucks with trailers) ◦ the 'dump smell' that would come from it (particularly as Mōkau is a 'post card destination) and the attraction it would be for vermin in a built up area ◦ instead of moving the Transfer Station, better resourcing for the current one in Awakino would see it utilised more ◦ opening the Station more often, all year round not just during the Christmas break would mean people can use it more and more often • If you are looking at statistics to see if the Station was utilised more during the extended hours this year, be sure to take into consideration that for the majority of the extended hours period the Station continued to only be open on Sunday. When we spoke to the Transfer Station attendant, he said he had made it clear that he would not be available on a Friday or Saturday, therefore it was only in the last week of the extended period that 2 or 3 extra days were added a week. 	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will also continue to extend the transfer station opening hours during peak seasons.</p> <p>Recommend reviewing the opening hours of the Awakino Transfer Station along with the feasibility of having an EFPTOS machine both would increase operational costs.</p> <p>If additional budget is required, this would be considering through a business case during the 2027-2037 Long Term Plan.</p>

Sub No.	Name and Organisation	Preferred option	Submission Points (summary)	Analysis
			<ul style="list-style-type: none"> If looking at those statistics to justify that opening longer hours makes no difference in its current location, please be cautious because of this as the stats would be incorrect. 	
3	Kerry Freakley	Option 2 - Keep the Transfer Station in Awakino	Moving the transfer station right next to people's houses is a horrible idea. No one wants to live next to rubbish dumping area. Dumping of rubbish won't change no matter where the station is, its people's pure laziness.	Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.
4	Erica Hilton	Option 2 - Keep the Transfer Station in Awakino	As a bach owner in Mōkau I Strongly oppose moving the waste station to Mōkau. Do not want the smell or noise or pollution in town. Leave it where it is.	Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.
5	Stephen Ronald Corrigan	Option 1 - Move the Transfer Station to Mōkau	I agree with Option 1 - Move the Transfer Station to Mōkau.	Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.
6	Kevin Parkinson	Option 2 - Keep the Transfer Station in Awakino	With regards to movement of the dump to Mōkau the plain simple answer is NO.	Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.
7	Raelene Myers	Option 2 - Keep the Transfer Station in Awakino	<ul style="list-style-type: none"> I totally disagree with moving the transfer station to Mōkau. It will not solve the issues you describe and is not a good idea to move a transfer station to a residential area and reduce the land values in that area. It will be noisy (as you admit in your article as you mention there will be measures taken to "try" to reduce noise) it will likely bring odour and possibly attract rodents. Being only open on a Sunday and not directly at the public toilets it will not solve the issues you hope to resolve of overflowing bins and illegal dumping of rubbish. Leave the transfer station where it is, possibly open it on another day as well if the need is there. Instead, increase the number of bins that are at the public toilets and empty the bins more often. This can be scaled so they are emptied more on busy times of the year when people are traveling through Mōkau. Maybe install some signage in key spots where illegal dumping is happening and fine anyone caught. Publish that x number of people have been fined for illegal dumping of rubbish in Mōkau... people would quickly share this on social media and 	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will increase the bin emptying schedule during the peak season. We have worked with our new contractors so that the bins can be emptied five times a week when needed.</p> <p>WDC staff will consider the option of issuing fines under the Litter Act 1979 or WDC Solid Waste Bylaw 2026 when appropriate and sufficient evidence can be obtained.</p>

Sub No.	Name and Organisation	Preferred option	Submission Points (summary)	Analysis
			hopefully with bins available that are regularly emptied people would learn that it's not OK to dump rubbish in Mōkau.	
8	Mandy	Option 2 - Keep the Transfer Station in Awakino	<ul style="list-style-type: none"> • Ben Smit and our councillors have been told repeatedly at our Mōkau Ratepayer meetings that the huge amounts of rubbish dumped by the Mōkau toilets behind the rubbish bins mainly/always happens over the holiday season. • Rubbish Dumps bring rats and will stink. House values around the dump will plummet. • Increase the amount of rubbish pickups during the busy times. Moving the dump isn't going to change the amount of rubbish dumped over the holidays. Your saying that it would be more convenient for ratepayers to dump their rubbish in town. We pay for and have kerbside pickup. We use the transfer station for waste over and above our household refuse. User pays! • Keep the costs down by keeping the Te Kūiti dump open. Hampton downs is a long way from Te Kūiti or did the council get a 'good deal'? P.s (when was the closed Mōkau dump last tested for leaching? or is this no longer a remediated landfill site under post closure monitoring?) 	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will increase the bin emptying schedule during the peak season. We have worked with our new contractors so that the bins can be emptied five times a week when needed.</p> <p>WDC has extensively considered the viability of the Waitomo District Landfill, expanding into the next waste cell will cost over \$6 million dollars and falling waste volumes mean more costs would fall on ratepayers.</p> <p>We are monitoring Te Mahoenui closed landfill. We are complying with our resource consent 120340 for Mōkau closed landfill. We just submitted a report on WRC on 23 March 2026.</p>
9	Steve and Debbie Day	Option 2 - Keep the Transfer Station in Awakino	<p>I have very little confidence that the proposed move to the site in Mōkau will be acceptable to residents. The reason I say this is that every year, the recycling bins at Mōkau are inadequately managed over summer, leading to large amounts of rubbish being stock piled. You say in your letter that bins will be emptied 'regularly', how regularly? Rubbish transfer stations are a contentious issue, and especially if located in residential areas. They create noise, odour, increased seagull activity, and vermin, all public health issues.</p> <p>What is being proposed to mitigate odour? Has any other site on the fringe of the village been considered? For example, Tainui Domain?</p>	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will increase the bin emptying schedule during the peak season. We have worked with our new contractors so that the bins can be emptied five times a week when needed.</p> <p>Other sites would be significantly more costly to setup so have not been considered at this time, Tainui Domain is not a suitable location due to being low lying and being the site of a campground.</p>
10	Lindsay Greig	Option 2 - Keep the Transfer Station in Awakino	Awakino Transfer Station is only open one day per week. It's not open enough days; if people don't have cash simply advise that cash is needed.	Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.

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			<p>The Mōkau residents are very happy with current location. What are the differences from previous consultation in 2018 and this time? How many days per week do you propose access for public?</p> <p>Why aren't their signs advising where to take rubbish now?</p>	<p>Recommend installation of additional signage for the recycling station and transfer station, signage located on the State Highway must fit the NZTA guidelines.</p>
10a	Lindsay Greig	Option 2 - Keep the Transfer Station in Awakino	<p>1. Why is the relocation of the waste transfer station even being raised</p> <p>2. Which dept of council is even considering this and who is head of that department</p> <p>3. Are you aware that the drainage of the entire catchment above where you propose to place a transfer station runs directly beneath that place and then runs via an open stream the entire length of the town and then into the sea</p> <p>4. Is it a problem that your property manager is aware that the large buildings on that site have a corrugated asbestos roof.</p> <p>5. Does any other town in New Zealand including Mōkau have a set of guidelines as to the distance from the area zoned Residential that a waste transfer station located</p> <p>6. As this matter has already been voted on and stopped in recent years what has changed.</p>	<p>1. Currently Mōkau residents and visitors must drive a 17km round trip to dispose of rubbish at the Awakino transfer station. During summer many people are not using the transfer station and dumping rubbish in and around Mōkau.</p> <p>The recycling station, outside the public toilets, in Mōkau during summer often has large rubbish piles dumped illegally. This is unsightly and costs ratepayers as the rubbish has to be regularly removed.</p> <p>To make it easier to dispose of rubbish we had been proposing to set up a transfer station at the Inframax depot on Oha Street and close the Awakino site.</p> <p>2. This is being considered as a part of the draft annual plan and as discussed at the public meeting in Mōkau on 8 April it was raised by elected members for the reasons set out in response to 1 above.</p> <p>3. We are aware of existing flow paths in the area. Please note that all waste would be fully contained at all times. There would be no run-off or leachate created by the transfer station.</p> <p>4. The property is owned by Inframax Construction Limited. We will pass this query on to them.</p> <p>5. There is no nationally prescribed setback distance for transfer stations under the Resource Management Act 1991 instead, these</p>

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				<p>activities are managed through each council's district plan. The proposal would be required to either comply with the District Plan, or Council would need to obtain a resource consent for the proposal.</p> <p>6.The changes we identified at the meeting was removal of a green waste disposal and changes to the proposed bins type.</p>
11	Paul Symonds	Option 2 - Keep the Transfer Station in Awakino	<p>Transfer Station in Mōkau could create smells/odours for surrounding houses. Could attract rats. Current transfer station at Awakino works well.</p> <p>My suggestion is to take away completely the recycle station on main street, replace with clear sign directing rubbish to Awakino transfer station, Open Awakino transfer station for example three days per week.</p>	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will increase the bin emptying schedule during the peak season. We have worked with our new contractors so that the bins can be emptied five times a week when needed.</p> <p>Recommend installation of additional signage for the recycling station and transfer station, signage located on the State Highway must fit the NZTA guidelines.</p> <p>We will also continue to extend the transfer station opening hours during peak seasons.</p> <p>Recommend reviewing the opening hours of the Awakino Transfer Station along with the feasibility of having an EFPTOS machine both would increase operational costs.</p> <p>If additional budget is required, this would be considering through a business case during the 2027-2037 Long Term Plan.</p>
12	John-Paul Praat	Option 2 - Keep the Transfer Station in Awakino	<p>Awakino is set up, Mōkau site is currently behind a locked gate, is still a distance from toilets so not sure those people currently dumping rubbish by toilets will go down the road. Capital cost will be incurred to replicate Awakino infrastructure so waste of money.</p> <p>An alternative could be to convert the old toilet to a mini transfer station. Holiday periods are most troublesome so that might be managed by having a skip bin or compactor bin</p>	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will increase the bin emptying schedule during the peak season. We have worked with our new contractors so that the bins can be emptied five times a week when needed.</p>

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			available there during that those times. Machinery could access from the back; the top of the bin could be at a convenient height for people to use. Part of my objection is the smell it could cause for residents.	
13	Craig Alan Roberts	Option 2 - Keep the Transfer Station in Awakino	<p>My preference is to keep the transfer station at Awakino however if the rubbish was kept in bins in an enclosed area and not allowed to get smelly then the move to Oha Street may not be too bad of an option.</p> <p>My main concern is around the rubbish/recycling near the toilet block. Most of the excess rubbish is from people passing through while they use the toilets. I think the old toilet block could be converted into a rubbish/recycling area rather than allowing a smelly overflow of rubbish spilling out to the footpath. I doubt travellers will stop twice in the village, once for toilets and again at Oha St for rubbish disposal so a cleaner, tidier looking rubbish/recycling area in the old toilet block would assist to keep the village tidier.</p> <p>I don't believe having the transfer station at Awakino is a hinderance to any local. The only hinderance would be the very short hours it is open.</p>	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will increase the bin emptying schedule during the peak season. We have worked with our new contractors so that the bins can be emptied five times a week when needed.</p>
14	Kim Jarvie	Option 2 - Keep the Transfer Station in Awakino	<p>As per the meeting at the Mōkau Hall on the 8th of April 2026, I think you got the clear vote of NO to moving it into town. The pest problem, rats, mice, seagulls etc would be a large problem and not to mention the smell. I have lived here for 6yrs and travel to the dump every Sunday without complaint, I would suggest maybe opening the dump an extra day during the week. We are a rural community that travels for everything we need and the 9kms is nothing.</p>	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will increase the bin emptying schedule during the peak season. We have worked with our new contractors so that the bins can be emptied five times a week when needed.</p> <p>We will also continue to extend the transfer station opening hours during peak seasons.</p> <p>Recommend reviewing the opening hours of the Awakino Transfer Station along with the feasibility of having an EFPTOS machine both would increase operational costs.</p> <p>If additional budget is required, this would be considering through a business case during the 2027-2037 Long Term Plan.</p>

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15	Phillip Noel Probyn	Option 2 - Keep the Transfer Station in Awakino	Do not bring the smell and run off to the town leave it at Awakino where it does not affect any body.	
16	Tracie Baigent and Gavin Jakes	Option 2 - Keep the Transfer Station in Awakino	<p>1 The round trip to Awakino Transfer Station is not an issue for us, all of our weekly rubbish and recycling is manageable with the excellent weekly collection.</p> <p>2 We have noticed the continual trash overflowing from the recycling centre in town and wonder if there is a way to remedy this or even remove the bins. We understand this might cause a rubbish problem up the road but hope that most people will choose to do the right thing.</p> <p>3 Kerry, who is employed to run the transfer station, clearly has a heart for the community and does an unanimously wonderful job. We hope that there is potential to increase his hours or maybe employ someone to help him out.</p> <p>4 Our property is directly opposite the proposed Transfer Station. We understand there are measures in place to deal with these concerns, but our worries are: increased traffic, noise, smell, rodents, dumping when the facility is closed and unsightly views.</p> <p>5 My partner and I are personally working towards to a more sustainable future and hope the Waitomo District Council will be following up on the comments at today's meeting about run off from an asbestos roof at the Inframax Depot and the possibility of harmful contaminants getting into the ecosystems via the old Te Mahoe Road dump site.</p>	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will increase the bin emptying schedule during the peak season. We have worked with our new contractors so that the bins can be emptied five times a week when needed.</p> <p>We will also continue to extend the transfer station opening hours during peak seasons.</p> <p>Recommend reviewing the opening hours of the Awakino Transfer Station along with the feasibility of having an EFPTOS machine both would increase operational costs.</p> <p>If additional budget is required, this would be considering through a business case during the 2027-2037 Long Term Plan.</p> <p>Our objectives and actions for waste minimisation are outlined in our Waste Management and Minimisation Plan available on our website.</p> <p>Inframax remains responsible for managing the Oha Street site.</p> <p>We are monitoring Te Mahoenui closed landfill. We are complying with our resource consent 120340 for Mōkau closed landfill. We just submitted a report on WRC on 23 March 2026.</p>
17	Zarnia Wilson	Option 2 - Keep the Transfer Station in Awakino	<p>Less travel: than Awakino residents have to travel, Mōkau residents are used to where it is.</p> <p>Higher usage: People still won't use it, they are lazy & with rising fees & costs will avoid using the dump.</p>	Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.

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			<p>Illegal dumping: same as above, illegal behaviour doesn't change.</p> <p>Current industrial: GOOD! Keep the smell & shit away from our houses, town and community.</p>	
18	Paul Freakly	Option 2 - Keep the Transfer Station in Awakino	Sunday Wednesday and Friday	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will also continue to extend the transfer station opening hours during peak seasons.</p> <p>Recommend reviewing the opening hours of the Awakino Transfer Station along with the feasibility of having an EFPTOS machine both would increase operational costs.</p> <p>If additional budget is required, this would be considering through a business case during the 2027-2037 Long Term Plan.</p>
19	Kevin Redshaw and Pam Saini	Option 2 - Keep the Transfer Station in Awakino	<p>Leave it @ Awakino – supply wheelie bins.</p> <p>Remove or relocate existing bins by toilets.</p> <p>Look into asbestos roof on Inframax building roof.</p>	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>Inframax remains responsible for managing the Oha Street site.</p>
20	Jeanette Manson	Option 2 - Keep the Transfer Station in Awakino	We need council to sort out an eftpos machine @ Awakino. We don't carry cash and business in Mōkau say "no" to giving cash out. So we don't use Awakino transfer solely because we don't have cash. More people would use Awakino if they could use eftpos.	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>Recommend reviewing the opening hours of the Awakino Transfer Station along with the feasibility of having an EFPTOS machine both would increase operational costs.</p> <p>If additional budget is required, this would be considering through a business case during the 2027-2037 Long Term Plan.</p>
21	Caleb Heremiah Muraahi	Option 2 - Keep the Transfer Station in Awakino	<p>make more skips in town</p> <p>dump truck servicing in rural areas.</p>	There are mixed views from residents to keep the bins or removing it completely. We

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				<p>recommend keeping the bins and increase clearing frequency to avoid fly tipping.</p> <p>Rural service areas have been considered by Council previously and routes have been optimised. Some roads are too narrow for the trucks to turn or provide service.</p>
22	Dawn Old	Option 2 - Keep the Transfer Station in Awakino	<p>I believe rubbish will still be dump outside the current rubbish recycling bins by the public toilets anyway. The problem isn't with residents it's with travellers.</p> <p>There may be a smell that may affect the neighbours during the summer months.</p> <p>We should have the council removed the rubbish more often during the summer/peak periods. I don't have any issues driving a couple of times a year to the transfer station in Awakino to dump my rubbish.</p>	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will increase the bin emptying schedule during the peak season. We have worked with our new contractors so that the bins can be emptied five times a week when needed.</p>
23	Allan Jones	Option 2 - Keep the Transfer Station in Awakino	<p>Points to consider:</p> <ol style="list-style-type: none"> 1. 16 houses within stone throwing distance are affected. 2. The 17km round trip has always been 17km (other areas are further) 3. The average rate payer, going on personal use, would only use it 4 times per year. i.e. 68 k's @ 8 litres @ \$3.50 a litre = \$28.00 4. All property owners north of Awakino don't get collection, so they will have to travel further and more often. 5. There is always going to be tight arses who don't pay for a blue bag or green bin regardless of where the dump is. 6. The dump is open 4 hrs a week. What happens for the other 164 hours of the week. 7. Valuations and sales will be affected by having a dump literally at your back door. 8. Mōkau – the only town with a dump in the main street. 9. A natural water system flows under the Inframax yard 	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will increase the bin emptying schedule during the peak season. We have worked with our new contractors so that the bins can be emptied five times a week when needed.</p> <p>WDC staff will consider the option of issuing fines under the Litter Act 1979 or WDC Solid Waste Bylaw 2026 when appropriate and sufficient evidence can be obtained.</p>

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			<p>Solutions:</p> <p>The Domain Board will organise to get their own rubbish in blue bags to the Monday collection.</p> <p>Prosecute illegal dumpers!</p> <p>In summary, we smell a rat when a public meeting is on a weekday in the middle of the afternoon. NOT IDEAL.</p> <p>We spoke of putting the transfer station on the Domain, but after some thought that is a NO GOER as that area is in a RED ZONE. This causes the question of how the Domain gets away with the amount of sewerage now being (dumped), when it is in a flood / sea level rise area.</p> <p>Nothing has changed since 2018 except the Domain rubbish build up.</p> <p>You cannot have general public going into an area of heavy machinery and workplace.</p>	<p>The public meeting was well attended with over 50 people coming to listen and voice their concerns.</p> <p>The Tainui Domain Committee has not raised an issue of sewerage with WDC, Waikato Regional Council manages any consent or overflow issues.</p>
24	Julia Radich	Option 2 - Keep the Transfer Station in Awakino	<p>There should not be a transfer station at the entrance to our village.</p> <p>No information is given as to what the "additional summer hours" will be.</p> <p>No indication as to where the gates will be as this will be where rubbish will be left when the gates are closed. Uncontained rubbish will result in rats.</p> <p>Who will be doing the follow up if cameras are used to deter illegal dumping?</p> <p>Any plan for scrap metal, whiteware, tyres, timber, concrete? Where can this be taken?</p> <p>We are immediate neighbours sharing a boundary with the proposed site and absolutely do not want the transfer station here.</p>	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will also continue to extend the transfer station opening hours during peak seasons.</p> <p>These hours will be notified on our website and advertised locally when possible.</p>
25	Annika Hamilton Waikato Regional Council	No option chosen	Submission points related to community resilience, regional spatial strategies and coastcare	See comments under submissions not directly related to consultation topics

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26	Joanna Youngman	Option 2 - Keep the Transfer Station in Awakino	<p>Please look at extending the opening hours.</p> <p>Signage on SH3 indicating turnoff to it would be helpful for those who do not know where it is.</p>	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will also continue to extend the transfer station opening hours during peak seasons.</p> <p>Recommend installation of additional signage for the recycling station and transfer station, signage located on the State Highway must fit the NZTA guidelines.</p>
27	Jo Wrigley - Waikato Environment Centre	No option chosen	<p>The proposed closure of the Waitomo landfill and transition to transporting waste out of the district is presented as the most cost-effective option (p.4, p.13). However, this approach shifts environmental impacts beyond the rohe rather than reducing them. It does not fully consider effects on taiao, including emissions, cumulative impacts, and the mauri of receiving environments.</p> <p>The proposal to move the transfer station to Mōkau improves access and may reduce illegal dumping (p.8–9), but the design remains limited to waste collection. There is no provision for organic waste, reuse, or resource recovery, which constrains opportunities to reduce waste and support local circular systems.</p> <p>Across the Plan, waste is framed primarily as a cost and disposal issue. While there is acknowledgement that waste volumes are decreasing (p.13), this opportunity is not being used to accelerate a transition to zero waste systems.</p> <p>Organic waste is not prioritised, despite its direct impacts on both wai and kai systems. Landfilling organic material contributes to methane emissions and leachate, while also removing nutrients that could support soil health and local food production.</p>	<p>WDC has extensively considered the viability of the Waitomo District Landfill, expanding into the next waste cell will cost over \$6 million dollars and falling waste volumes mean more costs would fall on ratepayers. By shifting to a model of transporting out of the district there is more emphasis on reducing waste that goes to landfill. This will accelerate our efforts in waste reduction. We plan that there will no longer be out of district waste coming into Waitomo Transfer Station.</p> <p>Hampton Downs has a more efficient gas capture process and is planning to utilise this for electricity production of their transport fleet further reducing emissions in the future.</p> <p>Organic waste collection was costed for Te Kūiti and due to low volumes and distance to a suitable facility this was not affordable for our ratepayers.</p>

