

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 25 MARCH 2025 AT 9.00AM

PRESENT:	Mayor John Robertson Deputy Mayor Allan Goddard Dan Tasker Eady Manawaiti Gavin Todd Janene New Janette Osborne
IN ATTENDANCE:	Chris Gardner, Reporter (Good Local Media) 3 Members of the Public
STAFF:	Chief Executive, Ben Smit Manager – Governance Support, Michelle Higgie General Manager – Community Services, Helen Beever General Manager – Strategy and Environment, Alex Bell General Manager – Infrastructure Services, Shyamal Ram Manager – Strategy and Policy, Charmaine Ellery Graduate Policy Advisor, Rajeshwari Mahadevappa Chief Financial Officer, Tina Hitchen Asset Accountant, Wayne La Roche Property and Facilities Manager, Liz Riley Three Waters Manager, David Karrol Roading Manager, Darren Laycock

1. Karakia Tuwhera

2. Apologies / Request for Leave of Absence
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No apologies were received.

Councillor New requested a leave of absence from Tuesday 15 April to Friday 30 May 2025.

Resolution

The request for leave of absence from Councillor Janene New for the period Tuesday 15 April to Friday 30 May 2025 be granted.

Robertson/Manawaiti Carried

3. Amendments to the Order Paper

Mayor Robertson advised that he was moving the following two items from the public excluded part of the meeting into the public meeting:

- 1 Adoption of the Consultation Document and the Supporting Information for the 2025/26 Draft Annual Plan for Public Consultation
- 2 Adoption of the Consultation Document and the Supporting Information for the Water Services Consultation for Public Consultation

The Chief Executive advised that the draft consultation documents will be released for public consultation on Friday 28th so by releasing the preliminary draft versions today it will cause confusion, and his preference is to wait until Friday to release the finalised draft documents.

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

5. Confirmation of Minutes: 25 February 2025

Resolution

The Minutes of the Waitomo District Council meeting of 25 February 2025, including the public excluded minutes, be confirmed as a true and correct record.

Robertson/Tasker Carried

6. Mayor's Report – March 2025

Council considered the Mayor's Report for March 2025.

Resolution

The Mayor's Report – March 2025 be received.

Robertson/Goddard Carried

7. Documents Signed under Council's Common Seal
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Council considered a business paper informing of documents signed under the Common Seal of the Council.

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

Resolution

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

New/Osborne Carried

8. Fraud and Corruption Policy Review
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Council considered a business paper presenting a draft copy of the Fraud and Corruption Policy with recommended amendments highlighted for Council's review and feedback.

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

Resolution

1 The business paper on Fraud and Corruption Policy Review be received.

2 The revised Fraud and Corruption Policy be adopted.

New/Tasker Carried

9. Triennial Elections 2025 – Voting Document Arrangements

Council considered a business paper providing information in relation to arrangements for the 2025 Triennial Elections, to be held on Saturday 11 October 2025, and for Council to make a decision on the order of the surnames of candidates in the voting documents for the 2025 Triennial Election and any subsequent by-elections.

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

Resolution

- 1 The business paper on Triennial Elections 2025 – Voting Document Arrangements be received.
- 2 Pursuant to Section 31 of the Local Electoral Regulations 2001, Council resolve that the names of the candidates on the voting document for the 2025 Waitomo District Council triennial elections and any subsequent by-election shall be in Fully Random Order.

New/Tasker Carried

The General Manager – Community Services entered the meeting at 9.18am.

3 Members of the public entered 9.20am

The Chief Financial Officer entered the meeting at 9.19am.

10. Community and Partnerships Bi-Monthly Activity Update Report

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

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

Resolution

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

Robertson/New Carried

The General Manager – Community Services left the meeting at 9.23am.

The Asset Accountant entered the meeting at 9.23am.

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

11. Co-Lab – Half-yearly Report to 31 December 2024 and Draft 2025/26 Statement of Intent

Council considered a business paper presenting the Co-Lab Half-yearly Report to 31 December 2024 and Draft 2025/26 Statement of Intent

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

Resolution

- 1 The business paper on Co-Lab Half-yearly Report to the 31 December 2024 and the Draft 2025/26 Statement of Intent be received.
- 2 The Co-Lab Half-yearly Report to 31 December 2024 be received and be published on Council's website.
- 3 The Co-Lab Draft 2025-26 Statement of Intent for the year ending 30 June 2026 be received.
- 4 No changes are suggested to the Draft 2025-26 Statement of Intent for Co-Lab.

Goddard/Osborne Carried

12.	Inframax Construction Ltd – Half Annual Report to 31 December 2024 and Draft Statement of Intent for Year Ending 30 June 2026
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Council considered a business paper presenting the Inframax Construction Ltd Half Annual Report to 31 December 2024 and draft Statement of Intent for the year ending 30 June 2026.

The Manager – Strategy and Policy and Graduate Policy Advisor entered the meeting at 9.30am.

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

Council discussed the proposal to discontinue reporting on the “Lost time injury frequency rate” and “Accident compensation days” measures and agreed that these should be retained.

Resolution

- 1 The business paper on Inframax Construction Ltd – Half Annual Report to 31 December 2024 and the draft Statement of Intent for year ending 30 June 2026 be received.
- 2 The Half Annual Report for Inframax Construction Ltd for the period 31 December 2024, be received.
- 3 The Inframax Construction Limited – Half Annual Report to the 31 December 2024 be published on Council’s website.
- 4 The draft Statement of Intent for Inframax Construction Ltd for year ending 30 June 2026, be received.
- 5 Council suggests the following changes to the Statement of Intent for 2026:

Retain the two performance measures which were proposed to be discontinued - Lost time injury frequency rate and Accident compensation days and to include a scale for the lost time frequency i.e. how many hours.
- 6 Council acknowledges its appreciation of the Shareholder and the payment of a dividend.

New/Manawaiti Carried

The Chief Financial Officer and Asset Accountant left the meeting at 9.39am.

13.	Determinations of Draft Waitomo District Alcohol Fees Bylaw 2025 and Adoption of Statement of Proposal for Consultation
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Council considered a business paper seeking –

- 1 Council’s direction on setting alcohol licensing fees, thereby determining if a Draft Waitomo District Alcohol Fees Bylaw is required.
- 2 Council’s approval of the Statement of Proposal for Consultation on Draft Waitomo District Alcohol Fees Bylaw 2025.

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

The General Manager – Infrastructure Services entered the meeting at 9.40am.

Resolution

- 1 The business paper on Determinations of Draft Waitomo District Alcohol Fees Bylaw 2025 and Adoption of Statement of Proposal for Consultation be received.
- 2 Council proposes to set alcohol licensing fees and determines that a Draft Waitomo District Alcohol Fees Bylaw is therefore required.
- 3 Council adopts the Statement of Proposal, which includes the Draft Waitomo District Alcohol Fees Bylaw 2025, for public consultation.
- 4 Council approves that the public consultation period begins on 28 March 2025 and concludes on 30 April 2025.
- 5 Council authorises the Chief Executive to make any editorial or layout changes to the Statement of Proposal that may be necessary before it is made publicly available.

Goddard/Todd Carried

14.	Proposed 2025-2026 Dog Registration Fees and Charges Schedule for Adoption
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Council considered a business paper presenting for consideration and adoption the proposed Dog Registration Fees and Charges Schedule 2025-2026.

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

Resolution

- 1 The business paper on Proposed 2025-2026 Dog Registration Fees and Charges schedule for adoption be received.
- 2 The Proposed Dog Registration Fees and Charges for 2025-2026 be adopted as follows:

COMPLIANCE	
Description	Updated 2025/26 fee or charge (\$)
Animal and Dog Control Fees	
All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.	
Urban (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	134.00
Spayed or Neutered Dogs in the Urban Area	101.00
Special Owner (Dog Control Policy) Dogs	79.00
Gold card holder for urban dogs	117.00
Rural Dogs	57.00
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
Late registration	50% of the fee that would have been payable if that dog had been registered on the first day of the registration
Dangerous Dogs registration	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.
Disability Assist Dog registration <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

COMPLIANCE	
Description	Updated 2025/26 fee or charge (\$)
Replacement Registration Tag	5.40
Impounding Fees The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees, veterinary costs, irrespective of the fate of the dog.	
Seizure (per dog seized)	70.00
First Impounding (registered dog)	80.00
First Impounding (unregistered dog)	115.00
Second Impounding	154.00
Third and subsequent impounding	230.00
Plus Sustenance fees - per day	20.00
Veterinary charges	Actual cost
Re-Homing Re-homing of unwanted/ unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro-chipping fee and all other reasonable associated costs.	Applicable costs
Surrender/disposal (in addition to applicable impounding charges and sustenance)	90.00
Micro-chipping	35.00
Permits	
Consent to keep more than 2 dogs in the urban area. Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection.	65.00
Special Owner property check	40.00
Dog Collars	
Barking collars	45.00
Batteries for barking collars	8.00
Small	10.00
Medium	12.00
Large	14.00
Extra large	16.00

Tasker/Todd Carried

The General Manager – Strategy and Environment, Manager – Strategy and Policy and Graduate Policy Advisor left the meeting at 9.46am.

The Roading Manager, Property and Facilities Manager and Three Waters Manager entered the meeting at 9.46am.

15. Infrastructure Services Group Bi-Monthly Activity Update Report

Council considered a business paper providing an update Council on the activities that form part of the Infrastructure Services Group.

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

Resolution

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

Robertson/Tasker Carried

The Property and Facilities Manager and Three Waters Manager left the meeting at 9.58am.

16. Dangerous Driving and Related Anti-social Behaviour Issues, Te Kuiti East
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Council considered a business paper responding to the dangerous driving and related antisocial behaviour issues raised in a Deputation by Rozel Coffin at the 25 February 2025 Council Meeting.

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

Following disruption from a member of the public in the gallery, the Mayor adjourned the meeting for morning tea at 10.15am.

The three members of the public left the meeting.

The meeting reconvened at 10.40am.

Resolution

- 1 The business paper on Dangerous Driving and Related Anti-social Behaviour Issues, Te Kuiti East be received.
- 2 Council invite members of the community who supported the Deputation made to Council on 25 February 2025 and other identified stakeholder parties to discuss options going forward.

Robertson/Goddard Carried

17. Benneydale Wastewater Treatment Plant Discharge Resource Consent Renewal – Update
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Council considered a business paper providing an update on the Benneydale Wastewater Treatment Plant Discharge Resource Consent Renewal and seeking approval for additional funding.

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

Mayor Robertson highlighted the fact this the additional funding has already been committed and therefore it is Council's retrospective approval being sought.

Resolution

- 1 The business paper on Benneydale Wastewater Treatment Plant Discharge Resource Consent Renewal Update be received
- 2 The additional funding of \$78,200 excluding GST is approved retrospectively using loan funding.

Goddard/Osborne Carried

18. No Exit Rural Roads Maintenance Options
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Council considered a business paper providing information to Council on the range of options relating to maintenance on No Exit Rural Roads.

The General Manager – Infrastructure Services and Roading Manager expanded verbally on the business paper and answered Members questions, clarifying that the reference to "properties" in the business papers refers to "dwellings" – not actual properties.

Resolution

The business paper on No Exit Rural Roads Maintenance Options be received.

Todd/New Carried

The Roading Manager left the meeting at 11.13am.

19. Update on Forestry Agreement

Council considered a business paper providing an update Elected Members on the status of the agreement with parties to the Mapara South Road Maintenance agreement.

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

Resolution

The business paper on Update on Forestry Agreement be received.

Robertson/New Carried

The General Manager – Strategy and Environment and Manager – Strategy and Policy entered the meeting at 11.15am.

The Chief Financial Officer entered the meeting at 11.16am.

20. Adoption of the Consultation Document and the Supporting Information for the 2025/26 Draft Annual Plan for Public Consultation <i>(moved from the Public Excluded portion of the Agenda)</i>
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Council considered a business paper presenting, for consideration and adoption for public consultation:

- The Supporting Information (which provides the basis for preparation of the Council's Draft Annual Plan 2025/26, and which is relied upon to shape the Draft Consultation Document).
- The Draft Revenue and Financing Policy 2025
- The Draft Rates Remission Policy 2025.
- Proposed Fees and Charges 2025/26
- The Consultation Document for the 2025/26 Draft Annual Plan (CD).

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

Resolution

- 1 The business paper on Adoption of the Consultation Document and the Supporting Information for the 2025/26 Draft Annual Plan for Public Consultation be received.
- 2 The following supporting information for the 2025/26 Draft Annual Plan be adopted for public consultation:
 - Draft Revenue and Financing Policy
 - Draft Rates Remission Policy
 - Draft Prospective Financial Statements
 - Draft Financial Reporting and Prudence Benchmarks
 - Draft Rates Examples for 2025/26
- 3 The Proposed Fees and Charges for 2025/26 be adopted for public consultation.

- 4 The Consultation Document for the 2025/26 Draft Annual Plan be adopted for public consultation.
- 5 The Chief Executive be delegated authority to make any final editorial amendments to the Consultation Document and the supporting information, if required, prior to commencement of the consultation period on 28 March 2025.

Robertson/Goddard

Carried

21. Adoption of the Consultation Document and the Supporting Information for the Water Services Consultation for Public Consultation
(moved from the Public Excluded portion of the Agenda)

Council considered a business paper presenting the draft Water Services Consultation Document for consideration and adoption for public consultation and seeking approval to use the Waikato Water Done Well website as supporting information.

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

Resolution

- 1 The business paper on 'Adoption of the Consultation Document and the Supporting Information for the Water Services Consultation for Public Consultation' be received.
- 2 The Water Services Consultation Document be adopted for public consultation.
- 3 Approve, as our preferred option for public consultation, being part of the establishment of and then joining a Waikato Council Controlled Organisation to deliver water and wastewater services and own water and wastewater assets. The transition date of 1 July 2026 is planned for Waitomo District Council.
- 4 Consultation to be run from 28 March to 30 April 2025 with a Hearing, if requested, and/or an information meeting with Council Officers or Governors.
- 5 Approval to use the Waikato Waters Done Well website as supporting information for the proposal.
- 6 The Chief Executive be delegated authority to make any final editorial amendments to the Consultation Document and the supporting information, if required, prior to commencement of the consultation period on 28 March 2025.

Robertson/Manawaiti

Carried

22. Motion to Exclude the Public

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

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Release of Council Property for Housing Development – Esplanade and Mangarino Street, Te Kuiti (Riverview Heights)	Section 7(2) - (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	Section 48(1)(a) (i) Where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i))
2. Performance of Recently Installed Three Waters Infrastructure	Section 7(2) - (i) To enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) (i) Where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i))

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Infrastructure Services	Portfolio Holder
Chief Financial Officer	Portfolio Holder
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/Manawaiti Carried

Chris Gardner, Reporter (Good Local Media) left the meeting at 11.42am.

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

Resolution

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

1 Release of Council Property for Housing Development – Esplanade and Mangarino Street, Te Kuiti (Riverview Heights)

This matter not be made public for the reasons set out in the Motion to Exclude resolution in Item 22 above.

2 Performance of Recently Installed Three Waters Infrastructure

This matter not be made public for the reasons set out in the Motion to Exclude resolution in Item 22 above.

24. Karakia Whakamutunga

There being no further business the meeting closed at 12.56pm

Dated this day of

JOHN ROBERTSON
MAYOR

Confidential

Confidential

Document ID: 834620

Report To: Council



Meeting Date: 29 April 2025

Subject: Mayor's Report – April 2025

Type: Information Only

Author(s): John Robertson
Mayor

1. Purpose of Report

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

2. Suggested Resolution

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

1 The Mayor's Report – February 2025 be received.

3. Commentary

- 3.1 I want to reflect today on the challenges and progress made under the direction of elected members at our Council over the past five years.
- 3.2 When elected as Mayor in 2019 I advised that my priorities were to improve governance, increase transparency, and deal with our Council's financial issues. All three have been addressed, despite it sometimes being a rocky road to get there.
- 3.3 Beginning in 2020 our Council faced challenges through COVID. These times were by far the most difficult that I have faced in my twelve years leading Councils. Council service levels were dictated by Central Government. Some were abruptly closed, including transfer stations. Council offices were closed to the public, and staff worked from home. Strangely, the Ministry of Health and DHB's initially refused to release information on the spread of the virus in our community. Later, they realised that being transparent and working with civic leaders was an important factor in beating the virus.
- 3.4 Soon after the virus died down, cyclone and storm events followed. We had to repair major damage to our roads and deal with two major floods in Te Kuiti, one of which caused me to declare a state of emergency.
- 3.5 We negotiated through these times and emerged out of them in good financial shape. We have secured around 93 percent of the \$18.1 million storm related road repair costs from NZTA. We used several million dollars of a grant from central government to apply to projects that improved amenities throughout our district, including sealing carparking areas in Benneydale, Mokau and Piopio, and upgrading park facilities including at Centennial Park in Te Kuiti.
- 3.6 Average rate increases over the period have been held just to the level of inflation (CPI), something that few, if any, Councils in the country have achieved. Some discretionary costs have been cut out, like grants provided to support tourism, and we have resisted the temptation to fund projects that are not the domain of Councils.

- 3.7 On the other side of the ledger, we have reviewed the way we rate. We are reducing some cross-subsidisation, preferring to adhere to the principle that costs should be borne by those who generate them. A forestry rate has been introduced. The rate helps recover some of the cost of damage to our roads caused by logging trucks.
- 3.8 Waitomo District Council's relatively high debt had been a concern for years. This and the last Council has addressed this. Council debt has dropped from just over \$40 million in 2019 to \$33 million. This has been assisted by cost control and the sale of surplus land for housing.
- 3.9 A number of sizeable community projects have been delivered, the largest being the \$9 million Gallagher Recreation Centre. Begun by a community trust which could not get it over the line, then taken over by a Council led partnership. Tight project management delivered this project on budget and on time. So too was the multi-million dollar footbridge over rail delivered by Council, assisted with funding by a subsidy from NZTA - Te Ara Tika.
- 3.10 This year we received the first dividend from Inframax in eighteen years. This wholly owned company works in a challenging marketplace. Inframax is largest single employer in the King Country.
- 3.11 Transparency has improved markedly. I recently looked at the Minutes of a Council meeting in 2012. There were many items considered in Public Excluded at that time that we would not consider as confidential today. And of course, Council meetings are recorded for public viewing today.
- 3.12 Five years seems a short time in the scheme of things. Yet in the past five years elected members have made a difference. Governance has improved, transparency increased, and our finances are in much better shape.

Document ID: 834049

Report To: Council**Meeting Date:** 29 April 2025**Subject:** Chief Executive Report – April 2025**Type:** Information Only**Author(s):** Ben Smit
Chief Executive**1. Purpose of Report**

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

2. Suggested 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 Chief Executive Report – April 2025 be received.

3. Commentary

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

FINANCIAL		SIGNATURE PROJECTS	OPERATIONS	
Net Operating Position YTD 31 December 2024	TBA	Report is a Work in Progress subject to development of the Project Management Framework	Leadership Community/ Partners	Annual Plan and Water delivery consultation
Variance to Revised Budget 31 December 2024	TBA		Recreation/ Property	Centennial Park Development
Capital Spend YTD % of Revised Budget 31 December 2024	TBA		Regulatory Resource Management	District Plan Waitomo District Landfill future
Total YTD Capital Spend to 31 December 2024	TBA		Solid Waste Stormwater	Mokau Seawall options
Loan \$M at 31 December 2024	TBA		Wastewater Water Rooding	Water future delivery planning Rooding programme peak implementation

KEY DECISIONS / DISCUSSIONS	TOP OF MIND
<p>To be made by Council for input</p> <ul style="list-style-type: none"> • WDC Holiday Parks • Dog Control Bylaw and Policy Review 	<p>Areas of focus or concern for CEO</p> <ul style="list-style-type: none"> • Development of potential Waikato Waters transition, water service delivery plan, LTP amendment and organisational change • Landfill Future Planning • Stormwater Mitigation Planning • Holiday Parks

BIG WINS / LEARNING
<ul style="list-style-type: none"> • Sign off and start of engagement on the Annual Plan budget and Water Future Delivery Consultation Documents.

