Document ID: 1021503

Report To: Council

Meeting Date: 24 November 2026

Subject: **Presentation: Maru Energy Trust**

Type: Information Only

Author(s): Michelle Higgie
Manager – Governance Support

1 Purpose of Report

1.1 The purpose of this business paper is to inform that Renee Parkes, Team Lead, Kaiarahi o Maru, will be in attendance to make a presentation to Council on behalf of Maru Energy Trust. A copy of the Maru Energy Trust Brochure is included below as background information.

2 Suggested Resolutions

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

1 The Presentation from Maru Energy Trust be received.

3 Maru Energy Trust Brochure



We have funding available now for home insulation

ABOUT MARU

Maru is a not-for-profit charitable trust, established by The Lines Company. As part of the Government's Warmer Kiwi Homes programme we're helping to insulate homes in The Lines Company's network region in the King Country and central North Island.

Our goal is to help create warmer, drier and healthier homes that ultimately use less energy.

YOU MAY QUALIFY IF:

- You own and live in a home built before 2008 **AND**
- You have a Community Services card or SuperGold Combo card **OR**
- You own and live in a home in an area identified as low income **OR**
- You are referred by the Healthy Homes Initiative.

Once your home is insulated you may be eligible for a heating grant.

Call today to discuss how we could help get your home insulated at no cost!

Funding available for a limited time.

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Maru Energy Trust

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WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 27 OCTOBER 2026 AT 9.00AM

PRESENT: Mayor John Robertson
Deputy Mayor Eady Manawaiti
Councillor Olivia Buckley
Councillor Allan Goddard
Councillor Janette Osborne
Councillor Dan Tasker
Councillor Isaiah Wallace (Apology for Lateness)

IN ATTENDANCE: 4 Members of the Public

STAFF: Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
Roading Manager, Richard Shailer (Online)
Acting General Manager – Strategy and Environment, Hilary Walker
Chief Financial Officer, Tina Hitchen
Manager – Strategy and Policy, Charmaine Ellery
Policy Advisor, Rajeshwari (Raj) Mahadevappa
Project Manager, Rav Fonseka
General Manager – Community Services

1. Karakia Tuwhera

2. Apologies

Resolution

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

Robertson/Manawaiti Carried

3. Declarations of Member Conflicts of Interest

No declarations made.

4. Emergency Event Intervention for Roading and Stormwater

Council considered a business paper providing information on what the Roading and Stormwater Teams do before, during and after an emergency event.

The Roading Manager joined the meeting online and expanded verbally on the business paper and answered Members questions.

Councillor Osborne noted that Manganui Road is mentioned in the report as an alternative route for closures of State Highway 3 and advised that Te Anga Road is also used by through traffic as an alternative route for State Highway 3.

Resolution

The business paper on Emergency Event Intervention for Roading and Stormwater be received.

Robertson/Goddard Carried

Unconfirmed

5. Confirmation of Minutes: 29 September 2026

Resolution

The Minutes of the Waitomo District Council meeting held on 29 September 2026, including the public excluded Minutes, be confirmed as a true and correct record subject to removal of Councillor Wallace from the list of "In Attendance" as he had tendered an apology.

Robertson/Buckley Carried

6. Receipt of Unconfirmed Minutes: Audit and Risk Committee – 13 October 2026

The Unconfirmed Minutes of the Audit and Risk Committee meeting of 13 October 2026 were circulated in the Agenda.

7. Chief Executive's Report – October 2026

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

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

Resolution

The Chief Executive Report – October 2026 be received.

Manawaiti/Buckley Carried

The Acting General Manager – Strategy and Environment and Chief Financial Officer entered the meeting at 9.20am.

8. Bi-Monthly Activity Report: Corporate and Finance

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

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

Resolution

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

Osborne/Goddard Carried

The Chief Financial Officer left the meeting at 9.27AM.

9. Review of Audit and Risk Committee Terms of Reference

Council considered a business paper seeking consideration of amendments to the Audit and Risk Committee's Terms of Reference as workshopped by the Audit and Risk Committee on 13 October 2026.

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

Resolution

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

Unconfirmed

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

Osborne/Buckley Carried

10. Bi-Monthly Activity Report: Strategy and Environment

Council considered a business paper updating the Council on work programmes that form part of the Strategy and Environment group.

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

Resolution

The business paper on Bi-Monthly Strategy and Environment Group Report be received.

Robertson/Manawaiti Carried

11. Reappointment of the Waitomo District Licensing Committee

Council considered a business paper seeking a decision from Council on the reappointment of the Waitomo District Licensing Committee Chairperson, Alternate Chairperson and list members for a further five years, and on whether an Elected Member should be appointed as Deputy Chairperson.

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

Resolution

1 The business paper on Reappointment of the Waitomo District Licensing Committee 2026 to 2031 be received.

2 One District Licensing Committee be retained for Waitomo District.

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

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

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

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

Robertson/Goddard Carried

MOTION

No Deputy Chairperson be appointed, and Council rely on the Commissioner and Alternate Commissioner to chair all matters.

Cr Osborne be added to the list of members of the Waitomo District Licensing Committee from 30 November 2026 to 29 November 2031.

Goddard/Tasker Carried

Unconfirmed

Councillor Osborne informed the Council of her experience and qualifications relevant to alcohol licensing matters, her ability to chair hearings and disqualifying interests relevant to her being appointed to the District Licensing Committee.

Resolution

6 No Deputy Chairperson be appointed, and Council rely on the Commissioner and Alternate Commissioner to chair all matters.

7 Councillor Osborne be added to the list of members of the Waitomo District Licensing Committee from 30 November 2026 to 29 November 2031.

Goddard/Tasker Carried

12. Co-Lab Annual Report 2025/26

Council considered a business paper presenting the Annual Report for 2025/26 for Co-Lab, the Council's Controlled Organisation.

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

Resolution

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

Robertson/Manawaiti Carried

13. Waikato Waters Ltd Annual Report 2025/26

Council considered a business paper presenting the Annual Report 2025/26 for Waikato Waters Limited, the Council's Controlled Organisation (CCO).

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

Resolution

The business paper on Waikato Waters Limited 2025/26 Annual Report be received.

Robertson/Osborne Carried

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

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

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

Resolution

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

Robertson/Manawaiti Carried

15. Delegations Register Review

Council considered a business paper presenting a revised Delegations Register for consideration and adoption.

Unconfirmed

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

Resolution

1 The business paper on Delegations Register Review be received.

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

Manawaiti/Buckley Carried

The Policy Advisor entered the meeting at 10.05am.

16. Amendment to Use of Council Seal Policy

Council considered a business paper seeking approval from the Council to amend the Use of Council Seal Policy 2025.

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

Resolution

1 The business paper on Amendment to Use of Council Seal Policy be received.

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

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

Goddard/Manawaiti Carried

17. Adoption of 2025/26 Annual Report

Council considered a business paper presenting the Draft Annual Report 2025/26 for consideration and adoption, subject to amendment, as recommended by the Audit and Risk Committee.

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

Resolution

1 The business paper on Draft Annual Report 2025/26 – Adoption be received.

2 The Chief Executive be delegated authority to ensure any formatting/grammatical changes and feedback from Council is accurately reflected in the Final Annual Report 2025/26 prior to publication.

3 The Mayor and Chief Executive be delegated authority to sign the Letter of Representation for the year ended 30 June 2026 and the Letter of Representation for Trustee Reporting to Deloitte on behalf of Waitomo District Council.

4 The audited Draft Annual Report 2025/26 be adopted.

Robertson/Osborne Carried

18. Mayor's Report – October 2026

Council considered a business paper presenting the Mayor's report for the current month.

The Mayor expanded verbally on his report and sought Members comments on aspirations and concerns with the Les Munro Centre Steering Group continuing with the Revitalisation Project.

Unconfirmed

Three Members of the Public entered the meeting at 10.26am.

The Mayor confirmed that the Steering Group Membership consists of the Mayor, Deputy Mayor and Councillors Buckley and Wallace, with the following independent appointees - Naomi Hughes, Maree Tregoweth, Rick Boven and Ata Te Kanawa.

Members verbally expressed their opinions on the work of the Les Munro Centre Steering Group and what they felt Council should focus on.

MOTION

1 The Mayor's Report – October 2026 be received.

Robertson/Manawaiti

AMENDMENT

1 The Mayor's Report – October 2026 be received.

2 That Council request the Executive to prepare a workshop paper before any further work is done by the Steering Group on:

(a) Investigating alternative potential locations and infrastructure options for the library in Te Kuiti;

(b) Exploring a range of future options for the Les Munro Centre in a similar vein to the Centennial Park project, before the project progresses any further.

Tasker/Osborne Carried

Resolution

1 The Mayor's Report – October 2026 be received.

2 That Council request the Executive to prepare a workshop paper before any further work is done by the Steering Group on:

(a) Investigating alternative potential locations and infrastructure options for the library in Te Kuiti;

(b) Exploring a range of future options for the Les Munro Centre in a similar vein to the Centennial Park project, before the project progresses any further.

Tasker/Osborne Carried

19. Motion to Exclude the Public

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

Resolution

1 The public be excluded from the following part of the proceedings of this meeting.

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

General Subject	Reason(s) for passing this resolution in relation to each matter (Section 6 or 7)	Ground(s) under section 48(1) for the passing of this resolution
1. Inframax Construction Ltd: Financial Statements for	Section 7(2) (c) To protect information which is subject to an obligation of confidence or which any person has been or could be	Section 48(1) (d) that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting

Unconfirmed

General Subject	Reason(s) for passing this resolution in relation to each matter (Section 6 or 7)	Ground(s) under section 48(1) for the passing of this resolution
the year ended 30 June 2026	compelled to provide under the authority of any enactment, where the making available of the information— (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied;	is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
2. Te Kuiti Stormwater Catchment Modelling Results	Section 7(2) (i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1) (d) that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Chief Executive
Manager – Governance Support	Committee Secretary
Chief Financial Officer	Business Paper Author

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

Robertson/Manawaiti Carried

The meeting closed to the public at 11.06am
The meeting adjourned for morning tea at 11.06 and reconvened at 11.20am.

20. 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 Inframax Construction Ltd: Financial Statements for the year ended 30 June 2026

Resolution Only as follows:

The business paper on Inframax Construction Limited: Financial Statements for the year ended 30 June 2026, including the audited financial statements be received.

Unconfirmed

2 Te Kuiti Stormwater Catchment Modelling Results

Resolution 1 Only as follows:

1 The business paper on the Review of Te Kuiti Stormwater Catchment Modelling Results be received.

Manawaiti/Robertson Carried

21. Karakia Whakamutunga

There being no further business the meeting closed at 11.46am

Dated this day of 2026

JOHN ROBERTSON
MAYOR

Unconfirmed

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Confidential

Confidential Confidential Confidential Confidential

Confidential

Document ID: 1019790

Report To: Council

Meeting Date: 24 November 2026

Subject: **Adoption of 2027 Meeting Schedule**

Type: Decision Required

Author(s): Michelle Higgie
Manager – Governance Support

1 Purpose of Report

1.1 The purpose of this business paper is for Council to formally adopt a Meeting Schedule for the 2027 calendar year.

2 Suggested Resolutions

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

1 The business paper on Adoption of 2027 Meeting Schedule be received.

2 The following Schedule of Council Meetings (including Committees) and Workshops for the 2027 calendar year be adopted noting that scheduled meetings and workshops may be cancelled or additional meetings convened as the year progresses.

Tuesday	9 February 2027	9.00am	Audit and Risk Committee Meeting ARC Strategic Risks Review Workshop *to start following the Audit and Risk Committee Meeting* Council Workshop *to start following the Audit and Risk Workshop*
Tuesday	23 February 2027	9.00am	Council Monthly Meeting Council Workshop *to start following the Council Meeting*
Thursday	4 March 2027	9.00am	Extraordinary Council Meeting *Adopt draft LTP and Supporting Info for Audit*
Tuesday	30 March 2027	9.00am	Council Monthly Meeting
Tuesday	27 April 2027	9.00am	Council Monthly Meeting
Tuesday	11 May 2027	9.00am	Audit and Risk Committee Meeting ARC Strategic Risks Review Workshop *to start following the Audit and Risk Committee Meeting*
Thursday	13 May 2027	9.00am	Council Hearing *Submissions to draft LTP*
Tuesday	25 May 2027	9.00am	Council Monthly Meeting

Tuesday	29 June 2027	9.00am	Council Monthly Meeting
Tuesday	27 July 2027	9.00am	Council Monthly Meeting
Tuesday	10 August 2027	9.00am	Audit and Risk Committee Meeting ARC Strategic Risks Review Workshop *to start following the Audit and Risk Committee Meeting*
Tuesday	31 August 2027	9.00am	Council Monthly Meeting
Tuesday	28 September 2027	9.00am	Council Monthly Meeting
Tuesday	12 October 2027	9.00am	Audit and Risk Committee Meeting
Tuesday	26 October 2027	9.00am	Council Monthly Meeting
Tuesday	30 November 2027	9.00am	Council Monthly Meeting

3 Commentary

3.1 Council generally considers and adopts a Meeting Schedule at the end of each calendar year for the following year.

3.2 This Meeting Schedule includes all identified meetings and workshops required to complete Council's work programme for 2027.

3.3 Council meeting timelines are scheduled on the basis of monthly meetings taking place on the last Tuesday of each month.

3.4 Audit and Risk Committee meetings are scheduled quarterly, with the exception of the last meeting of the year which is brought forward a month to October. This enables the Committee to consider and make recommendations to Council on the Annual Report prior to adoption before the end of October as required by the Local Government Act 2002.

Note: The Local Government Act 2002, Part 6, Section 98(3) states:

> *(3) Each annual report must be completed and adopted, by resolution, within 4 months after the end of the financial year to which it relates.*

3.5 Meetings of Te Raangai Whakakaupapa Koorero (Māori Relations Committee) and workshops will be scheduled as and when required.

3.6 It should be noted however, that because of the "living" nature of Council's work programme, scheduled meeting and workshop dates over and above the normal monthly Council meetings often alter as time passes and therefore only the known dates are included for adoption in the Meeting Schedule. Any additional meetings and workshops will be scheduled if and when required.

3.7 No Council or Committee Meetings are scheduled for January or December. If a meeting is required in either of these months, an extraordinary meeting will be convened.

3.8 It should be noted that the adopted Meeting Schedule includes both official meetings and informal workshops.

3.9 The Schedule of Council's meetings and workshops is publicly notified on Council's website.

Document ID: 1021228

Report To: Council

Meeting Date: 24 November 2026

Subject: **Bi-Monthly Activity Report: Roading, Stormwater and Solid Waste**

Type: Information Only

Author(s): Richard Shailer
Roading Manager

Komal Devi
Manager Solid Waste – Operations and Contracts

1. Purpose of Report

1.1 The purpose of this business paper is to update Council on the Roading, Stormwater and Solid Waste activities.

2. Suggested Resolution

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

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

3. Roads and Footpaths

3.1 The roads and footpaths activity provides for a safe and reliable transport infrastructure network to facilitate the movement of people and goods, which includes the provision of roads (excluding state highways), footpaths, bridges, traffic services, streetlights, carparks and traffic safety programmes.

Road Network WDC manages and maintains a network of 459km of sealed roads and 547km of unsealed roads. This includes identifying the need for and undertaking maintenance and renewals of the road network, footpaths and ancillary systems such as streetlights, signs and road markings.

Subsidised Roading NZ Transport Agency (NZTA) provides a subsidy for works that meet their criteria via Waikato Regional Council's Land Transport Programme.

Unsubsidised Roading These activities are carried out to ensure safe and efficient travel within and through the District as necessary for road or pedestrian safety and convenience but are not subsidised by NZTA.

3.2 Other unsubsidised services include maintaining amenity lights, street cleaning and maintenance of on-street carparks.

3.3 State highways are not WDC's responsibility and are managed/controlled by the New Zealand Land Transport Agency (Waka Kotahi).

3.4 A high-level summary of WDC's roading network assets is tabled below. (extract from 2024 Asset Management Plan)

Asset Type	Qty in Service	Units
Pavement		
Pavement Formation	7,665,721	m3
Pavement Sub-base	682,830	m3
Pavement Shoulder Unsealed	39,394	m3
Pavement Base	594,602	m3
Sealed Surface	2,857,677	m2
Metal Surface	2,175,459	m2
Bridges and Structures		
Bridges & Major Culverts	154	Number
Retaining and Other Structures	437	Number
Footpaths		
Footpaths	72,236	m2
Footpath Crossings	1,708	Number
Road Drainage		
Urban Kerb and Channel and Surface Water Channels	79,416	m
Urban Drainage	781	Number
Rural Kerb and Channel and Surface Water Channels	919,898	m
Rural Drainage	7,703	Number
Rails and Streetlights		
Guardrail & Railings	14,478	m
Streetlights	850	Number
Streetlight Poles	278	Number
Streetlight Brackets	850	Number
Traffic Islands		
Traffic Islands	100	m2
Signs		
Urban Road Signs	939	Number
Rural Road Signs	13,152	Number
Consents		
Consents	**12**	Number

CURRENT ACTIVITY

3.5 Since the September report the roading team has focused on three things: getting this summer's construction work out to tender, agreeing the storm repair funding with NZTA, and finishing the 2027–30 funding bid and Activity Management Plan. These are both due with NZTA on 11 December 2026.

3.6 Funding bid for 2027–30: the draft bid is about $55M over three years, with NZTA paying 75%. The same programme is the roading budget in the draft Long Term Plan 2027–37.

3.7 Bridges and culverts: following Council's direction at the 15 September workshop, staff have proposed that the bid and the Long Term Plan fund all of the urgent and high-priority bridge and culvert repairs and line eight steel culverts before they fail. This is about $850,000 a year more than the first bid, of which Council's share would be about $212,000 a year. Staff will review how the total budget falls at the 1 December 2026 workshop.

3.8 NZTA audit: NZTA audited the roading activity on 15–17 September. The draft report finds the network in generally reasonable condition despite the storms, and notes that Council has completed every recommendation from the previous audit. Planning and data quality are rated 'Effective', with the data quality score rising from 85 to 95 out of 100. Network condition and road safety are rated 'Some Improvement Needed', which is also the overall draft rating. There are six practical recommendations, mainly about how seal treatments are chosen, how unsealed roads are maintained, record keeping and safety checks. Council's response is due on 12 November and the final report will be brought to Council.

3.9 Emergency readiness: a paper on how the roading and stormwater teams prepare for and respond to storms was prepared for the 20 October Council workshop, drawing on the review of the Mount Maunganui landslide and Waitomo's own storm record. The main finding is that the teams do sound practical work, but it is not yet written down in one place with a clear owner. Inframax has supplied a draft Incident Response Plan, which still needs to be completed and reviewed.

3.10 This summer's planned work, apart from storm repairs, is on track. The Manganui Road rebuild (the first 1.7 km) is designed and the contract is expected to be awarded before Christmas. The bridge repair contract with Maxbuild (five sites) is expected to start on site this summer. The resealing programme is confirmed, about 80% of the repairs needed beforehand are done, and sealing follows over summer.

3.11 The team is also looking at lower-cost seal types where they suit the road. The NZTA audit found that single-coat seals on this network are lasting almost twice as long as two-coat seals, so there is a real opportunity to get more value from the resealing budget.

3.12 Other matters: road closures for the Silver Fern Rally (27 November to 4 December 2026) have been approved with conditions, and a separate paper to Council covers that approval and how future event closures are approved. A proposal is being prepared for NZTA for Council's Parks and Reserves team to look after the vegetation and litter at the SH3/SH37 Hangatiki roundabout, the gateway to Waitomo Caves.

LOW-COST LOW-RISK (LCLR)

3.13 Low-Cost Low-Risk is NZTA's funding category for small safety, resilience and walking improvements. For 2024–27 Council asked for about $4.47M across ten projects and NZTA funded only part of it. Speed management was cut from $957,000 to $310,000. The footpath projects ($750,000), the Te Anga Road resilience work ($240,000) and drainage improvements linked to road rebuilds ($545,000) were not funded.