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			<p>The transition of water and wastewater services to Waikato Waters is a significant structural change (p.7). However, the Plan does not clearly demonstrate how outcomes for wai, including water quality, ecosystem health, and cultural values, will be upheld through this transition.</p> <p>Stormwater investment is a positive step, particularly given recent severe weather events (p.6, p.12). However, there is limited integration between stormwater, land use, and waste systems, despite their combined impact on water quality and resilience.</p> <p>The removal of district-wide benefit rates for water and wastewater shifts toward a user-pays model (p.10–11). While this may improve transparency, it risks reducing collective responsibility for essential systems that underpin public and environmental health.</p> <p>The Plan highlights increasing costs and a focus on affordability (p.14), but cost efficiency is primarily assessed in financial terms. This does not account for environmental, cultural, and long-term resilience considerations.</p> <p>To ensure the Waitomo District Council's Annual Plan drives long-term sustainability, it is recommended that the Council formally integrate Community Education and Behaviour Change as a core pillar of its environmental strategy.</p> <p>Technical infrastructure alone cannot achieve the District's targets for waste minimisation, water conservation, and climate resilience; success requires a shift in local social norms and individual agency. By supporting community-led resource recovery such as repair cafes and tool libraries and decentralised composting initiatives, the Council can foster hyper-local circular economies that reduce landfill pressure while building neighbourhood-level climate readiness. This</p>	<p>WDC has representation through the Shareholders Representation forum who will decide on the Statement of Expectations which will include the outcomes expected of Waikato Waters. Reporting and monitoring of the outcomes will be presented through bi-annual reports. Current objectives are available on the Waikato Waters website.</p> <p>Stormwater improvements and the Te Kūiti Water resilience project have been prioritised and improve our water quality, resilience and network. WDC is currently working with WRC on a comprehensive stormwater consent. The consent conditions ensure stormwater impacts are monitored and environmental impacts minimised.</p> <p>Retaining the districtwide benefit rates post waters transition could only continue in the short term, changes in the legislation require a move to user pays approach.</p> <p>Affordability is a focus for our Elected members, environmental, cultural and resilience are also important as outlined in our community outcomes. The aim is to balance all of these priorities, for example recent projects such as millions invested in stormwater and water projects have improved resilience and environmental outcomes. The Mangaokewa Walkway and story boards project has provided a free public attraction to learn about the culture and history of the area.</p>

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			<p>approach transforms residents from passive service consumers into active stewards of the District's natural resources.</p> <p>Including these specific initiatives addresses two critical needs for a rural/provincial district:</p> <p>Composting Hubs: These reduce the "truck-miles" associated with organic waste collection, keeping nutrients in local soil and lowering the \$CH₄ (methane) emissions generated by the landfilling of food scraps.</p> <p>Resource Recovery: In a district where access to specialist repair services can be geographically limited, supporting community-led repair and reuse networks builds local self-reliance and reduces disposal costs for households.</p> <p>Climate Resilience Note: Community-managed composting doesn't just manage waste; it produces high-quality soil that improves the ground's ability to absorb water, directly contributing to local flood mitigation during heavy rain events.</p> <p>Recommendations</p> <p>Adopt a zero waste approach across the Annual Plan. This includes setting clear targets for waste reduction, prioritising reduction at source, and investing in reuse, repair, and recycling systems that reduce reliance on landfill and transport.</p> <p>Reframe transfer stations as resource recovery centres. This should apply to all sites, including the proposed Mōkau facility, and include provision for reuse, recycling, and organic waste processing, alongside education and community engagement functions.</p> <p>Prioritise organic waste diversion as a key action for both climate and environmental outcomes. Support composting systems that return nutrients to the soil, strengthen local food systems, and reduce contamination of waterways.</p> <p>Ensure that landfill closure and waste export decisions are balanced with investment in local solutions that reduce total waste volumes and avoid shifting environmental harm to other regions.</p>	<p>Our waste minimisation actions include working with schools on reducing waste, other community based workshops and information are offered through our waste minimisation programme - currently we are focused on improving recycling behaviour.</p> <p>Composting hubs and other initiatives could be looked at through our Long Term Plan as these would require additional resources.</p> <p>Objectives and actions for waste minimisation are outlined in the Waste Management and Minimisation Plan available on the WDC website</p>

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			<p>Strengthen integration between waste, stormwater, and land use planning. This includes recognising the impacts of waste on waterways and ensuring that infrastructure decisions support water quality and resilience.</p> <p>Ensure the transition to Waikato Waters upholds the principles of Te Mana o te Wai and the MEMP. This includes maintaining a strong focus on environmental outcomes, transparency, and accountability for water quality and ecosystem health.</p> <p>Review the shift to user-pays funding for water and wastewater to ensure that it does not undermine equitable access or collective responsibility for essential services.</p> <p>Expand the definition of cost efficiency to include environmental, cultural, and long-term impacts, in line with kaitiakitanga and intergenerational wellbeing.</p> <p>Invest in community education as a core part of infrastructure delivery. This includes waste minimisation, water conservation, and climate resilience, and should be delivered through partnerships with communities, schools, and marae.</p> <p>Align all aspects of the Annual Plan with the Maniapoto Environmental Management Plan by embedding mauri, kaitiakitanga, and the interconnectedness of taiao, kai, and wai into decision-making.</p> <p>Conclusion</p> <p>The Draft Annual Plan responds to immediate financial and infrastructure pressures, but it remains grounded in a model that separates waste, water, and environmental systems. A Taiao, Kai, Wai lens highlights the need for a more integrated approach that reduces waste, protects water, supports food systems, and restores environmental health. By aligning more strongly with the Maniapoto Environmental Management Plan and investing in local resource recovery and community capability, Council can move toward a system that is more resilient, equitable, and environmentally responsible.</p>	

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28	Danielle Schouten	Option 2 - Keep the Transfer Station in Awakino	Leave the transfer station in Awakino. It should be open more often. We don't want the stench of the rubbish in town, along with rats etc.	Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.
29	Kelly Russell	Option 2 - Keep the Transfer Station in Awakino	If it was just a plan to make the recycling depot in Mōkau I would agree but no one wants the stinky rubbish in town.	Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.
30	Karen Barrett	Option 2 - Keep the Transfer Station in Awakino	<ul style="list-style-type: none"> •I attended the recent community meeting on this issue, and witnessed strong opposition to the proposal to move the transfer station. So while moving the transfer station makes considerable sense given logistics, there is little if any local support. •This proposal was attempting to address ongoing resident complaints about rubbish at annual ratepayer meetings in January. As an alternative, I would like to suggest a targeted rate to fund extra collections of rubbish and recycling from public bins over peak holiday periods. •Perhaps an additional kerbside collection could be considered as well, since having done a dive into the public rubbish bins, some of this looks to be household rubbish being dumped despite protestations to the contrary. Cameras near the bins would be a deterrent and wouldn't need to be installed permanently. The targeted rate should be paid for by local property owners. •On a more positive note, I would also suggest that the local school be approached to run a "Don't Rubbish Mōkau" poster design contest (voted on by locals?), with the winner's design printed and posted around town over the Christmas holiday period. This could help educate students on litter, dumping, recycling, the need for waste minimisation, etc. Perhaps Creative NZ funding might assist with associated costs. 	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>The fixed targeted rate currently covers the kerbside collection and waste disposal costs. Council previously made the decision to harmonise the solid waste activity so those receiving the service pay the same regardless of the services provided to individual groups.</p> <p>Signage will be improved and consideration of cameras if necessary.</p> <p>Waste minimisation and education programmes are targeted to our local schools, this suggestion could be included if supported by the school.</p>
31	Isaac McIntyre - Federated Farmers of New Zealand (Waikato Region) 1999	No option chosen	Submission points related to fees and charges	See comments under fees and charges

Sub No.	Name and Organisation	Preferred option	Submission Points (summary)	Analysis
LATE AP Submission No. 001	Hira Tapui Limited	No option chosen	<p>Proposed Model: The "80L Cap"</p> <p>We propose the Council adopts a "Hybrid-Incentive" model:</p> <ol style="list-style-type: none"> 1. The Base Service: Every urban rateable property receives one 80L wheelie bin. Collection is funded by a targeted rate, meaning no tags or bags are required for this bin. 2. The Incentive to Minimise: 80 litres is a strict limit. Households that produce more waste than this must either: <ul style="list-style-type: none"> ○ Pay a premium for a larger bin (140L/240L) via an increased targeted rate. ○ Contract a private waste provider for any surplus. 3. Bylaw Enforcement: Use the Waste Management and Minimisation Bylaw to prohibit the placement of non-council bags on the kerb, ensuring the 80L cap is respected. 	<p>As part of the current Long Term Plan 2024-34 wheelie bin kerbside collection has been allowed for. The current kerbside contract which will run for seven years is based on rubbish bag kerbside collection. Consideration of wheelie bin size and collection frequency will be considered near the end of the current contract. Our Waste Management and Minimisation Plan outlines the objectives and actions for addressing waste in the district.</p>
LATE AP Submission No. 002	Rebecca Needham	Option 2 - Keep the Transfer Station in Awakino	<p>Verbal submission points –</p> <ul style="list-style-type: none"> • Do not relocate transfer station to Mōkau • Provide skip bins • We cannot do much regarding coastal erosion (in the context of Mōkau sea wall), leave to nature. 	<p>Due to lack of public support, it is not recommended to move the Awakino transfer station to Mōkau.</p> <p>We will increase the bin emptying schedule during the peak season. We have worked with our new contractors so that the bins can be emptied five times a week when needed.</p> <p>There are mixed opinions from residents to remove the current recycling station, a skip bin is not recommended. This is because pest attraction, odour and visually unappealing.</p> <p>Council made the decision to not invest further in the seawall at the end of Point Road in Mōkau. The seawall, stair access and carpark will monitored for safety only.</p>

Consultation Topic - Proposed Fees and Charges 2026-27

**Do you have any feedback on the overall increase to our fees and charges by 3%
Do you have feedback on fees and charges that have increased by more than 3%?
Do you have any other feedback on the fees and charges?**

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
F&C 1	Caleb Heremiah Muraahi	why charge more when we all are paying too much for dump fees. Don't change fees as much.	Fees have only been increased with inflation to recover actual costs.
F&C 2	Tania Roma	Where are we to dispose of whiteware if we cannot dump them at the refuse station? Also, our paints and all that where are they supposed to be dumped?	Te Kūiti transfer station takes whiteware and paint.
F&C 3	Dr. Jeremy Mayall - Creative Waikato	<p>Creative Waikato provides the following comments on the Draft Fees and Charges 2026/2027.</p> <ul style="list-style-type: none"> • Creative Waikato acknowledges the balance that council needs to make between reflecting the real cost of services and maintaining rates at an affordable level. • The Les Munro centre is an important facility where people can engage, connect and enjoy events that are important to the community. • We acknowledge the proposal to make the Supper Room at Les Munro available for at a cheaper rate to encourage use of this facility. • We support the provision of spaces that support community wellbeing. • We acknowledge the council for making the distinction between commercial and non-commercial use of facilities, to make these more accessible to their community. • We also acknowledge no increase in fees for Community Halls and Aquatic 	<p>Council appreciates the time taken to submit and considers your feedback when deciding on the best way forward for the community, so encourage Creative Waikato to submit on future engagements.</p> <p>The separate fee makes it more affordable for smaller functions to use the Les Munro Centre as a venue with the aim to increase usage.</p> <p>Council made it a priority to keep community activity fee increases to a minimum.</p>

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
		<p>Centre and minimal increases for Parks and Reserves and Library services.</p> <p>`Libraries, museums, reserves and community amenities are all important services of council that enable the community to participate and celebrate. These are core facilities that enable opportunities for learning, play and communities coming together.' (Briefing to Councillors Summary 2026, p 7).</p> <ul style="list-style-type: none"> • Creative Waikato supports the proposed changes to the Draft Fees and Charges 2026-27. 	
AP 031	Isaac McIntyre - Federated Farmers of New Zealand (Waikato Region) 1999	<p>Waikato Province of Federated Farmers welcomes this opportunity to submit on the Draft Annual Plan document for 2026-27, with inflation-adjusted fees and activities where the cost recovery paid by the people using the services is reduced on rate payers. Federated Farmers understands that Waitomo District Council has several aims for the Draft Fees & Charges 2026/27:</p> <ul style="list-style-type: none"> • Increase Fees and Charges for Building Consents by 5% • Increase in resource Consent Fees • Increase total rates by 6.2% <p>Submission:</p> <ol style="list-style-type: none"> 1. Federated Farmers supports the Council using fees and charges as a method for cost-recovery for several services, when these are paid directly by those who are using these services. 2. Whilst Federated Farmers supports reduced rates by implementing 'user pays' on certain services; what funding is the council using to improve hazard resilience, particularly where slips are isolating parts of the district after storm events. It is not clear what and where the Council is spending money to improve hazard resilience. <p>Inflation-Adjusted and Revenue and Financing Policy Fees Adjustment</p> <ul style="list-style-type: none"> • Federated Farmers accepts that inflation adjustment needs to occur with some fees and charges to reflect the increased inflation-driven costs of delivering these services. Councils are faced with rates caps 	<p>Council have carefully considered operational and capital expenditure to reach an inflation aligned rate increase. To ensure ratepayers do not subsidise services, fees and charges have also been mostly increased by inflation level.</p> <p>Water and wastewater activities have incurred higher increase due to increased investment and higher costs.</p> <p>WDC is working with NZTA on the repairs for prior and more recent weather events, the number of sites is extensive. Work is at various stages of planning, tendering and physical works, bi-monthly reports to Council provide more detail on specific sites and progress, council papers and reports can be found on our website, most recent is part of the 26 May 2026 agenda, a specific Road Storm damage report can be found in the 24 February 2026 agenda. Queries on specific sites can be made to our Roading team through customer services.</p>

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
		<p>therefore some fees and charges may increase beyond inflation to reduce the pressure on general rates where those rates funds were previously funding partially those 'user pays' services. This aligns with the Council's Revenue and Financing Policy.</p> <ul style="list-style-type: none"> Federated Farmers acknowledges inflation as being 3.1%. Federated Farmers acknowledges that fee increase beyond inflation of 3.1% should be representative of cost recovery moving away from rates partially funding 'user pays' services and resulting in a shift that recognises 'user pays'. <p>Submission:</p> <p>3. That adjustments intended to address inflation are not higher than actual inflation experienced. Furthermore, the increases beyond inflation to achieve a 'user pays' model need to be fair and reasonable for cost recovery.</p> <p>Building Consent Fees</p> <ul style="list-style-type: none"> Federated Farmers notes that building consent fees for processing have increased by 5% due to an external provider on charging these costs. The fee increase is 1.9% more than baseline inflation of 3.1% which is a reasonable increase. Federated Farmers is neutral on this increase. <p>Resource Consents</p> <p>Federated Farmers notes that resource consent fees have increased between \$5 – 25\$ depending on the position of the person associated with planning i.e. senior planner or team leader etc. This increase is reasonable and Federated Farmers is neutral on the increases.</p> <p>Dog Fees</p> <p>Federated Farmers is neutral on the Council's proposal to increase dog fees by \$2 per Rural dog.</p>	<p>Hazard resilience is considered through our Long Term Plan process and with the Regional Land Transport Plan. Resilience of freight routes and roads used for detours are priority.</p> <p>Fees and charges increases have been kept to a minimum where possible recognising everyone is facing increased costs.</p> <p>Building consent fees have incurred an additional cost which we needed to pass on those obtaining consents so this was not covered by rates.</p> <p>Increases to dog fees have been kept to a minimum to encourage registration of dogs. Every sixth rural dog registration is free.</p>
F&C Late 001	Cagney Owen	Please update the GST added to Building Research Levy starting 1 July 2026 as per the email forwarded by BRANZ Finance and Business Performance Manager - Update the systems/website/other documentation to show that Building Research Levy is subject to additional 15% GST from 1 July 2026.	Recommend adding GST from 1 July 2026.

Submissions not directly related to consultation topics

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
AP 025	Annika Hamilton Waikato Regional Council	<p>Community resilience</p> <ul style="list-style-type: none"> Over the past few months, the Waikato region has experienced four extreme weather events, with impacts across the region. We also recognise the impacts of previous storm events in your district, which caused significant damage to roading networks and communities. We acknowledge your investment in stormwater modelling for Te Kūiti to improve the resilience of the stormwater network. We encourage you to continue identifying and planning for how your assets, communities and delivery of council services will be impacted by a changing climate. We also encourage the proactive identification of communities that would benefit from long term adaptive planning within your district. We encourage territorial authorities to fund these adaptation planning activities, with technical support and collaboration from WRC when appropriate, to understand, manage and reduce your district's natural hazard risk. To guide how WRC prioritises its activities and resources in response to natural hazard risk and how we work with others on this, we are developing a Framework and Plan for Resilience to Natural Hazard Risk. When the Framework's prioritisation approach is implemented, it is also intended to support the identification of priority locations for adaptation, anticipated by the resource management system reforms. We encourage you to consider our Framework and Plan which is expected to be publicly available later in the year to understand our approach and to know what information and support can be expected from Waikato Regional Council. 	<p>WDC is continuing repair work on our roading network, this is a significant area of work that will continue for a few more years.</p> <p>Our stormwater modelling has improved the planning for our stormwater improvements and will be crucial in providing option analysis for larger medium to long term improvement projects. Climate scenarios are incorporated into this modelling.</p> <p>Natural hazards are identified in the Proposed District Plan which is now mostly operative, based on this data and hazard classification there are restrictions on new builds in these areas.</p> <p>Some locations are considered on an individual basis if it is affordable to maintain infrastructure. These are likely to become priority locations.</p> <p>We will continue to share and use data across our Councils to work more efficiently.</p> <p>We are happy to share our flood reporting, infrastructure and other data, and also work together on water catchment management and land use planning and resilience.</p>

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
		<p>Data</p> <ul style="list-style-type: none"> • WRC is committed to a programme of work to support understanding and adapting to natural hazards in the region. This includes region-wide flood modelling that will improve the understanding of flood risk, low flows, droughts, and catchment performance. This work aims to support proactive decision making, land use planning and regional resilience for both the current and future climate. • We rely on the data sets held by territorial authorities to inform this important work. This includes information relating to infrastructure assets, stormwater and flooding events. We also note that territorial authorities have a critical role in communicating natural hazards information to communities through land information memoranda (LIM). We therefore encourage Waitomo District Council to continue to maintain and invest in this data. <p>Waters</p> <ul style="list-style-type: none"> • Acknowledging that your council will be transitioning its wastewater and drinking water functions to Waikato Waters Ltd, we encourage you to set aside sufficient budget and resourcing to ensure a smooth transition to this new entity and to ensure that a continuous programme for wastewater compliance is maintained. <p>Regional spatial strategies</p> <ul style="list-style-type: none"> • Through our 2024-2034 Long Term Plan, we made a commitment to invest in the future of spatial planning; to drive the efficient provision of infrastructure and services needed for growth in the region. In 2025 we completed a regional spatial inventory and framework. The inventory provides a snapshot of the information currently held by WRC, other local authorities in the region, and key stakeholders. The framework sets out a potential roadmap for the development of the Regional Spatial Strategy for the Waikato Region. 	<p>The waters transition funding is covered through an agreement with Waikato Waters, we are working with Waikato Waters to ensure they are updated with our monitoring and compliance requirements and any actions agreed with WRC.</p> <p>Regional spatial plans will be developed in line with the new legislation and data maintained to support this WDC is positive about working at a more regional level with other Waikato and neighbouring Councils.</p>

Sub No.	Name and Organisation	Submission Points (summary)	Analysis
		<ul style="list-style-type: none"> • Since then, the government has introduced the new Planning Bill to Parliament. We are supportive of the proposed requirement for territorial authorities to jointly make and maintain a spatial plan for the region. We look forward to working together on this, following the establishment of a Regional Spatial Planning Committee. <p>Coastcare</p> <ul style="list-style-type: none"> • WRC leads the Coastcare programme in the Waikato region. Restoring dunes and other coastal ecosystems has a multitude of benefits, increasing both community resilience and biodiversity values and strengthening community connections to place. • Restoration of coastal ecosystems is supported by the New Zealand Coastal Policy Statement (2010) as a natural defense against coastal hazards. Sand dunes provide habitat for many threatened flora and fauna species, and act as both a reservoir of sand for the beach and a buffer for property and infrastructure. • Coastcare works across both coasts of the Waikato and relies significantly on communities and volunteers to deliver much of the work programme on the ground. We encourage territorial authorities to work with Coastcare to restore and protect coastlines in their regions. With more partners, resources and funding, we can deliver more work in your communities and throughout the region. 	<p>WDC is supportive of measures to maintain dunes and a nature based approach to coastal erosion issues.</p> <p>Our updated chapter on our coastal environment is captured in our Proposed District Plan.</p>

5. Analysis of Options

- 5.1 The following options are available to the Council with regard to the deliberation of Submissions to Draft Annual Plan 2026-27 and Proposed Fees and Charges 2026-27.
- Option 1 - Council considers the submissions and analysis, deliberates and agrees to any changes or not as a result of the points raised by the submitters.
 - Option 2 - Council does not deliberate the submissions.
- 5.2 If Council does not deliberate on the submissions, this poses a risk as there may be a perception that a genuine consultation process is not being followed. Hence option 2 is not a preferred option.