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

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

Document ID: 834050

Report To: Council



Meeting Date: 29 April 2025

Subject: **Bi-Monthly Leadership/Governance, Finance and Information Technology Activity Update Report**

Type: Information Only

Author(s): Tina Hitchen
Chief Financial Officer
Dave Power
Systems Analyst
Adrian Lindsay
Legal Officer
Ben Smit
Chief Executive

1. Purpose of Report

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

2. Suggested Resolutions

- 2.1 The following is a suggested resolution only and does not represent Council policy until such time as it is adopted by formal resolution.
1. The business paper on Information Services, Finance and Leadership/Governance Activity Update Report be received.

3. Background

- 3.1 This report incorporates commentary (on an as required basis) on activities including:
1. Finance
 2. Information Services
 3. Information Technology
 4. Leadership/Governance
 5. Legal Matters (including official information requests)
 6. Inframax Construction Limited
 7. CoLab
 8. Council Owned Quarries
 9. Fleet

4. Finance

4.1 CURRENT ACTIVITY

- 4.2 A detailed Finance Report is contained elsewhere in this Agenda.

- 4.3 The focus of the Finance Team over the last two months has been on the development of the draft financial forecasts and supporting information for the Consultation Document.

4.4 LOOKING FORWARD – THE NEXT 3 MONTHS

- 4.5 The development of the 2025/26 Annual Plan will continue over the coming months, with staff incorporating any changes to financial forecasts from the deliberations and finalising the financial information and commentary for the annual plan document for adoption.

- 4.6 The accounts payable improvement project is continuing with the project expected to be largely complete by July.
- 4.7 The planning for the development of the draft annual report is underway with the interim audit scheduled for the end of June 2025.

5. Information Technology

5.1 CURRENT ACTIVITY

5.2 Cloud Migration

- 5.3 WDC's Geographic Information System (GIS) system migration is progressing. Several modules have been completed with all their functionality. Other modules require further development. The aim is to go-live with the new cloud version of GIS by mid-2025.

- 5.4 There are 72 WDC forms that are used by our customers (i.e. dog registration, rates rebate, etc.) which are going to be developed into e-forms to provide easy access from anywhere at any time as long as the user has access to the internet. This work has started, and the IT Team has converted 18 of the forms already (i.e. LIM Report, Retention & Reconsolidation form, LGOIMA, etc.)

5.5 LOOKING FORWARD – THE NEXT 3 MONTHS

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

6. Leadership/Governance

6.1 CURRENT ACTIVITY

6.2 2025 Triennial Elections

- 6.3 A contract is in place for the 2025 Triennial Elections with Electionz.com, who acts as Electoral Officer for Waitomo District Council. Electionz.com are currently contracted as Electoral Officer for 45 councils and also provide electoral services to a further three councils.
- 6.4 Training for the inhouse role of Deputy Electoral Officer will be ongoing leading up to the Elections.
- 6.5 Workloads relating to the Elections has increased significantly over the last two months and will continue to increase leading up to the Elections.
- 6.6 Additional WDC staff are currently completing the necessary declarations to act as Electoral Officers to assist the Deputy Electoral Officer leading up to the Elections. These staff will receive refresher/new training to assist with processing special votes, and other queries.
- 6.7 During the voting period the Deputy Electoral Officer will be based out of WDC's Customer and Visitor Hub on Rora Street. All electoral queries during that period, including special voting, will be carried out at the Hub.
- 6.8 Election protocols for WDC staff have been circulated and an additional session convened with all Activity Managers to reiterate the importance of all staff adhering to those protocols.

- 6.9 Additional precautions are also being undertaken inhouse to ensure neutrality is maintained due to a staff member indicating they will be standing at the Elections. It is important that WDC takes actions to ensure that all staff members have no more access to any electoral related information than other candidates have.

6.10 LGOIMA Requests

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

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025 as at 11/4/25
25	35	73	96	85	75	70	50	86	85	23

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

6.13 Looking Forward – The Next 3 Months

- 6.14 Staff will continue working with the new Audit and Risk Chair and our representative from Aon (David Dobson) to look at the current strategic risks and develop workstreams to consider the practical impact and mitigation of these risks.
- 6.15 Significant organisation-wide projects (Local Waters Done Well (transition planning, water service delivery plan, LTP amendment and planning for the organizational change), Stormwater Planning, Waitomo District Landfill, Centennial Park Concept Plan and the Annual Plan) continue to be a lot of work for the wider Senior Management Team.

Document No: 835260

Report To: Council



Meeting Date: 29 April 2025

Subject: **Financial Report for the period ended 31 March 2025**

Type: Information Only

Author(s): Tina Hitchen
Chief Financial Officer

1. Purpose of Report

- 1.1 The purpose of this business paper is to provide an overall progress report on WDC's financial activities for the period ended 31 March 2025.

2. Suggested Resolutions

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

- 1 The business paper on the Financial Report for the period ended 31 March 2025 be received.

3. Background

- 3.1 The financial report provides financial oversight and accountability of Council's financial performance in delivering core services to the Waitomo District and community. It presents an overview of Council operations for the period including significant variance commentary against year-to-date budget and updates on significant capital expenditure projects.
- 3.2 A copy of the Financial Report for the period ended 31 March 2025 is enclosed separately and forms part of this business paper.

4. Commentary

4.1 INCOME STATEMENT HIGHLIGHTS

- 4.2 The net operating surplus of \$5.09 million was less than the revised YTD budget surplus of \$5.76 million for the period ended 31 March 2025.
- 4.3 Total revenue was \$1.45 million below budget for the period. The variance against budget is due mostly to:
- Metered water revenue was less than forecast.
 - Subsidy revenue was below budget as the road maintenance expenditure was less than forecast.
 - Interest revenue was more than budget, with favourable bank rates for cash held in the operating account and contracts retentions funds account.

- Fees and Charges reflect lower charges year to date for landfill revenue due to less waste deposited at the landfill, quarry royalties, property rental revenue and building control services. This was offset in part by increased revenue for trade waste and animal control services.
- Other revenue was more than forecast mostly due to waste minimisation levy revenue which funds waste minimisation programmes. Depreciation recovered on the sale of motor vehicles and dividend received from Inframax was also recognised during the period.

4.4 Total expenditure was \$786,000 less than budget for the period. The variance against budget is due to:

- Other expenditure was below budget for sludge disposal, district promotion, asset management programme costs, building services, sealed pavement maintenance and district plan development expenditures. Partly offsetting these under expenditures were over expenditures for maintenance and operations for water supply activities and landfill operational costs.
- Depreciation is tracking less than budget for the period for depreciation on newly constructed roads, IS assets and water and property assets. It is anticipated that this favourable variance will reduce with the completion of those capital works and the capitalisation of the assets during the remainder of the year.

4.5 BALANCE SHEET HIGHLIGHTS

4.6 Total assets have increased to \$715.8 million since June 2024, this is mostly due to an increase cash and cash equivalents, \$2.22 million, non-current assets \$2.02 million.

4.7 Total borrowings were \$33.3 million at 31 March 2025.

4.8 CAPITAL EXPENDITURE

4.9 Capital expenditure was \$10.2 million (34%), against a full year revised budget of \$29.7 million.

4.10 Total roads capital expenditure to 31 March 2025 was \$7.4 million, against a full year revised budget of \$14.6 million.

4.11 Of the \$19.4 million unspent, roads capital expenditure accounts for \$7 million (36%) of the unspent capital expenditure program. Several significant projects including the landfill cell development project budget of \$2.85 million is on hold and the Te Kuiti water resilience project and Te Kuiti stormwater improvements (attenuation ponds) will not be fully spent this year.

4.12 Commentaries on the significant projects within the capital works program are included under each area in the attached Financial Report.

<h3>5. Attachments/Separate Enclosures</h3>
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Attachment:

1 Financial Report for the period ended 31 March 2025 (834213)

FINANCIAL REPORT

FOR THE PERIOD 1 JULY 2024 TO 31 MARCH 2025



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INTRODUCTION

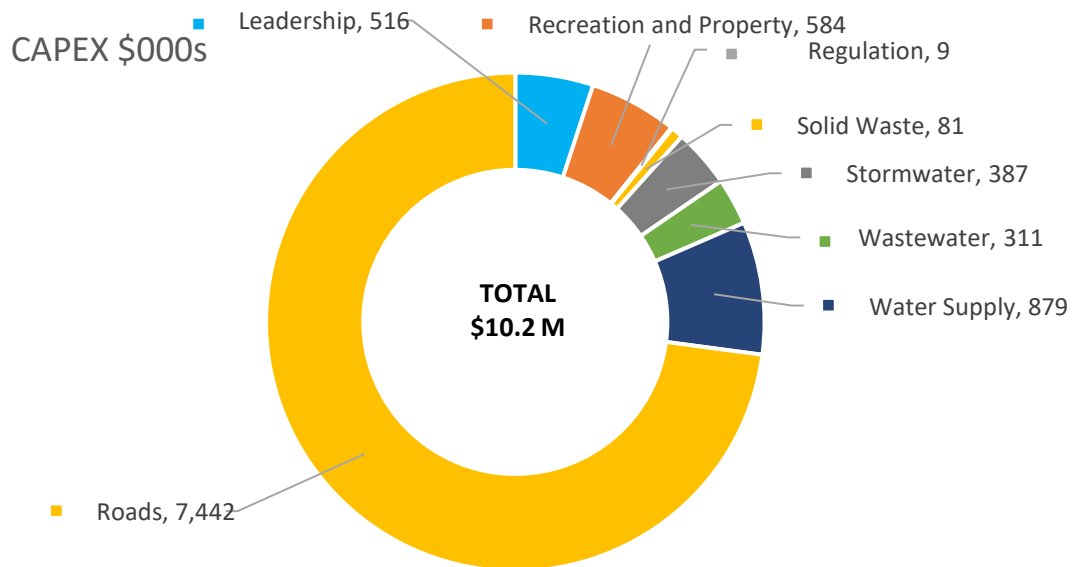
The 2024-34 Long Term Plan (LTP) was adopted in June 2024. It sets out outcomes we aim to deliver for our community, through the activities we undertake. Council also uses Activity/Asset Management Plans to outline the detailed work programme and further communicate an annual programme of work at a high level through Annual Plans.

Progress on the LTP and Annual Plans are reported back to the community at the year-end through Council's Annual Reports.

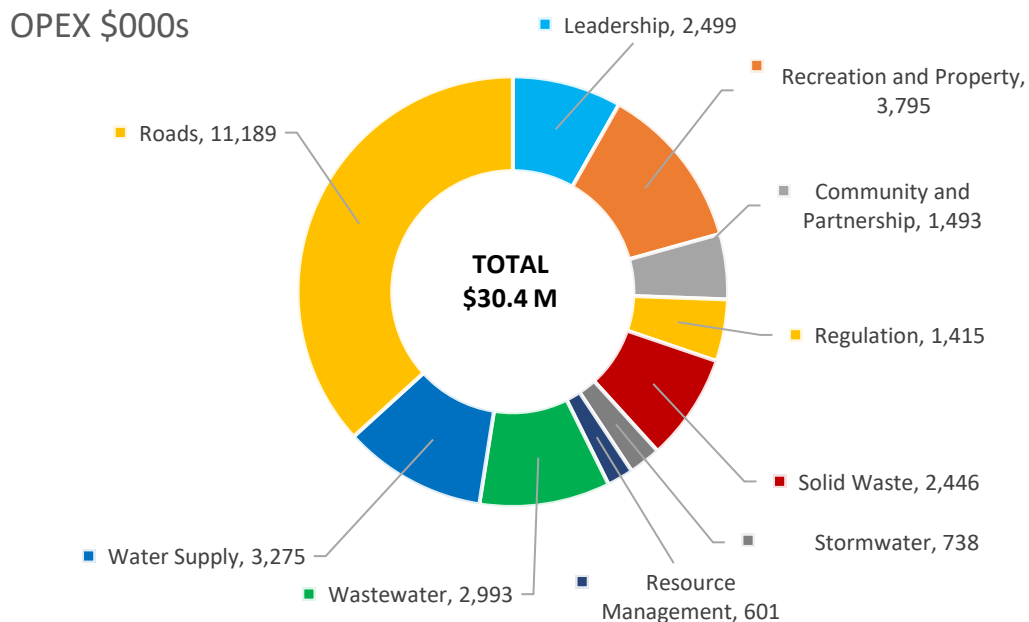
The purpose of this report is to provide high-level financial update of these Council activities for the period July 2024 to March 2025.

SUMMARY

CAPITAL EXPENDITURE SUMMARY AS AT 31 MARCH 2025 \$000'S



OPERATIONAL EXPENDITURE SUMMARY AS AT 31 MARCH 2025 \$000'S



FINANCIALS

All figures in the tables, except percentages, are expressed in thousands of dollars (\$000's). Budgets referred to as revised includes the 2024/25 budget, carryovers and any additional budgets approved.

INCOME STATEMENT HIGHLIGHTS

Set out below is the summary of financial information for the period ending 31 March 2025 (A cost of service statement and commentary on significant variances can found within each Group of Activities).

WHOLE OF COUNCIL \$000's	Actual 2023/24	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(22,502)	(25,058)	(25,058)	(18,559)	(18,753)	(193)	A
Subsidies and Grants	(20,154)	(15,700)	(22,217)	(12,493)	(14,254)	(1,761)	B
Interest Revenue	(148)	(66)	(66)	(135)	(26)	109	C
Fees and Charges	(4,386)	(4,850)	(4,850)	(3,682)	(3,691)	(9)	D
Other Revenue incl Gains/Losses	(728)	(334)	(334)	(666)	(265)	401	E
Total Revenue	(47,918)	(46,008)	(52,525)	(35,536)	(36,989)	(1,452)	4%
Operating Expenditure							
Other Expenditure	30,221	24,068	24,426	16,352	16,795	443	F
Depreciation	9,447	10,018	10,015	7,305	7,508	204	G
Finance Costs	1,633	1,622	1,622	1,216	1,216	0	
Salary Expenditure	7,248	7,788	7,614	5,571	5,710	139	
Total Operating Expenditure	48,550	43,496	43,677	30,444	31,230	786	3%
Net (Surplus)/Deficit	632	(2,512)	(8,847)	(5,093)	(5,759)	(666)	12%

Net Operating result: The net operating surplus of \$5.09 million is less than the revised YTD budgeted surplus of \$5.76 million for the period ended 31 March 2025.

Total Revenue was below revised YTD budget by \$1.45 million due to:

- A Rates revenue is less for metered water.
- B Subsidy revenue was below budget as road maintenance expenditure was less than forecast so the related subsidy revenue was also less.
- C Interest revenue was more than forecast, with favourable bank rates for cash held in the operating account and contract retention funds account.
- D Fees and Charges reflect lower charges year to date for landfill revenue due to less waste deposited at the landfill, quarry royalties, property rental revenue and building control services. This was offset in part by increased revenue for trade waste and animal control services.
- E Other revenue was more than forecast mostly due to waste minimisation levy revenue which funds waste minimisation programmes. Depreciation recovered on the sale of motor vehicles, and a dividend from Inframax Construction Ltd, were also recognised during the period.

Total Operating Expenditure was less than revised YTD budget by \$786,000:

- F Other expenditure was below budget for sludge disposal, district promotion and housing strategy implementation costs, asset management programme costs, building services, sealed pavement maintenance, wastewater operations and district plan development expenditures. Partly offsetting these under expenditures were over expenditures for maintenance and operations for water supply and landfill operational costs.

- G Depreciation is tracking less than budget for the period for depreciation on newly constructed roads, IS assets and water supply and property assets. It is anticipated that this favourable variance will decrease with the completion of those capital works and the capitalisation of the assets during the remainder of the year.

BALANCE SHEET HIGHLIGHTS

Balance Sheet highlights presented below shows the movement in Council's financial position from 1 July 2024 to 31 March 2025.

BALANCE SHEET HIGHLIGHTS (Amounts in \$'000's)	Actual Position 30 Jun 2024	Actual Position 31 March 2025	Movement from 30 Jun 2024
Assets			
- Cash and cash equivalents	3,093	5,320	2,226
- Receivables	6,998	7,177	179
- Other current assets	120	120	0
- Other financial assets	13,624	13,749	125
- Derivative Financial Instruments	381	381	0
- Non-current assets	687,057	689,077	2,020
TOTAL ASSETS	711,273	715,822	4,549
Liabilities			
- Other Liabilities	8,389	7,922	(468)
- Total Borrowings	33,333	33,257	(76)
- Derivative financial instruments	45	45	0
Total Liabilities	41,767	41,223	(544)
Equity			
- Equity	669,506	674,599	5,093
TOTAL LIABILITIES AND EQUITY	711,273	715,822	4,549

Total Assets have increased from \$711.3 million to \$715.8 million.

- Cash and cash equivalents have increased by \$2.2 million to \$5.32 million.
- Non-Current Assets increased by \$2.0 million (Total additions of \$10.2 million less depreciation of \$7.3 million and asset disposals were \$0.9 million).
- Total Liabilities have decreased from \$41.8 million to \$41.2 million; represented by a decrease in retention monies owing and general payables.

Total equity increased from \$669.5 million to \$674.6 million, which equals the net surplus of \$5.09 million.

CAPITAL EXPENDITURE

Set out below is the Capital Expenditure summary for the period ended 31 March 2025.

(Amounts in \$000's)	Annual Plan 2025	Plus Carryover from prior year	Less \$ moved to Opex	Approvals by Council Resolution	Rephased BoF Projects	External funded projects	Other movements	Revised Budget	YTD Actual	Var - Actuals vs Revised Budget
Leadership	707	278	0	0	0	0	0	985	516	469
Recreation and Property	1,094	438	0	38	(333)	293	0	1,530	584	902
Community and Partnerships	3	0	0	0	0	0	0	3	0	3
Regulation	10	0	0	0	0	0	0	10	9	1
Solid Waste	3,141	112	0	0	0	0	0	3,253	81	3,172
Stormwater	1,788	0	0	0	0	0	0	1,788	387	1,401
Wastewater	493	966	0	78	0	0	(27)	1,510	311	1,199
Water Supply	5,399	100	(92)	188	0	377	27	5,999	879	5,120
Roads	8,906	4,170	0	0	0	1,543	0	14,619	7,442	7,177
Total	21,541	6,064	(92)	304	(333)	2,213	0	29,697	10,210	19,443

Total revised budget

The total revised capital expenditure budget 2024/25 is \$29.7 million including carryovers from the 2023/24 year of \$6.06 million and re-phasing of the Better Off projects of \$333,000, additional external funded projects (Dovi and wet weather repairs, Carroll St reticulation renewals, Centennial Park funding) totalling \$2.2 million have also been added.

The significant project budgets carried over from the prior year includes emergency reinstatement and Cyclone Dovi renewals of \$4.17 million, Te Kuiti wastewater reticulation renewals \$351,000 and sludge improvements of \$506,000 and \$438,000 of Recreation and Property projects.

Of the revised budget of \$29.7 million, it is noted that the following significant projects are on hold or will not be fully spent this financial year

- Te Kuiti attenuation ponds improvements will spend only \$270K of the planned Stormwater Improvements of \$1.24M. The remaining budget has been re-forecast in the following year as part of the draft financial forecasts for the 2025/26 annual plan.
- The major solid waste project for the Cell Development of \$2.85 million is on hold pending consultation on the landfill options.
- Te Kuiti water resilience project will not be fully spent by June 2025.