3.14 The resilience projects on Taharoa, Waitahi, Speedies and Oparure Roads and Kent Street were funded through the Crown Resilience Programme instead. The stabilisation works on Taharoa, Speedies and Oparure Roads and Kent Street are complete, apart from the finishing works on the Taharoa Road staircase, which are due by 30 June 2027.

3.15 The 2027–30 Low-Cost Low-Risk bid is being put together now and is due with NZTA in March 2027.

SPEED MANAGEMENT

3.16 There is no change since the last report. The proposed speed limit change on Oparure Road (80 km/h to 50 km/h outside the school and marae) is with NZTA for approval.

STORM RECOVERY

3.17 Earlier storms: the January 2023 repairs are complete except one culvert lining on Ramaroa Road, planned for this summer. For the Winter 2025 storm, eleven sites have been built and signed off, and NZTA has now approved funding for the remaining sites. The April 2026 repairs ($545,000 approved by NZTA) are being done through the maintenance contract.

3.18 October 2025 storm: the next funding application was reviewed by NZTA during October and resubmitted on 29 October. NZTA asked for simpler, lower-cost repairs on roads that carry very little traffic, and several estimates were reduced as a result. About $6M of construction is planned over the next six months, with a further $4M or so to follow, most of it in 2027/28. NZTA's 95% funding rate for this storm runs until 30 June 2028.

3.19 This summer's storm repairs cover about 16 sites, mostly in the western and southern hill country. They are grouped into contracts for road retreats (moving the road back from a slip), retaining walls and stream erosion repairs. The contracts are in the tender process. The first is expected to be awarded in early December and the rest before Christmas, with construction running to about the end of March 2027. Awards depend on NZTA approving the October 2025 funding.

3.20 Kopaki Road remains closed at the landslide, with barriers and monitoring in place. Inframax's first price to rebuild the road through the slip on its existing line is being considered. Staff are working with Inframax. This was priced at $6.6M for the realignment in February. It is a higher-risk option, because the road would be built through slip material below a slope that still has cracks. NZTA confirmed on 5 November that, if this option goes ahead, it can be funded as storm repair at the 95% rate rather than needing a new business case. The next step is an independent geotechnical review of Inframax's method, after which the options will be brought back to a Council workshop.

3.21 Manganui Road river damage: there is no change to the approach Council supported on 15 September. Interim repairs continue under the maintenance contract, and the draft Long Term Plan includes $1M in 2028/29 for the river realignment.

3.22 Taumatamaire Road: the heavy-truck test drive planned for 24 September did not go ahead on that date. The assessment is being reshaped so that it measures the road against a clear design standard, which will stand up better with NZTA or the Crown. NZTA has supplied the closure history for SH3 through the Awakino Gorge. Comparing it with Council's own records shows the two roads often fail in the same storm: since June 2025, about two-thirds of the hours the gorge was closed were hours when Taumatamaire Road was also closed, down to one lane or open to locals only. Taumatamaire Road has stayed open when the gorge closed for other reasons, such as crashes or planned works. The investigation and business case have been scoped but are not yet funded.

FORESTRY HARVEST TRAFFIC

3.23 A draft approach for managing forestry harvest traffic has been prepared following the 15 September workshop and is with the Chief Executive for review. It has two parts: a condition survey and maintenance plan for each harvest route before carting starts, and a draft road maintenance agreement with forest owners. Staff have met forest managers and received harvest plans ahead of summer. On Waihohonu Road the formal complaint has been responded to and a pre-harvest inspection is being arranged. On Ohirea Road, logging traffic has damaged the road in a number of places and the logging company has started repairs.

MAINTENANCE CONTRACT

3.24 The road maintenance contract with Inframax is running well. Crews are up to date with their programmes, the September performance score was 92, and about $1.65M of work was done in October. No safety incidents were reported in October, and Inframax carried out 40 safety checks on its crews and subcontractors.

3.25 Almost all faults on the network are found by Inframax's own patrols rather than reported by the public. Of the 494 faults on the October list, about half were fixed by the end of the month and the rest are programmed. Council received 45 roading service requests in October and 39 were closed by early November. The most common were about vegetation, road surface, drainage and signs. Two roads are currently closed: Kopaki Road (landslide) and Mokauiti Road (underslip).

ROADING TEAM CAPABILITY

3.26 The roading team is a Roading Manager, a senior roading engineer and two roading engineers, with traffic management shared with Ōtorohanga District Council and specialist design contracted to Pinnacles Civil. The aim is for Council to hold the planning, network knowledge and contract management itself, and the team is steadily taking on more of this work.

3.27 Over the last two months the team has checked this year's resealing programme on site, compared the cost of different seal types, prepared the first NZTA funding claim for 2026/27 and reviewed the monthly maintenance claims. The engineers have joined Pinnacles Civil on road safety audits and storm site visits, and the two roading engineers are joining the tender evaluation teams for this summer's storm contracts, because they will be the ones looking after these assets.

3.28 A team development plan and a written guide for choosing seal treatments are both being developed. NZTA's draft audit gives independent evidence of progress: every recommendation from the previous audit has been completed and the data quality score has risen from 85 to 95.

FINANCIAL OVERVIEW

3.29 NZTA has approved storm repair funding of $2.81M and $4.665M for the Winter 2025 storm, $5.13M for the October 2025 storm and $545,000 for the April 2026 storm, with a further Winter 2025 approval now confirmed and the next October 2025 application with NZTA. Storm repairs are funded at 95%. NZTA has asked Council to keep its spending forecasts realistic, so some of this year's storm funding is likely to be moved into 2027/28.

3.30 The 2026/27 roading capital programme is $19.58M, of which $10.5M is storm recovery. Maintenance contract claims were about $789,000 for September and $1.65M for October. The draft 2027–30 bid is about $55M over three years, and the extra bridge and culvert funding described above would add about $850,000 a year.

RISKS AND OPPORTUNITIES

3.31 The key risks, set against the four problem statements in the draft Activity Management Plan 2027–37, are:

- Resilience and extreme weather: Kopaki Road remains closed, and the lower-cost repair carries real ground risk until the geotechnical review is done. This summer's storm repairs depend on NZTA funding approval, contractor availability and the weather.
- Affordability: fuel and bitumen prices continue to push up construction and resealing costs. NZTA is asking for simpler repairs on low-traffic roads. This lowers the cost but means a more basic repair, and anything Council wants above that level would be at Council's full cost.
- Road condition: the share of travel on smooth sealed roads has fallen from 97% to 90%, and forestry harvest traffic is speeding up wear on the affected roads.
- Bridges and delivery: until the extra funding is confirmed, the bridge and culvert programme covers about a quarter of the identified work. Team capacity is the other main risk, with the tenders, the funding bid, the Activity Management Plan and the audit response all due before Christmas.

LOOKING FORWARD – THE NEXT 3 MONTHS

3.32 Award the storm repair contracts and the Manganui Road rebuild before Christmas and get construction under way over summer alongside the bridge repairs and resealing.

3.33 Lodge the final 2027–30 bid and the draft Activity Management Plan by 11 December 2026 and prepare the Low-Cost Low-Risk bid due in March 2027.

3.34 Respond to the NZTA audit and bring the final report to Council.

3.35 Kopaki Road: complete the geotechnical review and bring the options back to a Council workshop.

3.36 Forestry: finalise the harvest traffic approach and the road maintenance agreement, and report back to Council.

3.37 Taumatamaire Road: confirm the assessment method and the funding for the investigation and business case.

3.38 Complete the Incident Response Plan with Inframax, agree the team development plan, and hold the next quarterly governance meeting with Inframax in December.

4. Stormwater

4.1 The Stormwater Activity provides for the collection, diversion, and disposal of urban surface water runoff following rainfall. Surface water flooding can occur in the absence of an effective stormwater drainage system.

4.2 WDC is responsible for the management, maintenance and upgrading of WDC's stormwater network comprising of a network of pipes, open drains, manholes, catchpits (sumps), and discharge mechanisms in Te Kuiti, Maniaiti/Benneydale, Piopio, Mokau–Awakino, Marokopa and Te Waitere.

4.3 The primary elements of the stormwater network consist of 9.52km open drains, around 34.82km of piping, manholes, and outflow structures, making up a total drainage network of approximately 44.34km. Secondary components involve overland flow paths, with a significant portion relying on the road network.

4.4 The stormwater asset components managed by WDC (extracted from 2024 Asset Management Plan) includes:

Asset Type	Quantity	Unit
Catchpit Leads	662	m
Catchpits	101	m
Channels	4.31	m
Culverts	607.19	m
Stormwater reticulation	33.82	km
Open Drains	9.52	km
Stormwater Connections	1,004.45	m
Stormwater Catchpits	1,018	Number
Flood Grates	2	Number
Gabion Baskets - Erosion Prevention Device	1	Number
Inlets & Outlets	27	Number
Manholes	555	Number
Access Point with Grated Lid	2	Number

CURRENT ACTIVITY

4.5 Stormwater was covered alongside roading in the emergency readiness paper prepared for the 20 October Council workshop. The draft Long Term Plan includes the Te Kūiti stormwater improvements, flood modelling and a camera inspection of the pipe network to establish its condition.

4.6 Inspections of the critical stormwater assets (open channels, wingwalls and screens) continue before, during and after heavy rain. Following the heavy rain in early November, Waikato Regional Council has asked Council for an update on whether any stormwater assets were affected.

4.7 Open drains: Council asked in August for more information on who owns and is responsible for open drains on private property. Inspections of the Te Kūiti open drains, and checks on the ownership of each one, are being arranged.

4.8 The flood modelling options for the Brook Park, Ward Street and Centennial Park catchments were prepared for the late-September Council workshop and are being built into the Long Term Plan. Work continues with Waikato Regional Council on the status of the district's stormwater discharge consents, and on procuring a standalone stormwater maintenance contract.

STORMWATER IMPROVEMENTS

Last year's Te Kūiti stormwater improvements contract with Camex Ltd is finished and was signed off on 25 August 2026, as reported in September.

4.9 This year's improvements contract covers 13 sites across Te Kūiti and Mōkau. The draft tender documents were completed on 6 November and are being reviewed before going to market. Some sites are beside the Mangaokewa Stream, so planning advice is being sought to confirm the work can be done without a resource consent. The tender will be released once the review and the planning advice are complete.

STORMWATER RENEWALS

4.10 This year's Te Kūiti renewals work is pipe lining. This repairs old pipes from the inside without digging up the road. The tender is open now. The contract is expected to be awarded in the week of 15 December 2026, with the work done in early 2027.

LOOKING FORWARD – THE NEXT 3 MONTHS

4.11 Over the next three months the improvements contract will be tendered and awarded, the pipe lining contract will be awarded and started, the open drain inspections and ownership checks will be carried out, and the stormwater projects will be confirmed in the draft Long Term Plan 2027–37.

5. Waste Management

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

CURRENT ACTIVITY

5.2 Piopio and Mokau Transfer Station shed were modified to replace the 16m3 refuse hook bin with a larger 32m3 bins, as smaller bins were filling up too quickly and restricting customer accesses.

5.3 Kinohaku Transfer Station inspection was conducted and recommendations on recycling separation was provided to the contractor. Temporary signs on recycling separation were also placed in the bins.

5.4 All closed landfill inspections are completed. All appears to be in a satisfactory state.

5.5 WSP is engaged as a landfill engineer for the capping project. Mochon will be the project manager.

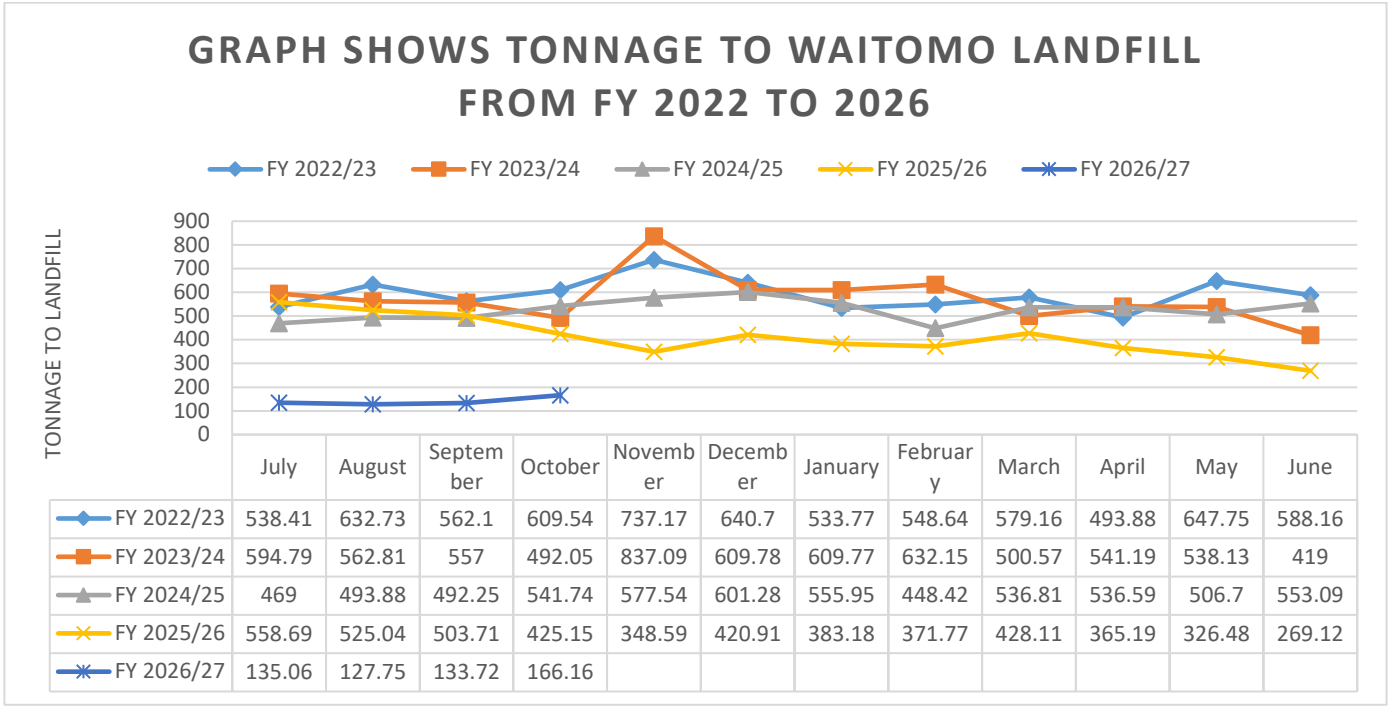
5.6 WRC conducted an inspection at Waitomo Landfill, advised addressing the leachate breakout on the sides, remove pampus grass and conduct monthly testing for leachate parameters on the ring drain and SW2.

5.7 Cost-benefit assessment underway for sourcing material versus extracting it from the high wall for landfill capping is in progress.

5.8 WSP has completed an assessment of the highwall, though the formal report is still pending. Initial feedback indicates that works undertaken by WDC last year have significantly improved stability, creating potential to extract capping materials from the top of the highwall. However, before proceeding, WDC must complete a geotechnical assessment, develop an extraction design, and have the landfill engineer review the plans alongside the rehabilitation plan to ensure extraction will not create any slip or fall hazards.

5.9 All mandatory testings conducted in the last two months were compliant. Extra testing for SW2 indicated high conductivity on one of the extra tests however a followed sample test was within the limits.

5.10 Tonnage to landfill has significantly decreased compared to FY 2022/23 till FY 2025/26



	July	August	September	October	November	December	January	February	March	April	May	June
FY 2022/23	538.41	632.73	562.1	609.54	737.17	640.7	533.77	548.64	579.16	493.88	647.75	588.16
FY 2023/24	594.79	562.81	557	492.05	837.09	609.78	609.77	632.15	500.57	541.19	538.13	419
FY 2024/25	469	493.88	492.25	541.74	577.54	601.28	555.95	448.42	536.81	536.59	506.7	553.09
FY 2025/26	558.69	525.04	503.71	425.15	348.59	420.91	383.18	371.77	428.11	365.19	326.48	269.12
FY 2026/27	135.06	127.75	133.72	166.16								

RISKS AND OPPORTUNITIES

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

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

5.13 Delays in getting a resource consent for capping.

5.14 Lower landfill tonnage will put stress on revenue budgets. Impact will be assessed.

LOOKING FORWARD – THE NEXT 3 MONTHS

5.15 Tender for capping project. Additional capping budget requested in separate Council paper.

5.16 Expecting a report from WSP on the status of the highwall stability and requirements.

5.17 CCTV of the leachate lines, storm water lines and ring drains will be conducted at the landfill.

5.18 Extended operating days for Awakino Transfer Station and bin servicing will be from 19 December 2026 till 6 February 2027. Transfer Station will be open on Mondays, Tuesdays, Fridays, Saturdays, and Sundays from 9 am to 1pm same as last year. Litter bins in Piopio and Mokau will be having extra servicing on these days as well.

5.19 Kerbside collection for 25 December 2026 (Friday) will be done on 28 December 2026 (Monday). Kerbside collection for 1 January 2027 (Friday) will be on 4 January 2027 (Monday). Area affected is Te Kuiti (West side of the railway line).

5.20 All transfer stations remain closed during public holidays same as last year.

5.21 WDC needs to apply for resource consent with WRC for capping Waitomo Landfill.

5.22 WDC needs to apply for renewal of permission with DoC which is authorising to monitor the closed Benneydale landfill site which is located on Conservation Area – Herekawe and the closed Mokau landfill site located on part of the Mokau Scenic Reserve. Both the permissions are due on 23/7/2027. Application needs to be made by January 2027.

5.23 Upgrading the weighbridge software and the Dallas reader at Te Kuiti Transfer Station.

Document ID: 1021743

Report To: Council

Meeting Date: 24 November 2026

Subject: **Application for Temporary Road Closure - Ultimate Rally Group - NZ Silver Fern Rally 2026**

Type: Decision Required

Author(s): Richard Shailer
Roading Manager

1 Purpose of Report

1.1 The purpose of this business paper is for Council to formally ratify its decision to approve an Application for Temporary Road Closures made by Ultimate Rally Group Ltd for the NZ Silver Fern Rally 2026.

2 Suggested Resolutions

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

1 The business paper on Application for Temporary Road Closure: Ultimate Rally Group - NZ Silver Fern Rally 2026 be received.

2 Council approve the road closures with the conditions in the Consideration of Objections memo subject to URG providing the correct insurance certificate and WDC agreeing the traffic management plan.

3 Council inform both objectors of the decision and how their concerns are covered before URG sends a corrected notice to residents who received the early incorrect "Final Notice".

4 Council require future rally applications to show route rotation where the same roads have been used in the past two years.

5 The Chief Executive bring a paper to Council to refresh the road closure process in line Section 342 and the Tenth Schedule of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965, and to clarify the delegations and WDC's process to approve road closures.

3 Legislation

LOCAL GOVERNMENT ACT 2002 (LGA 2002)

3.1 While Clause 32 of Schedule 7 of the LGA 2002 provides for Council to make delegations of the powers conferred on it, it also states in Clause 32(1) – " **Unless expressly provided otherwise in this Act, or in any other Act, ...**"

LOCAL GOVERNMENT ACT 1974 (LGA 1974)

3.2 Schedule 10 of the LGA 1974 sets out the " Conditions as to stopping of roads and the temporary prohibition of traffic on roads".

3.3 Schedule 10, Clause 12 states: " The powers conferred on the council by **clause 11 (except paragraph (e))** may be exercised by the chairman on behalf of the council or by any officer of the council authorised by the council in that behalf."

3.4 Clause 11(e) states: " for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function: provided that no road may be closed for any purpose specified in paragraph (e) if that closure would, in the opinion of the council, be likely to impede traffic unreasonably."