6. Considerations

- 6.1 **Risk**
- 6.2 Council needs to adopt the Annual Plan by 1 July 2026; any amendments would need to be ready for adoption at the 30 June Council meeting.
- 6.3 **Consistency with Existing Plans and Policies**
- 6.4 The consultation and submission process is in line with Council's direction, existing plans, and policies.
- 6.5 **Significance and Community Views**
- 6.6 An assessment under Council's Significance and Engagement Policy was undertaken and Council considered that consultation would be undertaken in accordance with the Special Consultative Procedure under LGA.

7. Recommendation

- 7.1 The business paper on Deliberation of Submissions to Draft Annual Plan 2026-27 and Proposed Fees and Charges 2026-27 be received.
- 7.2 That the Chief Executive be delegated authority to ensure that Council directions arising from the consideration of submissions is reflected in the responses schedule and all changes are made to the final Draft Annual Plan 2026-27, final Proposed Fees and Charges 2026-27 and any policies prior to adoption.
- 7.3 Elected members and WDC staff would like to thank all the people who engaged in the Draft Annual Plan 2026-27 and Proposed Fees and Charges 2026-27 consultation and acknowledge the time and effort made by those who made written and verbal submissions.

8. Attachments/Separate Enclosures

Attachments:

- 1 Draft Revenue and Financing Policy 2026 (Doc # 947992)
- 2 Draft Significance and Engagement Policy 2026 (Doc # 951745)
- 3 Proposed Fees and Charges Schedule (Doc # 952593)

Separate Enclosure:

- 1 Consultation Document (Doc # 957397)

Waitomo District Council

Revenue and Financing Policy

First Adopted:	
Review History:	<p>24 June 2008 (as part of the 2008/09 Annual Plan and adopted as an amendment to the 2006/2016 Long Term Council Community Plan)30 June 2009 (in conjunction with Long Term Plan)</p> <p>29 June 2010</p> <p>28 June 2011</p> <p>29 June 2012 (in conjunction with Long Term Plan)</p> <p>25 June 2013</p> <p>23 June 2015 (in conjunction with Long Term Plan)</p> <p>26 June 2018 (in conjunction with Long Term Plan)</p> <p>29 June 2021 (in conjunction with Long Term Plan)</p> <p>25 June 2024 (in conjunction with Long Term Plan)</p> <p>30 June 2025 (in conjunction with Annual Plan)</p>
Date of Next Review:	June 2027 (concurrently with LTP, or sooner if required)
Responsibility:	Chief Financial Officer
Adopted by:	Council (30 June 2026 5)

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INTRODUCTION | KUPU ARATAKI

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

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

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

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

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

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

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

The application of this Policy is set out elsewhere:

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

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

National Benefit	Benefits the nation and is public in nature.
District Benefit	Benefits the whole District and is public in nature.
Regional Benefit	Benefits the Region and is public in nature.
Commercial Benefit	Benefits the commercial sector and has elements of both public and private benefit.
Community Benefit	Benefits a particular Community of Interest and is public in nature.
User Benefit	Benefits an identifiable individual, group, or community segment.
Applicant	Benefits an identifiable individual, group or community segment.
Offender / Exacerbator	The cost is the result of offenders, or ones who exacerbate a problem.
SUIP	For the purposes of this Policy, the definition of SUIP / Separately used or inhabited part of a rating unit shall be as set out in the Council's Funding Impact Statement.

CHANGES SINCE THE 2025⁴ POLICY WAS ADOPTED

Removal of District Wide Subsidy Rates for Water Supply and Wastewater and Trade Waste Contribution Rate.

Since the RFP was adopted in June 2025, the transition of the waters assets to Waikato Waters Ltd (WWL) has progressed and new legislation (Local Government Water Services Act 2025 (LGWSA)), is now in place. Council's water and wastewater assets will transfer to WWL on 1 July 2026. For the 2026/27 financial year, the water and wastewater revenue will continue to be set and collected under the LGA (2002) and LGRA (2002) by WDC, on behalf of WWL.

The District Wide Benefit Rates for Water Supply and Wastewater and the Trade Waste Contribution Rate will be removed from 1 July 2026. This is in line with Council's direction towards a 'user pays' approach and will simplify the move from rates charges under the LGRA to water charges under the LGWSA.

From 1 July 2027, WWL will set the water charges under the LGWSA.

Removal of Piopio Retirement Village TFR

The rates remission provided to the Piopio Retirement Village will be funded from the General Rate/UAGC from 1 July 2026. This will align the funding with other rates remissions. The removal of this rate type also removes the Piopio Township and Piopio Wider Benefit Rating Areas and map.

Kerbside collection funding

Under the new waste contract, the contractor will supply and distribute rubbish bags and will receive the revenue from the sale of rubbish bags. This revenue will offset the contract charge received by WDC. As there will be no fees and charges received directly by WDC, the fees and charges funding has been removed from Kerbside collection from 1 July 2026.

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

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

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

POLICY | KAUPAPA HERE

1.0 Funding Principles

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

Principle	Rational for its application
Community Outcomes	<p>These are the outcomes that a local authority aims to achieve in meeting the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions. Section 101(3)(a)(i) of the LGA 2002 requires that in determining the funding sources, Council identify the community outcomes to which each activity primarily contributes.</p> <p>This RFP lists for each group of activities, the outcomes to which it primarily contributes, and states why each activity is undertaken.</p> <div data-bbox="407 688 1255 888" style="text-align: center;"> </div> <p>A district for all people Our district is a great place to live because it is accessible, safe, affordable, and inclusive. We promote health, wellbeing, and participation.</p> <p>A prosperous people We enable a thriving and sustainable economy to create greater benefits for everyone.</p> <p>A district that values culture We value the whakapapa of our district, and we promote cultural, creative, and recreational activities where traditions, heritage, and arts are celebrated.</p> <p>A district that cares for its environment We ensure the wise use and management of all land and resources now and for future generations.</p>
Distribution of Benefits	<p>Section 101(3)(a)(ii) of LGA 2002 requires costs to be allocated where the benefits lie. Council assessed the Distribution of Benefits for each activity, whether the benefits flowed to the District as a whole, or to individuals or identifiable parts of the community.</p> <p>In order to assess the Distribution of Benefits, it is necessary to first describe and define the different types of benefits that flow from Council activities.</p>
Period of Benefits	<p>Section 101(3)(a)(iii) requires the consideration of intergenerational equity – the principle that the costs of any expenditure should be recovered over the time that the benefits of the expenditure accrue. This principle applies particularly to the allocation of capital expenditure and results in infrastructural costs being spread more evenly across the life of the asset and the different ratepayers who benefit from it over that period.</p> <p>The principles of funding operating and capital expenditure are as stated in this policy. They are assumed to apply to each activity, unless otherwise stated in the individual Activity Analysis section.</p> <p>Operational expenditure is funded annually and therefore there are no intergenerational equity issues to be considered. Intergenerational equity issues arise in relation to capital expenditure and investments and identified in the individual activity analysis sections where relevant.</p>

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

2.0 Expenditure to be Funded

2.1 Funding of Operating Expenditure

2.1.1 Where expenditure does not create a new asset for future use or extend the lifetime or usefulness of an existing asset, it is classed as operating expenditure.

2.1.2 Council funds operating expenditure from the following sources:

- General Rates (GR)
- Uniform Annual General Charge (UAGC)
- Targeted Rates (TFR and TR)
- Fees and Charges
- Interest and dividends from investments
- Grants and subsidies towards operating expenses
- Proceeds from asset sales
- Other sources.

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

2.2 Funding of Capital Expenditure

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

3.0 Sources of Funding

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

3.1 General Rate

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

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

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

3.2 Uniform Annual General Charge (UAGC)

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

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

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

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

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

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

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

3.3 Targeted Rates

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

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

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

3.3.3 The LGRA 2002 allows for Targeted Rates to be assessed on land defined on the basis of use to which land is put, area of land, location of land, the value of land and the provision or availability of Council services. Targeted Rates may be imposed as a fixed rate or differentially based on property uses.

3.3.4 Council has chosen to differentiate the District Roading Rate into two categories and will use the 'use to which the land is put' (Schedule 2 (1) of LGRA 2002) to define the land liable for these rates. The TR will be assessed as a rate per \$100 of capital value to part fund the Roads and

Footpaths activity. Council has chosen to primarily use valuation data to determine the allocation of rating units to differential rate categories.

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

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

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

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

3.4 Fees and Charges

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

- It is assessed that the level of benefit to identified beneficiary/exacerbator groups justifies the seeking of user charges; and
- There are identifiable and distinct user groups/exacerbators identified by Council's RFP; and
- User fees represent the fairest method to seek a contribution from identified beneficiaries or exacerbators.

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

3.5 Interest, Subventions and Dividends

- 3.5.1 Council receives limited interest from cash investments and borrower notes. Any interest received is used to offset the rate required in the year received.
- 3.5.2 Council has an investment in Inframax Construction Ltd. No dividends are forecast over the life of the plan however if any dividends and/or subventions were to be received these may be used to repay debt. Council will determine how dividend revenue is applied as part of the LTP or annual plan process or by Council resolution.

3.6 Borrowing

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

3.7 Proceeds from Asset Sales

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

3.8 Development and Financial Contribution Policy

- 3.8.1 Population trends show that there is no forecast demand on infrastructure created by growth, for the foreseeable future.
- 3.8.2 Currently Council does not require development contributions for development that triggers section 198(1) of the Local Government Act 2002.
- 3.8.3 Financial contributions are currently taken by Council as consent conditions for subdivision and land use activities approved under the Resource Management Act 1991("RMA") where possible. Formulae are specified in the District Plan for collecting financial contributions to remedy or mitigate the adverse effects of development on the District.

3.9 Grants and Subsidies

- 3.9.1 Council receives a subsidy from NZTA Waka Kotahi to part-fund operations, renewal, and capital development in provision of roads and footpaths.
- 3.9.2 Council pursues other Grant and Subsidy funding available from Central Government wherever it is considered appropriate.

4.0 Overall Impact of the Funding Mechanisms Selected

- 4.1 Following consideration of the matters referred to in Section 101(3)(a), a picture emerges of where the benefits of engaging in activities land. Once this is done and indicative cost allocation compiled, the final step in Council's process of developing this policy has been to consolidate the results of the individual activity analysis and consider these results in terms of Section 101(3)(b). Section 103(b) requires Council to consider the overall impact of any allocation of liability for revenue needs on the community. The impact is assessed on the current and future wellbeing of the community.
- 4.2 Council has agreed that for most activities where a District benefit has been identified, funding that benefit allocation equally through the General Rate and UAGC would be the most efficient, equitable and transparent funding method. Both the General Rate and the UAGC are appropriate funding sources when a District wide benefit is assessed.
- 4.3 Council's reasoning behind this decision was that, for some activities, the UAGC would be the most appropriate method for funding the District Allocation because of the 'equal benefit' nature of the activity, but Council needs to take into account the 'rates affordability' and 'ability to pay' considerations within the community and also the legislative 'cap' on the amount that can be funded through the UAGC.

4.4 This reasoning by Council has not been repeated in the rest of the policy except where Council has made exceptions to it.

5.0 Benefits Allocation and Funding Mechanism

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

6.0 Application of funding principles to the funding for each activity

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

Activity	Fees and Charges	Other Revenue	Grants and Subsidies	General Rate/UAGC	Targeted Fixed Rate	Targeted Rate	Rate Type	Assessment basis: CV/Rating Unit/SUIP
Leadership								
Representation								
Representation	1%	30% rates penalties		69%			GR	CV
							UAGC	SUIP
Strategy and Engagement								
Strategy and Engagement				100%			GR	CV
							UAGC	SUIP
Investments								
Investment in CoLab				100%			GR	CV
							UAGC	SUIP
Investment in Inframax Construction Limited				100%			GR	CV
							UAGC	SUIP
Council Owned Quarries	80%			20%			GR	CV
							UAGC	SUIP
Community and Partnerships								
Community Development								
Community Development				98%	100%	2% (approx)	GR	CV
							UAGC	SUIP
							FFR (Piopio Retirement Village)	Rating Unit—within Piopio Township and the Piopio Wider Benefit Rating Area
District Promotion								
District Promotion	1%			99%			GR	CV
							UAGC	SUIP
Economic Development								
Economic Development				100%			GR	CV
							UAGC	SUIP
Regulatory Services								
Environmental Health								
Environmental Health	10%			90%			GR	CV
							UAGC	SUIP
Animal and Dog Control								
Animal and Dog Control	50%			50%			GR	CV
							UAGC	SUIP

Activity	Fees and Charges	Other Revenue	Grants and Subsidies	General Rate/UAGC	Targeted Fixed Rate	Targeted Rate	Rate Type	Assessment basis: CV/Rating Unit/SUIP
Building Control Services								
Building Control Services	30%			70%			GR	CV
							UAGC	SUIP
Alcohol Licensing								
Alcohol Licensing	25%			75%			GR	CV
							UAGC	SUIP
Emergency Management								
Emergency Management				100%			GR	CV
							UAGC	SUIP
Recreation and Property								
Parks and Recreation								
Parks and Reserves	2%			98%			GR	CV
							UAGC	SUIP
Housing and Property								
Elderly Persons Housing	100%			Balance by Gen Rate/UAGC if required				
Community Halls	5%			95%			GR	CV
							UAGC	SUIP
Other Land and Buildings	20%			80%			GR	CV
							UAGC	SUIP
Community Facilities								
District Libraries	1%			99%			GR	CV
							UAGC	SUIP
Aquatic Centre				100%			GR	CV
							UAGC	SUIP
Les Munro Centre	4%			96%			GR	CV
							UAGC	SUIP
Aerodrome	60%			40%			GR	CV
							UAGC	SUIP
Gallagher Community Centre	48%	25%		27%			GR	CV
							UAGC	SUIP
Public Facilities								
Cemeteries	30%			70%			GR	CV
							UAGC	SUIP
Public Amenities				100%			GR	CV
							UAGC	SUIP
Solid Waste Management								
Kerbside Collection	40%						TFR	SUIP
Waste Disposal	60%						TFR	SUIP
Waste Minimisation			60%	40%			GR	CV
							UAGC	SUIP
Stormwater								
Te Kuiti Stormwater					35% (Te Kuiti)	65%	TFR	Rating Unit
							TR	CV
Rural Stormwater					100% (rural areas)		TFR	SUIP

Activity	Fees and Charges	Other Revenue	Grants and Subsidies	General Rate/UAGC	Targeted Fixed Rate	Targeted Rate	Rate Type	Assessment basis: CV/Rating Unit/SUIP
Resource Management								
District Plan Administration	45%			55%			GR	CV
							UAGC	SUIP
District Planning				100%			GR	CV
							UAGC	SUIP
Wastewater								
District Wastewater (Te Kuiti, Te Waitere, Piopio, Maniaiti/Benneydale)	22.24%				78.76%		TFR	Residential properties per SUIP –connected/ serviceable – District TFR (Harmonised)
							TFR - Base charge	Te Kuiti Non-residential Per SUIP
							TFR – Pan Charge	Te Kuiti Non-residential Per Pan
							TFR – Trade Waste Contribution	Rating Unit – District Wide
							TFR – District wide benefit allocation	Rating Unit – District Wide (Transition rate for 3 years commencing 2025/26, with the intention to remove this rate by 1 July 2028 as we move to a “user pays” approach)
Water Supply								
Te Kuiti, Mokau, Piopio, Maniaiti/Benneydale Water Supply					68.70%	32.0%	TFR	SUIP –connected/ serviceable – District TFR (harmonisation paused), transition rate until a decision is made on the formation of regional CCO for water delivery).
							TR	Water meter / consumption
							TFR – District wide benefit allocation	Rating Unit – District Wide (Transition rate for 3 years commencing 2025/26, with the intention to remove this rate by 1 July 2028 as we move to a “user pays” approach))
Roads and Footpaths								
Subsidised Roding	1%		71%			28%	TR	CV - Rating Unit – District Roding Rate – General Differential of 1.0
							TR	CV – Rating unit – District Roding Rate -Forestry Exotic Differential of 3.0
Unsubsidised Roding	17%					83%	TR	CV - Rating Unit – District Roding Rate – General Differential of 1.0
							TR	CV – Rating unit – District Roding Rate -Forestry Exotic Differential of 3.0

7.0 Leadership

Level of alignment to community outcomes

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

7.1 Description

7.1.1 In carrying out this activity

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

7.2 Activities

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

- Representation
- Strategy and Engagement
- Investments

7.3 Activity analysis and funding mechanisms

7.3.1 Representation

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

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

(a) Distribution of Benefits

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

(b) Funding Mechanism

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

7.3.2 Strategy and Engagement

This Activity includes:

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

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

(a) Distribution of Benefits

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

(b) Funding Mechanism

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

7.3.3 Investments

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

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

7.3.4 Period of Benefit (Intergenerational Equity)

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

7.3.5 Investment in CoLab

This function represents Council's shareholding/investment in CoLab. The **principal**le objective for the company is to provide the most effective access to regional information of mutual value to the regional community using modern technology and processes and to be an umbrella for future development of shared services within the region.

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

(a) Distribution of Benefits

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

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

(b) Funding

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

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

7.3.6 Investment in Inframax Construction Ltd (ICL)

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

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

(a) Distribution of Benefits

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

(b) Funding

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

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

District Allocation: Any deficit resulting from Council's investment in ICL will be funded by way of a combination of General Rate and UAGC which reflects the public good associated with the investment. This is considered to be the most efficient, effective and transparent method for funding this allocation.

7.3.7 Council Owned Quarries

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

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

(a) Distribution of Benefits

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

(b) Funding

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

8.0 Community and Partnerships

Level of alignment to community outcomes

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

8.1 Description

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

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

8.2 Activities

8.2.1 There are three activities under this GOA:

1. Community Development
2. District Promotions
3. Economic Development

8.3 Activity Analysis and Funding Mechanisms

8.3.1 Community Development

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

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	100 98 %	100 98 %	General Rate/UAGC
Community Benefit	2%	2%	Targeted Fixed Rate

(a) Distribution of Benefits

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

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

(b) Funding

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

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

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

8.3.2 District Promotions

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

- 1) **Visitor Information Centres** - We manage the visitor information services to provide residents and visitors to the District access to quality, up to date information and a booking service for activities, attractions and accommodation and events.
- 2) **District and Regional Promotion** - This activity involves regional tourism growth at both domestic and international levels.
- 3) **Events** - Co-ordination of major events in the District, including the Great NZ Muster, Matariki celebrations and the Christmas Parade.

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

Community Benefit	10%	1%	Fees and charges
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(a) Distribution of Benefits

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

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

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

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

(b) Funding

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

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

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

8.3.3 Economic Development

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

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

(a) Distribution of Benefits

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

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

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

(b) Funding

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

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

9.0 Regulatory Services

Level of alignment to community outcomes

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

9.1 Description

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

9.2 Activities

9.2.1 The activities under this GOA are:

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

9.3 Activity Analysis and Funding Mechanisms

9.3.1 Environmental Health

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

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

(a) Distribution of Benefits

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

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

Exacerbator/Offender: These are the costs incurred in responding to the actions of

offenders. This includes costs associated with investigating complaints, non-compliance with licences and regulations and prosecution of offenders.

(b) Funding

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

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

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

9.3.2 Animal and Dog Control

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

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

(a) Distribution of Benefits

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

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

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

(b) Funding

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

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

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

combination of General Rate and UAGC.

9.3.3 Building Services

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

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

(a) Distribution of Benefits

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

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

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

(b) Funding

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

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

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

9.3.4 Alcohol Licensing

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

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

(a) Distribution of Benefits

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

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

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

(b) Funding

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

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

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

9.3.5 Emergency Management

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

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

(a) Distribution of Benefits

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

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

(b) Funding

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

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

10.0 Recreation and Property

Level of alignment to community outcomes

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

10.1 Description

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

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

10.2 Activities

10.2.1 The Activities comprising this GOA are:

1. Parks and Recreation
2. Housing and Property
3. Community Facilities
4. Public Facilities

10.3 Period of Benefit (Intergenerational Equity)

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

10.4 Activity Analysis and Funding Mechanisms

10.4.1 Parks and Recreation

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

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

(a) Distribution of Benefits

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

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

(b) Funding

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

User Allocation: Council resolved fees and charges to be the most efficient and

transparently lawful method of funding this allocation.