Total spend to 31 March 2025

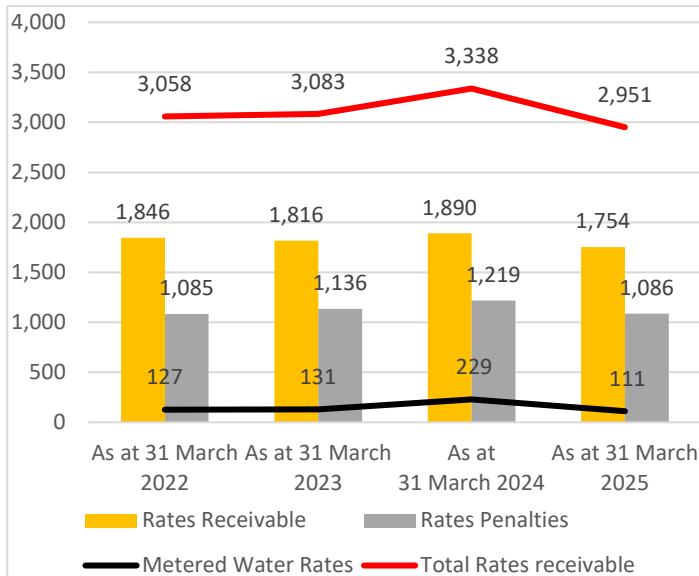
Overall, the capital spend year to date is \$10.2 million, this represents 34% of the revised budget. Staff will identify potential carryovers for those projects that have been delayed or will not be fully complete by June 2025.

Further detail on the significant capital expenditure projects is included within each Group of Activities.

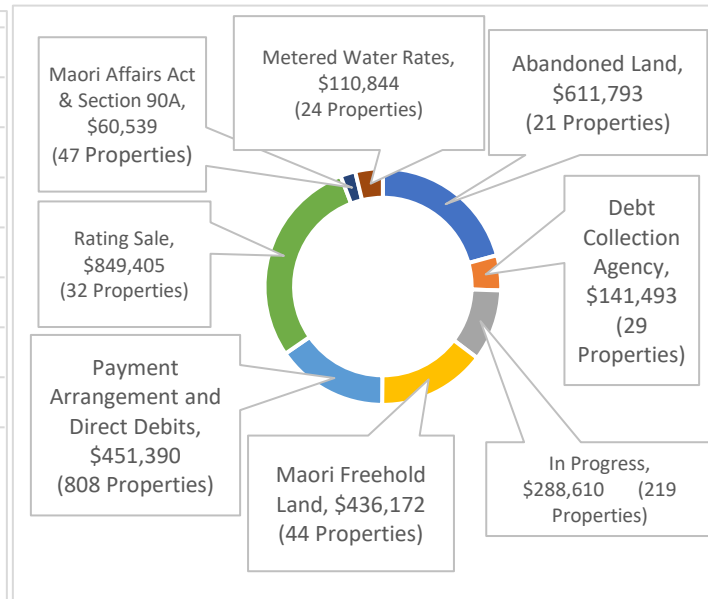
RATES RECEIVABLES

TOTAL RATES RECEIVABLES \$000's

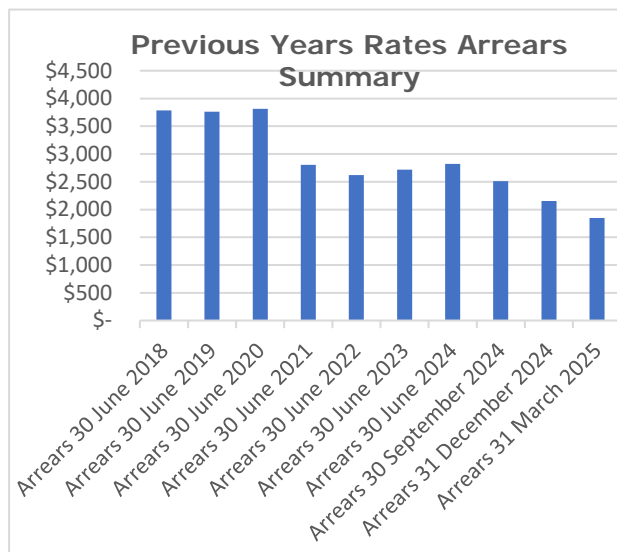
Set out below is the summary of Rates Receivables as at 31 March 2025.



RATES OUTSTANDING AT 31 MARCH 2025



PREVIOUS YEARS RATES ARREARS \$000's*



*Excludes metered water rates

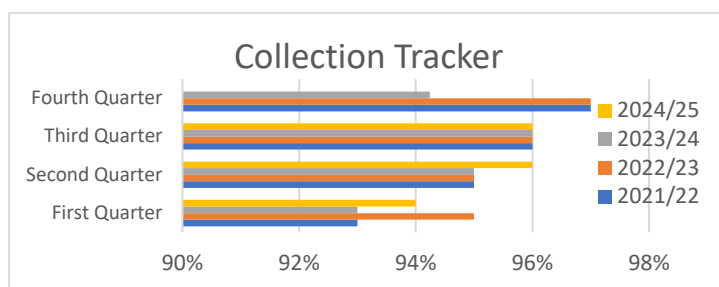
Progress

The third quarter has been a productive one for the rates and collections team.

Of the five properties advertised for sale as abandoned in January 2025, four properties were sold with one further property to be listed with a real estate agent for sale. Two properties were also sold via the rating sale process. Five further properties were advertised in early April as potentially abandoned.

A large number of the mortgage demands from January have also settled their arrears, with a further 10 still to be received.

RATES INSTALMENT COLLECTION



Rates Rebates 31/03/25	Rates Rebates 31/03/24
274	254

LEADERSHIP

FINANCIAL UPDATE

LEADERSHIP \$000's	Actual 2023/24	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(3,814)	(3,341)	(3,341)	(2,552)	(2,563)	(10)	
Subsidies and Grants	(262)	(270)	(270)	(1)	0	1	
Interest Revenue	(148)	(66)	(66)	(135)	(26)	109	A
Fees and Charges	(27)	(105)	(105)	(20)	(80)	(61)	B
Other Revenue incl Gains/Losses	(76)	0	0	(338)	0	338	C
Total Revenue	(4,327)	(3,781)	(3,781)	(3,047)	(2,669)	377	-14%
Operating Expenditure							
Other Expenditure	3,429	2,746	2,777	1,733	1,696	(37)	D
Depreciation	679	777	777	537	582	45	E
Finance Costs	351	365	365	229	273	44	F
Total Operating Expenditure	4,459	3,889	3,920	2,499	2,551	52	2%
Net (Surplus)/Deficit	133	108	139	(547)	(118)	430	-364%

Variance Comments:

- A Interest revenue was more than budget due to favourable bank interest rates for cash held in the main operating account and the contract retention funds account.
- B Fees and charges were below budget for royalties for council owned quarries due to less use of WDC owned quarries by lessee.
- C Other revenue was recognised for depreciation recovered on the sale of ten motor vehicles. The gain on sale will be added to the asset replacement reserve to fund future vehicle replacements and a review of motor vehicle useful lives is underway. Dividend revenue was also received from Inframax Construction Ltd.
- D Other expenditure was above budget mostly for costs incurred for the Local Waters Done Well reforms.
- E Depreciation is tracking less than budget as information services capital expenditure was less than forecast last year.
- F Finance costs are less than budget for Leadership as the Treasury Management activity also includes the recovery of internal interest from other groups. Overall interest cost for all council activities is within budget the period.

CAPITAL EXPENDITURE

LEADERSHIP \$000's	AP 2025	Revised Budget 2025	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Quarry Safety Improvements	40	81	0	81	A
Information Systems Improvements	11	29	5	23	B
Information Systems Renewals	147	180	7	173	C
Aerial Photography	50	100	0	100	D
Fleet Replacements	419	470	482	(12)	E
Administration Building Renovations	0	85	0	85	F
Other Minor Renewals	41	41	22	19	
Total Capital Expenditures	707	985	516	469	

Variance Comments:

The revised budget includes carryover budgets of \$278,000.

- A Includes a carryover of \$41,000 for quarry safety improvements. The quarry safety improvements project is not expected to commence this financial year and will be carried over.
- B Includes a carryover of \$18,000 for system improvements.
- C Includes a carryover of \$33,000 for hardware replacement. There is a purchase of replacement laptops expected in April however the full budget may not be required.
- D Includes a carryover of \$50,000. The aerial photography project has been delayed but is expected to commence before the end of the financial year. We are waiting on finalisation from the Waikato Regional Council.
- E Includes a carryover of \$51,000. Fleet replacements for vehicles are complete as is the mower and other equipment replacement. Gains on the sale of old fleet partly fund the replacements vehicles.
- F A project plan is in progress for the administration building facility upgrades with an expected start date of 5th May 2025. The total approved budget for this project is \$85,000.

COMMUNITY AND PARTNERSHIPS

FINANCIAL UPDATE

COMMUNITY AND PARTNERSHIP \$000's	Actual 2023/24	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(1,694)	(1,583)	(1,583)	(1,180)	(1,187)	(7)	
Subsidies and Grants	(599)	(735)	(785)	(502)	(405)	96	A
Fees and Charges	(16)	(4)	(4)	(11)	(3)	8	B
Total Revenue	(2,308)	(2,323)	(2,373)	(1,693)	(1,595)	98	-6%
Operating Expenditure							
Other Expenditure	2,144	2,463	2,506	1,484	1,706	222	C
Depreciation	9	10	10	9	7	(2)	
Total Operating Expenditure	2,152	2,473	2,517	1,493	1,713	220	13%
Net (Surplus)/Deficit	(155)	150	144	(200)	118	318	270%

Variance Comments:

- A Subsidies and grants revenue recognised during the period includes the Mayor's Taskforce for Jobs and BoF funding for the Rangatahi Pathways programme.
- B Fees and charges were recognised for the Te Kuiti Muster and Te Kuiti Tech Step event.
- C Other expenditure was below budget for the safe communities, district promotion costs, district and regional promotion and the housing strategy implementation.

CAPITAL EXPENDITURE

COMMUNITY PARTNERSHIPS \$000's	AP 2025	Revised Budget 2025	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Minor Improvements	3	3	0	3	
Total Capital Expenditures	3	3	0	3	

RECREATION AND PROPERTY

FINANCIAL UPDATE

RECREATION AND PROPERTY \$000's	Actual 2023/24	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(3,866)	(4,486)	(4,486)	(3,344)	(3,365)	(21)	
Subsidies and Grants	(851)	(547)	(465)	(441)	(423)	19	A
Fees and Charges	(530)	(614)	(614)	(471)	(469)	1	
Other Revenue incl Gains/Losses	(320)	(53)	(53)	(71)	(53)	19	B
Total Revenue	(5,567)	(5,700)	(5,618)	(4,327)	(4,310)	18	0%
Operating Expenditure							
Other Expenditure	3,879	4,000	3,964	2,963	2,915	(47)	C
Depreciation	1,524	1,584	1,584	1,130	1,187	57	D
Finance Costs	149	132	132	114	99	(15)	E
Total Operating Expenditure	5,551	5,716	5,680	4,207	4,201	(5)	0%
Net (Surplus)/Deficit	(16)	16	62	(120)	(108)	12	-11%

Variance Comments:

- A Subsidies and grants revenue includes Better Off Funding for demolition of the old schoolhouse at Marokopa, the Walkways project and Grass Roots funding for the Centennial Park upgrade project for the grandstand ablutions and cricket facilities.
- B Other revenue includes the gain on the sale of properties at 4 and 8 Jennings Street and 59 Esplanade.
- D Consultants fees were more than forecast for the aerodrome (Council approved additional funding in the previous year for the development of the sustainability report) and cleaning costs across the recreation and property activity were also more than budget. Offsetting these expenditures were asset management, contractor costs and repairs and maintenance costs that are tracking below forecast.
- E Due to the delay in the capital spend for last year and this year, depreciation on assets is less than budgeted.
- F Finance costs are attributed to activities based on the opening internal loan balances. As loans were not raised last year for some of the larger projects such as cell development and the water resilience project, the Recreation and Property activity attracted a greater proportion of interest than forecast.

CAPITAL EXPENDITURE

RECREATION AND PROPERTY \$000's	AP 2025	Revised Budget 2025	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Aquatic Centre Renewals	22	44	7	37	A
BoF Town Gateways	446	0	0	0	
BoF and TIF funded Walkways	0	113	74	39	B
Centennial Park Grandstand Ablutions and Changing Rooms Upgrade	0	269	283	(14)	C
Les Munro Centre Air Conditioning Renewal	12	202	21	181	D
Library Building and Book Renewals	68	68	50	17	
Mokau Seawall Renewal	32	106	27	79	E
Housing and Other Property Renewals	57	57	56	1	F
Parks and Reserves Improvements and Renewals	134	230	18	212	G
Public Facilities Renewals	72	148	24	124	H
Te Kuiti Cemetery Improvements	50	50	1	49	I
Centennial Park Improvements	200	244	23	220	
Total Capital Expenditures	1,093	1,530	584	946	

Variance Comments:

The revised budget includes carryover budgets, \$250,000 for Centennial Park ablutions and changing rooms updated (funded by Grassroots), \$43,000 additional budget for cricket equipment (funded by Grassroots and Northern Districts Cricket Association) and additional budget approved for LMC air conditioning.

- A Includes a carryover of \$22,000 for repairing the sand filter to be done in April 2025.
- B Includes a re-sequenced budget of \$113,000. The major work to date has been along the Mangaokewa walkway with approximately \$30,000 still to spend on storyboards.
- C The Centennial Park Upgrade was completed at the end of February.
- D Includes a carryover of \$151,000 for the replacement of air conditioning system installation and ducting and additional budget funding of \$38,000 approved by Council. The upgrade of the air conditioning is underway at the Les Munro Centre.
- E Includes a carryover budget of \$74,000. Costs spent to date are design and consulting work. The project is under consultation as part of the annual plan.
- F Includes a carryover of \$96,000 for revocation of reserve classifications and completion of subdivisions for Eketone Street, Mangarino Road, Esplanade, Moa Street; playground renewals and Motakiora/Brook Park renewals. The minor spend to date is for fencing.
- G Includes a carryover of \$76,000 for skatepark and toilet renewals. This budget also includes security camera renewals and tables and bin renewals. Costs to date are for tables and bins renewals.
- H The budget is for the installation of berms, landscaping and fencing of the new plot at Te Kuiti cemetery. The design work is complete, and the project should be finished this financial year.
- I This budget is for the Centennial Park project including improvements to the north field and oval. Installation of the cricket pitch and cages and rugby goals should be completed by April 2025, weather dependant. Plans are being completed for the remainder of the park developments for Council review before the lottery funding application is submitted.

REGULATORY SERVICES

FINANCIAL UPDATE

REGULATORY SERVICES \$000's	Actual 2023/24	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(878)	(1,420)	(1,420)	(1,059)	(1,065)	(7)	
Subsidies and Grants	(17)	0	0	0	0	0	
Fees and Charges	(520)	(713)	(713)	(599)	(576)	23	A
Other Revenue incl Gains/Losses	(19)	(17)	(17)	(15)	(14)	2	
Total Revenue	(1,435)	(2,150)	(2,150)	(1,673)	(1,655)	18	-1%
Operating Expenditure							
Other Expenditure	1,574	2,195	2,206	1,403	1,598	196	B
Depreciation	14	15	15	12	12	(1)	
Total Operating Expenditure	1,588	2,211	2,221	1,415	1,610	195	12%
Net (Surplus)/Deficit	153	61	71	(258)	(45)	213	-473%

Variance Comments:

- A Additional revenue for animal control services from Otorohanga District Council for the period January to June 2024 and health licence fees. This additional revenue was partly offset by less revenue for building services as building consents applications were down as building activity in Waitomo district has followed the national trend of a reduction in building consent applications and activity.
- B Other expenditure was below budget for noise control, animal control contractor, consultant's fees and earthquake prone building expenditure. Spends for the consultants and earthquake prone building costs are expected to remain below budget for the year.

CAPITAL EXPENDITURE

REGULATORY SERVICES \$000's	AP 2025	Revised Budget 2025	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Dog Pound Renewals	10	10	9	1	
Total Capital Expenditures	10	10	9	1	

RESOURCE MANAGEMENT

FINANCIAL UPDATE

RESOURCE MANAGEMENT \$000's	Actual 2023/24	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(418)	(445)	(445)	(332)	(334)	(2)	
Fees and Charges	(254)	(216)	(216)	(166)	(162)	4	
Total Revenue	(671)	(661)	(661)	(497)	(496)	1	0%
Operating Expenditure							
Other Expenditure	1,185	970	970	551	717	166	A
Finance Costs	55	67	67	50	50	(1)	
Total Operating Expenditure	1,241	1,036	1,037	601	766	165	22%
Net (Surplus)/Deficit	569	375	376	104	270	166	62%

Variance Comments:

- A Other expenditure was less during the period for legal and general expenses for the District Plan development. Due to the involved and complex nature of this project. It is not unexpected to have variations in the timing of expenditure. It is expected that the legal fees spend will increase with arbitration actions due.

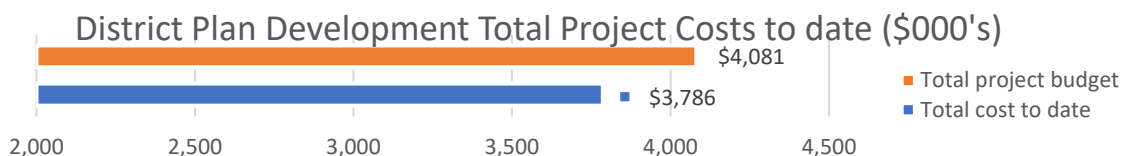
PROJECTS AND PROGRAMME UPDATES



Programme Summary: A review of the Operative Waitomo District Plan in accordance with statutory requirements.

The Proposed Waitomo District Plan (PDP) must be legally robust and provide guidance for long term resource management issues in the District and is inherently complex with many associated workstreams. This project will continue through the 2024/25 period.

Progress: The second tranche of hearings on the Proposed District Plan was held on 27 and 28 November 2024. The Commissioners are now preparing their decisions on submissions with the decisions due to be issued in late May or early June 2025.



Next steps: End date:

Draft decisions reports and issue the Decisions Version of the PDP.
Decisions on submissions and Decisions Version of the PDP due to be issued in late May or early June 2025.

SOLID WASTE

FINANCIAL UPDATE

SOLID WASTE \$000's	Actual 2023/24	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(1,445)	(1,633)	(1,633)	(1,240)	(1,224)	15	
Subsidies and Grants	(56)	0	0	(10)	0	10	A
Fees and Charges	(1,692)	(2,237)	(2,237)	(1,394)	(1,679)	(286)	B
Other Revenue incl Gains/Losses	(185)	(125)	(125)	(141)	(94)	47	C
Total Revenue	(3,378)	(3,994)	(3,994)	(2,784)	(2,997)	(213)	7%
Operating Expenditure							
Other Expenditure	3,210	3,708	3,709	2,276	2,146	(130)	D
Depreciation	115	122	122	84	91	6	
Finance Costs	130	124	124	86	94	7	
Total Operating Expenditure	3,455	3,953	3,955	2,446	2,330	(116)	-5%
Net (Surplus)/Deficit	77	(41)	(39)	(338)	(667)	(329)	49%

Variance Comments:

- A A grant payment was received from the Ministry for Environment (MfE) for the feasibility study of the kerbside organic collection. A shared project between MfE, Otorohanga District Council (ODC) and WDC where MfE contributes 75%, ODC 12.5% and WDC 12.5% of total costs.
- B Revenue received from the landfill was less for general refuse charges as waste volumes deposited at the landfill were reduced. This is offset partly by increased revenue for green waste and special waste and sale of rubbish bags.
- C Other revenue was more than budget for Waste Minimisation Levy revenue which is used to fund waste minimisation programmes.
- D Other expenditure is above budget due to increased contract costs for landfill operations, consultants' costs, recycling removal and landfill bin movement.

CAPITAL EXPENDITURE

SOLID WASTE \$000's	AP 2025	Revised Budget 2025	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Gas Flaring Equipment	165	165	0	165	A
New Cell Development	2,846	2,846	67	2,779	B
Resource Consent Renewal	40	100	4	96	C
Te Kuiti Transfer Station Improvements	0	27	0	27	D
Transfer Station Renewals	90	116	11	105	E
Total Capital Expenditures	3,141	3,253	81	3,172	

Variance Comments:

The revised budget included carryovers of \$112,000.