SUMMARY

3.5 In accordance with the LGA 1974, Council cannot delegate the authority to approve temporary road closures for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function.

4 Background

APPLICATION

4.1 Ultimate Rally Group (URG) applied on 27 January 2026 to close roads for the NZ Silver Fern Rally. The event runs 27 November to 4 December 2026.

4.2 The Waitomo stages are:

Saturday 28 November:	Mangaokewa Road; Ngapeke / Tahia-Bush Road
Sunday 29 November:	Hauturu Road; Waipuna Road
Friday 4 December:	Oniao Road; Owen / Kohua / Tikitiki Roads; Mangaokewa Road

INIIAL CONDITIONS

4.3 Council replied on 6 August 2026. The approval was subject to objections being considered first, and to the following conditions:

- A $20,000 road damage bond backed by AASA (paid 6 August)
- The AASA event permit and $10 million public liability insurance
- An AASA-approved safety plan
- An approved traffic management plan
- Written evidence that objections are resolved.

4.4 The road closure fee was invoiced in accordance with Council's Fees and Charges.

PUBLIC NOTIFICATION OF PROPOSAL

4.5 Public notice of the proposal ran in the King Country News on 13 August 2026 — 42 days ahead of the proposed event, as the rules require — signed by the Chief Executive. Objections were open until 18 September 2026.

OBJECTIONS

4.6 Two objections were received. One (Allens Road / Mangaokewa Road area) is mainly about dust. The other (Owen and Kohua Roads) raises repeated use of the same roads, past fence damage, stock and spectator issues, farm access and speed. Both objectors accept the occasional event, and both asked for the concerns to be managed through conditions.

PROCESS

4.7 Before closing a road for an event, Council must publicly notify the proposal, allow for objections, consider any objections and if approved, publicly notify the road closure. Every step has been completed as detailed below:

Statutory Step	Completed
Application and Conditions	Application 27 January 2026; conditions letter 6 August 2026; bond and road closure fee in place
Public Notice of Proposal (42 days)	Published 13 August 2026, King Country News
Objection Period	Open to 18 September 2026; two objections received
Consideration of Objections	Consultation with both objectors and the organiser, September to November 2026; additional conditions developed; consideration memo to the Chief Executive 5 November 2026
Insurance and Bond	$10 million AASA public liability policy as required by the conditions letter; $20,000 bond held
Decision	Approved by Elected Members by email, 5–9 November 2026, with additional conditions and full recovery of Council costs; ratification sought at this meeting; objectors advised before organiser notices issue

5 Commentary

OBJECTIONS

5.1 The two objections received were worked through with both Objectors and the Organiser. Extra conditions were added to mitigate each concern as follows:

- Dust suppression on Mangaokewa Road
- Road inspections before and after the event, with roads swept before reopening;
- A damage protocol backed by the bond;
- Contact with each farm about stock, milk collection and sale-day transport;
- No-spectator zones along private boundaries;
- A speed briefing for competitors and officials.

5.2 Two things went wrong with WDC's process, and both were addressed and have been fixed.

1 An objection went to the Organiser with the Objector’s contact details still on it, and the organiser rang the Objector directly.

2 The Organiser also sent residents a “Final Notice of Road Closure” before Council had made a decision on the Application.

5.3 Objections now go to Applicants with personal details removed, Organiser notices are on hold until Objectors have heard the outcome from Council.

5.4 Both objectors in this instance have been advised. The Owen / Kohua Roads Objector confirmed on 4 November that she is happy to leave her objection with Council and await the decision.

5.5 The power to close roads sits with Council. For years these approvals were given at officer level. When this came to light — three weeks out from the event, between Council meetings — the Chief Executive provided the necessary information and asked Elected Members to approve the recommendations by email by 9 November 2026, which they did. The Mayor’s approval also added full recovery of Council’s costs, including repairs, management and administration. A Councillor also asked that the fresh gravel on Hauturu Road be protected. The scheduled inspections, the bond and the cost recovery cover this.

5.6 Council makes its formal decisions by resolution at a meeting, so ratification of its decision is now required.

6 Analysis of Options

OPTION ONE (PREFERRED)

6.1 Council approved the application with additional conditions following the addressing of Objector concerns. This option addresses both the concerns of the two Objectors and those raised by the Mayor and Councillors.

OPTION TWO

6.2 Council could have approved the application on the basis of the original conditions imposed by WDC staff. This option does not adequately address the concerns of the Objectors, Mayor and Councillors.

OPTION THREE

6.3 Council could have decided not to approve the Application. This option was not deemed necessary as the two Objectors were not against the event, but wished for their concerns to be addressed.

7 Considerations

RISK

7.1 There is a risk that the Applicant does not comply with all of Council's condition. However, the bond held by Council is deemed adequate to address this risk and the Applicant is aware that non-compliance with the conditions would impact any future applications it may make.

CONSISTENCY WITH EXISTING PLANS AND POLICIES

7.2 Council does not currently have a policy to address applications for temporary road closures relating to events. A Temporary Road Closure for Events Policy is currently being drafted for Council's consideration which will include a process and guidelines which will address the issues which occurred in processing this Application.

SIGNIFICANCE AND COMMUNITY VIEWS

7.3 The decision to approve the Application is not significant under Council's Significance and Engagement Policy. Community views came in through the objection process and are reflected in the conditions.

Document ID: 1022202

Report To: Council

Meeting Date: 24 November 2026

Subject: **Application for Temporary Road Closure – Te Kuiti Christmas Parade 2026**

Type: Decision Required

Author(s): Richard Shailer
Roading Manager

1 Purpose of Report

1.1 The purpose of this business paper is to present an Application for Temporary Road Closure (the Application) for the Te Kuiti Christmas Parade 2026 for Council's consideration and approval.

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 Application for Temporary Road Closure: Te Kūiti Christmas Parade 2026 be received.

2 Council approve the Temporary Road Closure Application for the Te Kūiti Christmas Parade 2026 as follows:

Date:	Friday 11 December 2026
Roads/Streets:	Rora Street (from Ward Street to South End Loop)
	King Street East (from Rora Street to Taupiri Street)
Period of Closure:	3.00pm to 8.00pm

3 Council authorise public notification of the approved Temporary Road Closure Application for the Te Kūiti Christmas Parade 2026 as required by the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965.

3 Legislation

3.1 Applications for Temporary Road Closures are processed in accordance with the following legislation:

LOCAL GOVERNMENT ACT 2002 (LGA 2002)

3.2 While Clause 32 of Schedule 7 of the LGA 2002 provides for Council to make delegations of the powers conferred on it, it also states in Clause 32(1) – " **Unless expressly provided otherwise in this Act, or in any other Act, ...**"

LOCAL GOVERNMENT ACT 1974 (LGA 1974)

3.3 Schedule 10 of the LGA 1974 sets out the " Conditions as to stopping of roads and the temporary prohibition of traffic on roads".

3.4 Schedule 10, Clause 12 states: " The powers conferred on the council by **clause 11 (except paragraph (e))** may be exercised by the chairman on behalf of the council or by any officer of the council authorised by the council in that behalf."

3.5 Clause 11(e) states: " for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function: provided that no road may be closed for any purpose specified in paragraph (e) if that closure would, in the opinion of the council, be likely to impede traffic unreasonably."

TRANSPORT (VEHICULAR TRAFFIC ROAD CLOSURE) REGULATIONS 1965

3.6 The Regulations set out requirements Council must take into account in processing applications including public notification requirements, objections, liability insurance, powers of Police, etc.

COUNCIL CANNOT DELEGATE

3.7 In accordance with the LGA 1974, Council cannot delegate the authority to approve or decline temporary road closures for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function.

4 Commentary

APPLICATION

4.1 A Temporary Road Closure Application was prepared by WDC's Manager – Community Development for the Te Kuiti Christmas Parade 2026. Whilst this is a Council application for local streets, it must still be as processed using the official procedure to meet all legal requirements.

4.2 The Application is for the temporary closure of streets as follows:

Date:	Friday 11 December 2026
Roads/Streets:	Rora Street (from Ward Street to South End Loop)
	King Street East (from Rora Street to Taupiri Street)
Period of Closure:	3.00pm to 8.00pm

CONDITIONS

4.3 For the following reasons, no conditions have been imposed for this Application:

- WDC (as the Applicant) holds an insurance limit of indemnity of $15M for any one occurrence in respect of public liability.
- No road damage bond is required (in the unlikely event of any road damage occurring, WDC as both applicant and asset owner would be liable for reparation).
- The required Traffic Management Plan and Safety Plan for Te Kuiti Christmas Parades are completed by Inframax as part of WDC's Roads Maintenance Contract.
- No written objections have been received.

4.4 The Road Closure Fee ($608) is paid via an inhouse General Ledger journal in accordance with Council's 2026/2027 Fees and Charges.

4.5 The Traffic Management Plan processing fee is waived, as allowed for in Council's 2026/2027 Fees and Charges, due to it being part of Council's Roads Maintenance Contract.

PUBLIC NOTIFICATION OF PROPOSAL

4.6 Public notice of the "proposal" was made in the King Country News on Thursday 15 October 2026, with any objections to be received by 5pm on Friday 13 November 2026.

4.7 No objections have been received.

4.8 If Council approves the application, a second public notice is required to advise of the approved closure.

5 Analysis of Options

OPTION ONE (PREFERRED)

5.1 Council approve the Application as submitted. The Christmas Parade is a significant community event which not only provides entertainment but also provides the opportunity for community groups to be involved and in bringing participants, supporters and spectators to the CBD also promotes the spending in local businesses.

OPTION TWO

5.2 Council could decline the Application. This option is not recommended for the opposite of the positive reasons set out in Option 1 above.

6 Considerations

RISK

6.1 The only identified risk to Council with this Application is if there were to be road damage that Council as applicant could be liable for. Based on historical experience, this risk is deemed very low.

CONSISTENCY WITH EXISTING PLANS AND POLICIES

6.2 Council does not currently have a policy to address applications for temporary road closures relating to events. A Temporary Road Closure for Events Policy is currently being drafted for Council's consideration which will include a process and guidelines which will address the issues which occurred in processing this Application.

SIGNIFICANCE AND COMMUNITY VIEWS

6.3 The decision to approve the Application is not significant under Council's Significance and Engagement Policy. The community have the opportunity to objective to the event through the required publication notification of the Application proposal.

Document ID:

Report To: Council

Meeting Date: 24 November 2026

Subject: **Temporary Road Closures – Piopio Christmas Parade 2026**

Type: Decision Required

Author(s): Richard Shailer
Roading Manager

1 Purpose of Report

1.1 The purpose of this business paper is for Council to consider and approve the temporary closure of roads for the Piopio Christmas Parade 2026.

2 Suggested Resolutions

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

1 The business paper on Temporary Road Closures: Piopio Christmas Parade 2026 be received.

2 Subject to the approval of the New Zealand Transport Agency, Council approve the temporary closure of roads for the Piopio Christmas Parade 2026, as follows:

Date: Thursday 24 December 2026

Roads/Streets: Moa Street/State Highway 3 (from the intersection with Tui and Kuratahi Streets to the intersection with Kaka and Tui Streets)

Kea Street (for approximately 50 metres from the intersection with Moa Street/ State Highway 3)

Ruru Street (from the intersection with Moa Street/ State Highway 3 to the intersection with Tui Street)

Weka Street (from the intersection with Moa Street/ State Highway 3 to the intersection with Tui Street)

Period of Closure: 4.30pm to 9.00pm

Alternative Route: The alternative route for Moa Street/ State Highway 3 will be via Tui Street.

The alternative route for Kea Street will be via Mangaotaki Road and Kaka Street.

3 Council authorise public notification of the approved Temporary Road Closure for the Piopio Christmas Parade 2026 as required by the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965.

3 Legislation

3.1 Applications for Temporary Road Closures are processed in accordance with the following legislation:

LOCAL GOVERNMENT ACT 2002 (LGA 2002)

3.2 While Clause 32 of Schedule 7 of the LGA 2002 provides for Council to make delegations of the powers conferred on it, it also states in Clause 32(1) – " **Unless expressly provided otherwise in this Act, or in any other Act, …**"

LOCAL GOVERNMENT ACT 1974 (LGA 1974)

3.3 Schedule 10 of the LGA 1974 sets out the " Conditions as to stopping of roads and the temporary prohibition of traffic on roads".

3.4 Schedule 10, Clause 12 states: " The powers conferred on the council by **clause 11 (except paragraph (e))** may be exercised by the chairman on behalf of the council or by any officer of the council authorised by the council in that behalf."

3.5 Clause 11(e) states: " for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function: provided that no road may be closed for any purpose specified in paragraph (e) if that closure would, in the opinion of the council, be likely to impede traffic unreasonably."

TRANSPORT (VEHICULAR TRAFFIC ROAD CLOSURE) REGULATIONS 1965

3.6 The Regulations set out requirements Council must take into account in processing applications including public notification requirements, objections, liability insurance, powers of Police, etc.

COUNCIL CANNOT DELEGATE

3.7 In accordance with the LGA 1974, Council cannot delegate the authority to approve or decline temporary road closures for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function.

4 Commentary

4.1 Project Piopio Trust is coordinating a community Christmas Parade to be held along the main street of Piopio. The event will take place within an approved temporary road closure on Moa Street (SH3). The parade will consist of decorated floats and participating vehicles travelling the length of the closure while local residents and visitors line the streets to watch and celebrate.

4.2 As the temporary road closures include Moa Street/State Highway 3, the approval of the New Zealand Transport Agency is required.

ROAD CLOSURES

4.3 The temporary closure of streets as follows:

Date: Thursday 24 December 2026

Roads/Streets: Moa Street/State Highway 3 (from the intersection with Tui and Kuratahi Streets to the intersection with Kaka and Tui Streets)

Kea Street (for approximately 50 metres from the intersection with Moa Street/ State Highway 3)

Ruru Street (from the intersection with Moa Street/ State Highway 3 to the intersection with Tui Street)

Weka Street (from the intersection with Moa Street/ State Highway 3 to the intersection with Tui Street)

Period of Closure: 4.30pm to 9.00pm

Alternative Route: The alternative route for Moa Street/ State Highway 3 will be via Tui Street.

The alternative route for Kea Street will be via Mangaotaki Road and Kaka Street.

CONDITIONS

4.4 Due to the low risk of temporarily closing these roads, no conditions have been imposed.

PUBLIC NOTIFICATION

4.5 No objections have been received to the proposal.

4.6 If Council approves the temporary closures, and approval is provided by the New Zealand Transport Agency, the approved closures will be publicly notified in the King Country News and on Council's website and social media.

5 Analysis of Options

OPTION ONE (PREFERRED)

5.1 Subject to confirmation of the New Zealand Transport Agency's approval, Council approve the temporary road closures. The Christmas Parade is a significant community event for Piopio which not only provides entertainment but also provides the opportunity for community groups to be involved and in bringing participants, supporters and spectators to the CBD also promotes the spending in local businesses.

OPTION TWO

5.2 Council could decline the temporary road closures. This option is not recommended for the opposite of the positive reasons set out in Option 1 above.

6 Considerations

RISK

6.1 The only identified risk to Council with this Application is if there were to be road damage. Based on historical experience, this risk is deemed less than if the roads remained open to normal traffic.

CONSISTENCY WITH EXISTING PLANS AND POLICIES

6.2 Council does not currently have a policy to address applications for temporary road closures relating to events. A Temporary Road Closure for Events Policy is currently being drafted for Council's consideration which will include a process and guidelines which will address the issues which occurred in processing this Application.

SIGNIFICANCE AND COMMUNITY VIEWS

6.3 The decision to approve the Application is not significant under Council's Significance and Engagement Policy. The community have the opportunity to objective to the event through the required publication notification of the Application proposal.

Document ID: 1022621

Report To: Council

Meeting Date: 24 November 2026

Subject: **Waikato Regional Spatial Plan – Spatial Plan Committee Appointments**

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 seek Council's decisions on:

1.1.1 the appointment of Waitomo District Council's member and alternate member of the Waikato Spatial Plan Committee; and

1.1.2 delegating to the Mayor and Chief Executive the authority to negotiate and sign the Process Agreement and the Spatial Plan Committee Terms of Reference for the Waikato Regional Spatial Plan.

2 Suggested Resolutions

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

1 The business paper on Waikato Regional Spatial Plan – Spatial Plan Committee Appointments be received.

2 Council appoint …… as its member of the Waikato Spatial Plan Committee.

3 Council appoint …… as its alternate member of the Waikato Spatial Plan Committee.

4 Council request that its member report back to Council regularly on the work of the Waikato Spatial Plan Committee.

5 Council delegate to the Mayor and Chief Executive jointly the authority to negotiate and sign the Process Agreement and the Waikato Spatial Plan Committee Terms of Reference.

6 Council note that the Process Agreement, Terms of Reference and regional cost sharing arrangements are still being developed through the regional process, and that any funding commitments arising from the cost sharing arrangements will be brought to Council for decision.

3 Background

3.1 The Planning Act 2026 received Royal assent on 30 September 2026. Section 74 requires that there must at all times be one regional spatial plan for each region. Under section 82, the local authorities of each region must work together to appoint a spatial plan committee, which must be a joint committee appointed under clauses 30 and 30A of Schedule 7 of the Local Government Act 2002 (or an existing committee with a regional planning function).

3.2 At the Council workshop on 29 September 2026, staff briefed Council on regional spatial plans and Council's role in preparing the Waikato Regional Spatial Plan.

3.3 The Waikato Mayoral Forum and Chief Executives' Forum have given Waikato Regional Council a mandate to coordinate the establishment of the regional spatial plan process until the Spatial Plan Committee and secretariat are in place. This includes drafting the Process Agreement and the Spatial Plan Committee Terms of Reference. Staff are involved through the regional Tier 2 group.

3.4 Council has confirmed that it will only participate as a decision maker on the Waikato Regional Spatial Plan. Council is separately being asked to give notice under section 92 of the Planning Act 2026 that it will not participate as a decision maker in the Manawatū-Whanganui Regional Spatial Plan.

3.5 At the Council workshop on 17 November 2026, Council discussed the appointment of its member and alternate member of the Spatial Plan Committee, and the proposed delegation to the Mayor and Chief Executive. This paper seeks formal decisions on those matters.

4 Commentary

PROGRESS ON THE REGIONAL ARRANGEMENTS

4.1 The Spatial Plan Committee will prepare the draft regional spatial plan and recommend it to the local authorities. The local authorities decide whether to approve it for notification (Schedule 2, clause 17), appoint the independent hearings panel (clause 20), and decide whether to accept or reject each of its recommendations (clause 25). The regional Tier 2 group has signalled that responsibility for decisions at the notification and decision stages may be allocated according to how much each council is affected, to be confirmed once more is known.

4.2 The regional working group has developed draft principles to inform the Process Agreement and Terms of Reference, but these are not yet finalised. The draft Process Agreement and Terms of Reference are still being worked on through the regional process and are not being presented to Council at this stage.

4.3 The Waikato councils are jointly responsible for funding the Spatial Plan Committee and secretariat, and the cost sharing arrangements will be set out in the Process Agreement. The councils are working together to find ways to keep costs down. This includes allowing contributions in kind (such as staff time), making use of existing information to avoid duplication, comparing the proposed cost sharing model with other regional arrangements, and preparing a breakdown of costs so elected members can see what is being funded.

4.4 The decisions in this paper are the two needed now to keep the regional process moving: appointing Council's member and alternate, and the delegation to negotiate and sign the Process Agreement and Terms of Reference.

APPOINTMENT OF MEMBER AND ALTERNATE

4.5 Under section 82(3) of the Planning Act 2026, every local authority in the region is entitled to appoint at least one member of the Spatial Plan Committee. The regional working group recommends one member and one alternate for each council.