10.4.2 Housing and Property

The functions comprising of this Activity are:

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

10.4.3 Elderly Persons Housing

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

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

(a) Distribution of Benefits

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

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

(b) Funding

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

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

10.4.4 Community Halls

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

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

(a) Distribution of Benefits

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

(b) Funding

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

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

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

10.4.5 Other Land and Buildings

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

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

(a) Distribution of Benefits

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

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

(b) Funding

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

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

10.4.6 Community Facilities

The functions comprising of this Activity are:

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

10.4.7 District Libraries

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

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

(a) Distribution of Benefits

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

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

(b) Funding

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

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

10.4.8 Aquatic Centre

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

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

(a) Distribution of Benefits

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

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

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

(b) Funding

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

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

User Allocation: Council discussed that although the user benefit of this service is high, not all of the recovery of this benefit can be done through Fees and Charges as charging higher for the use of the pool would be detrimental to its usage. It would also impact on the

purpose of promoting a healthy community and hence it was resolved that part of this allocation be transferred to Community Allocation. There are no fees and charges revenue forecast for the life of the plan as this revenue is now received by the contractor as part of their contractual arrangement.

10.4.9 Les Munro Centre

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

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

(a) Distribution of Benefits

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

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

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

(b) Funding

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

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

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

10.4.10 Aerodrome

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

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

(a) Distribution of Benefits

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

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

(b) Funding

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

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

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

10.4.11 Gallagher Recreation Centre

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

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

(a) Distribution of Benefits

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

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

(b) Funding

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

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

10.4.12 Public Facilities

The functions comprising of this Activity are:

- Public Amenities
- Cemeteries

10.4.13 Public Amenities

This function involves the provision of:

- Public toilet facilities in the District to ensure visitors and residents have access to safe, clean and sanitary facilities.
- Street furniture, bins and other structures to visually enhance the town's environment and provide facilities for people to relax and enjoy the environment
- Car park areas to ensure residents and visitors to the District can access conveniently located off street parking in our towns.

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

(a) Distribution of Benefits

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

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

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

(b) Funding

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

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

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

10.4.14 Cemeteries

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

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

(a) Distribution of Benefits

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

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

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

(b) Funding

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

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

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

11.0 Solid Waste Management

Level of alignment to community outcomes

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

11.1 Description

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

11.2 Activities

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

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

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

11.3 Period of Benefit (Intergenerational Equity)

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

11.4 Activity Analysis and Funding Mechanisms

11.4.1 Kerbside Collection

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

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
Community/User Benefit	100%	40%	Fees and Charges
		60%	TFR Per community where service is provided

(a) Distribution of Benefits

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

(b) Funding

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

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

11.4.2 Waste Disposal

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

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

(a) Distribution of Benefits

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

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

(b) Funding

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

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

11.4.3 Waste Minimisation

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

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

(a) Distribution of Benefits

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

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

(b) Funding

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

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

12.0 Stormwater

Level of alignment to community outcomes

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

12.1 Description

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

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

12.2 Period of Benefit (Intergenerational Equity)

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

12.3 Activity Analysis and Funding Mechanisms

12.3.1 Te Kuiti Urban area

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

12.3.2 Rural areas

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

(a) Distribution of Benefits

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

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

(b) Funding

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

Te Kuiti Urban Rating Area

A combination of:

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

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

Rural Rating Area

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

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

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

13.0 Resource Management

Level of alignment to community outcomes

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

13.1 Description

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

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

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

13.2 Activities

13.2.1 There are two functions under this activity:

1. District Plan Administration
2. District Planning

13.3 Activity Analysis and Funding Mechanisms

13.3.1 District Plan Administration

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

(a) Distribution of Benefits

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

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

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

(b) Funding

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

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

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

13.3.2 District Planning

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

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

(a) Distribution of Benefits

District Benefit: District Planning benefits the wider District as a whole. Sustainable land use and growth planning seeks to uphold and protect outcomes that are important to the entire District. Every resident and ratepayer within the Waitomo District has the opportunity to be involved in Council's District Planning processes.

Regional Benefit: There is an element of Regional Benefit to Council's District Planning function in that Regional outcomes and priorities can be advanced at a local level. Further, there is a requirement in law that Council's District Plan is aligned with the regional policy statement.

(b) Funding Mechanism

District Allocation: Given the District wide benefit associated with District Planning, a combination of General Rate and UAGC was resolved to be the most efficient, effective and transparent method for funding this allocation.

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

14.0 Wastewater

Wastewater assets will transfer to WWL on 1 July 2026. For the 2026/27 financial year, wastewater revenue will continue to be set and collected by WDC on behalf of WWL under the LGA 2002 and the LGRA 2002. WWL will adopt a Water Services Strategy and from 1 July 2027 all charges for wastewater will be set by WWL in accordance with LGWSA.

Level of alignment to community outcomes

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

14.1 Description

14.1.1 The purpose of the Wastewater Activity is to collect, treat and dispose of sewage in an effective and environmentally friendly manner. Effective and efficient sewage collection, treatment and disposal is essential to protect the environment, maintain public health and to facilitate further economic development.

14.2 Schemes

14.2.1 Council provides wastewater schemes in the following communities, in order to ensure the effective treatment and disposal of sewage in an environmentally sustainable manner and to promote and protect public health.

1. Te Kuiti
2. Piopio
3. Maniaiti/Benneydale
4. Te Waitere

14.3 Period of Benefit (Intergenerational Equity)

14.3.1 Capital works that are an improvement or addition to the asset are considered intergenerational.

14.4 Activity Analysis and Funding Mechanisms

14.4.1 District Wastewater

Attributable Benefit – Te Kuiti		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	8%	4%	TFR – District Benefit Wide (Transition rate for 3 years commencing 2025/26, with the intention to remove this rate by 1 July 2028 as we move to a “user pays” approach)
		4%	TFR – Trade Waste Contribution
Community Benefit	70% 76%	70% 76%	TFR – residential TFR – Te Kuiti Non residential Base Charge TFR – Te Kuiti Non residential pan charge
User/Applicant Benefit	22% 24%	22% 24%	Fees and Charges

(a) Distribution of Benefits

~~District Benefit: Wastewater services are provided by Council in communities where environmental, public health/safety and/or economic outcomes require it as an imperative. Council recognises that there is a District wide benefit from provision of adequate wastewater services in preventing environmental pollution and achieving public health outcomes. Council notes that the social, economic and environmental benefits of communities in the District having sustainable wastewater services accrue to the entire District and not just to those communities connected to a scheme.~~

Community Benefit: Wastewater collection and treatment reduces the possibility of health problems like spread of communicable diseases resulting from open sewer or inadequate septic tank facilities the benefits of which can be attributed to the community as a whole. Inadequate wastewater disposal facilities can also detract from the aesthetic nature of the community and impact on receiving waterways.

The Community benefit can vary depending upon the amount of demand present. High users include premises with multiple pans.

User Benefit: Individual users in the particular wastewater scheme who want to and are able to use the service can be identified as beneficiaries of the service.

(b) Funding

~~District Allocation: Given the District wide benefit assessed from the service, Council resolved a Targeted Fixed Rate assessed on each rating unit including those connected to an existing wastewater scheme to be the most efficient, effective and transparent method for funding this allocation.~~

~~The District Benefit rate for Wastewater will reduce in 2025/26 as the first step towards a "user pays" approach, taking into account potential changes to the future delivery of water and wastewater services as part of Local Waters Done Well reforms.~~

~~To assist in smoothing the impact of this change, Council will transition the reduction in this rate over 3 years commencing 2025/26, with the intention to remove the District Benefit rate by 1 July 2028. The allocation for the 2025/26 financial year will be assessed at 6% of the rates requirement (excluding the trade waste contribution rate).~~

Community Allocation: Council resolved a uniform (harmonised) Targeted Fixed Rate (TFR) across all scheme areas in the district and assessed on each separately used or inhabited part of a rating unit, would be the most efficient, effective and transparently lawful method for funding this allocation.

Within a scheme area, the TFR will be differentiated by properties that are connected or have the ability to connect (serviceable). Any SUIP will be considered to have the ability to connect (serviceable) if in the opinion of Council it is practicably serviceable and its boundary is situated within 30 metres of Council's sewerage main, to which it is able to be connected but is not so connected.

User Allocation: Council resolved user Fees and Charges to be the most efficient method for funding this allocation for Te Kūiti, where revenue is received from connection fees and Trade Waste charges.

14.4.2 Te Kuiti – Non Residential

14.4.2.1 For all non-residential properties in Te Kuiti, Council will assess a Targeted Fixed Rate per SUIP set on a differential basis based on the following Categories (differentiated by the use to which land is put):

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

- **Category 3** - Government Department use, Rest Homes and Hospitals.
- **Ability to connect** – Those non-residential properties which are not connected but have the ability to connect.

14.4.2.2 All non-residential SUIPs will be charged one base charge for up to four pans and per pan (Pan Charge) for every pan over and above this threshold. The base charge and per pan charge is calculated as follows:

Category	Base Charge	Pan Charge (per pan)
Category 1	50% of District residential connected rate (for up to 4 pans)	70% of District residential connected rate (for 5th pan and over)
Category 2	50% of District residential connected rate (for up to 4 pans)	30% of District residential connected rate (for 5 – 10 pans)
		20% of District residential connected rate (for over 10 pans)
Category 3	100% of District residential connected rate (for up to 4 pans)	70% of District residential connected rate (for 5th pan and over)
Ability to connect – base charge	50% of the District residential connected rate	

14.4.3 Trade Waste Charges

14.4.3.1 The Trade Waste Bylaw regulates the discharge of Trade Waste to a wastewater system operated by Council and sets out the mechanism for implementing trade waste charges.

~~Larger industrial meat processing industries (namely Te Kuiti Meats Ltd and Universal Beef Packers), who discharge trade waste into Council's sewerage system, play a major role in the local community. The very nature of their presence means that they contribute to economic and social well being. They do that by virtue of the fact that they employ a large number of local people. There are a range of positive downstream impacts for the community as a result. There is an economic benefit in that the related employment results in economic activity with people living locally and investing in the local property market, sending their children to local schools and spending their earnings within the local economy. Social benefits also accrue with families becoming integrated within the local community, joining clubs and societies and reduced crime.~~

14.4.3.2 Council will continue with the 'exacerbator pays' principle for the large industrial meat processing companies as users of the sewerage network in Te Kuiti through the continued implementation of the Trade Waste Bylaw as it relates to Trade Waste Charges. ~~However, Council will recognise the public good attached to the contribution these significant industries make to the social and economic well being of the District Wide Community. This public good component is considered to be enjoyed by all in the community. By having such a large combined demand for a labour force means that these industries attract people to our community for work and lifestyle reasons. Having these people living and working in the community provides economies of scale for infrastructure and services that are then enjoyed by all in the District. Further, these industries not only provide employment opportunities but also largely exist to add value to products produced by primary industry within the Waitomo District.~~

~~Council has decided that the cost of receiving and treating Trade Waste from the two major industrial meat processing industries via the Te Kūiti sewerage network will be funded 80% by way of Trade Waste Charges (Exacerbator Pays) and 20% by way of Targeted Fixed Rate (Public Good) on a per rating unit basis across every rateable property in the District.~~

14.4.3.3 ~~The continuation of the cap on Trade Waste Charges at 80% of full cost recovery for the two meat processors only is dependent on Te Kūiti Meats Limited and Universal Beef Packers providing a demonstrable commitment to an agreed level of on-site treatment of their Trade Waste prior to releasing it to the Te Kūiti Wastewater Network.~~

15.0 Water Supply

Water supply assets will transfer to WWL on 1 July 2026. For the 2026/27 financial year, water supply revenue will continue to be set and collected by WDC on behalf of WWL under the LGA 2002 and the LGRA 2002. WWL will adopt a Water Services Strategy and from 1 July 2027 all charges for water supply will be set by WWL in accordance with LGWSA.

Level of alignment to community outcomes

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

15.0 Description

15.1 The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of Council's public water supplies. Water supply is essential to run households, maintain public health and sustain economic development. Council is committed to providing a water supply service that meets the diverse needs of the Waitomo District.

15.2 Supply Areas

15.2.1 Council provides water supply in the following communities:

1. Te Kuiti
2. Maniaiti/Benneydale
3. Mokau
4. Piopio

15.3 Period of Benefit (Intergenerational Equity)

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

15.4 Activity Analysis and Funding Mechanisms

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	6%	6%	TFR – District Benefit (Transition rate for 3 years commencing 2025/26, with the intention to remove this rate by 1 July 2028 as we move to a “user pays” approach)
Community Benefit	6864%	6864%	TFR – Per community where service is provided (Te Kuiti and Rural areas). Harmonisation paused. Transition rate until a decision on the forming of a regional entity for delivery of water services is made
User/Applicant Benefit	3032%	3032%	Targeted Metered Water Rate

(a) Distribution of Benefits

~~District Benefit: Council has assessed that there is a District-wide benefit from provision of adequate water supply services in its communities. Council notes that the social, economic and environmental benefits of communities in the District having sustainable Water Supply services accrue to the entire District and not just to those communities connected to services.~~

Community/**User** Benefit: Water treatment and supply contributes to providing a safe and healthy lifestyle and reduces the possibility of health problems resulting from contaminated water and inadequate supply. These benefits are attributable specifically to the community as a whole.

Provision of water supply ensures the maintenance of fire-fighting capability, the benefits of which accrue to the entire community. Factors such as the sensitivity of the surrounding environment on the availability of water at source are outside of a community's control.

All residents and properties in the area serviced by a particular water supply scheme can be identified as direct beneficiaries of the service.

(b) Funding

~~District Allocation: Council resolved that a Targeted Fixed Rate assessed on all rating units in the District including those connected to an existing Water supply scheme is the most transparent, equitable and appropriate method of funding this benefit allocation, as well as reflect the that the provision of adequate water supply services benefits the whole District as it is essential for maintaining public health and safety and protection of property from fire.~~

~~The District Benefit rate for Water Supply will reduce in 2025/26 as the first step towards a "user pays" approach, taking into account potential changes to the future delivery of water and wastewater services as part of Local Waters Done Well reforms and the planned installation of water meters in Years 4 and 5 of the LTP 2024-34.~~

~~To assist in smoothing the impact of this change, Council will transition the reduction in this rate over 3 years commencing 2025/26, with the intention to remove the District Benefit rate by 1 July 2028. The allocation for the 2025/26 financial year will be assessed at 6% of the total rates requirement.~~

Community Allocation: In the previous 10YP, Council resolved that a uniform (harmonised) Targeted Fixed Rate across all supply areas in the district and assessed on each separately used or inhabited part of a rating unit, would be the most efficient, effective and transparently lawful method for funding this allocation.

~~The activity was to be fully harmonised in 2024/25, however due to **Due to** affordability considerations and **the transfer uncertainty around future ownership** of water supply assets to WWL at 1 July 2026, Council will **continue to pause the current not progress the transition to full harmonisation of the charges.** over the life of the plan. The activity was to be fully harmonised in 2024/25 however due to the uncertainties with the formation of a regional entity to deliver water services and the implementation of metered water commencing from Year 4 Council have elected to pause the full harmonisation of the **charges.** Within a water supply area, the TFR will be differentiated for properties that are connected or have the ability to connect (serviceable).~~

Any SUIP will be considered to have the ability to connect (serviceable) if, in the opinion of Council, it is practicably serviceable and its boundary is situated within 100 metres of a water main, to which it is able to be connected but is not so connected.

User Allocation: Any SUIP situated in Te Kuiti, Piopio, Maniaiti/Benneydale or Mokau that has been fitted with a water meter and/or is defined as having an extraordinary supply (in accordance with Council's Water Services Bylaw) will be charged a targeted fixed rate per

cubic metre of water consumed over and above an annual consumption of 292m3 per SUIP.

16.0 Roads and Footpaths

Level of alignment to community outcomes

Council considers the community outcomes that this activity contributes to as:

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

16.1 Description

- 16.1.1 The Roads and Footpaths GOA includes the maintenance and development of roads, kerbs and channels, bridges, street lighting, footpaths and street cleaning for all of the Waitomo District, with the exception of the State Highways, which are managed by NZTA Waka Kotahi.
- 16.1.2 Council maintains its roads under contract to a standard that provides safe and comfortable driving within the limitations of available funding.

16.2 ACTIVITIES

16.2.1 The functions comprising this activity are:

1. Subsidised Roading
2. Unsubsidised Roading

16.3 Period of Benefit (intergenerational equity)

- 16.3.1 The benefit of most operating costs is expected to arise in the year the funding is sourced. Capital works that are an improvement or addition to the asset are considered intergenerational in nature.
- 16.3.2 In relation to the damage to local roads from forestry harvest the period of benefit has been considered over an exotic forest's life (ie 27 years) because of the high road damage costs during harvest relative to the rest of the forest's growing lifecycle.

16.4 Costs and benefits

- 16.4.1 There is a greater opportunity for the Waitomo District community to have input on decisions, proposals, issues and other matters through consultation by treating the Roading activity distinctly from other activities. The Roads activity comprises two functions due to the requirement to identify expenditure eligible for NZTA funding and the other expenditure that is not eligible for subsidy.
- 16.4.2 The contribution towards the community outcomes were considered as well as the long term sharing of these costs versus the social, environmental and economic benefit that comes from the exotic forestry sector.
- 16.4.3 Modelling of forestry compared to non-forestry road costs has made it more transparent that there was a significant difference in costs. The modelled incremental costs from harvest damage are not fully passed on through the rating differential and there is strong intent to work with forestry businesses to find the best solution for maintaining and funding road damage during log harvest.

16.5 Impact on social, economic, environmental, and cultural well-being of the community

- 16.5.1 In considering the setting of the differential factors, Council reduced the differential factor to recognise the benefit that Forestry Activities provide to the district and to assist with affordability. The benefit recognised that the forestry industry provides to the district is through employment and commercial activity.

- 16.5.2 The capital value of the forestry property values do not include the value of the trees resulting in a lower capital value compared to other property categories thereby resulting in forestry properties contributing significantly less towards roading costs.
- 16.5.3 Consideration of the overall impact of the introduction of the differential categories and the resulting differential rates on each category of ratepayer.
- 16.5.4 The roading activity therefore lends itself to be funded by a separate targeted rate. There are several indicators why there should be a separate differential on the roading rate for exotic forestry (detailed above).
- 16.5.5 Due to the relatively low capital value of forestry land but the high contribution to roading costs from harvesting activities, the differential should be a substantial uplift on other categories of land. The differential for exotic forestry properties has been moderated somewhat less than the direct contribution to costs caused to due the benefits to the wider community from the exotic forestry activity and the affordability on ratepayers. Having regard to the overall effect of any rating impact, the Council has settled on a differential factor of 3. This differential factor may be reviewed during the 2025/26 annual plan development.

16.6 Activity Analysis and Funding Mechanisms

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

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

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

16.7 Subsidised Roading

- 16.7.1 Waka Kotahi the national road funding authority, provides a subsidy for works that meet the criteria for subsidy. The Activities currently subsidised by Waka Kotahi are:

1. Sealed Pavement Maintenance
2. Unsealed Pavement Maintenance
3. Footpath Maintenance
4. Footpath Renewals
5. Routine Drainage Maintenance

6. Structures Maintenance
7. Environmental Maintenance
8. Traffic Services Maintenance
9. Level Crossing Warning Devices
10. Emergency Reinstatement
11. Network and Asset Management
12. Professional Services
13. Road repairs for damage to local roads from forestry harvesting

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
National Benefit	50%	71%	Subsidy
District Benefit	45%	27%	Differentiated Targeted Rates for 2 categories (rate per \$100 of capital value)
Exacerbator	5%	1%	Differentiated Targeted Rates for 2 categories (rate per \$100 of capital value)
		1%	Fees and charges (Petroleum Tax Rebates and Contributions)

(a) Distribution of Benefits

National Benefit: The District's roading network is part of the national and regional transport network. Efficient and sustainable development of the network within the District contributes to the economic and social well-being of the entire nation and region, as it is used by travellers, goods transporters and others who may or may not live in the District. Transport facilities are maintained and developed to provide safe and comfortable travel within and through the District.

District Benefit: All residents and businesses within the District can be identified as direct beneficiaries of the service as provision of roads enables access and transport to people and organisations within the District. The economic benefits of maintaining efficient transport facilities accrue to all residents of the District in one way or another.

Exacerbator: Extensive damage may occur to local roads from heavy vehicle movements during the forest harvest resulting in increased costs for repairing roads during and after the harvest period. The forestry traffic, at times of harvest, creates significant damage beyond that of other users to roads. The frequency of heavy traffic use during the harvest is believed to also accelerate damage compared to if the same volume was spread over a much longer period.

The implementation of forestry differential to recover part of the direct cost of exotic forest harvesting on local roads is seen to be a prudent way to balance the economic benefits derived by the district from forestry operations with the increased costs of maintaining local roads during harvest. The incremental annual average cost of maintaining a forestry road over the forest lifecycle is well in excess of the cost to maintain other roads and therefore an additional contribution from ratepayers who own exotic forests is considered appropriate.