- A The cell development and gas flaring equipment project is currently on hold pending the review of landfill operations.

- B New cell development is on hold pending a decision on the future of the landfill. There was necessary work undertaken on the highwall overburden, the catchpits and culverts. Final costs are expected to be about \$80K.
- C Includes carryover of \$60,000 for delaying the consent activation date and to comply with new resource consent conditions. Resource consent work is on hold pending a decision on the future of the landfill.
- D Includes carryover of \$27,000. Work on this project is currently on hold.
- E Includes carryover of \$26,000. Transfer station renewals work is on hold pending a decision on the landfill.

STORMWATER

FINANCIAL UPDATE

STORMWATER \$000's	Actual 2023/24	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(510)	(918)	(918)	(697)	(689)	8	
Subsidies and Grants	0	(719)	(722)	0	0	0	
Fees and Charges	(7)	0	0	(26)	0	26	A
Total Revenue	(517)	(1,637)	(1,640)	(723)	(689)	34	-5%
Operating Expenditure							
Other Expenditure	404	651	653	530	488	(42)	B
Depreciation	257	259	259	190	194	3	
Finance Costs	14	40	40	17	31	14	
Total Operating Expenditure	675	950	952	738	712	(25)	-4%
Net (Surplus)/Deficit	158	(687)	(688)	15	24	9	36%

Variance Comments:

- A Fees and charges revenue includes stormwater connection fees for Te Kuiti.
- B Consultants fees for the stormwater modelling programme were more than budget for the period.

CAPITAL EXPENDITURE

Storm Water \$000's	AP 2025	Revised Budget 2025	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Stormwater Discharge Resource Consent Renewals	45	45	9	36	
Stormwater Improvements	1,240	1,240	270	970	A
Stormwater Renewals	503	503	107	395	B
Total Capital Expenditures	1,788	1,788	387	1,401	

Variance Comments:

- A The budget is for the attenuation ponds at Te Kuiti. No more will be spent this year, the remainder to be carried forward to be spent next year.
- B Major works have been for the Carroll Street SH3 project (partly funded by NZTA), Hospital Road and Awakino Road being from this budget. Other works have been completed at Piopio and Mokau with costs still be recognised.

WASTEWATER

FINANCIAL UPDATE

WASTEWATER \$000's	Actual 2023/24	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(2,378)	(2,713)	(2,713)	(2,047)	(2,035)	12	
Subsidies and Grants	0	0	(15)	0	0	0	
Fees and Charges	(1,083)	(796)	(796)	(789)	(598)	192	A
Total Revenue	(3,461)	(3,510)	(3,524)	(2,836)	(2,633)	203	-8%
Operating Expenditure							
Other Expenditure	2,757	3,213	3,045	2,012	2,243	231	B
Depreciation	1,043	1,088	1,088	789	815	26	C
Finance Costs	251	217	217	193	163	(29)	D
Total Operating Expenditure	4,051	4,518	4,350	2,993	3,221	227	7%
Net (Surplus)/Deficit	590	1,008	825	157	588	430	73%

Variance Comments:

- A Fees and charges were more than budget for trade waste revenue. Additional revenue was also recognised for wastewater connection fees for Te Kuiti.
- B Other expenditure was below budget for sludge disposal costs as dried sludge has not been delivered to landfill and electricity. This was offset partly by increased chemicals costs and sampling costs.
- C Due to the capital spend for 2023/24 being less than forecast, the depreciation on assets is less than budget.
- D Finance costs are attributed to activities based on the opening internal loan balances. As loans were not raised last year for some of the larger projects such as cell development and the water resilience project, the Wastewater activity attracted a greater proportion of interest than forecast.

CAPITAL EXPENDITURE

Wastewater \$000's	AP 2025	Revised Budget 2025	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Pump Stations Improvements	75	75	30	45	A
Benneydale Resource Consent Renewals	30	133	132	1	B
Resource Consent Vegetation Planting and Wetland	0	26	0	26	
Reticulation Renewals	344	702	112	590	C
Sludge Removal improvements	0	485	9	476	D
Te Waitere Wastewater	0	18	6	12	
Treatment Plant Renewals	44	71	23	48	E
Total Capital Expenditures	493	1,510	311	1,199	

Variance Comments:

The revised budget includes carryover budgets of \$966,000 and additional budget approved by for Benneydale wastewater consent \$78,000.

- A This project is currently underway with pumps and equipment being purchased and ready for installation.

- B Includes carryover of \$25,000 and additional approved budget of \$78,000. The application was lodged in November however is now on hold due to changes in the national wastewater environmental performance standards and higher costs than anticipated in assessing the cultural impact report.
- C Includes a carryover of \$351,000 for reticulation renewals. Renewals projects are planned and ready to start with Te Kuiti plant mechanicals renewals to take place, Telemetry/Scada renewals approved and starting along with work on the Carroll Street SH3 projects.
- D Includes a carryover of \$485,000 for sludge improvements. The budget for this has been revised but only minor work has been undertaken to date.
- E Includes a carryover of \$60,000 for improvements to Te Kumi, Tammadge and Hillview pump stations by installation of new SCADA and renewal of old aerals at Redwood and the treatment plant sludge area. The project is progressing, awaiting the supply of the equipment for installation.

WATER SUPPLY

FINANCIAL UPDATE

WATER SUPPLY \$000's	Actual 2023/24	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(3,006)	(3,714)	(3,714)	(2,600)	(2,785)	(186)	A
Subsidies and Grants	0	0	(383)	(400)	(383)	18	B
Fees and Charges	(34)	0	0	(20)	0	20	
Total Revenue	(3,040)	(3,714)	(4,096)	(3,020)	(3,168)	(148)	5%
Operating Expenditure							
Other Expenditure	2,864	2,867	2,970	2,321	2,180	(142)	C
Depreciation	935	954	954	703	717	13	
Finance Costs	317	377	377	250	283	33	D
Total Operating Expenditure	4,117	4,198	4,302	3,275	3,179	(96)	-3%
Net (Surplus)/Deficit	1,077	484	205	255	11	(244)	-2183%

Variance Comments:

- A Metered water revenue was below budget for all schemes.
- B The subsidy revenue has been recognised from NZTA for the Carroll Street SH3 works.
- C Other expenditure for maintenance for Te Kuiti and Piopio schemes were more than forecast, with chemicals and sampling also above budget. There was also a lightning strike on Telemetry/Scada equipment at Maniaiti/Benneydale.
- D Finance costs allocated to Water Supply are tracking less than budget due to the delays in the resilience project resulting in a lower level of loan funding last year than was forecast.

CAPITAL EXPENDITURE

Water Supply \$000's	AP 2025	Revised Budget 2025	YTD Actuals	Var to Revised Budget	%Var and Note Ref
SCADA Improvements and Renewals	65	92	0	92	A
WSP Improvements	277	277	0	277	B
Reticulation Renewals	366	931	618	314	C
Te Kuiti Water Resilience Project	4,250	4,345	162	4,183	D
Backflow Preventors and Bulk Monitoring Improvements	147	148	44	104	E
Treatment Plant Renewals	293	206	56	151	F
Total Capital Expenditures	5,399	5,999	879	5,120	

Variance Comments:

The total revised budget includes carryover budgets of \$100,000; a transfer of budget to operations for fencing at Mokau; additional capital budgets for reticulation renewals on Carroll Street (partly funded by NZTA).

- A The SCADA project has been approved and is underway.
- B Major parts of the approved Te Kuiti Water Safety plan have been approved and are about to start. Projects have recently been approved for the Piopio and Mokau water safety improvements for \$100K and are expected to be spent this financial year.
- C Projects have been approved and are underway with the major project being the recently completed Carroll Street SH3.
- D The Te Kuiti water resilience project is under review.
- E The backflow preventors are being completed as required. Budget may need to be carried forward
- F A portion of the renewals budget has been transferred to operations for the contribution to fencing at Mokau.

ROADS AND FOOTPATHS

FINANCIAL UPDATE

ROADS AND FOOTPATHS \$000's	Actual 2023/24	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(4,495)	(5,197)	(5,197)	(3,921)	(3,898)	23	
Subsidies and Grants	(18,369)	(13,429)	(19,577)	(11,139)	(13,044)	(1,905)	A
Fees and Charges	(222)	(165)	(165)	(189)	(123)	65	B
Other Revenue incl Gains/Losses	(127)	(140)	(140)	(101)	(105)	(4)	
Total Revenue	(23,213)	(18,931)	(25,079)	(15,349)	(17,170)	(1,821)	11%
Operating Expenditure							
Other Expenditure	8,775	9,438	9,632	7,062	7,210	148	C
Depreciation	4,871	5,206	5,206	3,849	3,904	55	D
Finance Costs	366	299	299	277	224	(53)	E
Total Operating Expenditure	14,012	14,943	15,137	11,189	11,339	150	1%
Net (Surplus)/Deficit	(9,201)	(3,988)	(9,942)	(4,161)	(5,831)	(1,671)	29%

Variance Comments:

- A Subsidies and grants revenue was less than budget as road maintenance costs were less than forecast for the period.
- B Capitation fees received towards road maintenance were more than budget year to date.
- C Other expenditure was below budget for sealed pavement maintenance, professional services, allocated roading business unit costs, structures maintenance, and traffic services maintenance. This was offset in part by emergency reinstatement, network and asset management and drainage maintenance.
- D Depreciation is tracking less than budget as asset additions for the prior year were higher than forecast. It is anticipated that this favourable variance will decrease with the completion of those capital works and the capitalisation of the road reseals.
- E Finance costs are attributed to activities based on the opening internal loan balances. As loans were not raised last year for some of the larger projects such as cell development and the water resilience project, the Roads and Footpaths activity attracted a greater proportion of interest than forecast.

CAPITAL EXPENDITURE

Roads \$000's	AP 2025	Revised Budget 2025	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Footpaths and Road to Zero Improvements	280	0	15	(15)	A
Unsubsidised Road Improvements	136	136	16	120	B
Other Road Renewals	2,292	900	373	527	C
Pavement Rehabilitation Renewals	1,683	1,683	920	763	D
Sealed Surfacing Renewals	2,665	2,665	1,671	994	E
Bridge and Bridge Structures Replacement	270	270	73	197	F
Unsealed Road Metalling Renewals	880	880	764	116	G
Cyclone and Wet Weather Reinstatements	700	8,084	3,609	4,475	H
Total Capital Expenditures	8,907	14,619	7,442	7,177	

Variance Comments:

The total revised budget of includes \$4.17 million of carryover budgets, additional budgets have also been reflected to recognise the increased NZTA funding for the Dovi and wet weather emergency works.

- A The footpath improvements works are no longer funded and no further work will be done.
- B No further work is planned for the unsubsidised road improvements.
- C This budget has been reduced to reflect the changes in the NZTA three-year programme and now only has \$2.3 million available over three years. This year's spend is projected to be \$850K.
- D Tenders are out for these projects with an expectation of spending this budget by the end of the financial year.
- E Major works have started for sealed surfacing renewals and the expectation is it will be spent by the end of the financial year.
- F Programmed works are being undertaken on bridge upgrades with the expectation that this budget will be spent by the end of the financial year.
- G The work on the Unsealed Road Metalling has largely been completed by Inframax Construction Ltd, these works are generally undertaken during the wetter months to reduce dust impacts.
- H Includes carryover of \$4.17 million to continue the emergency reinstatement programme. Major works are currently underway, with \$3.6 million spent at the end of March 2025.

Document ID: 834172

Report To: Council



Meeting Date: 29 April 2025

Subject: Great New Zealand Muster 2025 Debrief

Type: Information Only

Author(s): Sarah McElroy
Manager – Community Development

Helen Beever
General Manager – Community Services

1. Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the Great New Zealand Muster 2025.

2. Suggested Resolutions

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

1. The business paper on Great New Zealand Muster 2025 Debrief be received.

3. Background

- 3.1 The Great New Zealand Muster is an annual event, run in conjunction with the New Zealand Shearing Championships.
- 3.2 Over the years, it has evolved into a significant event, attracting thousands of attendees.
- 3.3 The highlight and draw card is the NZ Shears Running of the Sheep.
- 3.4 The two events have been running together for over 25 years and have become an iconic rural New Zealand event.

4. Commentary

- 4.1 The Great New Zealand Muster 2025 was held on Saturday 29 March.
- 4.2 A record crowd attended, and feedback received from local businesses, stallholders, amusement providers, entertainers and our visitors has been excellent.
- 4.3 The Harmonic Resonators proved popular, attracting an enthusiastic crowd. Their presence was a highlight for many attendees, showcasing the group's popularity.
- 4.4 The amusements rides, a rock-climbing wall, dunk tank, mini hot rods, and merry-go-round were all popular, drawing steady queues throughout the day. Offering these attractions for free is a key part of ensuring the event remains accessible and enjoyable for all in the community.
- 4.5 Over 100 stallholders were at the event, the largest we have ever had. There was a good variety of stalls and food.

- 4.6 The NZ Shears Running of the Sheep was once again the highlight of the day, attracting a large number of out-of-town visitors.
- 4.7 We welcomed a significant number of buses to this year's Muster, including several from a Chinese tour group based in Auckland. Strengthening our relationship with these tour operators will help encourage return visits and ensure their parties continue to attend in future years.
- 4.8 The New Zealand Motor Caravan Association members once again attended, with over 80 motor caravans parked on the Domain for the duration of the weekend.
- 4.9 Unfortunately, the Glenbrook Train experienced a breakdown enroute, which delayed its arrival in Te Kuiti. The train eventually arrived around 4pm with 70 passengers on board, who were warmly welcomed by a bagpiper from the Te Kuiti & Districts Highland Pipe Band as well as Waitomo District Council staff. Although the delay resulted in passengers missing the NZ Shears Running of the Sheep and the Great NZ Muster, their arrival was still met with enthusiasm and hospitality.
- 4.10 Key learnings for next year include providing additional public toilet facilities and increased rubbish collection on the day. Additional parking options will also be explored. This is a reflection of the increased crowd.
- 4.11 A special thank you to Universal Beef Packers and The Lines Company for their generous sponsorship and support towards entertainment and amusements at the Muster.
- 4.12 A special thank you also to the New Zealand Shearing Committee and the team who manage and run the NZ Shears Running of the Sheep. They do an excellent job and as outlined above; this is always a crowd favourite.

Document ID: 834625

Report To: Council



Meeting Date: 29 April 2025

Subject: Bi-Monthly Regulatory Update Report

Type: Information only

Author(s): Alex Bell
General Manager – Strategy and Environment

1. Purpose of Report

- 1.1 The purpose of this business paper is to update the Council on work programmes that form part of the regulatory activity.

2. Background

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

3. Commentary

- 4.1 The activities undertaken by the Regulatory Services are governed and directed by legislation, national, regional and local policies and bylaws. We undertake many activities that contribute to keeping our community and district a safe place to be.
- 4.2 Day to day operations include building control, alcohol licensing, environmental health, bylaw administration, animal and dog control, planning and district planning (Proposed District Plan). The functions of these activities were set out in the business paper on 27 June 2023 (528339).
- 4.3 The activities of these units are 'business as usual' in that the activities undertaken are prescribed in the various legislation and planning / policy documents, which control the day-to-day operations.
- 4.4 **RISKS AND OPPORTUNITIES**
- 4.5 In terms of risks and opportunities, the risks relate to our ability to perform our regulatory functions in line with the various statutes that the group administers. All of our teams are currently fully staffed, and as such we are not recruiting any additional staff within the Strategy and Environment Group.
- 4.6 Recently, we have been providing assistance to both Waipa and Otorohanga District Council for both processing and inspections of building consents, as they have had higher volumes of consents. This arrangement is provided for under our regulatory shared service agreement.

4.7 **LOOKING FORWARD NEXT 3 MONTHS**

4.8 **PROPOSED WAITOMO DISTRICT PLAN**

- 4.9 The Decisions Version and Decision Reports on each chapter are currently being drafted. Council officers had hoped to be in a position to issue the Decisions Version by the end of April. However, due to the volume of Decision Reports, section 32AA evaluation reports that are required to be completed for each chapter amendments, significant changes as a result of the hearings, and the need to ensure that cross referencing is correct between chapters it is considered that decisions will not be issued until the end of April or the start of June at the very latest.

4.10 **BYLAW AND POLICY REVIEWS**

- 4.11 The Alcohol Fees Bylaw is currently out for consultation, which is due to close on 30 April 2025. No submissions have been received to date.

- 4.12 The paper on the Dog Control Bylaw and Policy review is being presented to elected members today to go out for consultation. This consultation will run over the month of May.

4.13 **RESIDENTS SATISFACTION SURVEY**

- 4.14 We have engaged Key Research to carry out this year's resident satisfaction survey. Previously our resident satisfaction survey was carried out by Versus. Key Research was selected as the preferred provider for the following reasons:

- It allows us to be benchmarked against the results from 26 other Councils that Key Research carries out the survey for;
- Customer Value Model framework utilising a driver analysis model provides additional tailored questions to provide better feedback on Council services, for example – questions on Council's image and reputation, rates and value for money;
- Allows for anyone to complete the survey by using a public link, but this data will not be included in the residents satisfaction report; and
- Illustrative dashboards and reporting tools will provide information that everyone can understand and offer a quick, clear, and cohesive snapshot of key performance indicators.

- 4.15 As we have engaged a new provider, this year's survey will have a different look and feel with some different questions and will mean that our data captured will be different to the previous year's surveys. However, the Key Performance Indicator questions will still be the same.

- 4.16 A 10-point scale for each question will be introduced which aligns with the best current practice in social surveys as below.

Very dissatisfied		Dissatisfied			Satisfied			Very satisfied		Don't know
1	2	3	4	5	6	7	8	9	10	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Scale used in the past surveys



- 4.17 The survey will be carried out over the month of May.

4.18 **ROAD NAMING – LAWRENCE STREET DEVELOPMENT**

- 4.19 At the Council meeting on 26 November 2024, Council resolved the following regarding the road names for the Lawrence Street development that is being undertaken by Kāinga Ora (KO).

1. *The business paper on Road Naming – Lawrence Street Development be received.*
 2. *Council notes the consultation undertaken with affected parties, and the resulting support for the proposed road names.*
 3. *Council notes the request from Land Information New Zealand to use a different road type (i.e. Place, Close, Grove, Lane, Mews) instead of Avenue for Ngapaki, as it is not a through road.*
 4. *Council approve naming of the two new roads within the Kāinga Ora development on Lawrence Street, Te Kuiti as follows:*
 - a. *'Ngapaki' - with the roading type to be confirmed following further consultation with affected parties.*
 - b. *Atiria Lane.*
 5. *Council notes that road types fall outside the definitions of the Draft Road Naming Policy and authorise approval of the road type decided by the majority of affected parties following further consultation.*
- 4.20 Council officers have been in contact with KO staff who have advised that there has not been any feedback opposing the road type Te Ara. KO staff have advised that they consider the road name should be Te Ara o Ngapaki (as this is the correct Te Reo translation) and have discussed this with the relevant parties and Land Information New Zealand who consider that this name is appropriate.
- 4.21 KO staff have also provided an update on the intended completion date of the development, which is 30 June 2025.
- 4.22 **RESOURCE MANAGEMENT REFORM**
- 4.23 The Government announced on 24 March 2025 that the Resource Management Act 1991 will be replaced with two new acts (the Planning Act and the Natural Environment Act). The two acts will distinguish between land-use planning and natural resource management, while putting a priority on the enjoyment of private property rights.
- 4.24 The Planning Act will focus on land-use planning and regulation.
- 4.25 It will enable the urban and infrastructure development New Zealand needs and will align with the Government's Going for Housing Growth plan and the 30-year National Infrastructure Plan. It will create well-functioning urban and rural areas, including by separating incompatible land uses.
- 4.26 The Natural Environment Act will focus on the use, protection, and enhancement of the natural environment. This includes our:
- Land
 - Air
 - Freshwater
 - coastal and marine water
 - other natural resources.
- 4.27 The dual act approach aims to reduce duplication and overlap between different laws and regulations, providing a clearer framework for managing effects on the natural environment.
- 4.28 Each new act will be supported by one set of national direction (National Policy Statements and National Environmental Standards), to ensure it is implemented by councils and others in an efficient, nationally consistent way. This national direction will also provide guidance on how to resolve conflicts between competing priorities.