4.6 Under section 82(4), the local authorities must ensure that one or more members of the committee have knowledge, skill and experience relating to te ao Māori and Māori development. This applies to the committee as a whole, not to each council's appointment. How it will be met is still being worked through as part of discussions on iwi involvement.

4.7 The Spatial Plan Committee will be a standing committee that continues across triennia. Appointees will need to participate in regular hui and stay involved through establishment and plan-making as a minimum. The time commitment could be 3 to 5 days or more each month, depending on the phase of the work. The draft plan is expected to be notified around mid-2028 at the earliest, so the

work will span the October 2028 local elections. Elected members cannot receive additional remuneration for this role, but can claim reasonable expenses.

4.8 The regional Tier 2 group has identified the following skills and capacity for appointees:

4.8.1 the ability to take a broad, boundaryless strategic perspective focused on positive outcomes for the region;

4.8.2 a deep understanding of councils' statutory functions, core services and delivery responsibilities, and the ability to apply that in a spatial planning context;

4.8.3 the ability to build consensus and understanding across councils, mana whenua and central government;

4.8.4 together, the member and alternate must be able to step in and out as their obligations require;

4.8.5 accountability back to Council, including reporting back and identifying matters that need Council direction, funding or risk assessment; and

4.8.6 participation in regular hui and sustained involvement through establishment and plan-making as a minimum.

4.9 The draft Terms of Reference do not provide for proxy voting, because each council will have a member and an alternate. The alternate attends and votes when the member cannot, and provides continuity if the member's circumstances change. Staff will brief and support the member and alternate before each committee meeting.

DELEGATION TO NEGOTIATE AND SIGN THE PROCESS AGREEMENT AND TERMS OF REFERENCE

4.10 Under Schedule 2, clause 4 of the Planning Act 2026, the local authorities of the region must prepare and publish a Process Agreement. It must set out how the councils will work together and with the Spatial Plan Committee, whether decisions on any matters will be divided between councils, how consultation will be carried out, how the secretariat will be established and managed, and processes to ensure each council complies with iwi participation legislation and any joint management agreements. The Process Agreement is binding on the councils and the committee. The Terms of Reference will set out how the Spatial Plan Committee operates and makes decisions.

4.11 The regional working group proposes that each council delegates to its Mayor and/or Chief Executive the authority to finalise and sign the Process Agreement and Terms of Reference, subject to the documents being consistent with the discussion held at full Council, and any changes being of a minor editorial nature.

4.12 A joint delegation to the Mayor and Chief Executive provides a check and balance, keeps governance and implementation aligned, and allows the documents to be finalised without delaying the regional timetable. For Council, the key matters will be the cost sharing arrangements, how decisions are allocated between councils, and provision for Council's Joint Management Agreement with Ngāti Maniapoto.

4.13 The Mayor and Chief Executive will keep Council informed as the Process Agreement and Terms of Reference are finalised. Any funding commitments arising from the cost-sharing arrangements will be brought to Council for decision.

5 Analysis of Options

APPOINTMENT OF MEMBER AND ALTERNATE

5.1 There are three reasonably practicable options for Council's appointments:

5.2 **Option 1 – Appoint elected members (recommended):** Council appoints the Mayor or a councillor as its member, and the Mayor or a councillor as its alternate. This gives Council clear democratic representation and local knowledge on the committee, and links the committee's work back into Council's decision-making, at no additional cost beyond reasonable expenses. Who to appoint is a matter for Council, having regard to the skills and capacity described above and the need for the member and alternate to work as a pair.

5.3 **Option 2 – Do nothing:** Council does not appoint a member or alternate. Council would not be represented on the committee preparing the regional spatial plan that will apply to the Waitomo District, despite being entitled to appoint a member under section 82(3). Council would still decide whether to approve the draft plan for notification and on the hearings panel's recommendations, but would have had no direct input into preparing the plan. It could also hold up the establishment of the committee. This option is not recommended.

5.4 **Option 3 – Appoint an independent person:** Council appoints a person who is not an elected member or staff member, for their skills and knowledge. A non-elected member would keep full voting rights on the committee. However, an independent appointee would have to be paid by Council, likely at consultant rates, which would be an additional unfunded cost at a time when the councils are working to keep costs down. An independent appointee may also be seen as not representing the Waitomo community. This option is not recommended.

DELEGATION

5.5 **Option 1 – Delegate to the Mayor and Chief Executive jointly (recommended):** This allows the documents to be finalised in line with the regional timetable, while the conditions ensure they remain consistent with Council's discussion.

5.6 **Option 2 – Do not delegate:** The Process Agreement and Terms of Reference would need to come back to Council for approval. This could delay the establishment of the Spatial Plan Committee and the regional programme, reducing the time available to prepare the draft plan within the statutory timeframe. This option is not recommended.

6 Considerations

RISK

6.1 **Appointments:** The main risks relate to how well the appointees match the skills described above, their time and capacity (including continuity across the 2028 local elections), and their ability to represent Council effectively in a consensus-based committee. These are managed by appointing an alternate who is kept fully briefed, by staff support before each meeting, and by regular reporting back to Council.

6.2 **Delegation:** Because the Process Agreement and Terms of Reference are still being developed, there is a risk that the final documents include matters Council has not discussed. This is managed by the conditions on the delegation, by the Mayor and Chief Executive keeping Council informed, and by any funding commitments being brought to Council for decision.

6.3 **Programme delay:** Delay in establishing the Spatial Plan Committee and finalising the Process Agreement across the region would reduce the time available to prepare the draft plan within the statutory timeframe. Making these decisions now helps manage this risk.

CONSISTENCY WITH EXISTING PLANS AND POLICIES

6.4 The decisions are consistent with Council's plans and policies, and with Council's statutory obligations under the Planning Act 2026.

SIGNIFICANCE AND COMMUNITY VIEWS

6.5 Under the Significance and Engagement Policy 2024 these decisions are of low significance. They concern Council's representation on a statutory committee and the process for finalising the regional arrangements, and do not commit Council to any funding or change any level of service.

Community views will be sought through the statutory engagement and submission processes for the draft Waikato Regional Spatial Plan.

7 Recommendation

7.1 It is recommended that Council:

7.1.1 Appoint its member and alternate member of the Waikato Spatial Plan Committee from among its elected members; and

7.1.2 Delegate to the Mayor and Chief Executive jointly the authority to negotiate and sign the Process Agreement and Terms of Reference, subject to the conditions set out in the suggested resolutions.

Document ID: 1022624

Report To: Council

Meeting Date: 24 November 2026

Subject: **Manawatū-Whanganui Regional Spatial Plan – Council Participation**

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 present to Council the request from the Manawatū-Whanganui Chief Executives for Waitomo District Council to participate in the development of the Manawatū-Whanganui Regional Spatial Plan, and to seek a resolution confirming Council's position on that request.

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 Manawatū-Whanganui Regional Spatial Plan – Council Participation be received.

2 Council, pursuant to section 92 of the Planning Act 2026, gives notice that it chooses not to participate as a decision maker for the preparation, consideration, and adoption of the draft Manawatū-Whanganui Regional Spatial Plan, on the basis that Council is participating as a decision maker in the preparation of the Waikato Regional Spatial Plan.

3 Council request that it be kept informed of the development of the Manawatū-Whanganui Regional Spatial Plan and be consulted as an adjacent local authority on any content affecting the part of the Waitomo District located within the Manawatū-Whanganui Region.

4 The Chief Executive give the notice to every other local authority in the Manawatū-Whanganui Region and publish it, as required by section 92(2) of the Planning Act 2026, and write to the Spatial Planning Lead for the Manawatū-Whanganui Chief Executives confirming Council's position before 20 December 2026.

5 Council write to Te Nehenehenui and Rereahu as mana whenua of the part of the Waitomo District within the Manawatū-Whanganui Region, to advise them of Council's decision and the reasons for it.

3 Background

3.1 The Planning Act 2026 received Royal assent on 30 September 2026. Together with the Natural Environment Act 2026, it replaces the Resource Management Act 1991.

3.2 Under the Planning Act 2026, there must at all times be one regional spatial plan for each region. A regional spatial plan is prepared jointly by the regional council and the territorial authorities in

the region through a spatial plan committee, and sets the strategic direction for growth and change in the region over a 30-year-plus timeframe.

3.3 For each regional spatial plan it participates in as a decision maker, Council must:

3.3.1 appoint at least one member to the spatial plan committee;

3.3.2 decide whether to approve the draft regional spatial plan for public notification;

3.3.3 appoint an independent hearings panel and decide whether to accept or reject each of its recommendations; and

3.3.4 contribute to the costs of preparing the plan, including staff time.

3.4 The Waitomo District is located within two regions. The majority of the District is within the Waikato Region. A small part of the eastern District, around Tiroa, Pureora and Maraeroa, falls within the northernmost part of the Manawatū-Whanganui Region, where it adjoins the Ruapehu District. This area is shown south-east of the dashed regional boundary line in Figure 1 below. It has a small land area and a very small number of ratepayers.

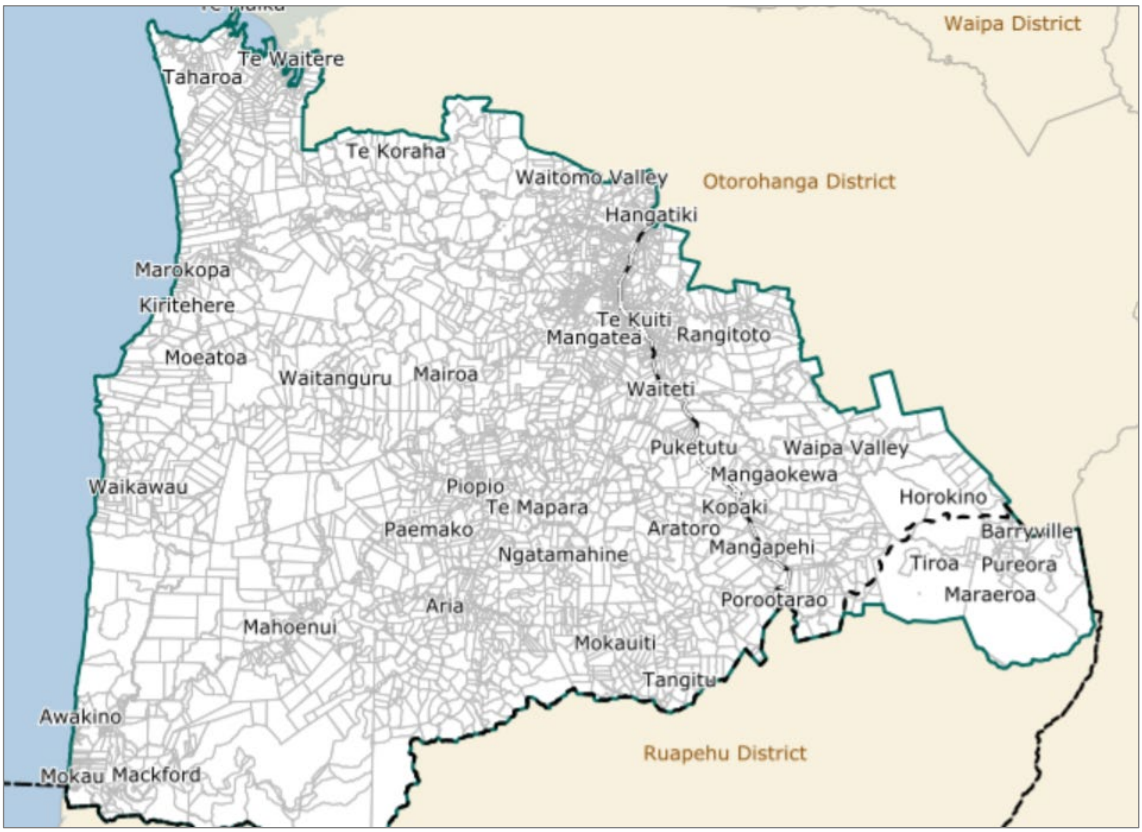


Figure 1: Waitomo District – the dashed line shows the boundary between the Waikato and Manawatū-Whanganui Regions

3.5 Council already recognises this position under the Local Government Act 2002. Under section 15 of that Act, Council is a party to both the Waikato and the Manawatū-Whanganui triennial agreements. On 24 March 2026, Council considered the Manawatū-Whanganui Region Triennial Agreement 2025-2028. In that agreement, Council is a "Non-Primary Signatory" (along with Taupō and Stratford District Councils). This is because Waitomo is principally identified as being within the Waikato Region. The agreement records that the involvement of Non-Primary Signatories will be in proportion to how much they are affected by decisions, issues, proposals or other matters, as determined by the Non-Primary Signatories.

3.6 At the Council workshop on 29 September 2026, staff presented an overview of resource management reform and regional spatial plans. Staff advised that Council would be participating with the other Waikato councils in preparing the Waikato Regional Spatial Plan. Staff also advised

Council that the Manawatū-Whanganui Councils would contact Council as a matter of process requesting confirmation of whether it would participate in their regional spatial plan. As staff advised, the procedural step is now for Council to formally resolve to opt out of participating as a decision maker in the preparation of the Manawatū-Whanganui Regional Spatial Plan.

3.7 On 4 November 2026, Shayne Harris (Chief Executive of Manawatū District Council and Spatial Planning Lead for the Manawatū-Whanganui Chief Executives) wrote to the Mayor and Chief Executive about Council's participation in the development of the Manawatū-Whanganui Regional Spatial Plan. The letter asks for written confirmation of Council's intended level of participation by 20 December 2026.

4 Commentary

LEGISLATIVE FRAMEWORK

4.1 Section 92 of the Planning Act 2026 (Territorial authorities located in 2 or more regions may opt out as decision maker in some regions) applies to a territorial authority whose district is included within two or more regions. Under section 92(1), the territorial authority:

4.1.1 may give notice that it chooses not to participate as a decision maker for the preparation, consideration, and adoption of a draft regional spatial plan of one or more of those regions; but

4.1.2 must not give notice in relation to all of those regions.

4.2 Under section 92(2), the notice must identify the draft regional spatial plan (or the proposal for a draft regional spatial plan that has not yet been prepared) to which it applies, be given to every other local authority in that region within any time frame prescribed by regulations, and be published by the territorial authority in the manner prescribed by regulations.

4.3 Under section 92(3), once notice is given, the territorial authority is not treated as one of the local authorities of the region for the preparation, consideration, or adoption of that draft plan. It is not entitled to appoint a member to that region's spatial plan committee, and any member it previously appointed ceases to be a member in relation to that draft plan.

4.4 Council is participating as a decision maker in the Waikato Regional Spatial Plan. Council can therefore give notice under section 92 in relation to the Manawatū-Whanganui Regional Spatial Plan without breaching section 92(1)(b).

4.5 Opting out does not mean the Manawatū-Whanganui Regional Spatial Plan will not apply within the District. Under section 74(2) that plan must apply to the entire Manawatū-Whanganui Region, including the part of the Waitomo District within it, and under section 103(2)(a) Council's future land use plan must implement it for that area. However, before notifying the draft plan, the spatial plan committee must consult territorial authorities whose district (or part of it) is within an adjacent region (Schedule 2, clause 8(1)(a)(iii)), which includes Council. Council will also be able to make a submission on the notified draft plan (Schedule 2, clause 19).

4.6 Under clause 9(7) of Schedule 1, a territorial authority located in two or more regions must notify a proposed land use plan within 9 months after decisions on the last relevant regional spatial plan are made and published. This means the timing of Council's land use plan will depend in part on the Manawatū-Whanganui timetable, whether or not Council participates as a decision maker.

REASONS FOR OPTING OUT

4.7 Staff recommend that Council opt out of participating as a decision maker in the Manawatū-Whanganui Regional Spatial Plan for the following reasons:

4.7.1 **Small area and limited growth:** Only a small, sparsely populated part of the District is in the Manawatū-Whanganui Region. Little growth or significant change is expected there.

The areas of the District most likely to experience growth and change are in the Waikato Region.

4.7.2 **Time and cost:** Council has limited staff resources and is already committed to the Waikato Regional Spatial Plan. Participating as a decision maker in a second regional spatial plan would require further staff time, elected member time and a cost contribution, which would be disproportionate to Council's interest in that region.

4.7.3 **Consistency with existing arrangements:** Opting out is consistent with Council's status as a Non-Primary Signatory to the Manawatū-Whanganui Region Triennial Agreement, under which Council's involvement is proportionate to how much it is affected.

4.7.4 **Ability to stay informed:** Council can ask to be kept informed and will be consulted as an adjacent local authority, without the resourcing required for active participation.

5 Analysis of Options

5.1 The following reasonably practicable options have been identified.

5.2 **Option 1 – Participate as a decision maker in the Manawatū-Whanganui Regional Spatial Plan.** Council would appoint a member to the Manawatū-Whanganui spatial plan committee, take part in decisions on the draft plan and independent hearings panel recommendations, and contribute to costs. The advantage is that Council would have direct influence over the content of the plan for the part of the District in that region. The disadvantages are the additional cost, staff and elected member time, and duplication of effort alongside the Waikato process. This would be disproportionate to the small area and population affected. This option is not recommended.

5.3 **Option 2 – Opt out as a decision maker and ask to be kept informed (recommended).** Council would give notice under section 92, confirm its position in writing by 20 December 2026, and ask to be kept informed. Council would still be consulted as a territorial authority with part of its district in an adjacent region. The advantages are that Council's limited resources stay focused on the Waikato Regional Spatial Plan, its position is consistent with the Triennial Agreement, and it keeps a line of sight on matters affecting the District. The disadvantage is that Council would have less direct influence over the Manawatū-Whanganui plan, relying on consultation and submissions. Given the limited growth expected in this area, this is considered an acceptable trade off. This option is recommended.

5.4 **Option 3 – Do nothing.** Council would not give notice under section 92. Council would then remain one of the local authorities of the Manawatū-Whanganui Region for the purposes of the regional spatial plan, with the associated decision making obligations, committee appointment and likely cost contribution. It would also leave the Manawatū-Whanganui councils uncertain about Council's participation. This option is not recommended.

6 Considerations

RISK

6.1 **Reduced influence:** By opting out, Council will have less direct say over the content of the Manawatū-Whanganui Regional Spatial Plan as it applies to the District. This risk is considered low given the small area and limited growth expected. It is mitigated by the Act's requirement to consult adjacent local authorities, Council's ability to make submissions, and the request to be kept informed.

6.2 **Land use plan timing:** Because Council's land use plan must be notified within 9 months after the last relevant regional spatial plan is decided, delays in the Manawatū-Whanganui process could affect Council's timeline. Staff will monitor the Manawatū-Whanganui timetable and factor it into Council's planning work programme.

6.3 **Legal process:** The notice must meet the requirements of section 92(2): it must identify the relevant draft plan, be given to every other local authority in the Manawatū-Whanganui Region, and be published. The time frame and manner of publication are to be prescribed by regulations. Staff will confirm whether any such regulations have been made before the notice is given, and will ensure the notice complies with them.

CONSISTENCY WITH EXISTING PLANS AND POLICIES

6.4 The decision is consistent with Council's plans and policies. It is also consistent with Council's status as a Non-Primary Signatory to the Manawatū-Whanganui Region Triennial Agreement 2025-2028 and with Council's participation in the Waikato Regional Spatial Plan.

SIGNIFICANCE AND COMMUNITY VIEWS

6.5 Under the Significance and Engagement Policy 2024 this matter is of low significance. The decision concerns how Council participates in a statutory planning process. It affects a small land area and a very small number of ratepayers, and does not change any level of service.

6.6 Community views will be able to be expressed directly through the Manawatū-Whanganui Regional Spatial Plan process. The spatial plan committee must consult iwi authorities, infrastructure providers, and representatives of the wider community before notifying the draft plan (Schedule 2, clause 8), and any person may make a submission on the notified draft plan (Schedule 2, clause 19).