In the case of mixed-use properties with less than 20 hectares of forestry, it was considered that these blocks may be too small to make a material impact on roading during harvest. This land may be steep or in small plantings that may have taken place to aid with erosion and may not be harvested.

(b) Funding

National Allocation: The National benefit portion is funded through the NZTA Waka Kotahi subsidy.

The amount of subsidy is decided by NZTA Waka Kotahi and is based on assessing costs and benefits therefore, Council resolved that the remainder of this allocation be transferred to District Allocation.

District Allocation: Council resolved that a combination of differentiated targeted rates (rate per \$100 of capital value) assessed on the two categories defined above, Petroleum Tax Rebates and contributions to works would be the most efficient and transparently lawful method of funding this allocation.

Exacerbator Allocation: Council resolved that differentiated targeted rates (per \$100 of capital value) assessed on the two categories defined above would be the most efficient method of funding this allocation. Council will continue to work with forestry parties to establish agreements whereby the parties assume all or part of the funding and/or management of the road repairs or reconstruction for roads directly and significantly impacted when forest harvesting takes place.

16.8 Unsubsidised Roding

16.8.1 These are activities carried out to ensure the safe and efficient travel within and through the District and are necessary for road or pedestrian safety and convenience but are not subsidised by NZTA Waka Kotahi and for which Council has sole financial responsibility.

These include:

1. Amenity Lights
2. Unsubsidised Miscellaneous work including road legalisation and road stopping and support services for unsubsidised road projects
3. Street Cleaning and Litter Bins
4. Carpark maintenance (other than kerbside parking)

Attributable Benefit		Funding	
Benefit Group	% of Benefit	%	Method
District Benefit	100%	83%	Differentiated Targeted Rates for 2 categories (rate per \$100 of capital value)
		17%	Fees and Charges

(a) Distribution of Benefits

District Benefit: Maintenance of transport services to provide for pedestrian safety and convenience has a District wide benefit in that all residents use or visit the urban centres.

(b) Funding

District Allocation: Council resolved that a combination of differentiated targeted rates (per \$100 of capital value) assessed on the two categories defined above and fees and charges would be the most efficient method of funding this allocation.

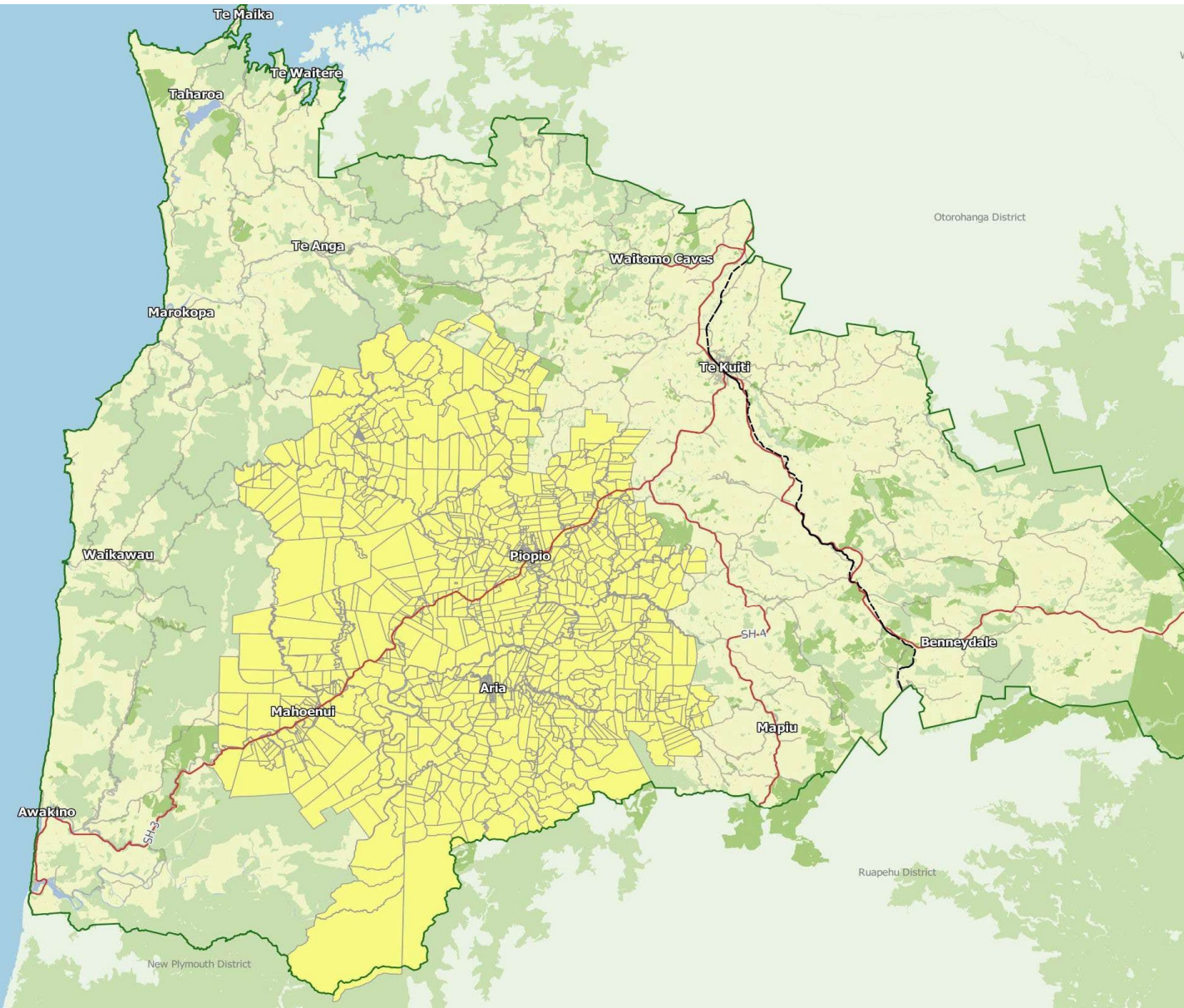
Fees and charges include receipts from road closures, overweight permits, etc. together with a long-standing contribution from identified parties towards maintenance of the District's roads based on annual production or capitation.

INDEX TWO: RURAL RATING AREA



INDEX THREE- PIOPIO WIDER BENEFIT AREA

pio Wider Benefit Area
te Highway



Waitomo District Council

Significance and Engagement

Policy ~~2024~~2026

Kaupapa Here Whai Pūtake me te Tūhonohono

First adopted	2014
Last Reviewed	2018, 2021, June 2024, 2026
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Responsibility	General Manager - Strategy and Environment

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INTRODUCTION | KUPU ARATAKI

Waitomo District Council's Significance and Engagement Policy was adopted in 2014 to meet the legislative requirements under the Local Government Act 2002 (the LGA) and was subsequently reviewed every three years during the Long Term Plan review. The Policy:

- enables the Council and our communities to understand the significance Council places on certain issues, proposals, assets, decisions and activities; and
- identifies how and when communities can expect to be engaged or specifically consulted on these matters.

The Significance and Engagement Policy applies across our Council. When assessing the degree of significance and deciding on appropriate engagement or consultation processes, the Policy requires us to take into consideration other legislative requirements, as well as any other agreements that might already be in place.

To ensure Council engages as effectively as possible with its diverse communities, we gather information on people's views and preferences in a variety of ways. Sometimes that might be via formal statutory consultation process, or it might be via a more informal engagement process. Either way, the overall intent is to ensure that, wherever possible, anyone who wishes to contribute ideas or information to important Council processes and decisions has the opportunity to do so.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. To enable Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities.
2. To provide clarity about how and when communities can expect to be engaged in decisions made by Council.
3. To inform Council from the beginning of a decision-making process about the extent, form and type of engagement required.

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Community	A group of people living in the same place or having a particular characteristic in common. Includes interested parties, affected people and key stakeholders.
Core Service	<p>As stated in the updated Section 11A of the LGA 2002 (as per Local Government (Systems Improvements) Amendment Bill):</p> <p><i>In performing its role, a local authority must have particular regard to the contribution that the following core services make to its communities:</i></p> <ul style="list-style-type: none"> (a) network infrastructure (b) public transport services (c) solid waste collection and disposal waste management and minimisation (d) the avoidance or mitigation of natural hazards civil defense and emergency management (e) libraries, museums, reserves, and other community and recreational facilities and community amenities.

Decisions	Refers to all the decisions made by or on behalf of Council including those made by officers under delegation. <i>(Management decisions made by officers under delegation during the implementation of Council decisions will not be deemed to be significant)</i>
Engagement	Term used to describe the process of seeking information from the community to inform and assist decision making. There is a continuum of community involvement.
Group of Activities	The term is used to describe a whole-of-activity approach. Without limiting the application of this provision to other assets, it means all activities and assets comprised within a group as a whole and not each individual component of the group.
LGA 2002	Local Government Act 2002.
Significance	As defined in Section 5 of the LGA2002 <i>In relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,—</i> (a) <i>the district or region;</i> (b) <i>any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;</i> (c) <i>the capacity of the local authority to perform its role, and the financial and other costs of doing so.</i>
Significant	As defined in Section 5 of the LGA 2002 <i>Means that the issue or proposal, decision, or other matter has a high degree of significance.</i>
Significant Activity	Describe those Groups of Activities which are both a Core Service of Council AND in which Council has historically invested substantial funding. These include: <ul style="list-style-type: none"> • Roding • Water • Wastewater • Solid Waste • Recreation and Culture • Public Amenities • Parks and Reserves
Strategic Asset	As defined in Section 5 of the LGA 2002 and Schedule 1 of this Policy.

POLICY | KAUPAPA HERE

1. Assessment of Significance | He aromatawai i te pūtake

- 1.1. An assessment of the degree of significance of proposals and decisions, and the appropriate level of engagement, will be considered in the early stages of a proposal before decision making occurs and, if necessary, reconsidered as a proposal develops.
- 1.2. The Council will take into account the following matters when assessing the degree of significance of proposals and decisions, and the appropriate level of engagement:
- a) the level of financial consequences of the proposal or decision.
 - b) whether the proposal or decision will affect a large portion of the community.
 - c) whether the impact or consequences of the decision or proposal on the affected persons (being a number of persons) will, in Council's view, be substantial.
 - d) the likely impact on present and future interests of the community.
 - e) the likely impact on Māori cultural values and their relationship to land and water.
 - f) whether the proposal affects the level of service of a significant activity.
 - g) whether community interest is high.
 - h) whether the likely consequences are controversial.
 - i) whether community views are already known, including the community's preferences about the form of engagement.
 - j) the form of engagement used in the past for similar proposals and decisions.
 - k) there is a legal requirement to engage with the community.
- 1.3. If the financial consequences of the proposal or decision exceed the following thresholds the proposal or decision will be considered significant:
- 1.4. A possible increase in funding requirement in excess of:
- a) 20% of total Council operating budget costs, or
 - b) Capital expenditure in excess of 2.5% of the total value of Council's assets

Note 1: Emergencies and emergency works of Council are excluded from these thresholds, as by their very nature, they are unplanned and must be responded to immediately.

Note 2: The threshold for capital expenditure relates to new or development expenditure only. Asset renewal is an important and integral aspect of owning and managing assets.

Note 3: The thresholds above are not mutually exclusive. Capital expenditure is likely to result in associated operating costs, which must also be tested for materiality.

Note 4: The thresholds are calculated including current and non-current assets, gross FAR funding, interest and total depreciation expense (including non-funded depreciation)

- 1.5. If a proposal or decision is affected by a number of the above considerations, it is more likely to have a higher degree of significance.
- 1.6. Engagement with the community is needed to understand the views and preferences of people likely to be affected by or interested in, a proposal or decision that is being considered by Council.
- 1.7. In general, the more significant an issue, the greater the need for community engagement.

2. Engagement and Consultation | Tūhonohono me te whakawhiti korero

- 2.1. The Council will apply a consistent and transparent approach to engagement.
- 2.2. Council is required to undertake a Special Consultative Procedure as set out in Section 83 of the Local Government Act 2002, or to carry out consultation in accordance with or giving effect to Section 82 of the Local Government Act 2002 on certain matters (regardless of whether they are considered significant as part of this policy). There are also other pieces of legislation like the Resource Management Act 1991 and Reserves Act 1977, which have their own requirements with regard to engagement which will be taken into account when determining the extent of community engagement.
- 2.3. For all other issues requiring a decision, Council will determine the appropriate level of engagement on a case by case basis.
- 2.4. The Community Engagement Guide (attached as Schedule 2) identifies the form of engagement Council may use to seek feedback on some specific issues. It also provides examples of types of issues and how and when communities could expect to be engaged in the decision making process.
- 2.5. Where Joint Management Agreements (JMAs), Memorandums of Understanding (MOUs) or any other similar high-level agreements exist, these will be considered as a starting point when engaging with Māori who are a party to the particular JMAs or MOUs on matters relevant to that agreement.
- 2.6. When Council makes a decision that is significantly inconsistent with this Policy, the steps identified in Section 80 of the Local Government Act 2002 will be undertaken.

SCHEDULE 1 – STRATEGIC ASSETS | WAHANGA 1 – RAWA RAUTAKI

1. Section 5 of the Local Government Act defines a strategic asset as:

Strategic asset in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to current or future well-being of the community; and includes:

- a. any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and
 - b. any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
 - c. any equity securities held by the local authority in—
 - (i) a port company within the meaning of the Port Companies Act 1988
 - (ii) an airport company within the meaning of the Airport Authorities Act 1966.
2. The following is a list of assets or group of assets that the Council needs to retain if it is to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future well-being of the community.
- Roding and Footpath Network as a whole.
 - ~~Water Network and Treatment Plants as a whole.~~
 - ~~Wastewater Network and Treatment Plants as a whole.~~
 - Reserves listed and managed under Reserves Act 1977.
 - Housing for Elderly Persons as a whole.
 - Stormwater Network as a whole.
 - Refuse Transfer Station Network.
 - Public Cemeteries.
 - Les Munro Centre.
 - Gallagher Recreation Centre
3. The Strategic Assets (as defined above) are the assets in total and not every single element of the assets. For example:
- It is the ~~Water Supply~~ ~~Stormwater~~ Network as a whole that is the strategic asset and not each individual pipeline, filter and pump station.
 - The Roding Network is strategic, but small parcels of land that make it up may not be, and the purchase (or sale) of such parcels of land is unlikely to amount to a significant decision.
4. The requirements of section 97 of the Act are therefore only triggered if the proposal relates to the asset **as a whole**, or a **major sub-part** of the asset.

SCHEDULE 2 – COMMUNITY ENGAGEMENT GUIDE | WAHANGA 2-ARATAKINGA TŪHONOHONO HAPORI

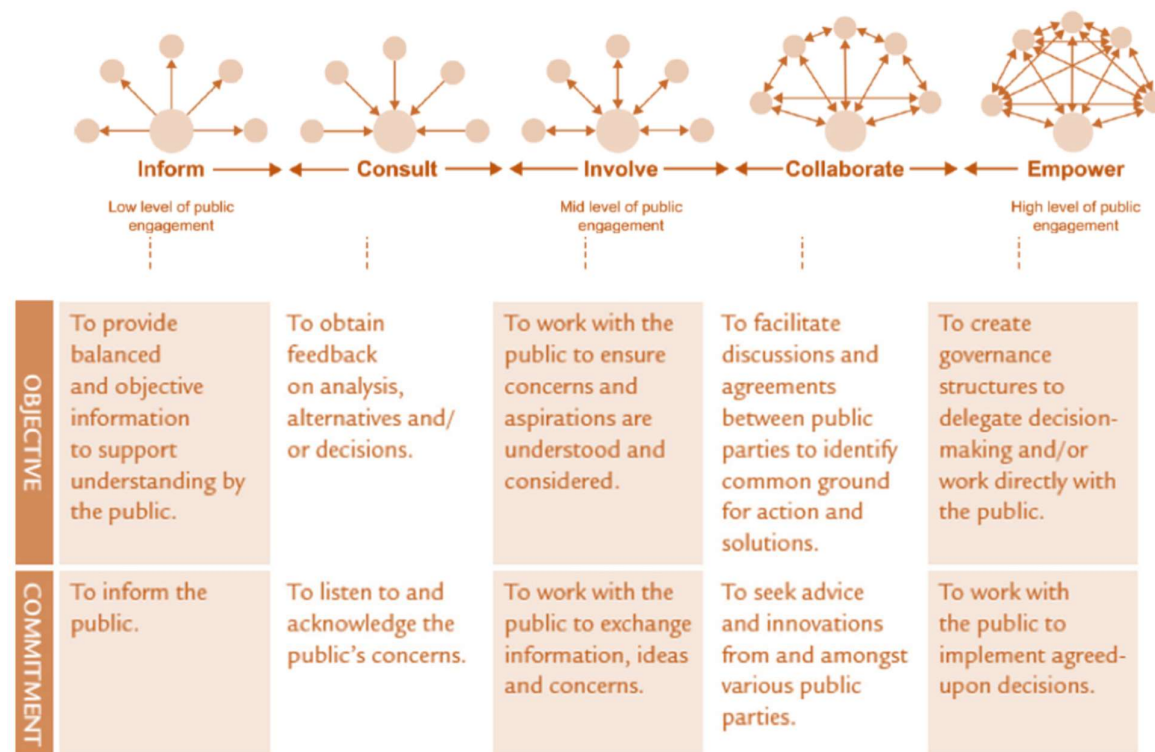
Community Engagement:

- is a process
- involves all or some of the public
- is focussed on decision-making or problem-solving

The International Association for Public Participation (IAP2) has developed a Public Participation Spectrum to demonstrate the possible types of engagement with the community. This model also shows the increasing level of public impact as you progress through the spectrum from left to right - 'inform' through to 'empower'. In simply 'informing' stakeholders there is no expectation of receiving feedback, and consequently there is a low level of public impact. At the other end of the spectrum, 'empowering' stakeholders to make decisions implies an increase in expectations and therefore an increased level of public impact. Differing levels of engagement may be required during the varying phases of decision-making on an issue, and for different stakeholders.

It will not always be appropriate or practicable to conduct processes at the 'collaborate' or 'empower' end of the spectrum. Many minor issues will not warrant such an involved approach. Time and money may also limit what is possible on some occasions.

In general, the more significant an issue, the greater the need for community engagement.



When engaging with the community, the Council will:

- seek out and encourage contributions from people who may be affected by or interested in a decision,
- provide reasonable access to relevant, timely and balanced information so people can contribute in a meaningful way,

- provide a variety of appropriate ways and opportunities for people to have their say, and;
- tell the community what the Council's decision is and the reasons for that decision; and
- provide a clear record or description of the relevant decisions made by Council and explanatory material relating to the decision.

Forms of Engagement

The Council will use the Special Consultative Procedure (as set out in section 83 of the LGA 2002) where required to do so by law, including for the following issues requiring decisions:

- The adoption or amendment of a 10 Year Plan (in accordance with section 93 A of the LGA 2002).
- The adoption, amendment, or revocation of Bylaws if required under section 156(1)(a) of the LGA 2002.
- The adoption, amendment or revocation of a Local Alcohol Policy.
- The adoption or review of a Local Approved Products (Psychoactive Substances) Policy.
- The adoption or review of a Class 4 Venue Policy under the Gambling Act 2003.
- The preparation, amendment or revocation of a Waste Management and Minimisation Plan.

Unless already explicitly provided for in the 10 Year Plan, the Council will seek to amend its 10 Year Plan, and therefore use the Special Consultative Procedure, when it proposes to:






- alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of Council, including commencing or ceasing such an activity; or
- transfer the ownership or control of strategic assets, as listed in Schedule 1.

The Council will consult in accordance with, or using a process or a manner that gives effect to the requirements of, section 82 of the LGA 2002 where required to do so by law, including for the following specific issues requiring decisions:

- Transferring responsibilities to another local authority under section 17 of the LGA 2002.
- Establishing or becoming a shareholder in a Council-Controlled Organisation.
- Adopting or amending a Revenue and Financing Policy, Development Contributions Policy, Financial Contributions Policy, Rates Remission Policy, Rates Postponement Policy, or a Policy on the Remission or Postponement of Rates on Māori Freehold Land.
- Adoption, amendment or revocation of Bylaws in accordance with section 156(1)(b) of the LGA 2002.
- Prescribing fees in a Bylaw under section 150 of LGA 2002.

For such consultation, Council will develop information fulfilling the requirements of Section 82A of the LGA 2002, will make this available to the public, allow written submissions for a period of up to 4 weeks, and will consider all submissions prior to making decisions.

For all other issues, the following table provides an example of the differing levels of engagement that might be considered appropriate, levels of significance, types of tools associated with each level and the timing generally associated with these types of decisions/levels of engagement.