- 4.29 The new system will set environmental limits to protect natural resources and will provide more certainty around where development can and should be enabled.
- 4.30 It is proposed that the new legislation will narrow the scope of the resource management system to make clear what the system manages, and what regulation is covered by other legislation. It will define more closely what effects may be considered, while raising the threshold of effects that are permitted.
- 4.31 I will keep elected members informed as these Bills proceed through the house.

Document No: 834921

Report To: Council**Meeting Date:** 29 April 2025**Subject:** Fast-track Approvals Act 2024 - Delegations**Type:** Decision Required**Author(s):** Alex Bell
General Manager – Strategy and Environment**1. Purpose of Report**

- 1.1 The purpose of this business paper is to recommend Council authorise delegation to staff to carry out powers, functions and duties relevant to the Fast-track Approvals Act 2024.

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 Fast-track Approvals Act 2024 - Delegations be received.
- 2 Council, pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, approves the delegations under the Fast-track Approvals Act 2024 as follows:

FAST TRACK ACT 2024 DELEGATIONS

Provision	Function, Duty, Power to be Delegated	Level
s17(1)	Power to provide written comments to the Minister on any referral application.	General Manager – Strategy and Environment
s17(3)	Power to provide comments advising of any applications that have been lodged with the local authority that would be competing applications and in relation to any proposed approval of the kind described in s42(4)(a) and existing resource consents of the kind referred to in s30 (3)(a).	General Manager – Strategy and Environment
s20(1)	Power to respond to the Minister's request for further information about a referral application.	General Manager – Strategy and Environment
s53(2)(a)	Power to provide written comments and further information on any substantive application within 20 days.	General Manager – Strategy and Environment
s57	Where comments have been provided under s53, power to decide to attend hearings if a hearing is called and nominate a person to represent South Waikato District Council at the hearing.	General Manager – Strategy and Environment
s67	Power to provide further information or a report if requested by the EPA within 20 days upon receiving a request for further information or a report	General Manager – Strategy and Environment
s70(1)(c)	Power to provide comments on draft conditions related to the local authority's	General Manager – Strategy and Environment

Provision	Function, Duty, Power to be Delegated	Level
	statutory responsibility to enforce or monitor compliance with the conditions.	
s76(5)(c)	Power to provide further information to the Minister on any substantive application if the application is called in under s74 or otherwise transferred under s75.	General Manager – Strategy and Environment
s90(2)&(3)	Power to provide the EPA information about a substantive application in time frame specified by the EPA or advise the EPA that the local authority does not hold the information.	General Manager – Strategy and Environment
s91	If information held by a local authority is sensitive to an iwi or hapū and is under an agreement of confidentiality the local authority must maintain confidentiality and discuss with the iwi or hapū whether the information or part of it may be disclosed.	General Manager – Strategy and Environment
s99(1)(b)	Power to decide whether to appeal a decision on a question of law to the High Court.	Chief Executive
s101	Power to make an application for review under the Judicial Review Procedure Act 2016.	Chief Executive
Schedule 3 Clause 3	Power to nominate a Council representative(s) on the EPA.	Chief Executive
Schedule 3 Clause 12(2)	Power to provide a report.	Chief Executive

NOT DELEGATED – COUNCIL ONLY		
s13	The ability to apply for a referral under the Fast-track Approvals Act 2024 (ie: make a fast-track approval application for a Council project).	Not delegated Council only
Schedule 6, clause 3(m)	Reserves Act approval – power to provide written agreement for the activity to be undertaken on a reserve owned or managed by a local authority and take into account the criteria under clause 7.	Not delegated Council only
Schedule 6, clause 42	Reserves Act approval – power to provide written consent for amendment or revocation of conservation covenant if the covenant was granted in favour of a local authority or other body under <u>section 77</u> of the Reserves Act 1977.	Not delegated Council only
Schedule 11, clause 3(f)	Crown Minerals Act approval – power to provide written agreement for the activity to be undertaken on a reserve managed by a local authority.	Not delegated Council only

3. Background

- 3.1 The Fast-track Approvals Act 2024 (the Act) came into force on 23 December 2024. The Act enables the fast-tracking of eligible development and infrastructure projects using an alternative process to the Resource Management Act 1991 (RMA). It allows applicants of eligible projects to apply for multiple resource consents, notices of requirement, certificates of compliance and approvals under the RMA and several other Acts including the Heritage New Zealand Pouhere Taonga Act, Crown Minerals Act, Conservation Act and Wildlife Act.
- 3.2 The Act was aimed at establishing a permanent fast-track regime that would make it easier and quicker to gain approvals for development and infrastructure projects that would deliver regional and national benefits.
- 3.3 Its provisions proposed a system that would combine the multiple resource consents, notices of requirement, and certificates of compliance and approvals from the Resource Management

Act 1991, and several other Acts (including the Crown Minerals Act, Conservation Act, and Fisheries Act).

- 3.4 This 'one-stop-shop' approach was intended to make it quicker and easier to get the approvals usually required for large and complex projects.

4. Commentary

- 4.1 Councils do not hear or decide fast-track applications. Instead, these are heard by an Expert Panel and the administration process is undertaken by the Environmental Protection Authority (EPA). Appeal rights are limited.
- 4.2 The Act has two pathways. Schedule 2 lists 149 infrastructure and development projects which are automatically eligible for the fast-track approvals process. These projects do not need to undertake the referrals application, they can now lodge a substantive application for consideration by an expert panel.
- 4.3 There are three listed projects within the Waitomo District in Schedule 2. All three projects relate to the Taharoa Ironsands Limited mine. These projects are set out as Figure 1 below.

Taharoa Ironsands Limited	Central and Southern Block Mining	Continue existing mineral sand extraction, including land preparation works, constructing a water supply reservoir, extracting ironsand material using dry and wet-mining techniques, processing extracted material, and transporting raw and processed material	911 hectares at Taharoa Road, Taharoa, approximately 8 kilometres south of Kāwhia and 45 kilometres northwest of Te Kūiti
Taharoa Ironsands Limited	Northern Block Mining	Extract approximately 21 to 29 million tonnes of mineral sand, including relocating an existing 33 KV electricity line, pumping ironsand via temporary pipelines, tailings disposal, and rehabilitating mined areas	1,397 hectares at Taharoa Road, Taharoa, approximately 8 kilometres south of Kāwhia and 45 kilometres northwest of Te Kūiti
Taharoa Ironsands Limited	Pit 1 Mining Project	In stages, establish and operate a mine site for mineral sand extraction activities	23 hectares at Taharoa Road, Taharoa, approximately 8 kilometres south of Kāwhia and 45 kilometres northwest of Te Kūiti

Figure 1: Schedule 2 – Listed Projects

- 4.4 For projects not listed in Schedule 2, there is the ability to use a second pathway, which enables any authorised person with an eligible project to make a referral application to the Minister for Infrastructure who will consider if it meets the purpose of the Act and the referral criteria. If the Minister accepts the application, it progresses to the Expert Panel for a decision.
- 4.5 The Act confers a number of powers and functions on Council and the timeframes for carrying these out are short (20 working days). As such, staff delegations are required.
- 4.6 Although the Council does not have any power to hear or decide on fast track applications, it does have the various powers and responsibilities under the Act that can be subject to delegations. For example:
- It would be preferable to have delegations authorising staff to provide written comments on referral and substantive applications under the Act, as opposed to being required to get approval from Council before providing comments. The comments that staff provide will be specific to matters which we are permitted to control (i.e. roading, three waters, regulatory functions under the RMA – noise and light etc).
 - Provide information to the EPA that is required as part of the assessment process – i.e. whether an Applicant has applied for resource consent under the RMA for the same activity, or whether it holds any existing resource consents for the same activity.
- 4.7 It should be noted that effectively Council officers currently have the same delegations under the RMA (i.e. to make a decision on resource consent applications).

- 4.8 Council officers are proposing that Council delegate the following functions to the General Manager – Strategy and Environment and the Chief Executive:

Provision	Function, Duty, Power to be Delegated	Level
s17(1)	Power to provide written comments to the Minister on any referral application.	General Manager – Strategy and Environment
s17(3)	Power to provide comments advising of any applications that have been lodged with the local authority that would be competing applications and in relation to any proposed approval of the kind described in s42(4)(a) and existing resource consents of the kind referred to in s30 (3)(a).	General Manager – Strategy and Environment
s20(1)	Power to respond to the Minister's request for further information about a referral application.	General Manager – Strategy and Environment
s53(2)(a)	Power to provide written comments and further information on any substantive application within 20 days.	General Manager – Strategy and Environment
s57	Where comments have been provided under s53, power to decide to attend hearings if a hearing is called, and nominate a person to represent South Waikato District Council at the hearing	General Manager – Strategy and Environment
s67	Power to provide further information or a report if requested by the EPA within 20 days upon receiving a request for further information or a report	General Manager – Strategy and Environment
s70(1)(c)	Power to provide comments on draft conditions related to the local authority's statutory responsibility to enforce or monitor compliance with the conditions.	General Manager – Strategy and Environment
s76(5)(c)	Power to provide further information to the Minister on any substantive application if the application is called in under s74 or otherwise transferred under s75.	General Manager – Strategy and Environment
s90(2)&(3)	Power to provide the EPA information about a substantive application in time frame specified by the EPA or advise the EPA that the local authority does not hold the information.	General Manager – Strategy and Environment
s91	If information held by a local authority is sensitive to an iwi or hapū and is under an agreement of confidentiality the local authority must maintain confidentiality and discuss with the iwi or hapū whether the information or part of it may be disclosed.	General Manager – Strategy and Environment
s99(1)(b)	Power to decide whether to appeal a decision on a question of law to the High Court.	Chief Executive
s101	Power to make an application for review under the Judicial Review Procedure Act 2016.	Chief Executive
Schedule 3 Clause 3	Power to nominate a Council representative(s) on the EPA.	Chief Executive
Schedule 3 Clause 12(2)	Power to provide a report.	Chief Executive

- 4.9 It is considered that while these delegations authorise staff to carry out certain functions and duties under the Act, Council officers will provide updates to Council on any referral of substantive applications that are through the Bi-monthly report on the Strategy and Environment Group activities.

- 4.10 The following matters would not be delegated to staff and would require a Council decision.

NOT DELEGATED – COUNCIL ONLY		
s13	The ability to apply for a referral under the Fast-track Approvals Act 2024 (i.e. make a fast-track approval application for a Council project).	Not delegated Council only
Schedule 6, clause 3(m)	Reserves Act approval – power to provide written agreement for the activity to be undertaken on a reserve owned or managed by a local authority and take into account the criteria under clause 7.	Not delegated Council only
Schedule 6, clause 42	Reserves Act approval – power to provide written consent for amendment or revocation of conservation covenant if the covenant was granted in favour of a local authority or other body under section 77 of the Reserves Act 1977.	Not delegated Council only
Schedule 11, clause 3(f)	Crown Minerals Act approval – power to provide written agreement for the activity to be undertaken on a reserve managed by a local authority.	Not delegated Council only

4.11 COST RECOVERY

- 4.12 Local authorities can recover the actual and reasonable costs incurred in performing their functions, duties or powers under the Act regardless of whether an application is subsequently lodged.
- 4.13 Costs incurred prior to lodgment are recovered directly from the applicant. Once an application is lodged, costs are recovered through the Fast-track process.
- 4.14 In accordance with Clause 5(3) of the Fast-track Approvals (Cost Recovery) Regulations 2025, Council officers are proposing to add an advice note to the Fees and Charges that specifies that the officers' charges in the Resource Management portion are also applicable to applications that are received under the Fast-track Approvals Act 2024.

5. Analysis of Options

5.1 OPTION 1- DO NOTHING

- 5.2 If functions are not delegated, this would mean that Elected Members would be required to approve comments on every application we receive and 'sign off' on all information that is provided to the panel. The comments that staff provide will be technical in nature, so matters which we are permitted to control (i.e. roading, three waters, regulatory functions under the RMA – noise and light etc).

5.3 OPTION 2 – DELEGATE AUTHORITY TO STAFF IN ACCORDANCE WITH THE LISTED DELEGATIONS

- 5.4 It would be preferable to have delegations authorising staff to provide written comments on referral and substantive applications, and to provide information requested under the Act, as opposed to being required to get approval from Council before providing comments. The comments that staff provide will be specific to matters which we are permitted to control (i.e. roading, three waters, regulatory functions under the RMA – noise and light etc).

6. Considerations

6.1 RISK

- 6.2 There is a risk if delegations are not given to staff, timeframes will not be met, and this may mean Council will miss an opportunity to provide feedback on referral and substantive applications. This could mean that necessary conditions are not imposed.

6.3 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 6.4 It is considered that as Council has the ability to delegate powers and functions to staff under the LGA, the request to provide delegations to Council staff under the Act is consistent with existing plans and policies.

6.5 SIGNIFICANCE AND COMMUNITY VIEWS

- 6.6 This decision is not a significant decision in terms of Council's Significance and Engagement Policy.

7. Recommendation

- 7.1 The business paper on Fast-track Approvals Act 2024 - Delegations be received.
- 7.2 That the Council, pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, approves the delegations under the Fast-track Approvals Act 2024 as set out in Section 4 above.

Document No: 834051

Report To: Council



Meeting Date: 29 April 2025

Subject: **Dog Control Bylaw and Policy Review - Adoption of Statement of Proposal for Consultation**

Type: Decision Required

Authors: Rajeshwari Mahadevappa
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1. Purpose of Report

- 1.1 The purpose of this business paper is to seek Council's approval of the Statement of Proposal for Consultation on Draft Waitomo District Dog Control Bylaw 2025 and the Draft Waitomo District Dog Control Policy 2025.

2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Dog Control Bylaw and Policy Review - Adoption of Statement of Proposal for Consultation be received.
 - 2 Council adopts the Statement of Proposal, which includes the Draft Waitomo District Dog Control Bylaw 2025 and the Draft Waitomo District Dog Control Policy 2025 for public consultation.
 - 3 Council approves that the public consultation period begins on 1 May 2025 and concludes on 31 May 2025.
 - 4 Council authorises the Chief Executive to make editorial or layout changes to the Statement of Proposal that may be necessary before it is made publicly available.

3. Background

- 3.1 **DOG CONTROL POLICY 2015**
- 3.2 The Waitomo District Dog Control Policy (the Policy) was adopted by the Council in 2015 in accordance with section 10 of the Dog Control Act 1996 (DCA). The Policy must give effect to and be consistent with a Dog Control Bylaw (the Bylaw) that is approved under the DCA.
- 3.3 Section 10AA of the DCA requires the Policy to be reviewed if the Bylaw implementing the policy requires review; therefore, the review date for the Policy aligns with the review date for the Bylaw. The Policy is due for review by December 2025.

3.4 **DOG CONTROL BYLAW 2015**

3.5 The Bylaw was adopted in 2015, and minor amendments to the Dog Control Bylaw pursuant to Section 156(2) of the Local Government Act (LGA) 2002 were approved in 2019. The clause 4.1 and schedule 1 (maps) of the Bylaw was amended to remove Mangaokewa Scenic Reserve from the list of approved Dog Exercise Areas. As WDC was no longer the administering body for the Mangaokewa Scenic Reserve (changed to Department of Conservation (DOC), currently under the administration of Te Nehenehenui).

3.6 The Bylaw is due for review by December 2025, if this review is not completed, the Bylaw will cease to have effect two years after the date on which the Bylaw was required to be reviewed.

3.7 **LEGISLATIVE CONTEXT**

3.8 **DOG CONTROL ACT 1996**

3.9 Under Section 10(1) of the DCA, the Council must adopt a policy in respect of dogs in the district and must do so in accordance with the special consultative procedure set out in section 83 of the LGA.

3.10 Section 10(6) of the DCA requires that the Council must give effect to its policy on dogs through bylaws. Such bylaws must be made in accordance with the LGA, meaning that provisions in the LGA relating to amending, reviewing and revoking bylaws also apply.

3.11 **LOCAL GOVERNMENT 2002**

3.12 The LGA gives Councils the authority to make, amend and revoke bylaws. In reviewing and developing bylaws, the Council is required to follow both the decision making and consultation requirements set out in the LGA. Each bylaw must be assessed in terms of its costs and benefits to the community, as well as an assessment of the other options available to the Council to regulate or remedy the problem. Under section 160 of the LGA, if after the review the Council considers that the bylaw should be amended, revoked, or revoked and replaced, it must use a special consultative procedure to effect these changes.

3.13 The LGA provides councils with general bylaw making powers which is relevant in considering the appropriate form of bylaw (to give effect to the Council's policy on dogs). Local authorities can make bylaws for one or more of the following reasons:

- a) Protecting the public from nuisance;
- b) Protecting, promoting, and maintain public health and safety; and
- c) Minimising the potential for offensive behaviour in public places.

3.14 The LGA requires local authorities to review bylaws within five years of when they were first made, and then within 10 years of the last review. Review of the bylaw automatically triggers a review of the policy, and it is effective and efficient to undertake these review processes at the same time.

4 Commentary

4.1 **DETERMINATIONS REPORT**

4.2 Under section 155 of the LGA, the Council is required to determine whether a bylaw is the most appropriate way of addressing the perceived problem, determine whether the proposed bylaw is the most appropriate form of bylaw, and determine that the proposed bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990 (NZBORA). The deliberations report fulfils the first requirement of section 155, an assessment against the NZBORA to be completed when a proposed draft bylaw is presented to the Council for consideration.

4.3 At the 25 February 2025 Council Meeting, Council considered a business paper seeking a decision from Council on the review of the Waitomo District Dog Control Bylaw 2015 and the Waitomo District Dog Control Policy 2015 and presenting the determinations report for consideration and resolved as below –

Resolution

- 1 *The business paper on Review of the Waitomo District Dog Control Policy 2015 and the Waitomo District Dog Control Bylaw 2015 and Determinations Report be received.*
- 2 *Council determines that a Bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to the matters addressed within the Waitomo District Dog Control Bylaw 2015 in accordance with section 155(1) of the Local Government Act 2002.*
- 3 *Council approves the initiation of a review of the Waitomo District Dog Control Bylaw 2015 in accordance with section 158 of the Local Government Act 2002.*
- 4 *Council approves the review of Waitomo District Dog Control Policy 2015.*

4.4 **REVIEW PROCESS**

4.5 Council staff have been working on the draft Waitomo District Dog Control Bylaw 2025 and draft Waitomo District Dog Control Policy 2025 and have proposed the following key changes:

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

4.6 **STATEMENT OF PROPOSAL**

4.7 The special consultative procedure in section 86 of the LGA is required to be used when Council makes Bylaws under the LGA. Section 86(2) of the LGA requires a Statement of Proposal for a Bylaw to include:

- A draft of the bylaw as proposed to be made;
 - The reasons for the proposal; and
 - A report on any relevant determinations by the local authority under section 155.
- 4.8 Every territorial authority must adopt, in accordance with the special consultative procedure set out in section 83 of the LGA, a policy in respect of dogs in the district of the territorial authority.
- 4.9 The Statement of Proposal for this report complies with these requirements and is enclosed as **Attachment 1**. A copy of the draft Bylaw and draft Policy are included in the Statement of Proposal.
- 4.10 The DCA requires all registered owners to be notified of the draft Dog Control Policy. A flyer will be sent out with the dog registration letters pointing dog owners to our website informing them of the proposed changes.
- 4.11 The general public will be informed by way of public notice in the local newspaper, promotion on the WDC website and Facebook page. Hardcopies will also be available at Queen Street Office reception, Te Kuiti District Library and Customer Service Centre on Rora Street.