6.7 Council will write to Te Nehenehenui and Rereahu, as mana whenua of the part of the Waitomo District within the Manawatū-Whanganui Region, to advise them of Council's decision and the reasons for it. The letters will explain that, although Council will not be a decision maker on the Manawatū-Whanganui Regional Spatial Plan, it has asked to be kept informed as the plan is developed. They will also explain that the spatial plan committee must consult Council before the draft plan is notified (Schedule 2, clause 8(1)(a)(iii)).

6.8 Before notifying the draft plan, the Manawatū-Whanganui spatial plan committee must also consult tangata whenua of the region who may be affected, through iwi authorities (Schedule 2, clause 8(1)(a)(iv)). This is expected to include Te Nehenehenui and Rereahu.

7 Recommendation

7.1 It is recommended that Council adopt Option 2: opt out as a decision maker in the Manawatū-Whanganui Regional Spatial Plan and ask to be kept informed and consulted as an adjacent local authority.

8 Attachments/Separate Enclosures

Attachments:

1 Manawatū-Whanganui Region Triennial Agreement 2025-2028 (Doc # 954835)

TRIENNIAL AGREEMENT
Manawatū-WHANGANUI REGION
2025 -2028

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Purpose

The signatories are committed to working together to promote the social, economic, environmental, and cultural wellbeing of their communities—in accordance with principles of sustainable management for current and future generations, and of the Treaty of Waitangi.

The purpose of this Triennial Agreement (the Agreement) is to ensure appropriate communication, coordination and collaboration between local authorities within the Manawatū-Whanganui Region.

This Agreement is established under section 15 of the Local Government Act 2002 (LGA). It is effective until such time as it is either amended by the agreement of all parties or is renewed following the 2028 local authority elections (and no later than 1 March 2029).

Parties

The signatories to this agreement comprise *principal signatories* (those local authorities whose boundaries are completely or primarily encompassed within the Manawatū-Whanganui Region and who primarily identify with that region) and *non-primary signatories* (those local authorities whose boundaries bisect the Manawatū-Whanganui Region but whose principal identification is with another region).

Principal Signatories:

- Manawatū-Whanganui Regional Council (Horizons)
- Horowhenua District Council
- Manawatū District Council
- Palmerston North City Council
- Rangitīkei District Council
- Ruapehu District Council
- Tararua District Council
- Whanganui District Council

Non-primary Signatories:

- Stratford District Council
- Taupō District Council
- Waitomo District Council

This Agreement is binding on all local authorities of the Manawatū-Whanganui Region. It is recognised that non-primary signatories retain discretion over the extent of their involvement, in proportion to the extent to which issues and decisions under consideration affect them.

Working Together

This Agreement focuses on responding to issues and opportunities facing our communities and local environment. The parties agree to work together in good faith for the good governance and sustainable development of their local areas and the region as a whole.

Signatories to this Agreement recognise that obligations to the Treaty of Waitangi, and to provide opportunities for Māori to contribute to local decision-making, extend to regional cooperation and joint decision-making. Central Government, too, has overlapping but distinct priority areas. The parties will seek to collaborate on matters of shared interest.

The wellbeing of our communities and health of our environment are best served by local authorities working together. We face increasingly complex governance issues, many of which cannot be resolved by any one organisation acting alone. Cooperation is necessary to tackle challenges such as:

- Delivering better social outcomes for communities, through affordable housing, well-functioning urban environments, infrastructure, and transport links;
- Improving the resilience of our environment and communities to the effects of climate change;
- Improving the health of our ecosystems and waterways;
- Supporting the development of a vibrant, sustainable regional economy.

The parties value and will maintain open communication, collaboration and trust, applying a 'no surprises' policy by ensuring other parties receive early notification of significant proposals that may affect them and their communities, and of divergent views on proposed decisions before critical public announcements are made.

Collaboration and cooperation between local authorities can yield administrative efficiencies, allowing for better use of available resources and more effective community participation. The parties undertake to work together toward common priorities and community outcomes, and making efficient use of resources, in accordance with LGA s14(1)(e).

While collaboration and cooperation are desirable, the region's communities and landscapes are diverse, and each local authority has the legislative mandate to govern its own area as appropriate.

Governance

The primary mechanism to implement this Agreement is the Manawatū-Whanganui Mayoral Forum (the Mayoral Forum), comprised of the region's Mayors and the Chair of Horizons Regional Council. The Forum will meet quarterly and operate in accordance with its agreed terms of reference, which are attached at Appendix One.

The Manawatū-Whanganui Mayoral Forum will:

- Provide governance oversight of our response to regionally significant challenges;
- Promote understanding and alignment of effort across councils, with central government, and with tangata whenua;
- Advocate for the interests of the region, its councils and communities.

The Mayoral Forum will be supported by the Manawatū-Whanganui Chief Executives Forum.

The Chief Executives Forum will:

- Identify and escalate to the Mayoral Forum strategic issues and opportunities for collaboration;
- Report to the Mayoral Forum on the delivery of its agreed actions, work programmes or collaborative projects.

Other groups will support regional coordination:

- The Climate Action Joint Committee is to continue. Terms of Reference are attached at Appendix Two.

- Regional Transport Committee is to continue, as required by s105(2) of the Land Transport Management Act 2003.
- For the avoidance of doubt, Manawatū-Whanganui Civil Defence and Emergency Management Group will continue, as required by s12 of the Civil Defence Emergency Management Act 2002.
- The Accelerate 35 (A35) Lead Team will continue to progress regional economic development.
- The Regional Leadership Group, convened by the Ministry for Social Development, will bring together senior officials from central and local government, tangata whenua, and other community groups with a focus on social wellbeing, health, and education.

These arrangements complement other mechanisms for inter-council collaboration, such as Local Government New Zealand, Taituarā, the Association of Local Government Information Management, the Institute of Public Works Engineering Australasia, the Local Authorities Public Relations Network, and the Manawatū-Whanganui Local Area Shared Services CCO (MWLASS).

Recognition of Resolutions by Joint Committee

Within the parameters set through legislation – and acknowledging each local authority's mandate to govern in its own area – the parties agree to:

- Have particular regard to resolutions made by joint committees in developing policies, determining priorities, and allocating resource;
- Progress to the fullest possible extent actions identified through joint planning and decision-making arrangements.

Servicing and Support

Horizons will host a permanent secretariat to support the Manawatū-Whanganui Mayoral Forum. The secretariat will be funded jointly by participating councils.

Significant New Activities

When a party is considering a major policy initiative or proposal that may have implications for other parties, and unless such disclosure is inconsistent with the Local Government Official Information and Meetings Act 1987 or commercial confidences precludes such disclosure, they will give early notification to the affected parties and share the information with the Mayoral Forum and the Chief Executives Forum.

Horizons Regional Council will provide early advice to the Chief Executives Forum and the Mayoral Forum of any significant new regional council activity, in addition to other requirements specified in LGA s16.

Significant Facilities and Services

The Mayoral Forum and Chief Executives Forum may from time to time explore options for identifying, delivering and funding facilities and services of significance to more than one district. Any Party to this Agreement may raise these issues for consideration.

Consultation in Relation to Resource Management Act 1991 (RMA) Policy & Plans

The following consultation process will apply to the preparation of a new, or change, variation, or review of an existing, regional policy statement, regional plan or district plan by a local authority in the Region:

- The Regional Council will seek the input of territorial authorities, and vice-versa, for the preparation or review of the regional policy statement, or regional or district plan.
- For the regional policy statement or a regional plan, the Regional Council will make the draft version available to all territorial authorities in the Region for discussion and development.
- The parties to this Agreement acknowledge their obligation to act in accordance with the principles of consultation set out in LGA s82.

In addition, the parties agree to cooperate in implementing national policy statements, to ensure alignment of regional and district policies and plans, as well as efficiency of process. The parties undertake to report, through Chief Executives, to the Mayoral Forum on opportunities to share information, jointly commission advice, or otherwise pool effort in order to give effect to national direction within appropriate timeframes and in a practicable way.

Other Agreements

This Agreement does not prevent the Parties from entering into other agreements among themselves or outside the Manawatū-Whanganui region. Any other such agreement should not, however, be contrary to this Agreement.

Resolving Disagreement

All parties to this Agreement are committed to working strenuously, in good faith, to resolve any disagreements that may arise in relation to its application. Where a party has a significant disagreement with the position of the others, all parties will make every effort to accommodate, acknowledge or at least fairly represent the dissenting view.

In the event of a disagreement over the actions taken to give effect to this Agreement that cannot be successfully resolved by affected parties, the parties agree to refer the issue of disagreement to mediation. Should agreement on a mediator not be possible, a mediator will be appointed by the president of the Manawatū Branch of the Law Society. If mediation is unsuccessful, any of the local authorities affected may ask the Minister of Local Government to make a binding decision on the proposal. The cost of mediation will be met equally by the parties that have agreed to the mediation.

Agreement to Review

This Agreement remains in force until local authorities ratify a new agreement.

Any party may request an amendment to this Agreement by writing to the Chair of the Mayoral Forum at least two weeks before a regular quarterly meeting of the Forum. The Mayoral Forum will review the Agreement no later than the final meeting before triennial local body elections and recommend any changes to the incoming councils.

Any agreed amendment will be referred to each local authority for ratification. No amendment to this Agreement has effect until signed by all parties.

Statutory Requirements

This document is deemed to duly constitute fulfilment of section 14(1)(e), 15 and 16 of the LGA, and Schedule 1 Clause 3A(1) of the RMA.

Authority

This Agreement is signed by the following on behalf of their respective authorities.

Signing Page

This Agreement is signed by the following on behalf of their respective authorities.

Council	Role / Name	Signature	Date
Horizons Regional Council	Nikki Riley Chairperson		
Horowhenua District Council	Bernie Wanden Mayor		
Manawatu District Council	Michael Ford Mayor		
Palmerston North City Council	Grant Smith Mayor		
Rangitikei District Council	Andy Watson Mayor		
Ruapehu District Council	Weston Kirton Mayor		
Stratford District Council	Neil Volzke Mayor		
Tararua District Council	Scott Gilmore Mayor		
Taupō District Council	John Funnell Mayor		
Waitomo District Council	John Robertson Mayor		
Whanganui District Council	Andrew Tripe Mayor		

Appendix One - Manawatū-Whanganui Mayoral Forum Terms of Reference

Statement of Purpose

The purpose of the Manawatū-Whanganui Mayoral Forum is to support effective leadership on shared priorities and matters of importance to the region's communities.

Objectives

The Manawatū-Whanganui Mayoral Forum has the following objectives:

- To enable Manawatū-Whanganui councils to work more collaboratively in response to regionally significant challenges and opportunities;
- To provide a forum for engagement between councils, central government, tangata whenua, and other leaders in the region;
- To explore, with iwi and hapū, how governance relationships might be further progressed in future;
- To provide a collective voice to advocate for and raise the profile of these issues and opportunities;
- To increase the effectiveness of local government in meeting the needs of Manawatū-Whanganui communities;
- To develop and implement programmes (including joint plans where appropriate), which are responsive to the needs and expectations of the community; and
- To prepare for institutional changes, such as joint planning arrangements, and oversee preliminary work to inform joint strategies and plans.

Principles

In pursuit of these objectives the Manawatū-Whanganui Mayoral Forum will observe the following principles:

- Establish and maintain close liaison with other local government networks to ensure as far as possible the pursuit of common objectives and the minimisation of duplication;
- Establish and maintain close liaison with Ministers of the Crown and local Members of Parliament;
- Recognise that obligations to the Treaty of Waitangi, and opportunities for Māori to contribute to local decision-making, extend to regional cooperation and joint decision-making;
- Work towards shared positions on issues of mutual concern, formalising these through letters of support, submissions and/or public statements as appropriate;
- Exercise its functions with due regard to the tangata whenua and cultural diversity of the community;
- Establish processes for reporting back to its respective councils and communities.

Powers

The Manawatū-Whanganui Mayoral Forum shall have the power to:

- Make submissions and undertake advocacy to external organisations on matters germane to the Committee's objectives;
- Engage with key agencies and neighbouring regions on matters relating to the Committee's objectives;
- Recommend to the parties actions that materially contribute to attainment of the Committee's objectives.

Membership

Membership shall open to the eight councils wholly or primarily within the Manawatū-Whanganui Region (Horowhenua District Council, Manawatū District Council, Palmerston North City Council, Rangitīkei District Council, Ruapehu District Council, Tararua District Council, Whanganui District Council, Manawatū-Whanganui Regional Council (Horizons)).

Each member council shall be represented by its Mayor (or Chair in the case of the Regional Council) and supported by its Chief Executive. On occasions where the Mayor or Chair cannot attend, a council may be represented by its Deputy Mayor or Chair.

The Mayoral Forum will have the power to co-opt other members on a permanent and/or issues basis.

Election of Chair

The Manawatū-Whanganui Mayoral Forum shall select a Chair and Deputy Chair at the first meeting immediately following the Triennial Elections. These appointments may be reviewed after a period of 18 months.

The Chair selected will preside at all meetings of the Mayoral Forum.

The Mayoral Forum may appoint spokespersons from its membership for issues being considered, in which case each member council agrees to refer all requests for information and documents to the duly appointed spokespersons.

Meetings

Meetings will be held quarterly at Regional House in Palmerston North, unless otherwise advised.

Special meetings may be called at the request of members.

The secretariat will prepare an agenda for Mayoral Forum meetings in consultation with the Chair and the Chief Executives Forum.

Agendas for meetings will be issued, and minutes will be taken and circulated.

Quorum

The quorum will consist of four members (half the number of members including vacancies).

Meetings may be held in person or by other means (such as audiovisual link) as the Committee agrees and where permissible under New Zealand law and the standing orders of the parties.

Decision Making

The practice of the Forum will be to determine issues before it by consensus.

If the consensus is to determine issues by voting, the determination shall be determined by a majority of votes of members attending the meeting.

Remuneration and Expenses

Each party shall be responsible for remunerating its representative on the Committee.

Standing Orders

The Committee shall apply the standing orders of Manawatū-Whanganui Regional Council.

Secretariat

The Manawatū-Whanganui Mayoral Forum will appoint Manawatū-Whanganui Regional Council to carry out the secretariat function on such terms and conditions as it shall decide for the discharge of duties, including the taking of minutes and the keeping of any books and accounts and attending to any other business of the forum.

Variations to this Agreement

Amendments to this agreement may be required from time to time. Changes will be approved by the parties, on the recommendation of the Mayoral Forum.

Appendix Two – Climate Action Joint Committee Manawatū-Whanganui Terms of Reference

Statement of Purpose

The purpose of the Climate Action Joint Committee (CAJC) is to support a coordinated response to climate change across the Councils and communities of the Manawatū-Whanganui Region.
It is established in accordance with Section 7, clauses 30 and 30A of the Local Government Act 2002.

Objectives

The Climate Action Joint Committee's operating objectives are to:

- Collaborate on action to build organisational, community, and regional resilience in the face of climate change;
- Make use of available environmental, social, cultural and economic research, skills and capabilities to leverage opportunities and mitigate the impacts of climate change;
- Develop a climate action plan, including recommended actions for councils to contribute to mitigation of greenhouse gas emissions and to support community resilience to the effects of climate change;
- Work collectively as a region to engage with central government, including any actions to deliver on responsibilities under the National Adaptation Plan and Emissions Reduction Plan, and to support a Just Transition for our region;
- Promote consistent and effective leadership, advocacy, communication and engagement on climate change issues to enable individual and collaborative action;
- Champion the integration of partner strategies, programmes, and plans and encourage partnerships with iwi and others in central and local government, health, education, youth, NGOs and business;
- Oversee implementation of agreed joint projects;
- Share climate change evidence and guidance to inform Council work programmes and support explicit consideration of climate change impacts in decisions; and
- Monitor and report annually on implementation of the joint action plan.

Powers

The Climate Action Joint Committee does not have the power to legally bind any Council to any act or decision, unless that act or decision has been agreed to by decision of that council.
Within that context, the parties agree to:

- Have particular regard to the recommendations of the Committee in developing policies, determining priorities, and allocating resource;
- Progress, to the fullest possible extent, actions identified through joint planning and decision-making arrangements.

The Climate Action Joint Committee shall have the power to:

- Receive regular monitoring reports and presentations on the matters relevant to the Committee's objectives;
- Develop, adopt, and progress a joint climate action plan;
- Make submissions and undertake advocacy to external organisations on matters germane to the Committee's objectives;
- Engage with key agencies and neighbouring regions on matters relating to the Committee's objectives;
- Recommend to the parties actions that materially contribute to attainment of the Committee's objectives;
- Receive any grant or subsidy;

- Receive financial contributions from member authorities, as may be mutually determined and acceptable to individual local authorities; and
- Determine and make payments from its funds for any or all of the purposes of its objects.

Decision making

The practice of the forum will be to determine issues before it by consensus.

If the consensus is to determine issues by voting, the determination shall be determined by a majority of votes of members attending the meeting.

Council decisions on the Joint Committee's recommendations

Where a Council makes specific decisions on the Climate Action Joint Committee's recommendations, these will be reported to the Joint Committee by its delegate. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

Membership

The Committee consists of the following members:

- The Mayor/Chair or designated delegate of each local authority within the Manawatū-Whanganui Region (total 8 members); and
- Up to eight non-Councillor members, to represent the views of Tangata Whenua. These appointments will be made by Horizons (HRC) on the recommendation of iwi leaders, taking into consideration their skills, attributes or knowledge that will assist the work of the Committee.

This Committee may invite advisors to attend relevant portions of the Committee's business.

Election of Co-Chairs

The committee will elect Co-Chairs by the system described in clause 25(4) Schedule 7 of the Local Government Act 2002.
The governance group will have two Co-Chairs:

- A Councillor member of the group; and
- A Tangata Whenua member of the group.

Each Co-Chair shall preside on an alternate basis. If a Co-Chair is absent from a meeting at which they are scheduled to be the presiding member, the other Co-Chair shall preside at the meeting.

Remuneration and Expenses

Each party shall be responsible for remunerating its representative on the Committee.

Tangata Whenua members shall be eligible for compensation for joint committee activity including travel and attendance at meetings.

Standing Orders

The Committee shall apply the standing orders of Manawatū-Whanganui Regional Council.

Meeting Quorum

The quorum will consist of:

- Half of the members present (in-person or on-line) if the number of members (including vacancies) is an even number; or
- A majority of members present (in-person or on-line) if the number of members (including vacancies) is an odd number.

Non-elected positions to which no appointment has been made are not considered to be vacancies for the purposes of forming a quorum.
Meetings may be held in person or by other means (such as audio-visual link) as the Committee agrees where permissible under New Zealand law and the standing orders of the parties.

Meeting Schedule

The Committee will sit at least twice each year.
Special meetings may be called at the request of members.
Agendas for meetings will be issued and minutes will be taken and circulated.
Approved minutes and approved final reports and papers will be made available via Horizons' website.

Duration

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Climate Action Joint Committee is *not* to be discharged following each triennial local government election.

Variations to this Agreement

Amendments to this agreement may be required from time to time. Changes will be approved by the parties, on the recommendation of the Climate Action Joint Committee.

Signing Page

This Agreement is signed by the following on behalf of their respective authorities.