Significance Rating	Level of Engagement	What does it involve?	Examples	Engagement – Tools & Timing
High	Empower 	The final decision making is in the hands of the public. Under the LGA 2002, the Mayor and Councillors are elected to make decisions on behalf of their constituents.	Elections Binding Referendums	Voting Council will generally provide the community with a greater lead in time to allow them to be involved in the process e.g. typically a month or more time. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> More Time More Resources </div>
	Collaborate 	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	Significant capital projects	External working groups (involving community experts) Expressions of Interest Document Council would generally involve the community at the start to scope the issue, again after information has been collected and again when options are being considered.
High	Involve 	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision-making.	Long Term Plan Annual Plan District Plan	Waitomo Way and other Council publications Surveys Radio Website Existing community meetings (Elected Member briefings) Specific community meetings where feasible Submissions and Hearings Social Pin Point Council would generally provide the community with a greater lead in time to allow them time to be involved in the process.
Medium	Consult 	Two-way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making.	Local Alcohol -Policy Bylaw reviews	Waitomo Way and other Council publications Radio Website Existing community meetings Submissions and Hearings Social Pin Point Council would advise the community once a draft decision is made Council and would generally provide the community with up to 4 weeks to participate and respond.
Low	Inform 	One-way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.	Water Restrictions Annual Report Legislative changes	Waitomo Way and other Council publications Radio Website Council would generally advise the community once a decision is made. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Less Time Less Resource </div>

Engagement Tools and Techniques

Over the time of decision making, Council may use a variety of engagement tools. The ones shown in the Table above are a guide. Tools and techniques used will be based on a range of factors including history and public awareness of the issue, stakeholder involvement, and timing related to other events and budgets. Council will also take into consideration that the community can feel 'over consulted'.

Each situation will be assessed on a case-by-case basis.

FEES AND CHARGES 2026/27

Water and wastewater fees and charges included on behalf of Waikato Waters Limited

Effective from 1 July 2026

*All Fees and Charges are inclusive of GST,
with the exception of bonds, penalties and residential housing*

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COMPLIANCE		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Building Consent cost includes Inspection fee and Code Compliance Certificate. All fees are payable on application.		
Code Compliance Certificate - CCC	165.00	180.00
Record of title	32.00	35.00
Small Stand-Alone Detached Dwelling (granny flat) Project Information Memorandum		900.00
Production of Project Information Memorandum (PIM)	325.00	340.00
Solid Fuel Heaters		
Freestanding (1 inspection)	575.00	605.00
Insert (2 inspections)	805.00	845.00
Minor Works (1 inspection)		
Garden Sheds		
Basic Warning System		
Marquees	670.00	705.00
Plumbing or Drainage		
Swimming pools/Spa pool fence only		
Minor Building Works (2 inspections)		
Carpports		
Demolitions	1095.00	1150.00
Decks		
Swimming Pools over 35,000 litre capacity (includes fence)		
Other Buildings (2 Inspections)		
Garages		
Hay Barns	1095.00	1150.00
Implement Sheds		
Bridges		
Detached habitable buildings, no plumbing or drainage (5 inspections)		
Sleep Out		
Office		
Studio	1785.00	1875.00
Additions/alterations up to 30m ²		
Internal alterations to dwellings		
Detached habitable buildings, with plumbing or drainage (6 inspections)		
Sleepout with toilet/shower	2115.00	2220.00
Additions/alterations up to 60m ² with plumbing and drainage		
Internal alterations to dwellings		
Additions/alterations up to 60m² (6 inspections)	2115.00	2220.00
Other new buildings up to 60m² excluding dwellings and commercial buildings (6 inspections) <i>Note: For other building work over 60m² the below dwelling and commercial/ industrial fees apply.</i>	2115.00	2220.00
Dairy Sheds (3 inspections)	2235.00	2345.00
Re-sited Dwellings (3 inspections)	2510.00	2635.00
Re-sited dwellings with additions or alterations (includes 6 inspections)	3615.00	3795.00
Dwelling Single Storey up to 100m² (8 inspections)	3565.00	3745.00
Dwelling Single Storey up to 250m² (9 inspections)	3895.00	4090.00
Dwelling Single Storey larger than 250m² (9 inspections)	4275.00	4490.00
Dwelling Two Storey or more up to 250m² (9 inspections)	4400.00	4620.00
Dwelling Two Storey or more larger than 250m² (9 inspections)	4830.00	5070.00
Commercial /Industrial up to 300m² (9 inspections)	4740.00	4975.00
Commercial/Industrial - Basic kit-set type building, no services or internal fit-out (3 inspections)	2075.00	2180.00
Commercial/Industrial larger than 300m² (9 inspections)	5330.00	5595.00
Commercial - Internal Alterations (3 inspections)	2075.00	2180.00
Inspection Fee (compliance inspection/ etc.) per inspection	210.00	220.00
Travel costs – applies to inspections in excess of 5km from the Waitomo District Council Queen Street office	Tier 1 rate per km – 104 cents	1.17
Inspection fee – swimming / spa pools	206.00	215.00
Amendments - project value over \$20,001	515.00	540.00
Amendments – minor works with project value up to \$20,000	285.00	300.00
Compliance Schedules		
New Compliance Schedule (Section 102 Building Act 2004)	415.00	435.00
Amendments to existing Compliance Schedule (Section 106 and 107 Building Act 2004)	305.00	320.00
Request for Extension of Time for a Building Consent – work start or CCC	175.00	185.00

COMPLIANCE		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Application for exemption from requirement to carry out seismic work under section 133AN – includes 1 inspection.	740.00	775.00
Applications for waivers or modifications to means of restricting access to residential pools under section 67A – includes 1 inspection.	740.00	775.00
Processing of Section 71/77 Certificate	165.00	175.00
Plus on-charge of Solicitors fee to prepare and register certificate. (Actual Cost)	Actual Cost	Actual Cost
Certificate of Acceptance - Section 41(c) (1 inspection) Any building work in respect of which a building consent cannot practically be obtained in advance because the building work has to be carried out urgently.	1020.00	1070.00
Certificate of Acceptance - Section 96(1)(a) (1 inspection) (i) the work was done by the owner or any predecessor in title of the owner; and (ii) a building consent was required for the work but not obtained. (In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work).	2030.00	2130.00
Certificate of Public Use (1 inspection)	705.00	740.00
Certificate of Public Use – reissue for extension of time (1 inspection)	360.00	380.00
Notice to Fix (1 inspection)	490.00	515.00
Accreditation Levy (consents valued over \$20,000) For every building consent with an estimated value of \$20,000 and over, \$1.75 per \$1,000 is payable	1.75 per \$1,000	1.75 per \$1,000
Building Research Levy For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable	1.00 per \$1,000	1.00 per \$1,000
MBIE Levy For every building consent with an estimated value of \$65,000 and over, \$1.75 per \$1,000 is payable	1.75 per \$1,000	1.75 per \$1,000
Lapsed or Refused Building Consents Refunds will be paid to the person(s) who paid the fees on application. <i>Note: Refund will have an administration fee deducted (see below)</i>	Refund of BRANZ and MBIE levies, ccc and unused inspection fees, and less administration fee	Refund of BRANZ and MBIE levies, ccc and unused inspection fees, and less administration fee
Administration fee for refund on refused or lapsed consents	220.00	230.00
Peer Review of Specific Designs by External Agents	Actual Cost	Actual Cost
Any additional costs incurred in processing a building consent shall be recoverable on actual and reasonable basis.	175.00	185.00
Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value over \$20,001. <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	575.00	605.00
Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value up to \$20,000 <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	275.00	290.00
Application for an exemption to carry out seismic work (1 inspection) Process application for exemption from requirement to carry out seismic work on a building subject to an earthquake-prone building notice (Section 133AN Building Act 2004)	650.00	670.00
Building Control Officer - per hour Hourly rate for any additional inspections, reports, or advice required	190.00	195.00
Overseas investment certificates – for determining and issuing	340.00	350.00
Section 348 – Right of way (ROW) application – processing application for ROW under the Local Government Act 1974	700.00	750.00
Sale and Supply of Alcohol Certificates for Building Certification	230.00	240.00
Record of Title search	32.00	35.00
Fee for uplifting building line restrictions. <i>Note: It is not guaranteed that the building line restriction will be approved. The application fee is non-refundable.</i> <i>Note: There are legal fees associated with having the BLR removed from the Record of Title. These legal fees are not included in this fee. Please enquire with your solicitor or conveyancer regarding their fees.</i>	725.00	750.00

Building Act 2004 – explanatory note

- These fees and charges become operative on 1 July 2026 and will apply for all work carried out and decisions issued on or after 1 July 2026, irrespective of when the application was lodged with the Council.
- The charges set out in this schedule are pursuant to Subpart 9, Section 281 A, B and C of the Building Act 2004.
- All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.
- Where a fixed charge is in any particular case inadequate pursuant to section 281B to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

Charge-out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- Are fixed charges;
- If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
 - if the fixed charge which has been paid in advance is greater by more than \$50.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
 - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).

COMPLIANCE		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Land Information Memorandum (LIM)		
Land Information Memorandum (LIM)	340.00	360.00
Administration Fee for refund on cancelled LIM (note where substantial work has been completed on the LIM a refund will not be given; where substantial work has not been completed, the LIM fee will be refunded minus the administration fee).	60.00	65.00
Hardcopy LIM	30.00	40.00
Animal and Dog Control Fees		
<i>All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.</i>		
Urban (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	134.00	135.00
Spayed or Neutered Dogs in the Urban Area	101.00	102.00
Special Owner (Dog Control Policy) Dogs	79.00	80.00
Gold card holders for urban dogs	117.00	120.00
Rural Dogs	57.00	59.00
Rural Dogs > 5 For every 5 rural dogs you register the 6th dog registration is free if paid on or before registration date.	Multiple rural dog discount	Multiple rural dog discount
Late registration	50% of the fee that would have been payable if that dog had been registered on the first day of the registration	50% of the fee that would have been payable if that dog had been registered on the first day of the registration
Dangerous Dogs registration	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.
Disability Assist Dog registration <i>Note: To be eligible, the dog must be certified as a disability assist dog in accordance with Schedule 5 of the Dog Control Act 1996.</i>	No charge	No charge
Replacement Registration Tag	5.40	5.60
Impounding Fees		
<i>Note: The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees, veterinary costs, irrespective of the fate of the dog.</i>		

COMPLIANCE		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Seizure (per dog seized)	70.00	85.00
First Impounding (registered dog)	80.00	85.00
First Impounding (unregistered dog)	115.00	120.00
Second Impounding	154.00	160.00
Third and subsequent impounding	230.00	237.00
Plus Sustenance fees - per day	20.00	22.00
Veterinary charges	Actual cost	Actual cost
Re-Homing Re-homing of unwanted/ unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro-chipping fee and all other reasonable associated costs.	Applicable costs	Applicable
Surrender/disposal (in addition to applicable impounding charges and sustenance)	90.00	95.00
Micro-chipping	35.00	36.00
Permits		
Consent to keep more than 2 dogs in the urban area. Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection.	65.00	70.00
Special Owner property check	40.00	41.00
Dog Collars		
Barking collars	45.00	45.00
Batteries for barking collars	8.00	8.50
Small	10.00	11.00
Medium	12.00	12.50
Large	14.00	14.50
Extra large	16.00	16.50
Stock Impounding Fee - Excluding dogs		
First impounded animal	130.00	150.00
Per animal thereafter (impounded at the same time as the first impounded animal)	46.00	50.00
Subsequent Impounding – within any 24 month period involving animals owned by the same person/organisation	252.00	260.00
Per animal thereafter (impounded at the same time as the subsequently impounded animal)	46.00	48.00
Veterinary charges	Actual cost	Actual cost
Driving charges – (per hour, per officer) - leading, driving or conveying stock (pursuant to section 14 of the Impounding Act 1955) plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of any after-hours response	150.00	155.00
Grazing (per day) – horses, cattle, mules, ass, deer, pigs plus costs of any hard/ supplementary feeds i.e. hay, grain	15.00	25.00
Grazing (per day) – sheep, goats, and any others plus costs of any hard/ supplementary feeds i.e. hay, grain	10.00	10.00
Advertising costs (pursuant to the Impounding Act 1988)	Actual cost	Actual cost
Stock surrender	Actual costs	Actual cost

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING		
Description	2025/26 fee or charge (\$)	2025/26 fee or charge (\$)
Health Act Licence Fees		
Cleansing of premises under Section 41		Actual cost
Abatement of nuisance without notice		Actual cost
Issue of Repair or Closing Order - Section 42 (plus hourly rate of \$235 after the first hour)		235.00
Machinery Act 1950		
Amusement Device Permits (Section 11 Amusement Device Regulations 1978)		
1. First Device (first 7 days or part thereof)	10.00	10.00
2. Each additional Device (first 7 days or part thereof)	2.00	2.00
3. Each device for further period of 7 days or part thereof	1.00	1.00
Fees for Functions under the Food Act 2014		
All administration and verification and Registration Authority activities including but not limited to, annual verification, reporting, non-conformance visits, directions, review of notices etc. (plus hourly rate of \$228 after the first hour) and any activity not specified in the schedule below	228.00	228.00
Fees applicable to Template Food Control Plans		
Application for new registration of Template Food Control Plan (plus actual staff time at hourly rate of \$228 after the first hour)	450.00	450.00
Application for renewal of registration of Template Food Control Plan (plus actual staff time at hourly rate of \$228 after the first hour)	360.00	360.00
Application for a significant amendment or change (section 45(3)) of registration of Template Food Control Plan, or move from Template Food Control Plan to National Programme (plus actual staff time at hourly rate of \$228 after the first hour)	180.00	180.00
Application for a minor amendment (section 45(2)) of registration of Template Food Control Plan. <i>Note: Minor changes constitute changes to details such as contact information (email, phone, day to day manager, and postal address).</i>	80.00	80.00
Voluntary or mandatory suspension of Template Food Control Plan (plus actual staff time at hourly rate of \$228 after the first hour)	95.00	95.00
Fees applicable to National Programmes		
Application for new registration of premises under a National Programme (plus actual staff time at hourly rate of \$228 after the first hour)	450.00	450.00
Application for renewal of registration of premises under a National Programme. (plus actual staff time at hourly rate of \$228 after the first hour)	360.00	360.00
Application for significant amendment or change (section 81) of registration under a National Programme or move from National Programme to Template Food Control Plan during the registration year. (plus actual staff time at hourly rate of \$228 after the first hour)	180.00	180.00
Application for a minor amendment of registration under a National Programme, such as a change in contact information, trading name. (plus actual staff time at hourly rate of \$228 after the first hour)	80.00	80.00
Voluntary or mandatory suspension of National Programme. (plus actual staff time at hourly rate of \$228 after the first hour)	95.00	95.00
Issue of improvement notice, or review of an improvement notice. (plus actual staff time at hourly rate of \$228 after the first hour)	185.00	185.00
Application for statement of compliance. (plus actual staff time at hourly rate of \$228 after the first hour)	185.00	
Copy of Food Control Plan folder and documents.	30.00	30.00
Cancelling an audit or verification within 24 hours of the scheduled date and time of audit.	185.00	185.00
Environmental Health Officer Hourly rate for any additional staff time	228.00 per hour	
Administration fee for refund on cancelled applications pursuant to the Food Act (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee).	60.00	60.00
Late payment of verification and enforcement fees		Additional 10% of total charge

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2025/26 fee or charge (\$)	2025/26 fee or charge (\$)
Hawkers, Mobile Shops, and Stalls (Public Places Bylaw Clause 11)		
Hawkers		
Note: Some applicants may be eligible for a fee waiver -to check for eligibility please enquire with WDC Customer Services.	67.00	70.00
Street stalls, raffle days, street collections - non commercial	Free	Free
Street Stalls day	21.00	22.00
Street Stalls month	62.00	64.00
Mobile Shop 1 day rate	42.00	43.00
Mobile shop 1 month rate	83.00	85.00
Mobile shop annual fee	415.00	427.00
Mobile Trader 1 day rate	42.00	43.00
Mobile trader 1 month rate	83.00	85.00
Mobile Trader annual fee	415.00	427.00
Impounding of Stereo		
Impounding Charges for Stereo (RMA 1991 sec 336). <i>Note: Impounded stereo will be sold after six months if not claimed and impounding fees not paid.</i>	205.00	215.00
Noisy alarm deactivation or seizure of other equipment , including vehicles		Actual cost
Licensing – Alcohol (Ref: Sale and Supply of Alcohol (Fees) Regulations 2013 and Sale and Supply of Alcohol (Fee setting Bylaws) Order 2013)		
Existing premises - Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	180.00	185.00
New or altered premises - Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	280.00	290.00
Off/On/Club Application Fee – Very Low Risk	496.80	625.60
Off/On/Club Application Fee – Low Risk	822.82	1036.15
Off/On/Club Application Fee – Medium Risk	1102.27	1388.05
Off/On/Club Application Fee – High Risk	1381.72	1739.95
Off/On/Club Application Fee – Very High Risk	1630.12	2025.75
Annual Fees		
Off/On/Club Application Fee – Very Low Risk	217.35	273.70
Off/On/Club Application Fee – Low Risk	527.85	664.70
Off/On/Club Application Fee – Medium Risk	853.87	1075.25
Off/On/Club Application Fee – High Risk	1397.92	1759.50
Off/On/Club Application Fee – Very High Risk	1940.62	2443.75
Managers Certificate – New and Renewal	316.25	316.25
Temporary Authority	400.54	504.39
Special Licences		
Class 1	776.25	977.50
Class 2	279.45	351.90
Class 3	85.38	107.53
Administration fee for refund on cancelled sale and supply of alcohol applications (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee)	60.00	65.00
Other Applications		
Temporary Licence		
Under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates during repairs etc.	348.30	504.39
Permanent Club Charters		
The holder of a permanent club charter (as described in section 414 of the Act)	742.50	1075.25
Public Notice of application for renewal, new license etc.		160.00
Application for exemption (alcohol ban area)		90.00
Application for waiver pursuant to Section 208		60.00
Extract from Register		
Under section 66(2) of the Act for an extract from a register	67.50	97.75
Licensing – Other		
Transfer of Certificates of Registration or Licence		
Note: This covers transfer of certificates of registration or licence due to change in ownership of the business.	103.00	106.00
Offensive Trades – Registration Fees - new and renewal	275.00	285.00
Saleyards – Registration Fees - new and renewal	275.00	285.00
Hairdressers – Registration Fees	275.00	275.00

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2025/26 fee or charge (\$)	2025/26 fee or charge (\$)
Funeral Director – Registration Fees - new and renewal	275.00	285.00
Mortuary Premises – Registration Fees - new and renewal	275.00	285.00
Camping Grounds – Registration Fees - new and renewal	275.00	285.00
Body Piercing and Tattooing - Registration Fees - new and renewal	275.00	285.00
Skateboarding impounding fee	68.00	70.00
Application for Lease of Airspace	115.00	120.00
Lease of Airspace	Charge will be assessed on a site by site basis	Charge will be assessed on a site by site basis
Change of occupier/owner - All registration groups		90.00
Replacements or copies of certificates		50.00
Parking Infringement Fees		
Excess Parking – For parking on a road in breach of the provisions of Waitomo District Council’s Land Transport Bylaw 2025, in excess of a period fixed by the bylaw or otherwise where the excess is:		
Not more than 30 minutes	20.00	20.00
More than 30 minutes but not more than 1 hour	25.00	25.00
More than 1 hours but not more than 2 hours	36.00	36.00
More than 2 hours but not more than 4 hours	51.00	51.00
More than 4 hours but not more than 6 hours	71.00	71.00
More than 6 hours	97.00	97.00
Other Parking Offences		
Parking on designated bus stop	70.00	70.00
Parking on designated loading zone	70.00	70.00
Parking on a footpath	70.00	70.00
Parking contrary to parking signage	70.00	70.00
Parking on ornamental verge	70.00	70.00
Parking within 1 m of a vehicle entrance	70.00	70.00
Parking on or within 6m of an intersection	100.00	100.00
Inconsiderate parking	100.00	100.00
Double parking	100.00	100.00
Parking on a yellow broken line	100.00	100.00
Parking in a designated space for disabled persons	750.00	750.00
Towage Fees		
Towage fees in respect of parking offence		
If the motor vehicle has a gross weight of 3,500 kilograms or less - a fee not exceeding \$78.43 [+GST], if the towage takes place between the hours of 7 am and 6 pm on any day other than a Saturday, Sunday, or public holiday; or a fee not exceeding \$104.61 [+GST], if the towage takes place at any other time; or	Actual costs up to 90.20 or 120.30	Actual costs up to 90.20 or 120.30
If the motor vehicle has a gross weight of more than 3,500 kilograms - a fee not exceeding \$194.26 [+GST], if the towage takes place between the hours of 7 am and 6 pm on any day other than a Saturday, Sunday, or public holiday; or a fee not exceeding \$298.87 [+ GST], if the towage takes place at any other time; or	Actual costs up to 223.40 or 343.70	Actual costs up to 223.40 or 343.70
Towage fees - not associated with parking infringement or offence	Actual Cost	Actual Cost
The registered vehicle owner will be liable for any costs associated with towage and storage of the vehicle towed for any reason other than parking offences		
Litter Infringement Fee		
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier’s consent – First Offence	115.00	115.00
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier’s consent – Second or Subsequent Offence within a Year	400.00	400.00
Litter, of more than 1 litre and less than or equal to 20 litres ¹ , left in a public space, or on private land, without the occupier’s consent – First Offence	170.00	170.00
Litter, of more than 1 litre and less than or equal to 20 litres ¹ , left in a public space, or on private land, without the occupier’s consent – Second or Subsequent Offence within a Year	400.00	400.00
Litter, of more than 20 litres ¹ and less than or equal to 120 litres ² , left in a public space, or on	285.00	285.00

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2025/26 fee or charge (\$)	2025/26 fee or charge (\$)
private land, without the occupier's consent – First Offence		
Litter, of more than 20 litres ¹ and less than or equal to 120 litres ² , left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00	400.00
Litter, of more than 120 litres ² left in a public space, or on private land, without the occupier's consent – First Offence	400.00	400.00
Litter, of more than 120 litres ² left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00	400.00
Hazardous ³ or offensive litter ⁴ left in a public space, or on private land without the occupier's consent – First Offence	400.00	400.00
Hazardous ³ or offensive litter ⁴ left in a public space, or on private land without the occupier's consent – Second or Subsequent Offence within a Year	400.00	400.00

¹– 20 litres is the approximate maximum capacity of two standard supermarket bags in normal conditions.