5 Analysis of Options

- 5.1 Should the Council choose not to adopt the Statement of Proposal and retain the current Bylaw without amendment, the Bylaw would not reflect any updates and will cease to have effect two years after the date on which the Bylaw was required to be reviewed.
- 5.2 If the Council chooses to proceed with suggested updates to the Bylaw and Policy, thereby requiring the adoption of the Statement of Proposal for public consultation as prescribed by DCA and LGA.

6 Considerations

6.1 **RISK**

- 6.2 There is very little risk involved in undertaking a bylaw and policy review. The Statement of Proposal has been prepared to fulfil the requirements of sections 83 and 87 of the LGA. A consultation period of 1 month allowing public submissions has been suggested which meets the legislative requirement.

6.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 6.4 Reviewing the Policy and the Bylaw retains consistency with the historical Council position to have a bylaw on this matter.

6.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 6.6 The Council's Significance and Engagement Policy requires the Council to assess the degree of significance of proposals and decisions, which informs the appropriate level of engagement.
- 6.7 Based on the list of criteria for significance listed in the Significance and Engagement Policy, this draft Bylaw is considered to be of medium significance for the people of the District, which corresponds to the 'consult' level of engagement.
- 6.8 Additionally, the Significance and Engagement Policy states that Council will use the special consultative procedure set out in section 83 of the LGA for reviewing Bylaws.

6.9 Staff therefore recommend that Council undertake public consultation in accordance with the requirements of the LGA and its Significance and Engagement Policy.

6.10 Section 83 of the LGA requires the Council to make some specific decisions which are summarised as follows:

- Prepare and adopt a Statement of Proposal.
- Ensure the Statement of Proposal is publicly available.
- Ensure a description of how the Council will provide persons interested in the Proposal with an opportunity to present their views is publicly available.
- Ensure a statement of the period (not less than 1 month) within which views on the Proposal may be provided to the Council is publicly available.
- Provide an opportunity for persons to present their views to the Council in a manner that enables spoken interaction between the person and Elected Members (or delegated representatives) and ensure that any such person is informed about how and when they may take up that opportunity.

6.11 The proposed timetable for consultation and the adoption process is:

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

7 Recommendation

7.1 It is recommended that:

- 1 The business paper on Dog Control Bylaw and Policy Review - Adoption of Statement of Proposal for Consultation be received.
- 2 Council adopts the Statement of Proposal, which includes the Draft Waitomo District Dog Control Bylaw 2025 and the Draft Waitomo District Dog Control Policy 2025 for public consultation.
- 3 Council approves that the public consultation period begins on 1 May 2025 and concludes on 31 May 2025.
- 4 Council authorises the Chief Executive to make any editorial or layout changes to the Statement of Proposal that may be necessary before it is made publicly available.

8 Attachments

1. Statement of Proposal including Draft Waitomo District Council's Dog Control Policy 2025 and Bylaw 2025 (Doc 823248 V1.0.5)

STATEMENT OF PROPOSAL

DOG CONTROL BYLAW & POLICY REVIEW 2025



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Council wants your feedback on this Bylaw & Policy review. Tell us what you think!

OVERVIEW

It's time to review our Dog Control Bylaw and Dog Control Policy.

We're seeking feedback on the Draft Dog Control Bylaw 2025 and Draft Dog Control Policy 2025 in accordance with the Local Government Act 2002 (LGA 2002) and the Dog Control Act 1996 (the DCA 1996).

Under the DCA 1996, the Council is required to adopt and maintain a bylaw for dog control within the district. Additionally, the Council must establish a policy to support this bylaw, outlining the process for enforcement of the regulations that help manage public safety.

For the report on the section 155 determinations required by the LGA, see the Council report [HERE](#) (item 19, pages 87-116) which was considered at the 25 February 2025 Council Meeting: Council Agenda [File 1](#) Review of the Dog Control Policy and Bylaw and Determinations Report.

BACKGROUND

Waitomo District Council uses a combination of education and enforcement to ensure the safety of our community.

We endeavour to find a balanced approach to managing dogs in our district, making sure everyone can enjoy our spaces safely. We understand the desire for more dog-friendly areas, like allowing dogs on the main street and creating more off-leash spaces. However, our priority is to reduce the potential risks to the public. Our goal is to keep both dogs and people safe, ensuring everyone can experience our greenspaces and town centres with peace of mind.

Council understands how much fun off-leash exercise areas are for your dog to run free. However, research shows that off-leash areas can sometimes lead to unexpected and risky situations, particularly around children. Dogs off-leash can easily get distracted, frightened, or take off, which may put the dog, owner, and others at risk. Our priority is everyone's safety. So, we're proposing keeping dogs on leash's in most areas to help prevent accidents and ensure a safer environment for everyone.

We'd love to offer more secure, fenced dog areas, but they can be costly to install and maintain. Unfortunately, this presents a significant financial challenge for our community, and it's something we're unable to provide for at the moment.

Council strives to create a welcoming environment for dogs and owners. The current review we're undertaking confirms that these principles remain relevant today.

WHY WE'RE DOING THE REVIEWS

Regular reviews and monitoring of trends provides an opportunity for Council to check in with the community on how these documents are working and consider feedback from people living in the district.

The Waitomo District Council Dog Control Bylaw and Dog Control Policy were last reviewed in 2015. Council is required to review the existing Bylaw every 10 years as per the Dog Control Act 1996 and LGA 2002 requirements. The Policy and Bylaw are reviewed in tandem to ensure consistency between the two documents.





SUMMARY OF THE PROPOSED CHANGES

THE CHANGES WE'RE PROPOSING

CHANGE TO THE FOLLOWING CLAUSE/S	WHAT <u>WE'RE</u> PROPOSING	...AND <u>WHY</u>
Permit and Special Owner clauses	We propose updating and clarifying the permit and special owner clauses	<p>The changes outlined below aim to improve transparency, streamline the process, help dog owners understand their responsibilities, and enhance public safety.</p> <ul style="list-style-type: none"> • Clarification of Permit Ownership: Currently, permits can involve two owners and are tied to the property. This update will clarify that any change in ownership—whether it involves a change of owners, dogs, or properties—will require a new application for the permit or special owner status. • Ensuring Accountability: Requiring inspections ensures that properties and owners continue to meet the necessary standards for responsible dog management, promoting the safety and well-being of both the dogs and the community. • Consistency and Compliance: This will ensure that each new owner or dog is assessed under the same criteria, reducing risks and maintaining high standards of care and control. Reapplying for the permit or special owner status will ensure continued compliance with regulations, especially when circumstances change. <p>We will manage this process by keeping permits up to date and aligned with any changes in ownership or property.</p>

Ward Street Reserve	We propose making Ward Street Reserve an on-leash area only	<ul style="list-style-type: none"> • Lack of Containment: Unlike Redwood Park, which is fully enclosed with secure fencing, Ward Street Reserve lacks the necessary infrastructure to safely contain dogs. Without proper fencing, there is an increased risk of uncontrolled interactions. While there is no budget for this currently, it could be considered for future LTPs if the community expresses interest in more off-leash areas. • Proximity to a Playcentre: With a nearby playcentre, the area is home to young children who are particularly vulnerable. Unleashed dogs can pose a risk, especially in environments where noise and activity might attract their attention. • Unfenced Bordering Properties: The reserve borders properties with no fencing, increasing the risk of dogs running into yards where children or family pets may be playing, potentially leading to dangerous encounters. • Future Development Plans: The area is undergoing further development, which will likely increase the number of people using the space. As the community grows, it's essential that we proactively manage the safety of all visitors. <p>By making this reserve an on-leash area, we are prioritising the safety and well-being of children, pets, and the wider community, while still ensuring the reserve remains an enjoyable space for everyone.</p>
Centennial Park dog area	We propose making Centennial Park a prohibited dog area	<ul style="list-style-type: none"> • Lack of Awareness: Many people are currently unaware that dogs are required to be on-leash in this area. Without this clear understanding, there's a higher risk of uncontrolled interactions between dogs and park users. • Increased Activity from Development: With plans for further development of sports facilities, the park will see a significant rise in numbers of people. More people in the area means a greater chance of incidents, particularly if dogs are off-leash in such a busy space. • Proximity to a School: The park is located near a school, where children—especially younger, more vulnerable ones—may be playing. The noise and activity can easily attract the attention of unleashed dogs, increasing the likelihood of unwanted interactions. • Hygiene Concerns on Sports Fields: Allowing dogs in the park - especially on sports fields - raises significant hygiene issues. Dogs' toileting in these areas not only creates health risks but also disrupts the quality of play and enjoyment for those using the fields. <p>By making Centennial Park a dog-prohibited zone, we ensure the safety, cleanliness, and enjoyment of the park for all members of the community, particularly children, sports people/players, and families.</p>
Any Prohibited dog areas	Exceptions for Council-run events.	<p>Our primary goal is prioritising the safety and well-being of park users. However, exceptions may be granted for certain events that can be held under controlled conditions.</p> <p><i>For example: The Council has previously hosted free vaccination events at Centennial Park. This location is ideal because it allows dogs to remain safely in their vehicles while being attended to.</i></p> <p>This exemption would also apply to other events, such as the Great NZ Muster and the Christmas parade, in Te Kūiti.</p>
Mangokewa Reserve	This will be removed from the Bylaw	This will be removed from the bylaw as it's not under WDC control. A formal review is not required to make this change.
Note the following exceptions		Beaches remain dog-friendly, with the exception of part of Mōkau Beach (<i>as per map in schedule 1</i>). This part of the beach is closed to dogs during the summer months due to the high number of people using the area.



67 KEY REASONS FOR THE PROPOSED CHANGES

Council is proposing some minor changes to both the Dog Control Policy and Dog Control Bylaw. The key reasons for the proposed changes are:

- Increasing the need for safety within dog parks.
- Increasing the need for safety out and about in the community.
- Improving clarity for owners about their rights and obligations.
- Improving clarity around Council's responsibilities and enforcement functions.
- Continuing to meet our obligations under the Dog Control Act 1996.
- Dog Control Bylaw and Dog Control Policy have been updated to a new template

We have updated the maps in Schedule 1 to reflect the proposed changes.

For clarity, we have highlighted in yellow the area on Rora Street where dogs may be walked on a leash. This area is commonly used by visitors who stop to use the facilities, and we want to clearly indicate where dogs are allowed on-leash on the grass.

A similar yellow-shaded area is shown for Kara Park in Piopio. Please note that this is not a change to the rules—dogs are already allowed on-leash in all areas that are not specifically prohibited.

OPTIONS CONSIDERED

DOG CONTROL BYLAW OPTIONS

Option 1 (preferred): Continue the bylaw with the proposed amendments.

Council considers the appropriate option is to keep the current Dog Control Bylaw with the key changes described in the proposal table. This option responds to the opportunities and issues identified through the review.

Making these changes means:

- Clarity on permit and Special Owner applications
- Ward Street reserve becomes an on-leash area increasing public safety in the area
- Centennial Park all areas prohibited to dogs increasing public safety in the area.
- Standard exemptions for Council run events in prohibited dog areas.

Option 2: Continue the bylaw with no amendments.

This option would involve keeping the current Dog Control Bylaw without any amendments. This option would mean that:

- Owners may not realise their permit or Owner status has lapsed
- Ward Street remaining off-leash – would require more monitoring by WDC staff
- Centennial Park southern end remains on-leash – would require more monitoring by WDC staff
- Approval for Council events involving dogs required in each instance.



DOG CONTROL POLICY OPTIONS

The Policy must align with the Bylaw. Therefore, if any amendments are made to the Bylaw, the Policy will also be updated accordingly. If the Bylaw remains unchanged, the Policy will also stay the same.



KEY DATES

1 MAY
2025

Submissions OPEN

31 MAY
2025

Submissions CLOSE

10 JUNE
2025

HEARINGS (should
people wish to speak
to their submissions)

30 JUNE
2025

DELIBERATIONS: Council
discusses feedback from
the community. Changes
are agreed, if appropriate.

30 JUNE
2025

Council ADOPTS the final
Bylaw

NEXT STEPS

A Hearing will be held on 10 June 2025. Submitters who want to speak to their written submission will be able to do so at this meeting.

Waitomo District Council will analyse all feedback from written and verbal submissions.

The analysis of this feedback will be presented at the Council meeting on 30 June 2025.

Council will consider the feedback and decide on the Bylaw and Policy.

HAVE YOUR SAY



We want to hear from you!

The proposed changes are not yet finalised, and your feedback is crucial in helping us make the best decision for our district.

These changes are intended to improve transparency, accountability, and safety for everyone, but we need your input to ensure that the final decision reflects the needs and concerns of the community.

Your voice matters! Please share your thoughts so we can make a well-informed decision.

FORMAL SUBMISSION FORM - HAVE YOUR SAY

DRAFT DOG POLICY & BYLAW REVIEW 2025

You can share your views by:

- Completing this submission form and returning it to us by: 31 May 2025.
 - o **Visiting** our Customer Service Centre, 160 Rora Street, Te Kūiti. 9am - 4pm. Monday - Friday.
 - o **Emailing** it to: haveyoursay@waitomo.govt.nz (scan and pdf or take a photo)
 - o **Posting** to: FREEPOST 112498, Waitomo District Council, PO Box 404, Te Kūiti 3941.
- Visiting our **website**: www.waitomo.govt.nz/council/haveyoursay and filling in an online submission form.

SUBMISSIONS CLOSE 31 MAY 2025

NAME _____ PHONE _____

ORGANISATION (if responding on behalf of) _____

ADDRESS _____

EMAIL _____

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

☐ Yes ☐ No If 'no', why not? _____

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

☐ Yes ☐ No If 'no', why not? _____

3. Do you have any other feedback or suggestions?

I wish to speak to Council about my submission.

(Hearings are scheduled for 10 June 2025. We will contact you to arrange a time.)

☐ Yes ☐ No

The Local Government Act 2002 requires submissions to be made available to the public. Your name and/or organisation will be published with your submission and made available in a report to elected members and to the public. Other personal information supplied (such as address / email address) will be removed from the public copy.

Draft

Waitomo District Council

Dog Control Bylaw 2025

First Adopted	15 December 2015
Document Number	821038 Version #
Review History	September 2020, June 2025
Next Review	June 2035
Responsibility	Regulatory Group
Adopted by:	Council on [date]
Associated Documents	Dog Control Policy 2025

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INTRODUCTION | KUPU ARATAKI

This Bylaw gives effect to the Dog Control Policy for the Waitomo District, the objective of which is to enable people to enjoy the benefits of dog ownership and provide for the exercise and recreational needs of dogs and their owners, whilst minimising danger, distress, and nuisance to the community generally.

The initial resolution to make this Bylaw was passed by the Waitomo District Council at an ordinary meeting of the Council held 25 March 1997 and was adopted following amendment to the General Bylaw 1993, by Special Order of the Council. The Bylaw came into force on 1 May 1997.

The Bylaw was reviewed making minor changes in 2004, 2008 adding the location of the dog pound and 2009. The Bylaw was reviewed again in March 2014 requiring licence for more than two dogs in urban zones and some other minor updates. A more significant review was completed in August 2015 with the prohibited and on leash and dog exercise areas updated and maps included within the Bylaw, sections were combined for general keeping of dogs and requirements in public spaces.

The on leash and prohibited areas were reviewed in April 2025 and consulted during the month of May through special consultative procedure.

The Bylaw was adopted by Council resolution on [date] 2025.

BYLAW | PĀERO

1. TITLE | TAITARA

This Bylaw may be cited as the Dog Control Bylaw 2025.

2. COMMENCEMENT | TĪMATA

This Bylaw will come into effect once adopted by Council with the commencement date being part of the Council resolution.

Guidance note:

This Bylaw comes into force on [date / month] 2025 by order of Council.

This Bylaw remains in force until [date/month] 2035, unless reviewed or repealed earlier.

This Bylaw repeals and replaces the Waitomo District Council Dog Control Bylaw 2015.

3. PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

The purpose of the bylaw is:

- a) To give effect to Council's Dog Control Policy;
- b) To protect and maintain public safety; and
- c) To address how Council will fulfil its functions and duties pursuant to the Dog Control Act 1996.

This bylaw shall apply to the whole of the district administered by the Waitomo District Council.

4. DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Council	Means Waitomo District Council
Animal Control Officer	Has the same meaning as Dog Control officer defined in the Dog Control Act 1996
Chief Executive	Means the Chief Executive of Waitomo District Council

Disability Assist Dog	Has the same meaning as defined in the Dog Control Act 1996
Dog Exercise Areas	Means those areas identified in clause 6.1
Owner	Has the same meaning as defined in the Dog Control Act 1996
Neutered	To have a dog spayed or castrated but does not include to have a dog vasectomised
Private Way	Has the same meaning as defined in Section 315(1) of the Local Government Act 1974
Probationary Owner	Means a person classified as a probationary owner pursuant to section 21 of the Dog Control Act 1996
Prohibited Areas	Means those areas identified in clause 7.1
Public Place	Has the same meaning as defined in the Dog Control Act 1996
Registered Address	Means the dog owner's property which is the address listed in the dog's registration, or another address which the Council has agreed to in writing for the purpose of clause 6.
Waitomo District	Means the District of Waitomo as administered by the Waitomo District Council
Working Dog	Has the same meaning as defined in the Dog Control Act 1996
Special Owner	Special owner status acknowledges exemplary dog owners and their dog-safe properties by offering reduced registration fees. This is subject to completion of an application and demonstration that the criteria listed in Dog Control Policy 2025 are met.

- 4.1 Unless the context requires another meaning, a term of expression that is defined in the Act and used in this Bylaw, but not defined, has the meaning given by the Act.
- 4.2 Any guidance or explanatory notes do not form part of this Bylaw, and may be made, amended and revoked without formality.
- 4.3 To avoid doubt, the Legislation Act 2019 applies to this Bylaw.

5. Control Of Dogs in Public Places

- 5.1 Every owner of a dog must exercise control over it and must prevent it from wandering or remaining at large or free in any public place or private way.
- 5.2 Except as provided in clauses 4.1 and 4.2 and subject to clause 5, every owner of a dog in any public place or private way must secure the dog by an effective lead or similar contrivance which keeps the dog under continuous control.
- 5.3 Dogs may be exercised free of restraint in Dog Exercise Areas.

6. Dog Exercise Areas

- 6.1 Dogs may be exercised free of restraint in the following locations:

• ~~Ward Street Reserve~~

- ~~Mangaokewa Scenic Reserve~~

- The reserve adjacent to Redwood Forest (identified on the attached map); and
- All beaches in the Waitomo District with the exception of the area shaded pink on the map of Mokau attached in Schedule 1 (between 1 December each year and 31 March the following year).

Maps identifying the boundaries of the Dog Exercise Areas are included in Schedule 1.

- 6.2 The owner must have continuous control of the dog while it is free of restraint and must remain within the dog exercise area while the dog is off its lead.

7. Prohibited Areas

- 7.1 With the exception of Disability Assist dogs, dogs are not allowed to enter the following public places, whether under control or not:

- The part of the Central Business District of Te Kuiti shaded red on the map attached in Schedule 1 unless the dog is attending any veterinary clinic located in this area or the dog is contained within or on any vehicle and is securely confined within or on that vehicle so as not to constitute a nuisance or endanger any person;
- The area shaded pink on the map of Mokau attached in Schedule 1 (between 1 December each year and 31 March the following year);
- Any land or premises used as a public school, kindergarten, playcentre, private school and public swimming baths, unless the person or body in charge of such prohibited area has granted prior permission in writing to take or allow the dog within the limits of such prohibited area;
- The whole area of Centennial Park shaded red on the map attached in Schedule 1;
- Redwood Park;
- In the immediate vicinity of any public playground;
- The area of Kara Park, Piopio –shaded red on the map attached in Schedule 1; and
- Village Green, Piopio.

- 7.2 Maps identifying the site specific area boundaries are included in Schedule 1.

- 7.3 The Council may at its discretion:

- Provide for any public area not already being a prohibited area to be a prohibited area for a specified time; or
- Suspend the designation of a prohibited area for a specified period for Council events; or
- Restrict the number of dogs for a specified time period in a specified area.