Council	Role / Name	Signature	Date
Horizons Regional Council	Nikki Riley Chairperson		24 March 2016
Horowhenua District Council	Bernie Wanden Mayor		
Manawatu District Council	Michael Ford Mayor		
Palmerston North City Council	Grant Smith Mayor		
Rangitikei District Council	Andy Watson Mayor		
Ruapehu District Council	Weston Kirton Mayor		
Stratford District Council	Neil Volzke Mayor		
Tararua District Council	Scott Gilmore Mayor		
Taupō District Council	John Funnell Mayor		
Waitomo District Council	John Robertson Mayor		
Whanganui District Council	Andrew Tripe Mayor		

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Council	Role / Name	Signature	Date
Horizons Regional Council	Nikki Riley Chairperson		
Horowhenua District Council	Bernie Wanden Mayor		24/03/2026
Manawatu District Council	Michael Ford Mayor		
Palmerston North City Council	Grant Smith Mayor		
Rangitikei District Council	Andy Watson Mayor		
Ruapehu District Council	Weston Kirton Mayor		
Stratford District Council	Neil Volzke Mayor		
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Horizons Regional Council	Nikki Riley Chairperson		
Horowhenua District Council	Bernie Wanden Mayor		
Manawatu District Council	Michael Ford Mayor		29/4/2026
Palmerston North City Council	Grant Smith Mayor		
Rangitikei District Council	Andy Watson Mayor		
Ruapehu District Council	Weston Kirton Mayor		
Stratford District Council	Neil Volzke Mayor		
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Horizons Regional Council	Nikki Riley Chairperson		
Horowhenua District Council	Bernie Wanden Mayor		
Manawatu District Council	Michael Ford Mayor		
Palmerston North City Council	Grant Smith Mayor		22.01.2026
Rangitikei District Council	Andy Watson Mayor		
Ruapehu District Council	Weston Kirton Mayor		
Stratford District Council	Neil Volzke Mayor		
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Palmerston North City Council	Grant Smith Mayor		
Rangitikei District Council	Andy Watson Mayor		06.03.26
Ruapehu District Council	Weston Kirton Mayor		
Stratford District Council	Neil Volzke Mayor		
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Palmerston North City Council	Grant Smith Mayor		
Rangitikei District Council	Andy Watson Mayor		
Ruapehu District Council	Weston Kirton Mayor	Weston Kirton -	22/4/26.
Stratford District Council	Neil Volzke Mayor		
Tararua District Council	Scott Gilmore Mayor		
Taupō District Council	John Funnell Mayor		
Waitomo District Council	John Robertson Mayor		
Whanganui District Council	Andrew Tripe Mayor		

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Rangitikei District Council	Andy Watson Mayor		
Ruapehu District Council	Weston Kirton Mayor		
Stratford District Council	Neil Volzke Mayor		5/3/26
Tararua District Council	Scott Gilmore Mayor		
Taupō District Council	John Funnell Mayor		
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Whanganui District Council	Andrew Tripe Mayor		

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Rangitikei District Council	Andy Watson Mayor		
Ruapehu District Council	Weston Kirton Mayor		
Stratford District Council	Neil Volzke Mayor		
Tararua District Council	Scott Gilmore Mayor		27.03.26
Taupō District Council	John Funnell Mayor		
Waitomo District Council	John Robertson Mayor		
Whanganui District Council	Andrew Tripe Mayor		

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Whanganui District Council	Andrew Tripe Mayor		

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Tararua District Council	Scott Gilmore Mayor		
Taupō District Council	John Funnell Mayor		
Waitomo District Council	John Robertson Mayor		
Whanganui District Council	Andrew Tripe Mayor		26/03/26

Document ID: 1021178

Report To: Council

Meeting Date: 24 November 2026

Subject: **Adoption of the Community and Partnerships Fund Policy**

Type: Decision Required

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 present to Council the revised Community and Partnership Fund Policy for adoption.

2 Suggested Resolutions

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

1 The business paper on Adoption of Community and Partnership Fund Policy be received.

2 Council adopt the Community and Partnerships Fund Policy (effective 1 July 2027).

3 The Chief Executive be authorised to make any final editorial amendments to the Community and Partnership Fund Policy document.

3 Background

3.1 The Community and Partnerships Fund Policy was established in 2009 and is reviewed every three years in conjunction with development of the Long Term Plan (LTP). It guides the fair, consistent and accountable distribution of Council grant funding to organisations that benefit communities within the Waitomo District.

3.2 At a Workshop held on 20 October 2026, Council reviewed the Community and Partnerships Fund Policy.

3.3 The current policy comprises the following grant categories:

- Multi-Year Community Partnership Grant
- Community Hall Grant
- Special Grants (administered by WDC on behalf of external organisations)

3.4 There were no amendments proposed for the above categories.

3.5 Re-introduction of the Hall Hire Subsidy Fund was discussed as an amendment to the current Policy. The fund would assist community groups with venue hire costs for WDC owned and managed buildings - the Les Munro Centre, Piopio Memorial Hall and Railway Building 3. It was proposed

community groups could apply once per financial year for up to 50% of the hire costs, subject to budget availability.

4 Commentary

4.1 A copy of the revised draft Policy is attached for Council's reference.

4.2 The revised policy retains the existing Multi-Year Community Partnership Grant, Community Halls Grant and Special Grants categories, and reinstates the Hall Hire Subsidy Fund as a separate schedule.

4.3 Minor amendments have also been made to the Community Outcomes section of the Policy to align with the Long Term Plan.

4.4 Proposed amendments are outlined in red font in the attached document.

5 Analysis of Options

5.1 The Community and Partnerships Fund Policy is reviewed every 3 years in conjunction with the Long Term Plan development process.

5.2 At a Workshop held on 20 October 2026, Council reviewed the Policy and minor amendments were discussed, as attached.

5.3 The Policy is considered to be fit for purpose and will achieve desired outcomes.

6 Considerations

RISK

6.1 No significant risks have been identified.

CONSISTENCY WITH EXISTING PLANS AND POLICIES

6.2 This decision is consistent with existing plans and policies.

SIGNIFICANCE AND COMMUNITY VIEWS

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

7 Attachments/Separate Enclosures

Attachments:

1 Revised draft Community and Partnerships Fund Policy (effective 1 July 2027) (Doc. 1011199)

DRAFT
Waitomo District Council

Community and Partnerships Fund Policy 2026

Waitomo District Council

First Adopted:	August 2009
Review History:	August 2014, May 2018, September 2020, August 2023, April 2024, October 2026
Date of Next Review:	August ~~2026~~ 2029
Responsibility:	General Manager - Community Services
Adopted by:	Council

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INTRODUCTION | KUPU ARATAKI

Waitomo District Council (WDC) facilitates strong and sustainable partnerships to support improved outcomes for our community.

The Community and Partnerships Fund Policy (the Policy) sets out the funding allocation process for assistance provided through grants to community organisations.

This Policy does not apply to rates remissions, lease grant, or any other type of assistance provided by WDC.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHI

1. The purpose of this Policy is to provide for fair and equitable distribution of WDC funding to assist organisations who deliver services that benefit communities within the Waitomo District. It ensures funding is distributed in a consistent, efficient, and effective manner which is transparent, fair, and accountable.

2. The scope of this Policy is to outline the Community and Partnerships Funds which WDC administers and the eligibility criteria for each. The Policy determines the process by which these funds are distributed.

3. This Policy is applicable to the following grants and subsidy:

   a) Multi-Year Community Partnership Grant
   b) Community Halls Grants
   ~~b)~~c) Hall Hire Subsidy Fund
   ~~c)~~d) Special Grants

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Community Organisations	A not-for-profit that has the primary objective to provide programmes, services or activities that benefit any or all of the social, cultural, economic, and environmental wellbeing of communities in the Waitomo District. A community organisation must also be a legal entity as defined below.
Contestable Fund	Applications are invited during scheduled funding rounds, with publicly advertised opening and closing dates. Any eligible organisation has an equal opportunity to be considered for a grant. Clearly defined processes will be applied to all applications. Final allocation decisions are made in a public forum.
Council	Shall mean the elected members that form the governing body (Council) of the District Council.
Financial Reserves	These are cash reserves held by an organisation which are not tagged for any specific expense.
Legal Entity	A legal entity is an organisation that has its own legal identity separate from its members. Legal entity status includes incorporated societies, trusts registered under the Charitable Trusts Act 1957, companies with charitable purposes, school boards of trustees, and Māori trust boards.
Long Term Plan	Council's adopted Long Term Plan (LTP) as defined by the Local Government Act 2002.
Umbrella Organisation	An umbrella group is usually a larger, incorporated organisation which can provide resources and backing to smaller groups that work in a similar area or share similar goals.

Waitomo District Council (WDC)	Shall mean the organisation established to administer Council affairs, conduct operations, and bring effect to Council's policies and strategies.
WDC's Community Outcomes	WDC's community outcomes are determined by the Council as part of the Long Term Planning process. These outcomes form the Council's vision and priorities over the next ten years.

POLICY | KAUPAPA HERE

1. Funding Allocation

1.1 The total funding assistance provided to the community through grants and funding, in accordance with this Policy, is confirmed by the Council at the adoption of the Long Term Plan (LTP).

1.2 Funding should be made available to organisations which are making a positive contribution to the Community Outcomes confirmed by Council at the adoption of the LTP:

A district for all people
Our district is a great place to live because it is accessible, safe, affordable, and inclusive. We promote health, wellbeing, and participation.

A prosperous district
We ~~enable~~ support a thriving and sustainable economy through delivering our core services to create greater benefits for everyone.

A district that values culture
We value the whakapapa of our district, and we promote cultural, creative, and recreational activities where traditions, heritage, and arts are celebrated.

A district that cares for its environment
We ensure the wise use and management of ~~all~~ land and natural resources we oversee, now and for future generations.

2. Decision Making

2.1 The Multi-Year Community Partnership Grant will be awarded through a contestable process. This process is the best process to enable decision-makers to compare the relative merits of the funding applications they receive and to allocate grants from the funding pools as fairly as possible.

2.2 In this context contestable means that:

a) Applications are invited during scheduled funding rounds, with publicly advertised opening and closing dates.
b) Any eligible organisation has an equal opportunity to be considered for a grant.
c) Clearly defined processes will be applied to all applications.
d) Final allocation decisions are made in a public forum.

3. Eligibility Criteria

3.1 WDC grants are available for application by community organisations who align with, or contribute to, WDC's Community Outcomes.

3.2 **Legal Structure**

3.3 Groups with no formal legal structure may apply for grants via nominating an 'umbrella' non-profit incorporated organisation which has agreed to receive and administer the grant on their behalf. The umbrella organisation would be legally accountable to WDC for the expenditure of the grant.

3.4 **Financial Reserves**

3.5 It is acknowledged that it is prudent for organisations to carry financial reserves for their operations. However, if an organisation is carrying reserves greater than a year of operating expenses with funding not tagged for specific projects, Council might not approve a grant to the organisation or group.

3.6 **Ineligible Applicants**

3.7 The below groups are ineligible for any WDC administered grants:

a) For-profit groups
b) Individuals
c) Political organisations
d) Social clubs
e) Internal applicants
f) Other local authorities, government agencies or public sector entities

3.8 WDC grants will not fund education-based activities which should, in the view of a reasonable person, be the responsibility of their primary funder e.g., Ministry of Education.

4. Grant Misuse by Recipients

4.1 Grants are to be spent in accordance with the purpose for which they are allocated.

4.2 Failure to account for the use of a past grant will be sufficient cause for any subsequent application to be declined.

4.3 Using a past grant for any purpose other than that approved, may result in future applications being declined.

4.4 WDC reserves the right to request the repayment of any funds allocated to a group or organisation where grant misuse is identified.

5. Application Process

5.1 All applications:

a) Must be made via the appropriate WDC Application Form.
b) Be fully completed with all accompanying information attached.
c) Must be submitted before the closing date.

5.2 Incomplete or late applications will be deemed ineligible and therefore not considered for funding.

5.3 All applications to the Multi-Year Grant must include the following:

a) Proof of legal entity (or support from an umbrella organisation).
b) The applicants latest annual financial accounts, the equivalent of a profit and loss statement and balance sheet.
c) Verified bank account details for the applicant.

5.4 In addition to the above, any other information required as outlined in the relevant application form.

SCHEDULE 1 | Multi-Year Community Partnership Grant

1. Scope

1.1 Waitomo District Council's Multi-Year Community Partnership Grant supports community organisations whose work aligns with Council plans and strategies and contributes to any or all of the social, cultural, economic, and environmental wellbeing of communities in the Waitomo District.

1.2 The Multi-Year Community Partnership Grant is for a three-year period.

2. Funding Allocation

Indicative Timeline:	Fund Opens: 1 July Fund Closes: 1 August
Applicants advised:	Applicants will be advised in September or October.

2.1 Applications for the Multi-Year Community Partnership Grant are assessed by the Council.

3. Funding Priorities

3.1 Operational costs relating to services or facilities that complement WDC's Long Term Plan objectives.

3.2 The following costs will not be considered for funding:

a) Capital projects.
b) Loan/debt repayment.

4. Requirements

4.1 Applicants will need to demonstrate within the application process how they will:

a) Strengthen participation across diverse communities.
b) Build the capability of communities to become sustainable.
c) Work collaboratively across the community sectors.

4.2 Applicants must have a proven record of accomplishment in their area of service and a previous history of service delivery.

4.3 Applicants must be financially sustainable and be able to demonstrate a history of working collaboratively with other organisations.

4.4 A Grant Agreement between WDC and the successful applicant will be in place. Conditions of the grant will be outlined in the Agreement.

SCHEDULE 2 | Community Halls Grant

1. Scope

1.1 Council currently supports 12 community halls within the Waitomo District by way of an annual grant. Hall grants are paid in August of each year and are non-contestable.

1.2 Community Halls that receive funding are:

a) Aria
b) Awakino
c) Benneydale
d) Kinohaku
e) Mahoenui
f) Mairoa
g) Marokopa
h) Mōkau
i) Mokauiti
j) Mapiu
k) Waitanguru
l) Rangitoto

2. Requirements

2.1 An accountability report is required to be submitted annually by June of the following year. Hall Committees/Trusts are required to report on expenditure of the grant.

SCHEDULE 3 | Hall Hire Subsidy Fund

1. Scope

1.1 Waitomo District Council's Hall Hire Subsidy Fund focuses on providing financial assistance for community organisations that support community led projects and initiatives. These projects and initiatives must be aligned with Council's adopted plans and strategies and contribute to any or all of the social, cultural, economic, and environmental wellbeing of communities in the Waitomo District.

2. Funding Allocation

2.1 This fund is available to community organisations to apply for a subsidy towards hall hireage fees. Applicants are advised to apply at least two weeks prior to the proposed hire date.

2.2 Following assessment of the application, WDC may grant a partial contribution towards the hall hire fee, up to a maximum of 50% of the cost. A community organisation may be granted one subsidy per year.

Indicative Timeline:	Applicants are advised to apply at least two weeks prior to proposed hire date.
Applicants advised:	Applicants will be advised within one week of submitting an application.

3. Funding Priorities

2.3 The fund is available for the hireage of the following WDC owned buildings:

a) Les Munro Centre
b) Piopio Memorial Hall
c) Te Kuiti Railway Station Building 3

2.4 The fund is not available for the following:

a) Hall hire for private functions.
b) Hall hire which has commenced or been completed at time of application.
c) Organisations with overdue accountability reports from other WDC grant funding.

4. Requirements

2.5 Following confirmation of a WDC venue booking applicants must complete the 'Waitomo District Council Hall Hire Subsidy' form at least two weeks prior to the hireage date.

2.6 Applicants should ensure any accountability reports due for other WDC funding have been submitted.

SCHEDULE 4~~3~~ | Special Grants

The following grants are administered by WDC on behalf of external organisations.

1. Creative Communities Scheme

1.1 Creative Communities NZ provides a grant to Council to encourage promotion of the arts within the district. Organisations may apply to Council's Creative Communities Scheme Assessment Committee for funds based on the criteria supplied by Creative Communities NZ. The fund's objective is to support arts and cultural activities that encourage participation in a wide range of arts activities.

1.2 WDC administers two Creative Community Scheme funding rounds per year. They fall in May and November of each year. The Creative Communities Scheme Assessment Committee consists of two Councillors, one iwi representative and up to ~~8~~ eight community representatives. WDC provides administrative support.

2. Sport NZ – Rural Travel Fund

2.1 Sport NZ provides a grant to Council.

2.2 The Fund's objective is to assist youth within the District who live in a rural area with the cost of travel to local sports competitions.

2.3 The allocation of the Fund is based on a population density formula for territorial authorities that have fewer than 10 people per square kilometre.

2.4 WDC administers one Sport NZ Rural Travel Fund per year. This falls in October each year. Applications to the Sport NZ Rural Travel Fund are determined by an Assessment Committee, which comprises of two Councillors, a community representative, and a representative from Sport Waikato. WDC provides administrative support.

3. DC Tynan Grant

3.1 The late Daniel Circuit Tynan left a bequest to the Borough of Te Kuiti for the purpose of supporting organisations within the Te Kuiti Urban Ward that are involved with social, cultural, educational, or recreational activities. The priority of this funding is given to projects of a capital nature.

3.2 The funds of the Trust are held and administered by Forgeson Law and WDC provides the administrative support associated with the funding application process. Applications are considered by the DC Tynan Trust Committee.

3.3 The income from the Trusts capital investment is available for distribution. Distribution occurs in July/August each financial year.

Document ID: 1021046

Report To: Council

Meeting Date: 24 November 2026

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

Type: Information Only

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

1. Purpose of Report

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

2. Suggested Resolutions

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

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

3. Introduction

3.1 The following sections in this business paper align with the Groups of Activities as contained in Council's 2026/2027 Annual Plan and where the portfolio is delivered by the Community Services Group.

4. Leadership

HUMAN RESOURCES

4.1 While not obvious in any planning documents, Human Resources is a critical function of Council falling under the Leadership Activity with the service provided by the Community Services Group in conjunction with the Chief Executive.

CURRENT ACTIVITY

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

- Service Desk and Digital Support Officer

5. Customer and Information Services

5.1 Customer and Information Services is one of the several functions within the Leadership Activity in the 2026/2027 Annual Plan and the delivery of these services is provided by the Community Services Group.

5.2 Customer and Information Services includes management of all digital assets, databases and platforms, technical support for staff and cyber security, and the systems that shape how customers interact with Council.

CURRENT ACTIVITY

5.3 Current activity includes:

- Recommendations from the independent review of Council's IT, Information Systems and Information Management capability and risk continue to be progressed.
- Work is underway on development of a Digital Services Strategy.
- Work is continuing on planned upgrades to staff access and devices.
- Baseline cyber security controls are being reinforced, and an independent cyber security assessment is booked.
- Work has started on a secondary internet connection for the Customer Service and Visitor Hub to reduce reliance on a single connection if there is an outage.
- Staff are working with Ōtorohanga District Council to link the building consenting system to MagiQ Docs, reducing manual document handling for building consents.

RISKS AND OPPORTUNITIES

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

5.5 The departure of WDC's in-house GIS specialist has left a short-term gap in mapping support, managed through interim arrangements while options for longer-term support are considered.

LOOKING FORWARD – THE NEXT 3 MONTHS

5.6 Updating registers of WDC's IT assets, systems and data ownership.

5.7 Reviewing the business continuity plan for digital services, including testing.

5.8 Considering options for ongoing GIS platform and support arrangements.

6. Community and Partnerships

6.1 This group represents a range of collaborative and partnership approaches and initiatives involving many agencies and organisations. The activities involve the common theme of promoting a better quality of life and a better living environment within the district.

6.2 **Community Development** supports the wellbeing of our communities by enabling local organisations and private providers to deliver a variety of community-based services and activities to meet the needs of our community.

6.3 **District Development** is delivered through working in collaboration with a range of community partners for the benefit of the community.

6.4	**Waitomo District Library Services**	provide a wide range of services and facilities including physical and online educational and recreational materials, programmes, events, internet and Wi-Fi services, technology lessons and online services.
6.5	**Customer Service & Visitor Hub**	provide a customer service one-stop-shop centrally located in the main street of Te Kūiti. Information services are also available, providing residents and visitors access to quality, up to date information and advice for activities, attractions, accommodation, and events in the district.
6.6	**Council Recreation Services**	engage operators specialising in facility management to manage the Waitomo District Aquatic Centre and Gallagher Recreation Centre.

CUSTOMER SERVICE AND VISITOR HUB

CURRENT ACTIVITY

6.7 Contact volumes across all channels into the Customer Service and Visitor Hub remain steady, including phone, email, online forms and walk-in visitors.