²– 120 litres is the approximate maximum capacity of a standard mobile garbage bin in normal conditions (for example the red lid 'wheelie bin' used for domestic refuse collection in the Waitomo area).

³– Hazardous litter includes broken glass, barbed wire, jagged metal, medicines, hazardous waste etc.

⁴– Offensive waste includes rotting food, animal remains, faeces including discarded nappies etc.

RESOURCE MANAGEMENT

Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
General		
Pre application meeting	Actual staff time	Actual staff time
Lodgment meeting	Actual staff time	Actual staff time
Pre-hearing meeting	Actual staff time	Actual staff time
Deemed Boundary Activity (s87BA)	Fixed 420.00	Fixed 435.00
Marginal or temporary rule breaches / exemptions(s87BB) <i>Note: please discuss this with Council's Planner prior to application</i>	Deposit 800.00	Deposit 900.00
Land use consents		
Application or land use consent	Deposit 1500.00	Deposit 1550.00
Notified resource consents		
Limited notified consent	Deposit 6,700.00	Deposit 6,900.00
Notified consent	Deposit 12,000.00	Deposit 12,400.00
Subdivision Consents		
Application for subdivision consent	Deposit 3,200.00	Deposit 3,300.00
Application for subdivision consent	Deposit 4,700.00	Deposit 4,800.00
Application for joint subdivision and land use consent	Deposit 4,650.00	Deposit 4,800.00

RESOURCE MANAGEMENT			
Description		2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Subdivision processes (post approval)			
Section 223 certification	for subdivisions < 2 Lots	260.00	270.00
Section 223 certification	For subdivisions > 3 Lots	620.00	640.00
Section 224C certification		260.00	270.00
Section 241	Cancellation/partial cancellation of amalgamation condition	500.00	515.00
Section 221	Consent notice – preparation, authorisation, change or cancellation	335.00	350.00
Cross lease	Amendments to flats plans	620.00	640.00
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time	Actual staff time
Other resource management activities			
Section 127	Application to change or cancel condition(s) of consent (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 1550.00	Deposit 1600.00
Section 125/126	Applications for extensions of consent periods	Deposit 620.00	Deposit 640.00
Section 124	Exercise of resource consent while applying for new consent	Deposit 1,550.00	Deposit 1600.00
Section 128-132	Review of consent conditions (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 825.00	Deposit 850.00
Section 134	Transfer of holders interest in a consent (fixed fee)	Deposit 155.00	Deposit 160.00
Section 139A	Existing use right determination	Deposit 2,060.00	Deposit 2,150.00
Section 138	Application to surrender a resource consent	Deposit 515.00	Deposit 530.00
Section 139	Application for Certificate of Compliance	Deposit 1,030.00	Deposit 1,060.00
Section 357	Objection pursuant to sections 357(A) or (B)	Deposit 463.50	Deposit 480.00
NES	Confirmation of compliance with National Environmental Standard	Actual staff time	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	Deposit 1,550.00	Deposit 1600.00
Designations			
Public or limited notified	Notice of Requirement for Designation	Deposit 12,000.00	Deposit 12,500.00
Non-notified	Notice of Requirement for Designation	Deposit 6,000.00	Deposit 6,200.00
Sections 181, 182	Requirement for alteration or removal/partial removal of designation	Deposit 1,550.00	Deposit 1,600.00
Section 184/184A	Application to determine designation lapsing	Deposit 2,575.00	Deposit 2,700.00
Section 180	Transfer of rights and responsibilities for designations	Deposit 1,550.00	Deposit 1,600.00
Sections 177, 178	Request to the requiring authority responsible for an earlier designation. Application to do anything which would prevent or hinder the public work or project	Deposit 620.00	Deposit 640.00
Section 176	Application for outline plan	Deposit 825.00	Deposit 850.00
Section 176A (2)	Waiver of requirement for outline plan	Deposit 260.00	Deposit 270.00
Heritage orders			
Sections 189/189A, 196, 177	Requirement for a heritage order. Requirement for removal of heritage order. Request to requiring authority responsible for the earlier heritage order.	Deposit 1,550.00	Deposit 1,600.00
Plan Change application (to amend the District Plan)			
1st schedule	Processing, considering and determining a private plan change application.	Deposit 31,000.00	Deposit 32,000.00
Compliance and monitoring			
General	Administration, review, correspondence.	Actual staff time	Actual staff

RESOURCE MANAGEMENT			
Description		2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions.	155.00 per inspection	time 160.00 per inspection
Engineering	For any inspection required.	Actual staff time	Actual staff time
Miscellaneous charges			
Legal instruments	Search for easement documents, covenants, encumbrances, or any other document registered on Certificates of Title.	Actual staff time + LINZ costs	Actual staff time + LINZ costs
Affixing council's seal/authorising document	For administrative costs incurred in affixing council's seal and/or signature to any document where a charge is not otherwise listed.	Fixed 260.00	Fixed 270.00
Variation/cancellations	Variation or cancellation of any legal document/ instrument not otherwise listed.	Fixed 465.00	Fixed 480.00
Public notice	Costs associated with public notices.	Actual staff time + advertisement fees	Actual staff time + advertisement fees
Delegated approvals	Staff decision on application, acting under delegated authority.	Actual staff time	Actual staff time
Bonds – excluding engineering	Preparation, release and signing of any bond (excluding engineering).	Fixed 1030.00	Fixed 1060.00
Bonds - engineering	Preparation, release and signing of any bond - engineering (roading and servicing works).	Fixed 1030.00	Fixed 1060.00
Consultants	The applicant will reimburse council for any fees paid by council to any consultants.	Actual consultant costs + actual costs	Actual consultant costs + actual costs
Noise control (for the return of equipment seized under the RMA)	For the return of equipment seized under the RMA.	Fixed 190.00	Fixed 200.00
Hearings			
Attendance	A charge will be made for the costs of all staff and/ or consultants required to attend a hearing.	Actual staff/ consultant time	Actual staff/ consultant time
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs	Actual costs
Hearings by commissioner(s) where requested pursuant to s100A of the RMA	1. Where applicant requests (whether or not also requested by a submitter(s)) 2. Where requested by a submitter(s): (a) The applicant shall pay the amount WDC estimates it would cost for the applicant to be heard and decided if the request was not made. (b) The submitter(s) who made the request will pay equal shares of any amount by which the cost of the application being heard/decided exceeds the amount payable by the applicant (i.e. in (a) above).	Actual costs to be paid by applicant Actual costs As per 2(a) and (b)	Actual costs to be paid by applicant Actual costs As per 2(a) and (b)
Note: applies to applicants and Requiring Authorities			
Hearing by Council	A charge will be made per councillor, as set by the Remuneration Authority, including time spent on site visits, preparation time and chair's reporting time	\$116 for Hearing Chair \$93 for Hearing Member	\$130 for Hearing Chair \$104 for Hearing Member
Postponement/withdrawal or cancellation	If the applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing.	Actual Costs	Actual Costs
Venue	Hiring a venue for the hearing	Actual Costs	Actual Costs
Request for information/supply of resource management documents			
Providing information	Any request to provide information in respect of the District Plan or any consent.	Actual staff time	Actual staff time
Providing copies	Copying information relating to consents and Council's functions under section 35 of RMA and the supply of any document.	Actual staff time + photocopying costs	Actual staff time + photocopying costs
Waitomo District Plan	Full printed copy of text and planning maps.	206.00 per copy	215.00 per copy

RESOURCE MANAGEMENT		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Photocopying – charged as per Council’s corporate rate		set rates
Officer’s hourly charge out rates		
General Manager – Strategy and Environment	220.00 per hour	230.00 per hour
Managers – any other	205.00 per hour	215.00 per hour
Principal / Senior Planner	195.00 per hour	220.00 per hour
Planner	185.00 per hour	195.00 per hour
Engineer	180.00 per hour	185.00 per hour
Technical staff – any other	180.00 per hour	185.00 per hour
Team Leader Monitoring and Compliance/ Officer	200.00 per hour	210.00 per hour
Administrator (any) and any other staff member not listed	105.00 per hour	110.00 per hour
Consultant	Actual costs	Actual costs
Mileage		
For each kilometer travelled	1.04 per km	1.17 per km
Hazardous Activities and Industries List (HAIL) determinations		
Investigation fee	165.00	170.00

Resource Management - explanatory notes

These fees and charges become operative on 1 July 2026 and will apply for all work carried out and decisions issued on or after 1 July 2026, irrespective of when the application was lodged with the Council.

Fixed charges

- The charges set out in this schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).

All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.

- All fixed charges are payable in full in advance. Pursuant to Section 36AAB (2) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.

Note: Documentation or certificates will not be issued until payment of charges have been cleared.

Additional charges

Where a fixed charge is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

The following may also be included as additional charges:

- If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;
- If any legal fees are incurred by the Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge;
- If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

Purpose

The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.

Charge out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- Are fixed charges;
- If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
 - if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
 - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred)

Remission of fees

Staff with delegated authority may decide to reduce any charges Section 36AAB(1) of the RMA.

Fast-track Approvals Act 2024

The Officer's hourly charge out rates above apply to any applications received under the Fast-track Approvals Act 2024.

RECREATION AND PROPERTY		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Cemeteries (Public Amenities Bylaw Clause 8)		
Te Kuiti Cemetery		
Plot Purchase (Berm and Lawn Cemetery)		
Adult	1847.00	1900.00
Child (under 12 years)	777.00	800.00
Ashes Plot		
Ashes Wall	392.00	404.00
Garden of Memories	524.00	540.00
RSA		
Interment Fees Te Kuiti		
Adult	1420.00	1463.00
Child (under 12 years)	736.00	758.00
Ashes interment	298.00	307.00
Stillborn	158.00	163.00
Rural Cemeteries: Piopio, Mokau, Te Waitere and Aria		
Plot Purchase		
Adult	1370.00	1411.00
Child (under 12 years)	574.00	591.00
Ashes Plot	238.00	245.00
Interment Fees		
Adult	1511.00	1556.00
Child (under 12 years)	748.00	770.00
Ashes interment	416.00	428.00
Stillborn	234.00	241.00
Sundry (for all cemeteries in the District)		
Extra for breaking concrete	186.00	192.00
Additional depth	760.00	783.00
Extra Saturday	250.00	258.00
Extra Public Holiday	500.00	515.00
Fixing of Plaque	186.00	192.00
Disinterment Fees (all Cemeteries)		
An estimate will be provided to customer, actual cost will be charged		
Burial	Actual Cost Plus 10% Administration	Actual Cost Plus 10% Administration
Ashes	Actual Cost Plus 10% Administration	Actual Cost Plus 10% Administration
Non-Residents (out of district burials)		
	Add 60% to plot purchase	Add 60% to plot purchase
Research Fees	68.00	67.00
Hall Hire – Les Munro Centre		
Full day - Commercial	992.00	992.00
Full Day - Community Group Non Commercial*	496.00	496.00
Hourly Rate - Commercial	124.00	124.00
Hourly Rate - Community Group Non Commercial*	62.00	62.00
Full Day - Supper Room - Commercial		480.00
Full Day - Supper Room - Non-commercial		240.00
Hourly Rate - Supper Room - Commercial		60.00
Hourly Rate - Supper Room - Non-commercial		30.00
Funeral Rate	494.00	494.00
Booking Fee	5.20	5.20
Bond - Credit card hold		
Bookings of less than 50 people - card holder bond \$50.00. Bookings of more than 50 people and less than 100 people - card holder bond \$250.00. Bookings of more than 100 people - card holder bond of \$500.00	50.00	50.00
	250.00	250.00
	500.00	500.00
Cancellation Fee - 50% of the hire cost if canceled within 5 working days	50% of hire cost	50% of hire cost
A minimum hire duration of 2 hours applies to Les Munro Centre, Railway Building 3 and Piopio Hall, a fee of \$50.00 will be imposed for pre-inspections if hirer fails to attend within 15 minutes of agreed meeting time.	50.00	50.00
* Community Group Non-Commercial means a not-for-profit organisation that has the primary objective to provide programmes, services or activities that benefit any or all of the social, cultural, economic, and environmental wellbeing of communities.		

RECREATION AND PROPERTY		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Community Halls		
Piopio Hall		
Complex hire		
Full day	168.00	168.00
Hourly rate	21.00	21.00
PA system	No charge	No charge
Bond – Credit card hold of \$100.00	100.00	100.00
Te Kuiti Railway Station Buildings 3		
Full day	144.00	153.00
Hourly rate	33.00	34.00
Bond - Credit card hold of \$100.00	100.00	100.00
Elderly Persons Housing - Tenancy arrangement		
Small single bedroom - per week	190.00	196.00
Large single bedroom - per week	200.00	206.00
Bedsit - per week	180.00	186.00
Rental Housing - Tenancy arrangement		
47 Te Kumi Road	450.00	
4 Moa Street House	320.00	330.00
4 Moa Street Garage	120.00	124.00
Parks and Reserves		
Community Group*	Free	Free
Commercial Users Only – All Parks		
Ground Hire (per day)	377.00	377.00
Bond	541.00	540.00
Application fee for an Activity Requiring Authorisation pursuant to the Reserve Management Plan	173.00	173.00
Application fee for a variation to an existing Activity Requiring Authorisation pursuant to the Reserve Management Plan	173.00	173.00
Application fee for an allowed activity pursuant to the Reserves Management Plan	31.00	32.00
*Community Group means a not-for-profit organisation that has the primary objective to provide programmes, services or activities that benefit any or all of the social, recreational, cultural, economic, and environmental wellbeing of communities.		
District Aquatic Centre		
Adult	5.00	5.00
Adult swimmer with an under 5	3.50	3.50
Seniors	3.50	3.50
Disability/health (green script of letter from health professional required)	2.10	2.10
Child	2.50	2.50
Students	3.50	3.50
Under 5's	Free	Free
Spectators	1.00	1.00
Learn to Swim Classes (per lesson)	13.50	13.50
Hire of whole complex (per hour) under 50 swimmers + 31.00 for lifeguard per hour	110.00	110.00
Hire of whole complex (per hour) over 50 swimmers + 31.00 per lifeguard per hour e.g. 300 people would require 6 lifeguards	110.00	110.00
Lane Hire (per lane per hour)	17.50	17.50
Lane Hire for Swimming Club (per lane per hour)	13.20	13.20
Schools Base Fee (per hour)		
31.00 per lifeguard per hour	39.00	39.00
BBQ Hire (per hour)		
a refundable cleaning bond of 22.00	33.00	33.00
Te Kuiti Aerodrome		
Visiting Aircraft Landing Fee	15.00	15.50
Touch and Go Practice Landings Circuit - treated as one landing	15.00	15.50
Te Kuiti Aeroclub Members Landing Fee	15.00	15.50
Commercial Users	20.00	20.60
Annual Plane Storage (casual)	578.90	680.00
Ground lease fees (annual) >200sqm	\$3.30/sqm	\$3.40/sqm
Ground lease fees (annual) <200sqm	\$6.80/sqm	\$7.00/sqm

COMMUNITY AND PARTNERSHIPS		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Waitomo District Library		
Rentals (Fiction) – Books up to 2 years old (Rental 21 Days)	0.60	0.60
Rentals (Fiction) – Books over 2 years old (Rental 21 Days)	No charge	No charge
Bestseller Collection - 14 day hire	5.50	2.50
Classic DVDs – 1 week hire	No charge	
DVDs - 1 week hire	No charge	No charge
Electronic Games – 1 week hire	2.10	
Magazines - 1 week hire	1.60	1.70
Jigsaw Puzzles (21 days)	2.30	2.40
Children’s Wooden Puzzles (21 days)	No charge	No charge
Rental Talking Books	1.80	1.90
Board games	2.60	2.60
Kit Collection (3 Days) – low value kits	2.00	2.00
Kit Collection (1 week) – low value kits	2.00	2.00
Kit Collection (3 Days) – Mid value	6.50	6.50
Kit Collection (1 week) – Mid value	6.50	6.50
Kit Collection (3 Days) – high value kits	11.50	11.50
Kit Collection (1 week) – high value kits	11.50	11.50
Lost or Damaged Items	7.50	Actual Cost
Replacement Cost + fee		
Books by Mail - postage fee (per item)	6.50	6.70
Requests to other Libraries (per item) where reciprocal agreement exists	6.50	6.50
Requests to other Libraries (per item) where no reciprocal agreement exists	27.30	28.00
International Requests to other Libraries (per item)	56.80	58.50
Aotearoa Peoples Network (APNK) internet/computer charges	No charge	No charge
Items requests/hold, per request	No charge	No charge
Annual Non-Resident Fee (excluding Ōtorohanga and Ruapehu District)	51.00	52.50
Membership Card (initial)	No charge	No charge
Temporary membership bond	22.70	23.00
Lost Membership Card replacement	5.70	6.00
Covering Books (Small)	5.70	5.90
Covering Books (Large)	6.80	7.00
Scanning (per request)	0.60	No charge
Binding documents	5.70	5.90
Sale of Books	0.90	0.90
Sale of Books - Fill a Bag/Stock-up	3.40	3.50
Library Bags	6.50	6.70
Overdue Charges		
Overdues – (per day per book) Book collection	No charge	No charge
Overdues - All DVDs and E-games (per day, per item)	No charge	No charge
Magazines – Overdues – Magazine (per day)	0.10 per day	0.10 per day
Overdues - Board Games (per day)	0.50 per day	0.50 per day
Overdues - Kit Collection per day	1.50 per day	1.50 per day
3D printing service		
3D printing – service fee	2.00	2.00
- per gram of filament 1 colour	0.10	0.10
- per gram of filament 2 colours	0.20	0.20
- per gram of filament 3+ colours	0.30	0.30
Photocopying		
A4 Black and White printing/photocopying – Per side	0.20	0.20
A4 Colour printing/photocopying – Per side	0.40	0.40
Laminating		
A4, per page	3.50	3.60
A3, per page	6.90	7.10

CORPORATE SERVICES		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Official Information		
Handling of enquiries - charge per half hour plus actual and reasonable costs (first hour free of charge)	38.00	38.00
Photocopying or printing on standard A4 (first 20 pages no charge)	0.20	0.20
Supply of property records (Hardcopy property files accessed by a customer)	11.30	12.00
Record of Title	32.00	32.00
GIS System – Generating and Printing of Maps/ Plans		
A4 (Plan)	0.50	0.50
A4 (Aerial)	0.70	0.70
A3 (Plan)	1.10	1.10
A3 (Aerial)	2.20	2.30
A2 Plotter (plan)	5.50	5.70
A2 Plotter (aerial)	11.50	12.00
A1 Plotter (plan)	9.00	9.30
A1 Plotter (aerial)	14.00	14.50
A0 Plotter (plan)	17.00	17.50
A0 Plotter (aerial)	21.00	22.00
Creation of non-standard maps / plans (cost is per half hour plus printing fees)	54.00	56.00
Supply of data in digital form by email (cost is per half hour)	54.00	56.00
Property number, allocation only (urban and rural RAPID number)	No charge	No charge
Email and digital		
Supply of data in digital format by email. Includes producing a document by computer and sending via email to customer. (per half hour plus actual and reasonable costs)	54.00	56.00
Supply of information regarding Rating Information Database to commercial entities (per half hour plus actual and reasonable costs – minimum charge one hour)	54.00	56.00
Community Owned Facility Insurance		
Administration fee	113.30	117.00