Advisory note:

Disability Assist Dogs are exempt from any restrictions and dogs authorised by Council to be part of the event.

8. Prevention of Public Nuisance or Health Issues

- 8.1 The owner or any person in possession or control of any dog that defecates in a public place or on land or premises occupied by anyone other than the owner of the dog must immediately remove the faeces and dispose of them in a legal manner.
- 8.2 Every owner of a dog that has a contagious disease must ensure that it is confined at all times within its registered address, or when not at this address fully contained within a cage that prevents contact with other animals, domestic or otherwise, or fully enclosed and secured within a vehicle.
- 8.3 Every owner of a dog must prevent it from attacking any person or any other animal.
- 8.4 The owner of a bitch shall keep the dog confined but adequately exercised whilst such dog is in season.

- 8.5 If in the opinion of the Animal Control Officer, any dog or dogs or the keeping thereof on such premises has become, or is likely to become a nuisance or injurious or hazardous to health, property or safety, the Animal Control Officer may by notice in writing require the owner or occupier of the premises within a time specified in such notice to do all or any of the following:
- To reduce the number of dogs kept on the premises.
 - To construct, alter, reconstruct or otherwise improve the kennels or other buildings used to house or contain dogs.
 - To require such dog or dogs to be tied up or otherwise confined during specified periods.
 - To take such other action as the Animal Control Officer deems necessary to minimise or remove the likelihood of nuisance or hazard or injury to health, property or safety.

9. Limitation on Number of Dogs

- 9.1 No person/s shall keep, or permit to be kept, on or within any premises, other than that zoned rural more than two (2) dogs of greater age than three months unless such premises have been approved by the Chief Executive and a permit issued. Such permit will be subject to a fee approved and set as part of the Fees and Charges process.
- 9.2 Approval ~~by the Chief Executive Officer~~ will only be given subject to compliance by the owner/s with all reasonable requirements for the purpose of ensuring proper care and control of the dogs and the prevention of any nuisance. As a minimum an applicant for a permit must meet the following criteria:
- Have the physical suitability of land to hold more than two dogs;
 - Meet the Special Owner criteria set out in the Dog Control Policy;
 - Have written approval of neighbours on all sides of the applicants property;
 - All dogs must be currently registered;
 - Kennels must be kept clean and sited a minimum of 1 metre from the boundary fence;
 - Dogs must be kept under control at all times; and
 - Dogs must not create a nuisance (barking and howling etc).
- 9.3 The **Animal Control Officer** may impose any additional terms or special conditions on the granting of a permit that is considered appropriate.
- 9.4 A permit to keep more than two (2) dogs of greater age than three months is not transferrable between properties. When owners and dogs change address, a new application must be submitted for the new address.
- 9.5 **The permit is only valid for the dogs specified on the permit.** If a permit holder acquires any further dogs or any dog is disposed of the Animal Control Officer must be immediately notified of the change and **a new application must be submitted.**
- 9.6 **All dog owners on property must apply for a permit. The permit is issued to the property, not the owner.**
- 9.7 Any approval given for any person to keep more than two (2) dogs on their premises may be reviewed at any time. On review, the approval may be modified or revoked in the event of non-compliance with any condition of approval over the period of the permit under review. Non-compliance will include but not be limited to:
- The dog or dogs on land specified in the permit have caused injury or a nuisance to any person engaged in their lawful activity; or
 - The keeping of such dog or dogs has caused a detrimental effect upon the surrounding neighbourhood; or
 - There has been a failure to comply with all or any of the terms, conditions and restrictions of the permit, or any subsequent notice.
- 9.8 Any application by the occupier of any land in respect of which an application has been declined or a permit revoked pursuant to Clause 5.7 will not be reconsidered before expiration of two years after the date of that refusal or revocation.

- 9.9 Nothing in this section shall remove the need for any land use consent if this is required in accordance with the District Plan, i.e., boarding kennels, dog daycare.

10. Minimum Standards for Housing Dogs

- 10.1 The owner of any dog shall provide adequate accommodation for the dog. Kennels are to be sited on a hard surface, provide shelter from the elements and be free from dampness. Kennels are to be kept in a clean condition. If a kennel is not provided, dogs are to be confined inside premises with an adequate sleeping area provided.
- 10.2 Every person commits an offence, who, being the owner of a dog keeps it beneath the ground floor of a residential building.

11. Dogs to be Kept Minimum Distance from Boundary

- 11.1 No person shall permit or allow a dog to be housed, confined or restrained on any private premises within one metre of the boundary of the premises. Council may dispense with the requirements of this clause if the written consent of the affected neighbour has been first obtained.

12. Probationary Owners

- 12.1 If any owner of a dog is classified as a probationary owner pursuant to the Dog Control Act 1996, Council may require at its discretion the person to complete at his or her expense, a dog owner education programme and / or a dog obedience course.

13. Dogs Within Parks and on Beaches

- 13.1 Every person must prevent any dog within their care and / or control from interfering with the use or enjoyment of any park / beach by other persons in that park / beach.
- 13.2 An owner, or any person in charge of a dog, may be ordered to remove such dog from any beach or bathing reserve if the presence of the dog is considered likely to cause annoyance, inconvenience, danger or be hazardous to health of the public for the time being using such beach or bathing reserve.

14. Impoundment of Dogs

- 14.1 Any dog found at large in any public place, whether or not the dog is wearing a collar having the proper registration label, is microchipped or has a disc attached; or found at large in any public or private way in breach of this bylaw, may be impounded.
- 14.2 The owner of any dog impounded shall pay to Council reasonable fees for the sustenance of the dog and for the giving of notice to the owner, together with a poundage fee as set through the Council's Fees and Charges process.
- 14.3 No dog which is for the time being not registered in accordance with the Dog Control Act 1996, shall be released until it is registered, microchipped and fees payable have been paid.

15. Requirement to Neuter Dog

- 15.1 Council requires mandatory neutering of dogs classified as menacing under section 33A of the Dog Control Act 1996.
- 15.2 If a dog has been classified as a menacing dog in another district under section 33A of the Dog Control Act 1996, where it was not required to be neutered, but moves to the Waitomo District, it will be a requirement for the dog to be neutered once residing in the Waitomo District.

- 15.3 Dogs classified as dangerous in accordance with the Dog Control Act 1996 are required to be neutered.
- 15.4 The owner of any dog that has not been kept under their control on two or more occasions may be required by the Chief Executive to have that dog neutered, whether or not the owner of the dog has been convicted of an offence against Section 53 of the Dog Control Act 1996.

16. Fees

- 16.1 Fees in respect of this Bylaw are as set out in Council's Schedule of Fees and Charges which are reviewed annually.

17. Penalties

- 17.1 Section 20(5) of the Dog Control Act 1996 provides that every person who commits a breach of this Bylaw commits an offence and is liable for the penalties described by Section 242(4) of the Local Government Act 2002, which at the date of making the Bylaw, is a fine not exceeding \$20,000.
- 17.2 Section 65 of the Dog Control Act 1996 permits an infringement fee for the amount specified in the First Schedule to that Act to be imposed in respect of each offence described.

Common Seal of Waitomo District Council:

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

Mayor _____

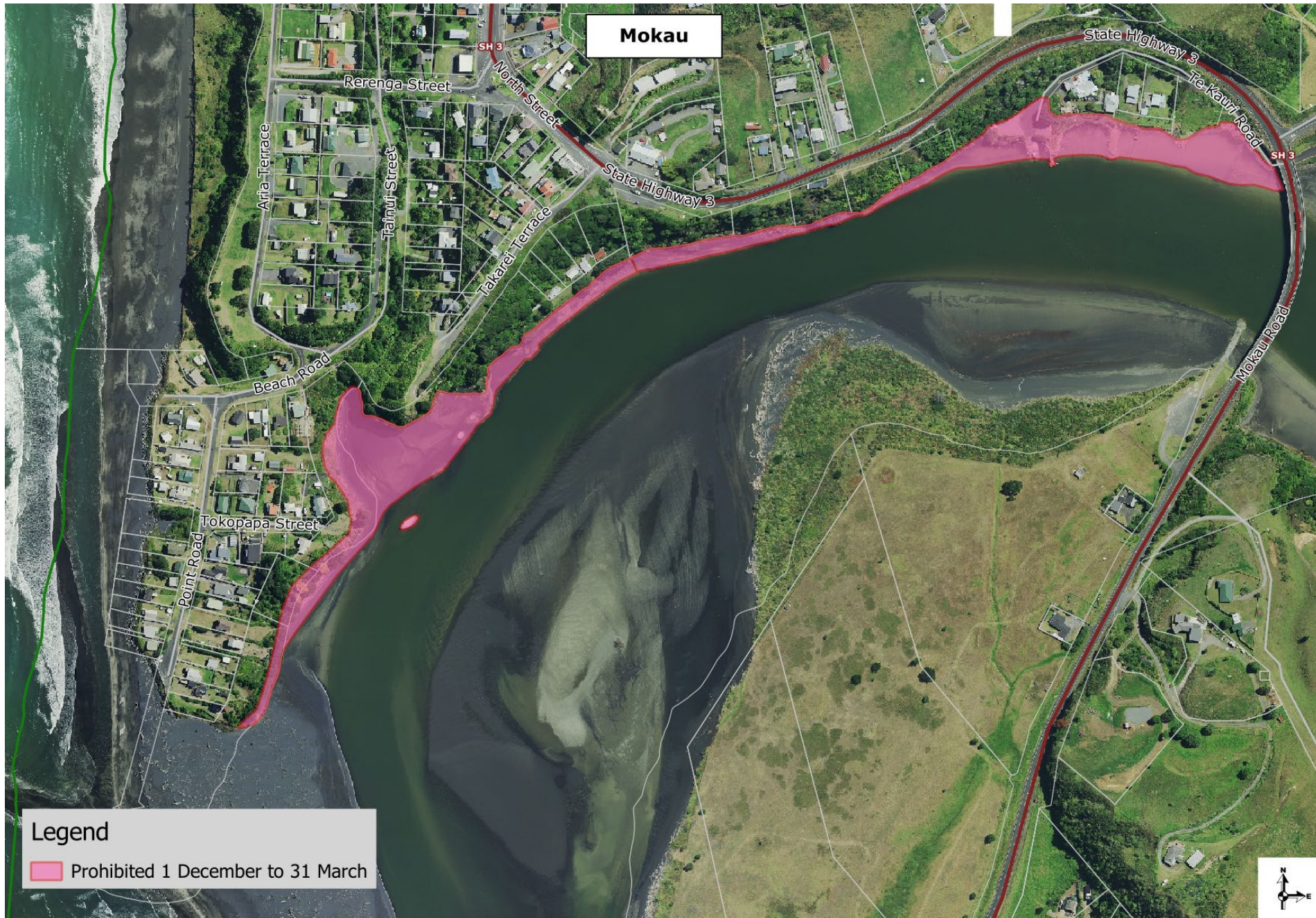
Chief Executive _____

Schedule 1 – Dog Exercise and Prohibition Areas









Draft

Waitomo District Council

Dog Control Policy 2025

Policy First Adopted	15 December 2015
Document Number	821004, Version #
Review History	September 2020, June 2025
Date of Next Review	June 2035
Responsibility	Regulatory Group
Adopted by	Council on [date]
Associated Documents	Dog Control Bylaw 2025

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INTRODUCTION | KUPU ARATAKI

Waitomo District Council Dog Control Policy has been adopted pursuant to the functions, duties and powers conferred on Waitomo District Council ("Council") by the Dog Control Act 1996 (www.legislation.govt.nz) and takes into account:

- a) The need to minimise danger, distress, and nuisance to the community generally; and
- b) The need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults; and
- c) The importance of enabling, to the extent that it is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs; and
- d) The exercise and recreational needs of dogs and their owners.

This policy applies to the whole of the district administered by the Waitomo District Council.

POLICY | KAUPAPA HERE

1. PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

The purpose of this policy is to state how Council will fulfil its legislative responsibilities pursuant to the Dog Control Act 1996 and the Dog Control Bylaw 2025.

2. DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Council	Means Waitomo District Council
Chief Executive	Means the Chief Executive of Waitomo District Council
Disability Assist Dog	Has the same meaning as defined in the Dog Control Act 1996
Dog Exercise Areas	Means those areas identified in clause 6.1 of this policy
Owner	Has the same meaning as defined in the Dog Control Act 1996
Neutered	To have a dog spayed or castrated but does not include to have a dog vasectomised
Prohibited Areas	Means those areas identified in clause 7.1 of this policy
Public Place	Has the same meaning as defined in the Dog Control Act 1996
Waitomo District	Means the District of Waitomo as administered by the Waitomo District Council
Working Dog	Has the same meaning as defined in the Dog Control Act 1996
Special Owner	Special owner status acknowledges exemplary dog owners and their dog-safe properties by offering reduced registration fees. This is subject to completion of an application and demonstration that the criteria listed in section 2.26 are met.

3. Education

- 3.1 Council considers that involvement in education, and liaison with dog clubs and other service providers, is an appropriate and valuable role. Dogs need to be trained and socialised so that they learn how to behave in a public environment. Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues.
- 3.2 Council will also seek to enhance the knowledge of the public generally, particularly children, on safety around dogs and other dog-related issues. Liaison with dog obedience clubs and other dog-related service providers in the region is considered an important role for Council.

4. Regulation and Enforcement

- 4.1 Council has developed a Dog Control Bylaw that is the primary enforcement mechanism of this policy.
- 4.2 Whilst Council will pursue education of dog owners and the public generally to avoid and minimise dog related issues in the district, enforcement of the provisions of the Dog Control Bylaw is critical to maintain public safety and to minimise danger, distress, and nuisance to the community from dogs.

5. Exercise Areas, Prohibited Areas and Dogs on a Leash

- 5.1 Council aims to provide appropriately for the exercise and recreational needs of dogs. Council has designated areas where dogs may exercise without being on a lead or similar device (see clause 6.1), and areas where dogs are prohibited (see clause 7.1). Maps identifying the site specific designated dog Exercise Areas and Prohibited Areas are included in Schedule 1.

6. Off Lead Dog Exercise Areas

- 6.1 Below is a list of parks designated as Dog Exercise Areas where dogs can be exercised off lead:

- ~~Ward Street Reserve~~
- ~~Mangaokewa Scenic Reserve~~
- The reserve adjacent to Redwood Forest (identified on the attached map), and
- All beaches in the Waitomo District with the exception of the area shaded pink on the map of Mokau attached in Schedule 1 (between 1 December each year and 31 March the following year).

7. Areas where dogs are prohibited

- 7.1 Below is a list of locations where dogs are prohibited:

- The part of the Central Business District of Te Kuiti shaded red on the map attached in Schedule 1 unless the dog is attending any veterinary clinic located in this area or the dog is contained within or on any vehicle and is securely confined within or on that vehicle so as not to constitute a nuisance or endanger any person;
- The area shaded pink on the map of Mokau attached in Schedule 1 (between 1 December each year and 31 March the following year);
- Any land or premises used as a public school, kindergarten, play centre, private school and public swimming baths, unless the person or body in charge of such prohibited area has granted prior permission in writing to take or allow the dog within the limits of such prohibited area;
- The whole area of Centennial Park shaded red on the map attached in Schedule 1;
- Redwood Park (identified on the attached map in Schedule 1);

- In the immediate vicinity of any public playground
- The area of Kara Park, Piopio – shaded red on the map attached in Schedule 1; and
- Village Green, Piopio.

7.2 The restriction on dogs in Prohibited Areas in clause 7.1 does not apply to Disability Assist Dogs.

8. Dogs on a Leash

8.1 With the exception of Dog Exercise Areas and subject to the Prohibited Areas dogs are only allowed in public places while controlled on a leash. This restriction does not apply to a Working Dog, being worked.

8.2 The Council may **at its discretion**:

- **Provide for** any public place not already being a prohibited area to be a prohibited area for a specified time: -or
- **Suspend the designation of a prohibited area for a specified period for Council events; or**
- **Restrict the number of dogs for a specified time period in a specified area.**

Advisory note:

Disability Assist Dogs are exempt from any restrictions and dogs authorised by Council to be part of the event.

9. Neutering

9.1 It is compulsory for a dog which is classified as dangerous in accordance with the Dog Control Act 1996 to be neutered.

9.2 Council requires mandatory neutering of dogs classified as menacing under section 33A of the Dog Control Act 1996. There is evidence that neutering reduces a dogs desire to roam, and may reduce possible aggression.

9.3 If a dog has been classified as a menacing dog under section 33A of the Dog Act 1996 in another district, where it was not required to be neutered, but moves to the Waitomo District, it will be a requirement for the dog to be neutered once residing in the Waitomo District.

9.4 Dogs that are regularly not under control cause a range of issues. The Chief Executive may require an owner/s to de-sex a dog that has not been kept under control on two or more occasions.

10. Probationary Owners

10.1 Council may require a person/s that is classified as a probationary owner/s in accordance with the provisions of the Dog Control Act 1996 to undertake, at his or her own expense, a dog owner education programme and / or a dog obedience course approved by Council.

11. Fees and Charges

11.1 The Dog Control Act 1996 empowers Council to impose reasonable fees and charges for the registration and control of dogs. The fees and charges aim to incentivise through the use of fee categories and discounts, responsible dog ownership, and the prompt payment of registration fees. The fees and charges will be prescribed each year in Council's Schedule of Fees and Charges.

11.2 A discount of the registration fee is available to dog owners who qualify as "Special Owners". In order to qualify as a Special Owner a registered owner must:

1. Make an application for Special Owner status;

2. No outstanding registration or penalty fees or infringements;
3. Have not been the subject of justified complaints or successful prosecutions within the previous 2 years;
4. Have not had a dog impounded within the previous 2 years;
5. Have their dog(s) microchipped if registered for the first time on or after 1 July 2000;
6. Meet the fencing criteria or have alternative means of keeping dogs on the property at all times, (Details of these requirements are included on the application form); and
7. Keep their dog on a property located in an urban area within the district. A property shall be considered to be in an urban area for the purposes of this provision if it is located within a 50 kilometre speed zone.