6.8 **Rates Rebate**

6.9 Rates rebate applications received this year to date total 287, compared with 253 for the same period in the 2025/2026 rating year.

6.10 The Customer Service Team continues to actively promote the scheme when engaging with customers. This helps reduce barriers and hesitancy for eligible ratepayers.

Customer Service and Visitor Hub

6.11 It has been encouraging to see an increase in both domestic and international visitors in Te Kūiti.

6.12 Visitors are asking about local activities, accommodation and places to eat. This gives staff the opportunity to promote what the district has to offer.

6.13 The 2026 General Election brought a significant increase in foot traffic to the Customer Hub. Many voters thought they could vote at the Hub or could not find information about where to vote. Staff where able to redirect to the nearest voting station (Railway Building 3).

RISKS AND OPPORTUNITIES

6.14 There are no immediate risks identified for this activity.

LOOKING FORWARD – THE NEXT 3 MONTHS

6.15 Preparations are underway for the closure of the Customer Service and Visitor Hub over the Christmas/New Year period. This will ensure the after-hours service has all the information it needs to support customers while the office is closed.

6.16 The team is preparing for increased visitor enquiries over the summer season, including enquiries about local events.

COMMUNITY DEVELOPMENT AND DISTRICT DEVELOPMENT

CURRENT ACTIVITY

6.17 **The Great NZ Muster**

6.18 Planning is underway for the 2027 Great NZ Muster with stallholder registrations now open.

6.19 Staff are currently working through event planning and entertainment options to ensure another enjoyable day for all.

6.20 **Christmas Parade**

6.21 Planning is underway for the Waitomo District Christmas Parade, which will be held on Friday 11 December 2026. This year's theme is 'Christmas Around the World', encouraging participants to celebrate the different cultures and traditions associated with Christmas.

6.22 Legendary Te Kūiti will host the Christmas Markets alongside the parade, providing an opportunity for residents and visitors to enjoy local stalls and festive activities.

6.23 **Creative Communities Scheme**

6.24 The Creative Communities Scheme (CCS) supports arts and cultural projects that encourage broad participation and celebrates creativity within our communities.

6.25 WDC administers two CCS funding rounds each year.

6.26 Applications for the current round closed on 1 November 2026, with a total of five applications received.

6.27 The CCS Assessment Committee will meet on 24 November 2026 to review and assess the applications.

6.28 **Sport NZ Rural Travel Fund**

6.29 The Rural Travel fund was introduced by Sport New Zealand in response to concerns about low participation rates in sport among young people in rural areas.

6.30 WDC administers this fund on behalf of Sport New Zealand.

6.31 Applications for the current round closed on 1 November 2026 with a total of six applications received.

6.32 The Committee will review and assess the applications once a meeting date is confirmed.

6.33 **Te Kuiti Twilight Markets – Dinner at the Domain**

6.34 The inaugural Te Kūiti Twilight Markets were held on Thursday 29 October 2026 at the Te Kūiti Domain. The event was well received by the community, attracting approximately 400-500 people despite less than ideal weather conditions.

6.35 The markets provided an opportunity for residents and visitors to come together and enjoy a variety of food options in a relaxed, family-friendly environment. Live music added to the atmosphere, creating an enjoyable evening for those attending.

6.36 Three further events have been scheduled for the summer months - 26 November 2026, 28 January 2027 and 25 February 2027.

RISKS AND OPPORTUNITIES

6.37 There is a risk that participation at community events is less than expected.

LOOKING FORWARD – THE NEXT 3 MONTHS

6.38 Waitomo District Christmas Parade.

6.39 Planning for the Great NZ Muster 2027.

WAITOMO DISTRICT LIBRARY SERVICES

CURRENT ACTIVITY

6.40 Two of our local schools, Te Kuiti Primary School and Rangitoto School, have approached the library to support the Digital Technologies component of the curriculum they are focusing on this term.

6.41 To date, 10 class visits have been booked for this term. These sessions will provide students with the opportunity to visit the library and participate in hands-on learning experiences using a range of digital technologies.

Activities include:

- Robotics (Spheros and LEGO Mindstorms)
- Green screen technology
- Makey Makey interactive invention kits
- Virtual Reality (VR) experiences
- Introduction to basic coding concepts
- Stop motion movie making

6.42 Staff have developed structured lesson plans to support these learning opportunities, with sessions delivered in 1 to 1.5 hour formats. The programme aims to enhance students' digital literacy, problem-solving skills, creativity, and understanding of emerging technologies in an engaging and practical environment.

6.43 Another set of school holidays has come and gone, with 130 activity packs handed out to local families, and a range of activities were on offer at the library.

6.44 One of the highlights was the "Will the Wolf Blow Your House Down?" Challenge. Participants built houses using a variety of materials, including popsicle sticks, paper plates, pegs, string, playdough, corks, skewers, pipe cleaners and card. Once their creations were complete, a hairdryer disguised as a wolf tested whether the houses could withstand the wind.

6.45 It was great to see the thought, planning and problem-solving that went into the different designs. Participants demonstrated creativity, perseverance and engineering skills while having a lot of fun.

6.46 The library's 3D printing service continues to grow, with over 100 public prints completed to date, in addition to a large number of prints produced for library programmes and in-house activities.

6.47 Print requests have included a wide variety of items, ranging from designs sourced online through to models created by users themselves. The service continues to be well received and provides an opportunity for the community to explore emerging technologies in a practical and accessible way.

RISKS AND OPPORTUNITIES

6.48 There are no immediate identified risks with this activity.

LOOKING FORWARD – THE NEXT 3 MONTHS

6.49 The library is planning a Scam Awareness evening to help community members better understand the types of scams currently circulating and learn practical ways to protect themselves.

6.50 A panel of local experts will be invited to participate, including an IT specialist, member of the Police and a representative from the banking sector to provide advice on financial scams, online banking security and fraud prevention.

6.51 Given the increasing number and sophistication of scams affecting New Zealanders, staff anticipate strong community interest in this event.

6.52 Waitomo and Otorohanga Libraries will once collaborate over the Christmas holiday period to run 3D PrintQuest. Participants will complete a range of activities throughout the holidays and earn points for their efforts. At the end of the programme, these points can be exchanged for 3D printing grams, allowing participants to choose a 3D printed item as their reward.

6.53 Activities will encourage children to engage in reading, writing, creating, digital design and conversation-based challenges, providing opportunities to enhance a variety of literacy, creative and technology-related skills while having fun.

6.54 Feedback from the community has indicated a strong interest in seeing more workshops offered through the library. In response, the library will begin delivering monthly digital skills workshops from February next year.

6.55 Workshop topics will vary throughout the year and are expected to include email basics, google docs, library apps and eResources, canva basics, MyIR, digital awareness and online safety. As the programme develops, topics will also be guided by community feedback and requests, ensuring sessions remain relevant to local needs.

6.56 These workshops will provide practical, hands-on learning opportunities designed to help build confidence with everyday technology and support greater digital inclusion within our community.

COUNCIL RECREATION SERVICES

CURRENT ACTIVITY

Waitomo District Aquatic Centre

6.57 The Aquatic Centre opened on 1 October 2026.

6.58 Community Leisure Management Ltd (CLM) manage the day to day operations of the facility. CLM welcomed five new staff members to their team alongside four staff returning from last season.

6.59 Staff are working with CLM to deliver a Manu Day at the facility in mid January 2027. Planning is in the early stages.

Gallagher Recreation Centre

6.60 The Gallagher Recreation Centre (GRC) continues to experience steady community participation across its facilities and programmes. As at 31 October 2026, the GRC had 407 active members.

6.61 An in-house holiday programme was successfully delivered during Term 3 school holidays. The programme will run again during the summer holidays, dates to be confirmed.

6.62 Over labour weekend the GRC was involved in hosting the venue as part of the Maniapoto Games which brought thousands of participants and spectators to the wider event area. The event provided an excellent exposure opportunity for the GRC, while also supporting participation and bringing different sporting codes together.

6.63 In December, the GRC will host a regional Christmas pickleball event. This will comprise a one-day pickleball competition, bringing players together from Te Awamutu, Taumarunui and the Waitomo district. Interest in this sport continues to grow.

6.64 The Belgravia team will introduce HYROX-style fitness classes during summer along with pop up group fitness classes. This will provide additional opportunities for the community to stay active and try new activities. The popular 6 Week Challenge will also take place during the summer months.

7. Recreation and Property

7.1 This group comprises parks and recreation, housing and other properties, community facilities and public facilities.

7.2 **Parks and Recreation** involves the provision of parks and reserves for recreation, green places that are restful and enhance the visual amenity of our communities.

7.3 **Housing and Property** involves provision of housing and community facilities such as halls.

7.4 **Community Facilities** involves the provision of recreation and cultural opportunities to support the health and well-being of the community.

7.5 **Public Facilities** involves the provision of cemeteries, public car parks, public toilets, street furniture and our CCTV system.

PARKS AND RECREATION

CURRENT ACTIVITY

7.6 Progress ccontinues on the replacement of the Te Waitere Jetty pontoon platform. One quote has been received and is being reviewed by staff. The proposed design consists predominantly of precast concrete components, with some plastic elements incorporated into the pontoon system. Staff are considering the proposed design to ensure the replacement provides a durable and practical solution for the location.

7.7 Staff ccontinue to liaise with the Te Waitere Boat Club Committee regarding the replacement. Discussions are ongoing to ensure the work meets the operational needs of the Boat Club and provides a suitable long-term solution.

7.8 Centennial Park is now entering the summer sports season, with the grounds being prepared and maintained for increased sporting activities and community use. The park continues to be presented to a high standard, with regular mowing and ground maintenance being undertaken. Positive feedback continues to be received from the community regarding the presentation of the park.

7.9 **RISKS AND OPPORTUNITIES**

7.10 Replacement of the Te Waitere Jetty pontoon will improve safety and usability and provide a sustainable, long-term solution with an estimated 50 year life-span.

LOOKING FORWARD – THE NEXT 3 MONTHS

7.11 Over the next three months, work will focus on completing the replacement to the Te Waitere Jetty pontoon.

HOUSING AND PROPERTY

CURRENT ACTIVITY

7.12 The window replacement works at Mahoenui Hall are still awaiting commencement. The builder is currently completing another large project before commencing the works. Staff remain in contact with the builder and will continue to progress the repairs.

7.13 A draft lease has been provided to the Mairoa Hall Committee for consideration. No feedback has been received to date, and staff remain in contact with the Committee.

7.14 Staff have been in contact with the Mapiu and Waitanguru Hall Committees regarding the future management and ownership of the halls. No feedback has been received to date, and staff will continue to follow up with both Committees.

RISKS AND OPPORTUNITIES

7.15 There are no immediate identified risks with this activity.

LOOKING FORWARD – THE NEXT 3 MONTHS

7.16 Ongoing discussions with the Hall Committee’s to progress divestment of halls.

COMMUNITY FACILITIES

CURRENT ACTIVITY

7.17 As part of the Te Kūiti Cemetery development, a new berm has been installed, and the shelter is ready to be placed. However, there has been a delay in completing the concrete work due to the supplier prioritising larger projects before undertaking smaller works. Once the concrete work has been completed, installation of the shelter can proceed. These improvements form part of the ongoing development of the cemetery to improve facilities for visitors and families.

7.18 The Kiritehere Cemetery Ashes Wall development has now been completed, with a formal opening held to mark the occasion. The development has been extremely well received by the local community, with positive feedback on the improvements undertaken.

7.19 The hedging at the Japanese Garden has been removed which has significantly improved visibility into the garden, making the area more open, welcoming and accessible to visitors.

7.20 Slow Down signs have been installed at the entrance to the Te Kūiti Library to encourage motorists to reduce their speed when entering the area. The signs are intended to improve awareness of children and other visitors accessing the facility.

RISKS AND OPPORTUNITIES

7.21 Weather conditions may impact the timing of concrete works at the Te Kuiti Cemetery.

LOOKING FORWARD – THE NEXT 3 MONTHS

7.22 Completing the installation of the new shelter at Te Kūiti Cemetery.

PUBLIC FACILITIES

CURRENT ACTIVITY

7.23 The Te Kūiti Town Clock face on the Rora Street side has been damaged by a rock. A quote has been received for the repairs. As the damaged clock face cannot be repaired on site, staff are arranging for it to be removed and taken off site for repair. Once the repairs are completed, the clock face will be reinstalled.

RISKS AND OPPORTUNITIES

7.24 There may be delays in removing and repairing the damaged clock face due to contractor availability. Care will also need to be taken during removal and reinstallation to prevent further damage.

LOOKING FORWARD – THE NEXT 3 MONTHS

7.25 Staff will continue to arrange for the removal and off-site repair of the damaged Te Kūiti Town Clock face, with the aim of having it repaired and reinstated as soon as practicable.

Document No: 1021326

Report To: Council

Meeting Date: 24 November 2026

Subject: **Treasury Management Report for the period ended 30 September 2026**

Type: Information Only

Author(s): Wayne La Roche
Financial Accountant

Tina Hitchen
Chief Financial Officer

1. Purpose of Report

1.1 The purpose of this business paper is to provide an update on Council's debt position and compliance with borrowing limits for the period ended 30 September 2026.

2. Suggested Resolutions

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

1 The business paper on Treasury Management Report for the period ended 30 September 2026 be received.

3. Background

3.1 The total borrowings and net debt position are regularly reviewed, monitored and compared to the Long Term Plan 2024-34 (LTP) and Annual Plan forecasts. This includes monitoring Council's borrowing limits as set out in the Financial Strategy.

3.2 Bancorp Treasury Services Limited, Council's external treasury advisors, have prepared a quarterly Treasury Reporting Dashboard report for the period ended 30 September 2026. A copy is enclosed separately and forms part of this business paper.

4. Commentary

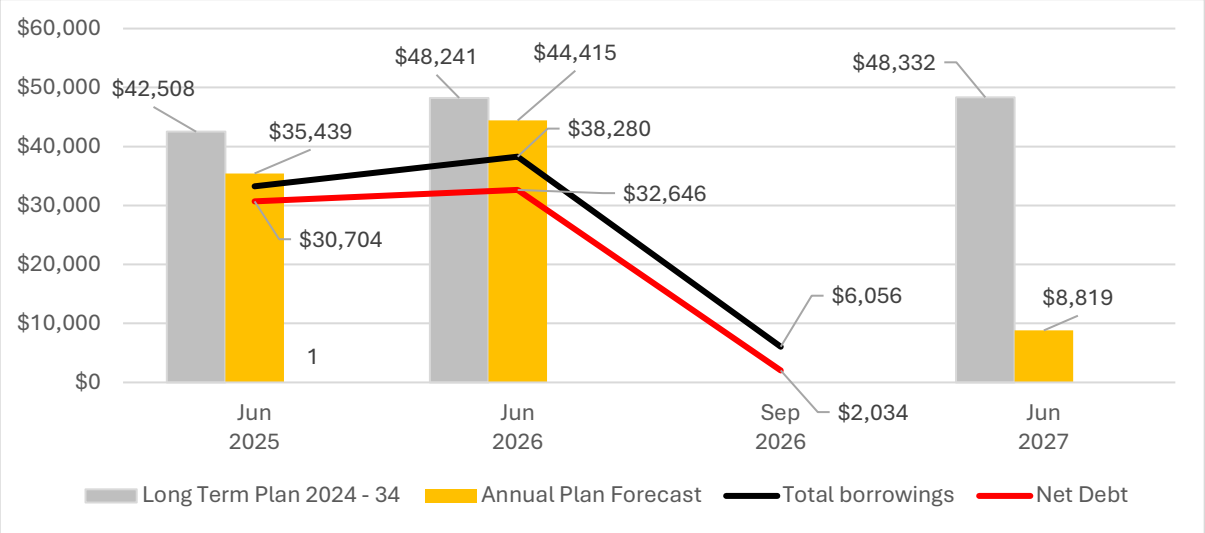
PUBLIC DEBT

4.1 At 30 September 2026 public debt was **$6,056,000** and net debt[1] was $2,034,000.

4.2 On 1 July 2026 the debt position reduced significantly, due to the transfer of waters related debt to Waikato Waters limited (WWL). The remaining core debt is now $6,000,000 with $56,000 of accrued interest and finance leases.

4.3 The following graph shows the total borrowings and net debt position compared to forecast debt from the LTP 2024-34 and Annual Plan 2026/27.

[1] Net debt is total public debt less NZLGFA Borrower notes and unrestricted cash.



4.4 Actual public debt on 30 September 2026 was lower than forecast in Annual Plan 2026/27 as external borrowings is dependent on the progress of the capital projects still to be carried out including capping of the landfill cell.

DEBT SETTLEMENT WITH WWL

4.5 As reported in the previously, on 1 July 2026 the debt settlement received from WWL was $32.7 million. The cash received was used to repay $32 million of external debt including their early repayment break costs, and the closeout of associated interest rate swaps.

4.6 Council also received the LGFA borrower notes and interest from the notes refunded when the associated debt was repaid.

INTEREST EXPENSE

4.7 Total interest expense for the quarter was $77,000 which was $24,000 less than budget of $101,000 for the same period.

4.8 The assumed interest rate adopted in the Annual Plan for the 2026/27 year was 4.80%. The weighted average interest rate at 30 September 2026 was 5.00% (June 26: 3.92%). The rate including the LGFA Cash Advances credit facility fee was **5.19%** (June 26: 3.98%) as presented in the Bancorp Treasury Reporting Dashboard.

4.9 Of the core debt of $6,000,000, the floating interest rate debt totals $1,000,000 and the remaining $5,000,000 is on fixed interest rate exposure.

BORROWING LIMITS

4.10 The borrowing limits set in the Financial Strategy are:

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

4.11 Council is currently well below these limits so has adequate borrowing capacity should this be required.

	Limit	Actual June 2026	Actual Sept 2026 (Interim)
Net debt to total revenue	<165%	65%	Measured at the end of the year
Net interest to annual rates	<20%	5%	1%

4.12 A standby credit facility with LGFA with a credit limit of $6 million is in place of which none was drawn at 30 September 2026. This is a new facility, replacing the Westpac Call Advance facility entered into with a more favourable facility credit fee and applicable interest rate. The facility is

used for short-term cash requirements (over a matter of days) and may be used more frequently prior to raising core debt, as set out in the annual plan.

TRANSACTIONS DURING THE LAST QUARTER

4.13 Following the debt settlement with Waikato Waters Limited on the 1 July 2026, a maturing Floating Rate Note (FRN) was replaced with Commercial Paper (CP) on the 30 August 2026.

4.14 Specifically; $2,000,000 FRN maturing on that date was replaced with a CP, maturing in February 2027. The rate on the CP is 3.45%, however because of its associated interest rate swap the effective rate is 4.85%, less than the effective rate applicable to the FRN which was 5.31%. The interest rate margin on the original FRN was 0.66% but is reduced on the CP to 0.20%.

DEBT AND COVER PROFILE

4.15 Council's projected debt and interest rate exposure is shown on page 4 of the Treasury Reporting Dashboard. The forecast debt profile is based on current core debt of $6 million and assumes that level of debt for the remaining nine years in the absence of a new LTP forecast, which is currently under development.

4.16 As core debt is less than $10 million, adherence to fixed interest rate hedging bands provided for in the Treasury Policy is not mandatory, hence policy compliance for fixed rate cover is recorded as "N/A" in the Dashboard report.

TREASURY ACTIVITY EXPECTED IN THE NEXT QUARTER

4.17 No significant treasury transactions are expected to be undertaken for the December 2026 quarter.

INTEREST RATE SWAP VALUATIONS

4.18 Included in the balance sheet is the valuation of the interest rates swaps that are in place at balance date. These are included as "Derivative Financial Instruments" and recognised at market value at that date.