ASSETS		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Roading		
Traffic Management Plans (TMP) – Processing Fee		
Vehicle crossing and minor works	165.00	170.00
Major works 5+ days or pavement excavation	325.00	335.00
Event minor less 1000 people <i>Does not include Road Closure Fee - Traffic Management Coordinator may use discretion to waive Road Closure Fee dependent on complexity of TMP.</i>	165.00	170.00
Urban/CBD major works / Major Events (1000+ people) <i>Does not include Road Closure Fee - Traffic Management Coordinator may use discretion to waive Road Closure Fee dependent on complexity of TMP.</i>	545.00	561.00
Road Closure Application Fee <i>Fee includes administration and the cost of one advertisement; two adverts are required. Council will cover the cost of one advertisement</i>	590.00	608.00
Entrance way Inspection	285.00	294.00
Annual License to Occupy a Roding Reserve or Encumbrance for Stock Underpass (minimum)	285.00	294.00
Application fee to process a License to Occupy a Roding Reserve	250.00	258.00
Corridor Access Request – formerly Road Opening Notice	500.00	515.00
Road Encroachment	275.00	283.00
Road Damage Deposit		
Bond (deposit refundable)	6470.00	6664.00
Rapid Number		
New	185.00	191.00
Replacement	91.00	94.00

ASSETS		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Overweight		
Overweight Permit	315.00	324.00
Overweight Permit Renewal	270.00	278.00
No Spray Zone Application	275.00	283.00
Roading Information		
Land Information Request	77.00	79.00
Engineering Consent	89.00	92.00
High Productivity Motor Vehicle (HPMV) Permit		
HPMV Permit	400.00	412.00
HPMV Permit up to 10 identically configured HPVM vehicles, belonging to the same company	410.00	422.00
HPMV Permit Renewal	270.00	278.00
Solid Waste Management		
Kerbside Collection		
Purchase of WDC Rubbish Bags - Residents (each)	5.30	5.50
Purchase of Recycle Bin (Green-Bin, each)	16.50	17.00
Landfill and Transfer stations		
Waitomo District Landfill-Te Kuiti Transfer Station		
<i>(Note: most charges are per 1 tonne (1,000kgs). There is no charge to dispose of official WDC Refuse Bags at Landfill-Te Kuiti Transfer Station)</i>		
General Refuse (per tonne), ±0 30kgs and above (see below)	351.00	365.00
General refuse minimum charge (under ±0 30kgs)	12.50	14.50
<i>*Note: refer to example of weighbridge charges below</i>		
Green and Timber Waste (per tonne) 30kgs and above (see below)	232.00	245.00
Green and timber waste minimum charge (under 40kgs)	new	11.50
<i>*Note: refer to example of weighbridge charges below</i>		
Special Refuse		
Concrete and Bricks (per tonne)	103.00	106.00
Fibreglass (per tonne)	314.00	
Clean Fill (per tonne)	66.00	
Clay (per tonne)	53.00	
Whiteware - each	36.00	37.00
Television - each	25.00	26.00
Computer - each	22.00	23.00
Household kitchen appliances	9.50	10.00
Oil, paint - per litre	7.50	8.00
Lead Cell Batteries (each)	37.00	38.00
Gas Cylinders (each)	17.50	18.00
Metal (scrap only, per tonne)	106.00	242.00
Polystyrene (per tonne)	1541.00	
Timber Waste (per tonne)	201.00	
Tyres		
Car	19.00	22.00
4x4	24.00	25.00
Light Truck	24.00	35.00
Truck	29.00	40.00
Tractor	71.00	100.00
Contaminated Soils will not be accepted	397.00	
Contaminated Waste will not be accepted	444.00	
Bulk Liquid Wastes will not be accepted		
Rural Transfer Stations		
<i>Charges are per refuse item: Bags/Bins/Vehicle/Trailer (each). If the amount of general refuse is over and above the standard item, additional charges will be applied.</i>		
General Refuse		
Disposal of Unofficial rubbish bags - (if the size of the unofficial bag used is similar or smaller than WDC rubbish bag)	5.30	5.50
Wheelie Bin	38.00	39.00
Car boot	41.00	42.00
Van	72.00	74.00
Ute	82.00	85.00
Trailer	82.00	85.00
Special Refuse (E.g. Whiteware)	36.00	

ASSETS		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
Televisions—each	25.00	
Computer—each	22.00	
Household kitchen appliances	9.50	
Landscape Supplies		
Riverstone (per tonne)		
Riverstone 19mm Rolys	127.00	131.00
Riverstone 25-65mm Rolys	138.00	142.00
Riverstone 65-200mm Rolys	154.50	159.00
Riverstone Builder Mix	138.00	142.00
* Waitomo District Landfill " example of weighbridge charges: 0kg to 30kg- \$14.50 40kg - \$14.60 50kg -\$18.25 60kg - \$23.03		
Te Kuiti Transfer Station example of green and timber weighbridge charges: 0kg to 40kg- \$11.50 50kg - \$12.25 75kg -\$18.40 100kg - \$24.50		
Stormwater		
Administration fee for new connections	251.00	259.00
Connection Approved Contractor to send all engineering design, supply and installation cost (plant, labour, material, as built and Traffic Management) to Council for review and approval.	Quote to be provided by Council approved Contractor	Quote to be provided by Council approved Contractor
Kerb Connection Approved Contractor to send all engineering design, supply and installation cost (plant, labour, material, as built and Traffic Management) to Council for review and approval.	Quote to be provided by Council approved Contractor	Quote to be provided by Council approved Contractor
Other Charges		
For identification of underground services or any other operation deemed to differ from the normal fees and charges line item	Cost Recovery Basis Plus 10% administrative costs	Cost Recovery Basis Plus 10% administrative costs

ASSETS		
Description	2025/26 fee or charge (\$)	2026/27 fee or charge (\$)
WATER AND WASTEWATER – Waikato Waters Limited (WWL)		
Water Services Connection Fees		
Administration fee for new connections – fee per application (includes water supply, wastewater and stormwater)	258.00	266.00
Wastewater Treatment and Disposal		
Connection (Te Kūiti, Te Waitere, Maniaiti/Benneydale - All Council supplies excluding Piopio) Approved Contractor to send all engineering design, supply and installation cost (plant, labour, material, as built and Traffic Management) to Council for review and approval.	Quote to be provided by Council approved Contractor	Quote to be provided by Council WWL approved Contractor
Disconnection	258.00	Quote to be provided by WWL approved Contractor
Piopio Wastewater		
Connection involving retrofitting of an existing approved septic tank Approved Contractor to send all engineering design, supply and installation cost (plant, labour, material, as built and Traffic Management) to Council for review and approval.	Quote to be provided by Council approved Contractor	Quote to be provided by Council WWL approved Contractor
Connection (including new septic tank as specified by Council) Approved Contractor to send all engineering design, supply and installation cost (plant, labour, material, as built and Traffic Management) to Council for review and approval.	Quote to be provided by Council approved Contractor	Quote to be provided by Council WWL approved Contractor
Water Supply (Water Services Bylaw 2015)		
Water Supply Rates		
Cost per m ³ above 292m ³ -Water rates set by RFP new rate calculated annually through rate setting process.		
Te Kuiti	4.61	4.89
Piopio	5.03	5.33
Maniaiti/Benneydale	5.55	5.87
Mokau	7.37	7.81
Connection Fee Te Kuiti, Piopio, Mokau, Maniaiti/Benneydale (All council supplies) Approved Contractor to send all engineering design, supply and installation cost (plant, labour, material, as built and Traffic Management) to Council for review and approval.	Quote to be provided by Council approved Contractor	Quote to be provided by Council WWL approved Contractor
Disconnection	585.00	Quote to be provided by WWL approved Contractor
Reconnection	585.00	Quote to be provided by WWL approved Contractor
Toby/ Valve locates		
Te Kūiti	164.00	169.00
Mōkau		415.00
Maniaiti/Benneydale		275.00
Piopio		245.00
Testing Meters Fee		
Domestic 15 mm and 20 mm	503.00	518.00
40 mm large connection	597.00	615.00
50 mm and 100 mm bulk	918.00	945.00
Water Meter Reading Fee* <ul style="list-style-type: none"> Te Kuiti 	129.00	133.00

WATER AND WASTEWATER – Waikato Waters Limited (WWL)

<ul style="list-style-type: none"> Mokau Maniaiti/Benneydale Piopio 	221.00	228.00
	150.00	155.00
	132.00	136.00
*For final meter reads on extraordinary water use accounts		
Other Charges		
For identification of underground services or any other operation deemed to differ from the normal fees and charges line item.	Cost Recovery Basis Plus 10% administrative costs	Cost Recovery Basis Plus 10% administrative costs
Bulk Water (tankers/hydrant etc.)		
Bulk Water take (tankers/hydrant etc.) Cost per m ³	13.00	13.50
General Administration fee cover cost per invoice received	36.00	37.00
Water Permit (standpipe) Hire	245.00	252.00
Water Take Application Fee	182.00	187.00
Annual Fee – this covers the cost associated with management of hydrant standpipe, contractors, volume of water take calculation and annual calibration of water meter and testing of non-return valve.	175.00	
Trade Waste		
Administrative Charges		
Required Trade Waste Application Fee (Must reapply after 5 years)	182.00	187.00
Non-compliance Re-inspection Fee	140.00	144.00
Annual Trade Waste Consent Charges		
Exempt Trade Waste Licence	138.00	142.00
Permitted Trade Waste Licence	274.00	282.00
Conditional Trade Waste licence (includes disposal from cleaning of separator unit x2 per annum)	770.00	793.00
Conditional Trade Waste licence (non-food)	270.00	278.00
Tankered Trade Waste Charges		
Receipt treatment and disposal of liquid trade wastes per m ³ (1,000 litres) at Te Kuiti Wastewater Treatment Plant:		
Septage disposal from within Waitomo District per m ³ (1,000 litres) <i>Septage is septic tank waste including partially treated sludge that accumulates in a septic tank</i>	275.00	283.00
Greywater per m ³ (1,000 litres)	43.00	44.00
Grease Trap waste per m ³ (1,000 litres)	303.00	312.00
All out of Waitomo District tankered waste per m ³ (1,000 litres) casual users	355.00	366.00
<i>Note: Tankered trade waste compromising a mixed waste load will be charged at the higher rate</i>		

Document No: 975689

Report To: Council



Meeting Date: 26 May 2026

Subject: **Adoption of the Strategic Direction for the 2027-2037 Long Term Plan**

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

Ben Smit
Chief Executive

1 Purpose of Report

- 1.1 The purpose of this business paper is to present to Council updated strategic direction for adoption which will underpin the development of Council's 2027-2037 Long Term Plan (LTP).

2 Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Adoption of the Strategic Direction for the 2027-2037 Long Term Plan be received.
 - 2 The suggested Vision Statement, Community Outcomes, and Priority Areas be adopted for the 2027-2037 Long Term Plan.

3 Background

3.1 Purpose and principles of local government

- 3.2 The purpose of local government is outlined in the Local Government Act 2002 (LGA):

- (a) *to enable democratic local decision-making and action by, and on behalf of, communities; and*
- (b) *to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.*

- 3.3 Currently local government is facing a number of reforms and legislative changes, some such as the Resource Management Act 1991 reforms are about to become law others are progressing through Parliament at various stages or are indicated by central government proposals.

- 3.4 The Local Government (System Improvements) Amendment Bill (the Bill) has progressed through the Select Committee process and is awaiting second reading. The Bill suggests the following for the purpose of local government:

- (a) *to enable democratic local decision-making and action by, and on behalf of, communities; and*
- (b) *to meet the current and future needs of communities for good-quality, cost-effective, and local-*
 - (i) *infrastructure; and*
 - (ii) *public services; and*
 - (iii) *performance of regulatory functions; and*
- (c) *to support local economic growth and development by fulfilling the purpose set out in paragraph (b).*

3.5 The Bill also adds to section 11 the consideration of core services:

In performing its role, a local authority must have particular regard to the contribution that the following core services.

- 3.6 Core services set out in the Bill are network infrastructure, public transport services, waste management and minimisation, civil defence emergency management, libraries, museums, reserves and other community and recreational facilities.
- 3.7 Council is required under the principles of local government, section 14 of the LGA, to identify its priorities and desired outcomes while taking into account social, economic, and cultural interests of people and communities, the quality of the environment and the needs of future generations.
- 3.8 The adoption of a strategic direction meets this requirement and allows our communities and residents to understand the direction we are working towards for our district.

3.9 A strategic framework to deliver on the purpose of the LTP

3.10 The LGA section 93(6) states that the purpose of a LTP is to:

- *describe the activities of the local authority.*
- *describe the community outcomes of the local authority's district or region.*
- *provide integrated decision-making and co-ordination of the resources of the local authority.*
- *provide a long-term focus for the decisions and activities of the local authority.*
- *provide a basis for accountability of the local authority to the community.*

- 3.11 In delivering on these requirements, it is important to have a strategic framework underpinning and linking the long term focus through to the community outcomes so any strategy can directly inform and influence Council's activities.
- 3.12 Council's strategic framework should provide a line-of-sight for the community, other stakeholders, elected members and staff to where the Council plans to lead the community and how it will get there.
- 3.13 A clearly articulated long term focus will affirm and underpin proposals in the LTP. For example, if opportunities or challenges arise in Council's business environment (i.e. a new funding source, or a new need is identified) and good alignment with the strategic framework can be demonstrated, it makes it easier for the community, staff and elected members to take advantage of this opportunity, or resolve the challenge, and link it in to existing work.
- 3.14 It is good practice to review this strategic framework at the outset of developing a LTP the new strategic direction will inform the development and prioritisation of proposals within the 2027-2037 LTP.

4 Commentary

4.1 Elements of a Strategic Framework

Vision

4.3 Stating the vision of Council is a critical element of strategic thinking.

4.4 The vision can provide a clear image of what the future should look like or provide clarity of purpose. The vision should encapsulate a realistic future desired state or a clear purpose in a succinct declaration.

Community outcomes

4.6 Section 93(6) (b) and Schedule 10 of the LGA require Council's LTPs to describe the community outcomes for the district (or region) of the local authority.

4.7 Community outcomes are defined in the Bill as

the outcomes that a local authority aims to achieve in meeting the current and future needs of communities for good-quality, cost-effective, and local—

- (a) *infrastructure; and*
- (b) *public services; and*
- (c) *performance of regulatory functions.*

4.8 Cost-effective is defined as

in relation to the delivery of infrastructure and public services, and the performance of regulatory functions, means ensuring that the public receives value for money by—

- (a) *using resources effectively, economically, and without waste; and*
- (b) *taking into account the total costs and benefits of any decision or action*

4.9 Priority areas

4.10 Council's priorities will guide and elected members and WDC staff when making decisions and help determine where to focus resources. The priorities should be aligned to the outcomes and vision as they underpin the focus of the organisation and guides other plans and strategies.

4.11 Strategies

4.12 All Councils have other strategic documents that contain high level objectives. These strategic documents could be at different levels – including those that are statutory requirements (such as the Operative District Plan). Strategic documents should link to implementation plans – actions with timeframes, responsibilities and cost impacts. These signal Council's intention, but are not actually translated into its work programmes until they are included in an LTP.

4.13 Groups of activities (GOAs)

4.14 Council's GOAs describe the how in the strategic framework and are the vehicles by which the **community outcomes are delivered.**

4.15 Service Levels

4.16 Service levels are Council's mechanism for matching the needs of communities to affordability and other constraints across the GOAs and in each individual activity. Service levels sit within each activity and ensure the activities deliver both on identified needs and affordability.

4.17 Monitoring and Measurement

4.18 The success of Council's strategic framework is demonstrated through monitoring and measuring the achievement of service levels, and this is done through KPIs (a measure of non-financial performance) and financial reporting. This is achieved predominately through Council's Annual Reporting.

4.19 It is key that these service levels within activities have a close link to the wider elements of the strategic direction, as this monitoring and measurement element ensures Council can robustly evaluate and also demonstrate to the community that it is delivering and achieving what it set out to do in its vision and community outcomes.

4.20 Community outcomes monitoring

4.21 The results of any monitoring of community outcomes undertaken during the year must be disclosed in that year's annual report (Schedule 10, part 3, 23 I of the LGA).

4.22 WDC's Strategic Framework

4.23 The figure below outlines to the current strategic framework structure, it shows visually how the framework links together and draws the line of sight from the 'aspirational' to the 'specific'.



4.24 Reviewing the strategic direction

- 4.25 Council reviewed the strategic direction in the 14 April 2026 workshop, discussion did not suggest the need to significantly alter the current vision, community outcomes, or priorities.
- 4.26 Discussion on the direction and aspirations for the district and council led to agreement that the vision and community outcomes could have minor alterations to better reflect the changes that are impacting local government and communities.
- 4.27 There was also a desire to reflect the linkage to core services, cost-effectiveness and areas of influence under Waitomo District Council.
- 4.28 The suggested vision statements and community outcomes were discussed in May workshop where further refinements were made.
- 4.29 The suggested Vision and Community Outcomes for the 2027-2037 LTP are:

4.30 Council's Vision



**Te hanga tahi tō tatou Takiwa
Shaping our district together**

4.31 Community Outcomes



A prosperous district.

We support a thriving and sustainable economy through delivering our core services to create greater benefits for everyone.



A district for all people.

Our district is a great place to live because it is accessible, safe, affordable, and inclusive. We promote health, wellbeing, and participation.



A district that cares for its environment.

We ensure the wise use and management of land and natural resources we oversee, now and for future generations.



A district that values culture

We value the whakapapa of our district, and we promote cultural, creative, and recreational activities where traditions, heritage, and arts are celebrated.

4.32 Council's priorities

- 4.33 There are a range of challenges and constraints that Council faces in achieving its outcomes, for example proposed rate capping, affordability considerations, and increasing legislative requirements to comply with and reform considerations. In general, we are working in a dynamic and constantly changing operating environment.
- 4.34 Given these challenges, Council needs to agree on key focus areas and the prioritisation of these to inform the development of the 2027-2037 LTP. Organisational resources and effort will be spread across all priority areas, however, having a clear picture of Council's priorities will help to focus actions, projects and proposals appropriately when faced with challenges and constraints.

4.35 Community Relationships

- 4.36 With the changes facing local government the further development of relationships with our community, iwi and mana whenua are key to ensure we deliver in the areas that are a priority for everybody in our community.

4.37 Change in local government

- 4.38 While it is unclear exactly how local government will be reformed in the coming years it is clear that changes to the structure and roles of local government will occur. With water and wastewater services being delivered by a multi-council CCO from 1 July 2026 we need to demonstrate how local government functions can be bought together and delivered more efficiently at a more regional level. Recognition of this changing space in local government is reflected in the suggested priority areas for the 2027-2037 LTP.
- 4.39 Council needs to ensure it can adapt to the changes that will occur over the course of the 2027-2037 LTP and that there is clear leadership provided to navigate the changes with minimise the impact on our ratepayers while ensuring our ratepayers have fair representation at the decision-making table.

4.40 Core services

- 4.41 Council will continue to focus on the delivery of key services while ensuring that they are sustainability and affordability are the key drivers to decision and resourcing of these activities. Although the landscape may change through the course of this LTP maintaining levels of service will continue to be a focus area for council.

4.42 Key Priorities for the next three years:

Strengthening Relationships

We will grow our local and regional relationships with all our community, iwi, and mana whenua groups to build partnerships that will benefit the district.

Preparing for the future

We will ensure we are prepared for the future and continue to deliver our services at a local level. We demonstrate great leadership and adaptability to support our communities through global and national change.

Effective management of resources

We manage all of our resources effectively and efficiently to deliver value to our community. We keep sustainability and affordability at the forefront of what we do.

5 Analysis of Options

5.1 The following options are available to the Council with regard to the adoption of the Strategic Direction for the 2027-2037 LTP

5.2 OPTION 1

5.3 Council adopt the Strategic Direction as presented with or without amendment.

5.4 OPTION 2

5.5 Council defers the adoption of the Strategic Direction to a later date.

5.6 Option 2 may allow for more to be known of local government reform however work will need to continue on the development of the 2027-2037 LTP to meet current legislative timelines, which is why Option 1 is the preferred option.

6 Considerations

6.1 RISK

6.2 There is a risk the purpose of local government may be altered through the reform process, however the current advice is to proceed with on the assumption that WDC will be required to adopt the 2027-2037 LTP by 30 June 2027.

6.3 There is a risk that local government structural reform will mean that the LTP is not relevant for some or all of the next 10 years but current assumptions are that there is no structure change.

6.4 CONSISTENCY WITH EXISTING PLANS AND POLICIES

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

6.6 SIGNIFICANCE AND COMMUNITY VIEWS

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

6.8 The degree of significance was assessed to be of low significance for the people of the district, which corresponds to the 'inform' level of engagement.

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Report To: Council

Meeting Date: 26 May 2026
Subject: **Motion to Exclude the Public**
Type: Decision Required
Author(s): Michelle Higgle
 Manager – Governance Support

1. Purpose of Report

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

Note: It is Council's choice whether to consider any of the business listed below in the public or public excluded portion of the meeting.

2. Suggested Resolutions

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

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

General Subject	Reason for passing this resolution	Section 48(1) grounds for the passing of this resolution
1. Chief Executive Fixed Term Agreement – Section 35 Review	Section 7(2) (a) To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

- 3 Council agree that no staff will be present for this item of business.
- 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.