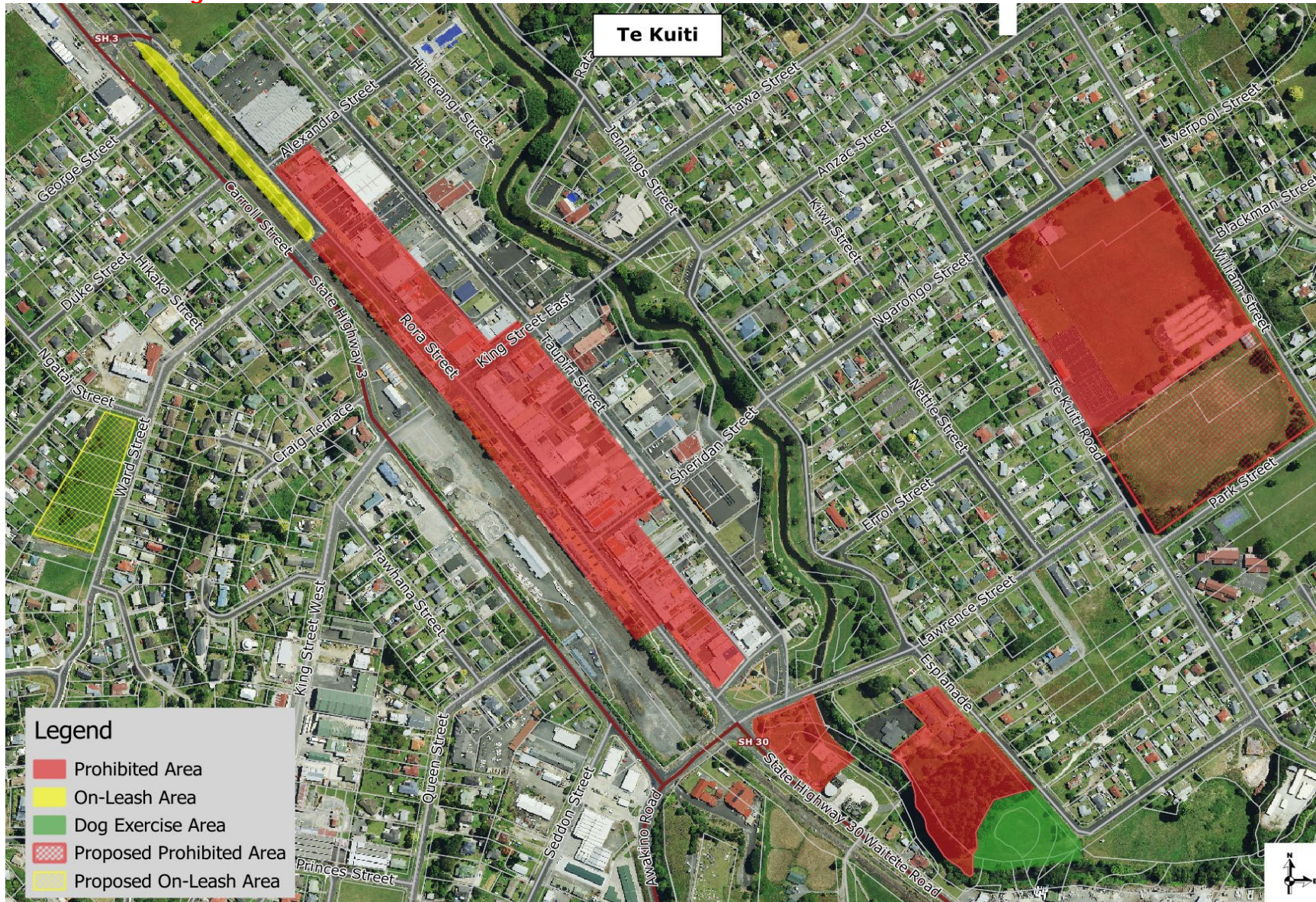
8. Final decision is at the discretion of the Animal Control Officer.

- 11.3 Any applications received before 1 May, if successful, will have the discount applied for the coming dog registration year. Any applications received after 1 May, if successful, will not take effect until 1 July the following year.
- 11.4 The requirement to pay any late registration fee/penalty may be waived where exceptional circumstances can be shown. A decision on when exceptional circumstances apply will be determined by the Chief Executive after taking into account the following:
 1. The dog owner has a good payment history;
 2. The dog owner has not been the subject of any complaints in relation to compliance with the Dog Control Act 1996 and / or Council's Dog Control Policy and / or Bylaw over the last five years;
 3. Financial circumstances of the owner;
 4. Extenuating personal circumstances such as family illness, death or other tragedy; and/or
 5. Failure to receive the registration document due to being absent from the District or for some other legitimate reason.

12. Application And Review

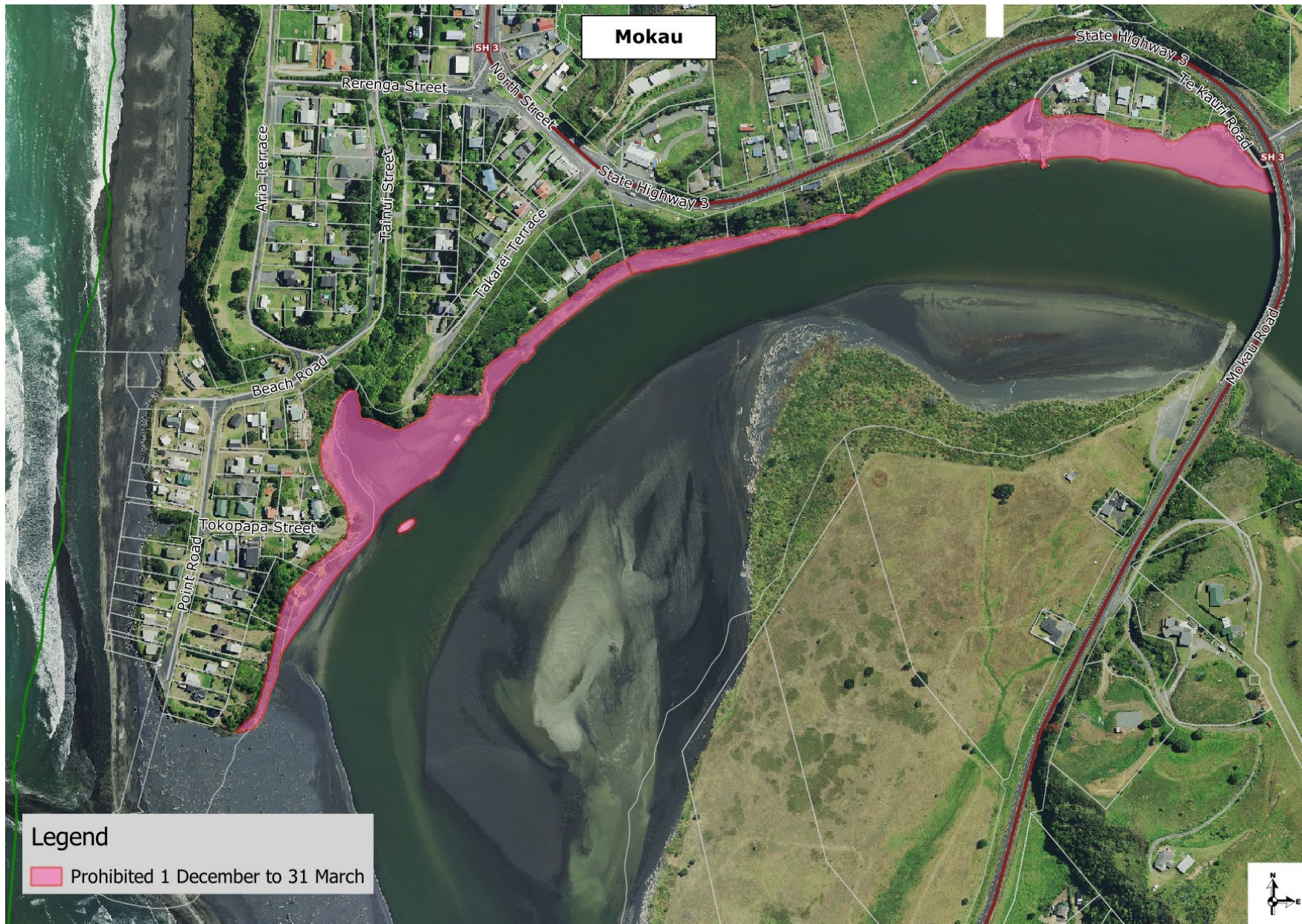
- 12.1 The policy will be implemented using a combination of public education, liaison with other service providers, and where necessary enforcement action.
- 12.2 The Policy is enforced through the Waitomo District Council Dog Control Bylaw **2025**.
- 12.3 This policy shall be reviewed at least every **10** years.

Schedule 1 – Dog Exercise and Prohibition Areas









Document ID: 834472

Report To: Council**Meeting Date:** 29 April 2025**Subject:** **Dangerous Driving and Related Anti-Social Behaviour Issues, Te Kuiti East – Update****Type:** Decision required**Author(s):** Darren Laycock
Rooding ManagerShyamal Ram
General Manager Infrastructure Services**1. Purpose of Report**

- 1.1 The purpose of this business paper is to seek approval for recommended works to address concerns relating to dangerous driving around Te Kuiti East.

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 Dangerous Driving and Related Anti-Social Behaviour Issues, Te Kuiti East be received.
 - 2 Council approve \$80,000 to complete the line marking and kerb build outs on Te Kuiti Road and surrounding roads.

3. Background

- 3.1 There is an ongoing issue with cars being driven in an anti-social and dangerous manner around the Te Kuiti East area, mainly late at night or in the early morning hours. This includes drivers doing donuts, skids, driving at excessive speed and just generally putting residents and property at risk. This is causing a lot of upset and anger amongst local residents.
- 3.2 These incidences have been reported to the Police but as presented in the deputation to the Council Meeting on 25 February 2025, residents consider there has been little positive outcome. Residents state the drivers have usually left the scene by the time police arrive.
- 3.3 The deputation advised Council that during the regular incidents, local residents have taken to trying to scare off the drivers and potentially putting themselves in danger by their actions. A petition calling for action was presented to Council at the time the deputation was presented at the Council Meeting.
- 3.4 Council has received a number of service requests recently regarding dangerous driving and boy racer activity with one resident coming into the office to speak to staff directly.

4. Commentary

4.1 A further meeting took place on 2 April 2025 with residents and Council staff, including two elected members. Various options were discussed including speed humps, CCTV cameras and line marking. The residents clarified that the anti social behaviour is also evident at the intersection of Te Kuiti Road and Esplanade. The options considered and discussed were:

4.2 **SPEED HUMPS**

4.3 This option was considered but has issues with the noise and house vibration from vehicles driving over the humps. This would be particularly bad for trucks as the route along Te Kuiti Road is a detour for SH3. The other issue is that there is no current funding from NZTA for speed humps so they would be fully unsubsidised.

4.4 **CCTV CAMERAS**

4.5 This option was considered at strategic spots where the worst offending occurs. This would rely on suitable cameras being installed to recognise the offenders or vehicles, as well as capturing the vehicle registration numbers. This option would rely on the police acting once the evidence was provided to them. The option for domestic cameras to be supplied to residents was considered not to be valid as it could make the house a target for the perpetrators.

4.6 **LINE MARKING / KERB BUILD OUTS**

4.7 This option would appear to narrow the road to drivers, which would, in turn, slow vehicles down. The extra parking spaces around Centennial Park would create additional benefits for local residents and the wider community. There would also be a number of physical barriers installed in the form of concrete kerb build outs along Te Kuiti Road.

4.8 The streets to have the parking added are Te Kuiti Road, Ngarongo Street, Williams Street and Park Street. There will be additional marking done at the intersection of Te Kuiti Road and Esplanade, to give the appearance of narrowing the corner down therefore slowing vehicles down. No work will be done outside of the road carriageway. In Centennial Park, work will be conducted under the Centennial Park project, pending approval. Refer to Appendix 1 for the proposed layout.

4.9 Depending on the results achieved after the line marking is done, further work in the area could include a number of small crossing islands and a mini roundabout. These are options for looking at in the future.

Item	Description	Unit	Quantity	Rate	Amount
1	Preliminary & General	LS	1	\$10,000	\$10,000
2	Temporary Traffic Management				
2.1	Prepare Traffic Management Plan	LS	1	\$500	\$500
2.2	Implementation of Temporary Traffic Management	LS	1	\$8,000	\$8,000
3	Traffic Services				
3.1	Precast Concrete Island (Pinned)	ea	14	\$3,000	\$42,000
3.2	Pavement markings	LS	1	\$10,000	\$10,000
	Contingency		1	\$9,500	\$9,500
	Physical Works Total				\$80,000

- 4.10 The cost to complete the work, as per the design, is approximately \$70,500. There would be an additional allowance of \$9,500 for a contingency. The estimated costs are made up as follows:
- 4.11 This would be funded from existing budgets and unsubsidised as follows:
- Traffic Services - \$29,000 (GL 1227306177)
 - Unsubsidised - \$51,000
 - TOTAL - \$80,000

5. Analysis of Options

- 5.1 All the options considered, are as per the previous paper presented to Council on 25 March 2025.
- 5.2 The line marking / kerb build out option was considered an effective and lower cost option compared to the others. This option is less reliant on police actions. The road will be narrow enough to slow down the traffic and the general public may initially complain while they get used to the new narrow layout.
- 5.3 It also offers extra parking for activities at Centennial Park and the surrounding area. The work will tie in with the planned future parking for the park so achieving two goals.

6. Considerations

6.1 SIGNIFICANCE AND COMMUNITY VIEWS

- 6.2 There is significant resident interest in resolving the issue. This has been demonstrated by a number of residents speaking to Council directly as well as to staff and also through service requests.

6.3 RISK

- 6.4 The role that Council plays in this issue needs to be carefully considered so that a wrong precedent is not set. Council could end up with similar requests from the residents on other roads.
- 6.5 While Council can take the preferred option mentioned, it does not address the root cause of the anti-social behaviour.

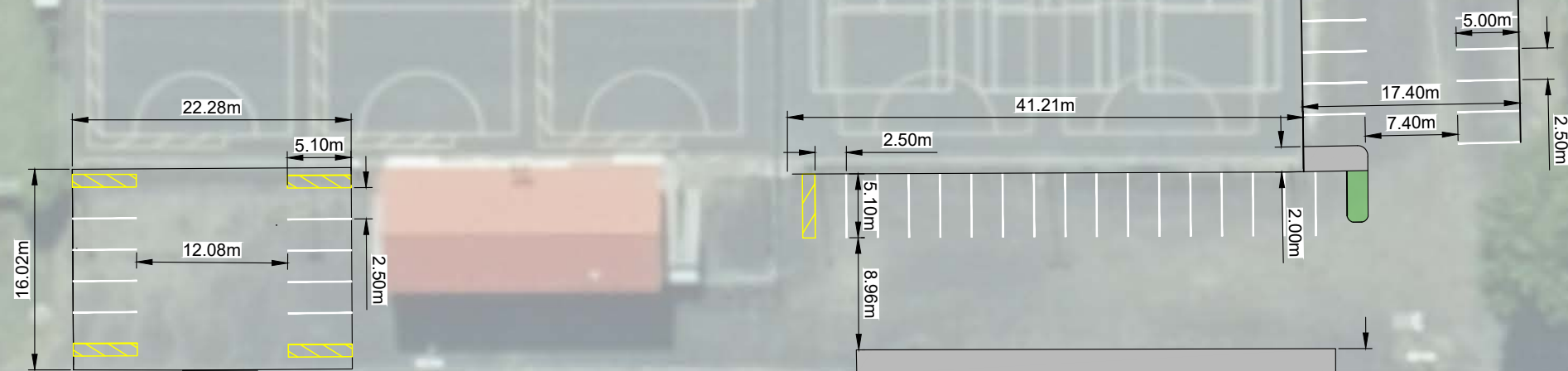
7. Recommendation

- 7.1 The business paper on Dangerous Driving and Related Anti-Social Behaviour Issues, Te Kuiti East, be received.
- 7.2 Council approve \$80,000, including contingency, to allow the work to be done.

8. Attachments/Separate Enclosures

Attachments:

- 1 Te Kuiti East Parking Plans (Doc 835208)



6m WIDE ENTRANCE / EGRESS

6m ENTRANCE / EGRESS

TE KUITI RD

6.00m 6.00m

Diagram of a rectangular channel cross-section. The water depth is indicated as 2.20m. The channel width is indicated as 11.00m.

Figure 10 illustrates a road cross-section with a central lane of 2.20m width and two shoulders of 3.30m width each. The diagram shows a dashed centerline and arrows indicating traffic flow from both directions.

LEGEND

---	PROPERTY BOUNDARY
.....	EXISTING KERB
- - - - -	NO PARKING LINEMARKING
■	EXISTING DRIVEWAY

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TE KUITI ROAD PARKING OPTIONS
CONCEPT DESIGN
SITE PLAN -2

DESIGN	RS						C101	DRAFT
DRAWN	SC						DWG No.	
APRVD	RS							
PROJECT NO:			A	CONCEPT DESIGN	16/04/2025	1:500 @ A3	A	
			REV	DETAILS	DATE	SCALE	REVISION	

LEGEND

- PROPERTY BOUNDARY
- EXISTING KERB
- - - - - NO PARKING LINEMARKING
- EXISTING DRIVEWAY

99



PARK ST

TE KUITI RD

DETAILS REFER TO RITS D3.1.8

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TE KUITI ROAD PARKING OPTIONS
CONCEPT DESIGN
SITE PLAN -3

DESIGN	RS						C100	DRAFT
DRAWN	SC						DWG No.	
APRVD	RS							
PROJECT NO:			A	CONCEPT DESIGN	11/04/2025	1:1250 @ A3	A	
			REV	DETAILS	DATE	SCALE	REVISION	



LEGEND

—

PROPERTY BOUNDARY

EXISTING KERB

NO PARKING LINEMARKING

EXISTING DRIVEWAY

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TE KUITI ROAD PARKING OPTIONS

CONCEPT DESIGN

SITE PLAN -5

DESIGN	RS						C100	DRAFT
DRAWN	SC						DWG No.	
APRVD	RS							
		A	CONCEPT DESIGN	11/04/2025	1:1250 @ A3	A		
PROJECT NO:		REV	DETAILS	DATE	SCALE	REVISION		



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TE KUITI ROAD PARKING OPTIONS
CONCEPT DESIGN
SITE PLAN -6

DESIGN	RS						C100	DRAFT
DRAWN	SC						DWG No.	
APRVD	RS							
PROJECT NO:			A	CONCEPT DESIGN	11/04/2025	1:1250 @ A3	A	
			REV	DETAILS	DATE	SCALE	REVISION	

LEGEND

PROPERTY BOUNDARY

EXISTING KERB

NO PARKING LINEMARKING

EXISTING DRIVEWAY



LEGEND

- PROPERTY BOUNDARY
- EXISTING KERB
- NO PARKING LINELMARKING
- EXISTING DRIVEWAY

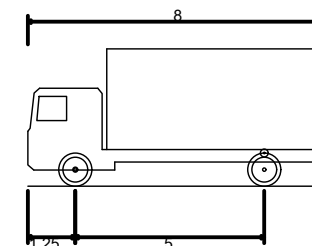
104

ESPLANADE

TE KUITI RD

NEW LINEMARKING

ESPLANADE



Medium Rigid Truck	
Overall Length	8.000m
Overall Width	2.500m
Overall Body Height	3.632m
Min Body Ground Clearance	0.427m
Track Width	2.500m
Lock-to-lock time	6.00s
Wall to Wall Turning Radius	10.000m

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TE KUITI ROAD PARKING OPTIONS
CONCEPT DESIGN
INTERSECTION LINEMARKING - OPTION 1

DESIGN	RS					C100	DRAFT
DRAWN	SC						
APRVD	RS					DWG No.	
			A	CONCEPT DESIGN	11/04/2025	1:1250 @ A3	A
PROJECT NO:			REV	DETAILS	DATE	SCALE	REVISION

LEGEND

- PROPERTY BOUNDARY
 - EXISTING KERB
 - NO PARKING LINEMARKING
 - EXISTING DRIVEWAY

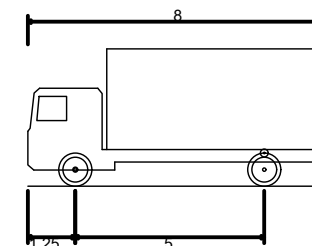
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ESPLANADE

TE KUITI RD

NEW LINEMARKING

ESPLANADE



Medium Rigid Truck	
Overall Length	8.000m
Overall Width	2.500m
Overall Body Height	3.632m
Min Body Ground Clearance	0.427m
Track Width	2.500m
Lock-to-lock time	6.00s
Wall to Wall Turning Radius	10.000m

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TE KUITI ROAD PARKING OPTIONS
CONCEPT DESIGN
INTERSECTION LINEMARKING - OPTION 2

DESIGN	RS					C100	DRAFT
DRAWN	SC					DWG No.	
APRVD	RS						
PROJECT NO:		A	CONCEPT DESIGN	11/04/2025	1:1250 @ A3	A	
		REV	DETAILS	DATE	SCALE	REVISION	

Document ID: 834048

Report To: Council**Meeting Date:** 29 April 2025**Subject:** Motion to Exclude the Public**Type:** Decision Required**Author(s):** Michelle Higgie
Manager – Governance Support**1. Purpose of Report**

- 1.1 The purpose of this business paper is to enable Council to consider whether or not the public should be excluded from the consideration of Council business.

Note: It is Council's choice whether to consider any of the business listed below in the public or public excluded portion of the meeting.

2. Suggested Resolutions

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

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

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
3. Te Kuiti Water Supply Resilience Improvements	Section 7(2) - (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	Section 48(1) (d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

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

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

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

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.