4.19 As at 30 September 2026 the valuation was considerably less due to the repayment and cancellation of seven swaps occurring as part of the debt transfer to Waikato Waters Limited leaving just two remaining. Their indicative valuation was a $52,100 liability at 30 September 2026 (June 2026: $434,000).

5. Attachment

Attachment:

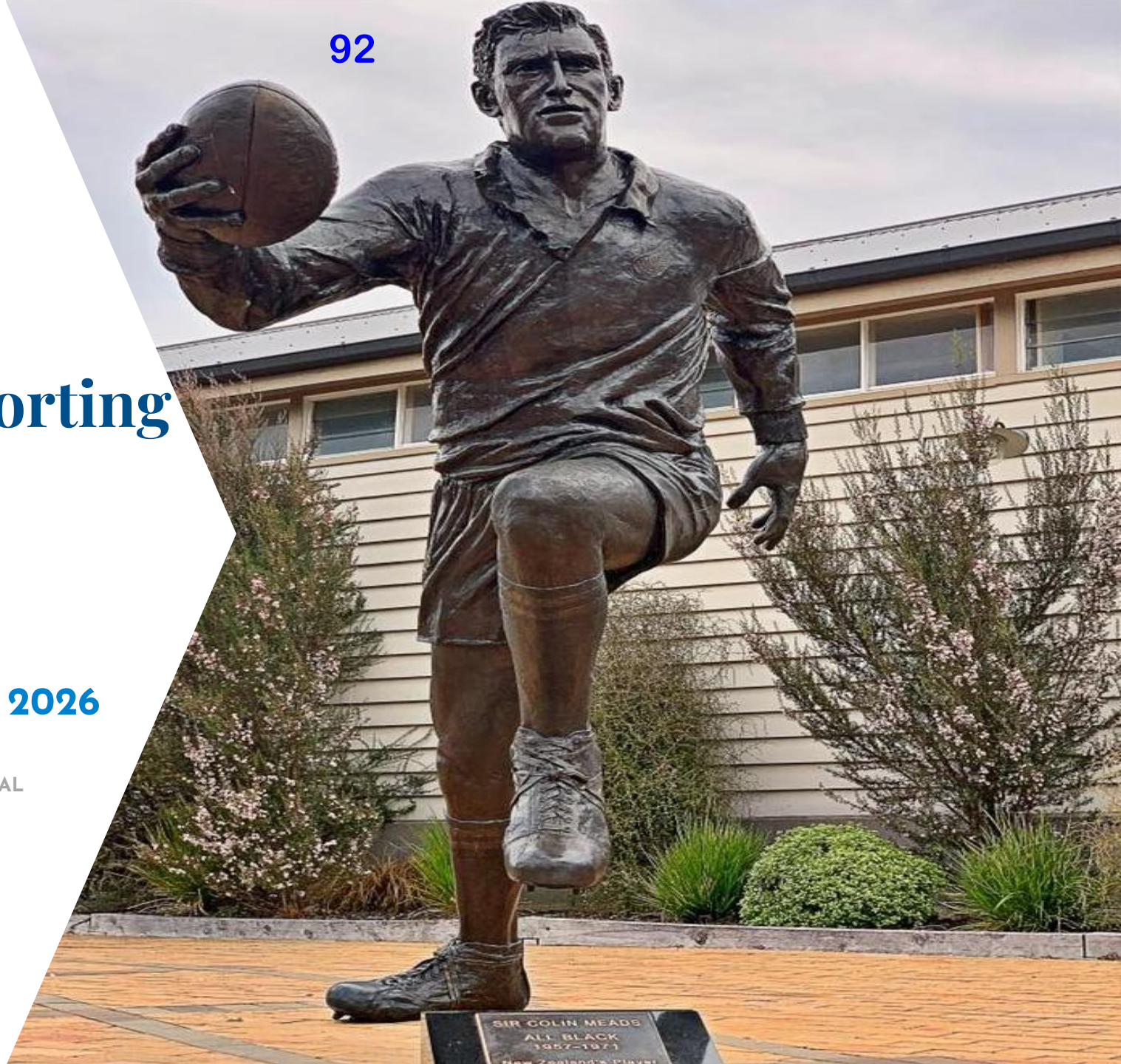
1 Bancorp Treasury Reporting Dashboard as at 30 September 2026 (Doc # 1021327)

Waitomo District Council

Treasury Reporting Dashboard

As at 30 September 2026

STRICTLY PRIVATE AND CONFIDENTIAL



BANCORP

BANCORP TREASURY SERVICES LIMITED

Economic Commentary

Global

Three key themes drove markets over the September quarter: an energy shock from the US-Iran conflict, a renewed lift in inflation, and a global bond sell-off driven by heavy government and AI-related borrowing. By September, most major central banks were raising rates. The US 10-year Treasury yield rose from 4.47% at the end of June to 5.28% by the end of September, an 81bps increase, after touching 5.30%, its highest level since 2007. The 30-year yield rose from 4.95% to 5.63%, having reached 5.65%, its highest since 2002. Concerns over government debt supply drove the move throughout the quarter.

In September the focus shifted to the US Federal Reserve ("Fed"). After holding in July, when three members dissented in favour of a hike, the Fed raised its target range to 3.75%–4.00% on 16 September, its first hike since 2023. Chairman Kevin Warsh said that *"inflation is too high and has been for too long"*, with US inflation at 3.4% in August. The Fed's projections point to one further hike this year, to 4.00%–4.25%, with 16 of the 18 officials who submitted projections expecting at least one more increase and four expecting two. Markets are pricing that hike for October.

	OCR	90 day	1 year swap	2 year swap	3 year swap	5 year swap	10 year swap
30-Jun-26	2.25%	2.75%	3.10%	3.35%	3.48%	3.69%	4.06%
30-Sept-26	2.75%	3.23%	3.73%	4.05%	4.22%	4.42%	4.77%
Change	+0.50%	+0.48%	+0.63%	+0.70%	+0.74%	+0.73%	+0.71%

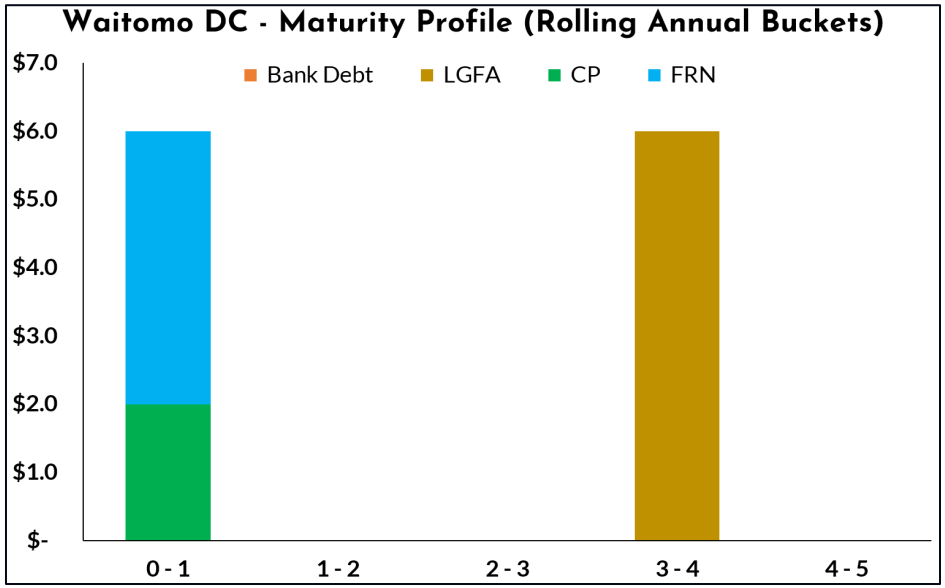
New Zealand

The Reserve Bank of New Zealand ("RBNZ") raised the OCR twice over the quarter, from 2.25% to 2.50% on 8 July, its first hike in three years, and from 2.50% to 2.75% on 2 September. Both moves were a response to inflation, which rose to 4.1% in the June quarter on higher fuel prices, above both the RBNZ's 3.9% forecast and the 4.0% market consensus. The economy may have held up better than expected, with GDP growing 0.2% in the June quarter against the RBNZ's forecast of no growth, although the unemployment rate has risen to 5.6% and retail card spending fell 0.9% in August.

At its September review, the RBNZ projected one further hike, to 3.00% by December, with inflation back inside the 1.0%–3.0% target band by mid-2027. Markets have since moved ahead of that path, after the stronger-than-expected GDP result and the Governor's warning on 22 September that higher oil prices could push near-term inflation above those projections. Markets now price a ~75% chance of a hike to 3.00% on 28 October, up from around 33% after the September decision, and a peak in the OCR near 4.00%. Bank economists are divided. ANZ and BNZ expect an October hike and peaks of 3.50% and 3.75% respectively, Westpac expects the next hike in December and a peak of 4.00% by late 2027, while ASB and Kiwibank see 3.25% and 3.00% by year-end.

This repricing of OCR expectations along with the rise in global bond yields pushed NZ swap rates sharply higher. The 2-year swap rate rose from 3.35% to 4.05% over the quarter, increasing 70bps and at its highest level since August 2024, while the 5-year rose from 3.69% to 4.22%. The curve flattened as short-term rates priced a faster OCR tightening path, although the 10-year swap rate still rose from 4.06% to 4.77%, its highest since April 2024, tracking global bond yields higher. With swap pricing now above the RBNZ's projected track and at the upper end of economists' forecasts, much of the expected tightening is already reflected in current swap rates. The 28 October OCR decision and the September quarter CPI will set the near-term direction. Oil prices and offshore bond yields remain the main upside risks, while a pause in October or a softer inflation print would likely see short-term swap rates ease.

Funding, Liquidity and Hedging



Policy Compliance	Compliant
Have all transactions been transacted in compliance with policy?	Yes
Is fixed interest rate cover within policy control limits?	N/A
Is liquidity within LGFA control limits?	Yes
Are swaps transacted with approved counterparties?	Yes

Total WDC Debt

$6.00m

External Council Drawn Debt (LGFA + Bank)

Core WDC Debt (all drawn from the LGFA)

$6.00m

Headroom = undrawn bank facility + cash in bank

$10.70m

Liquidity Ratio (must be ›110%)

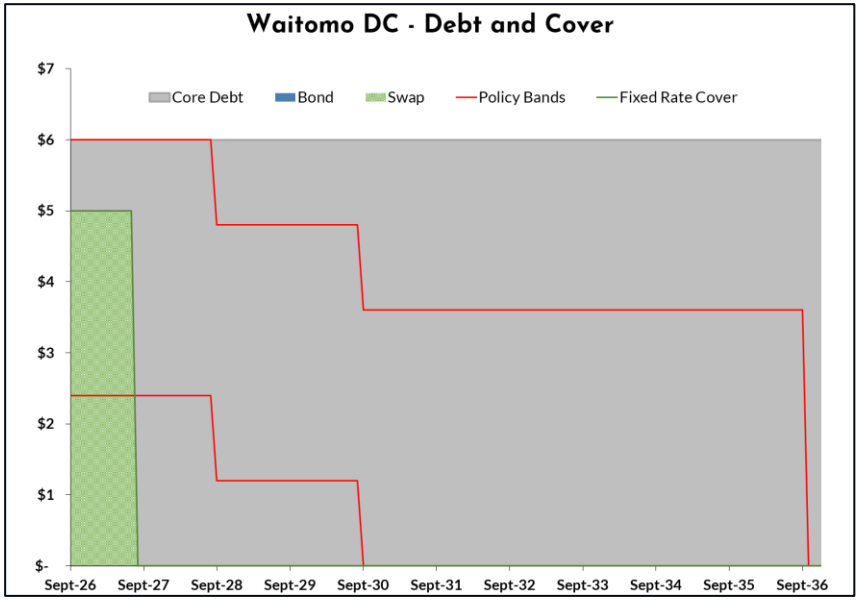
278.29%

Definition: Includes Cash Reserves + Undrawn lines of Credit + Drawn Debt)/Drawn Debt (excludes Borrower Notes)

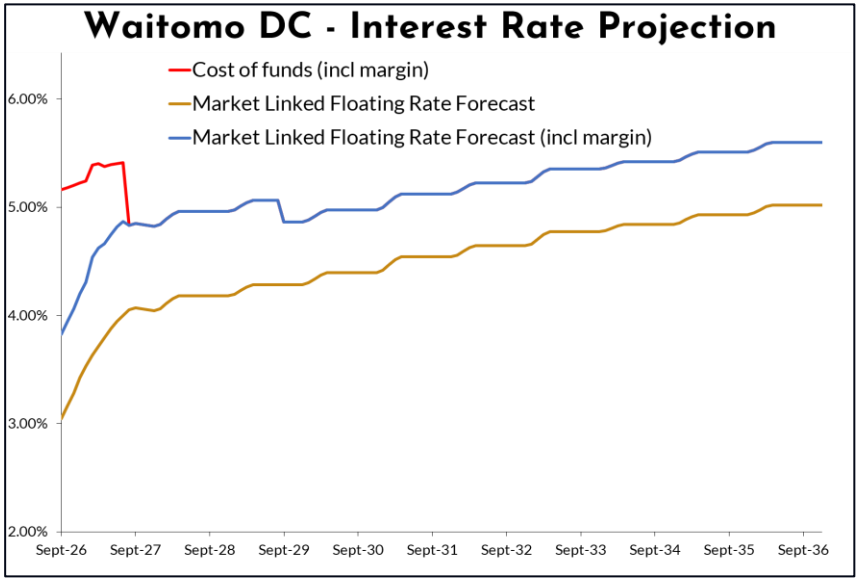
Cost of Funds as at 30 September 2026

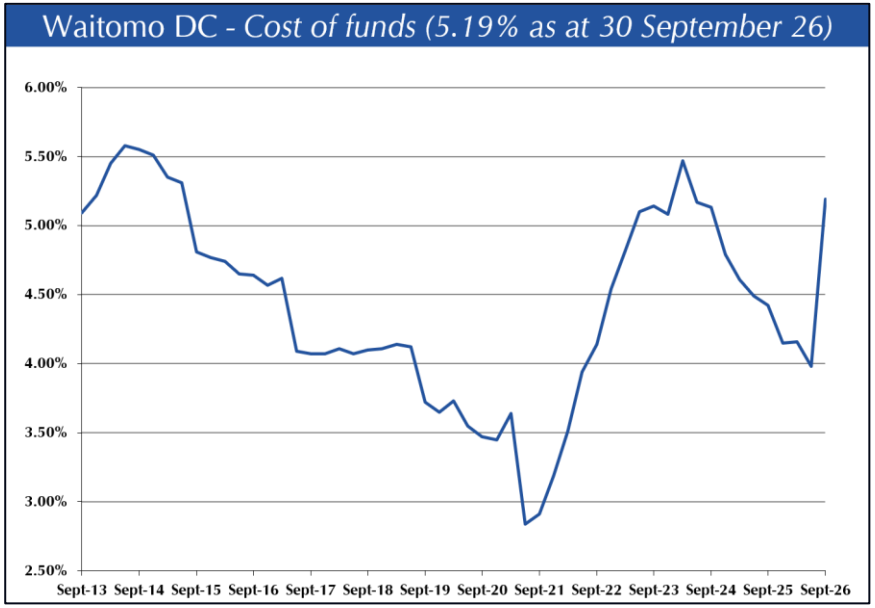
5.19%

Interest Rate Risk Management



Current % of Debt Fixed	83.3%
Current % of Debt Floating	16.7%
Value of Fixed Rate (m)	$5.0
Value of Forward Starting Cover	$0.0
Value of Floating Rate (m)	$1.0
Current Floating Rate	3.23%
Current Floating Rate (incl margin)	4.00%
All Up Weighted Average Cost of Funds Including Margin	5.19%
Total Facilities In Place	$12.0





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Waitomo District Council

WDC - LGFA Borrowings 96

As at 30 September 2026, WDC had $6.0 million of debt, all of which funds WDC's investment in Inframax Construction Limited. The debt is sourced from the LGFA using Commercial Paper and FRNs. WDC also has a Cash Advances Facility with the LGFA for $6.0 million for a term of 3 years that matures on 30 September 2029, which has a margin of 50 basis points and a line fee of 20 basis points. Details of WDC's debt as at 30 September is as follows:

Instrument	Maturity	Yield	Margin	Amount
LGFA CP	26-Feb-27	3.45%	0.20%	$2,000,000
LGFA FRN	19-Apr-27	3.685%	0.81%	$1,000,000
LGFA FRN	30-Aug-27	3.82%	0.76%	$3,000,000
				$6,000,000

Swap details and valuation

As at 30 September 2026, WDC had two interest rate swaps, were current, which convert a portion of the floating interest rate exposures into a fixed rate. Details of the swaps are contained in the following table.

The two interest rate swaps are associated with the loans that fund the Council's investment in Inframax Construction Limited.

Waitomo District Council - Swap Valuations

Swap Valuations as at 30 September 2026

Bank Ref	Derivative Product	Currency	Notional Amount at Inception	Inception Date	Effective Date	Maturity Date	Fixed Rate	Clean Value	+	Accrued Interest	=	Total Swap Value
INTEREST RATE SWAPS												
WPAC 11271805	IR Swap	NZD	3,000,000	26-Jun-24	27-Jun-24	30-Aug-27	4.65%	-27,340		-3,921		**-31,260**
WPAC 11271834	IR Swap	NZD	2,000,000	26-Jun-24	27-Jun-24	30-Aug-27	4.65%	-18,226		-2,614		**-20,840**
Totals		***NZD***	***5,000,000***					***-45,566***		***-6,534***		***-52,100***

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LGFA Borrowing Rates

Listed below are the credit spreads and applicable interest rates for Commercial Paper ("CP"), Floating Rate Notes ("FRN"), and Fixed Rate Bonds ("FRB"), at which Waitomo DC could source debt from the Local Government Funding Agency ("LGFA") as at 30 September 2026.

Maturity	Margin	FRN (or CP Rate)	FRB
3 month CP	0.20%	3.44%	N/A
6 month CP	0.25%	3.73%	N/A
May-28	0.62%	3.86%	4.63%
Apr-29	0.68%	3.92%	4.89%
May-30	0.72%	3.96%	5.06%
May-31	0.76%	4.00%	5.19%
May-32	0.80%	4.04%	5.31%
Apr-33	0.85%	4.09%	5.43%
May-35	0.90%	4.14%	5.55%
May-35	1.00%	4.24%	5.71%
Apr-37	1.13%	4.37%	5.94%

Disclaimer

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Document ID: 1022631

Report To: Council

Meeting Date: 24 November 2026

Subject: **Contingency Planning for Billing on behalf of Waikato Waters Ltd**

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 a brief update on the contingency planning for billing on behalf of Waikato Waters Ltd (WWL).

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 Contingency Planning for Billing on behalf of Waikato Waters Ltd be received.

3 Background

3.1 Under the current arrangements with WWL, WDC continues to provide billing and customer services for water services. In the absence of a water strategy, revenue is still billed and collected as rates revenue under the rating legislation. Sundry revenue charges and trade waste billing is also billed and collected for WWL. Waters revenue received by WDC is returned each month to WWL.

3.2 WWL will have their first water strategy in place by 1 July 2027.

4 Commentary

4.1 WWL are in the process of establishing their own billing and customer system with the intention to go live with their own billing from 1 July 2027.

4.2 Given the significance of this project and the risks around implementation, the WWL Board requested that planning is undertaken with councils on contingency options for billing in the event WWL is unable to stand up their new systems by 1 July 2027.

4.3 Staff are working with WWL to develop these contingency options across the six councils. There are a number of complexities to work through as there are three different financial systems across the six councils and a range of tariff and billing structures and due dates. In addition to this from 1 July 2027 when the WWL water services strategy is in place, we are no longer able to charge or collect water services revenue as rates revenue under the rating legislation.

4.4 The WWL Board will consider the progress on the contingency planning and options with a decision on which contingency option(s) to be developed to be made at the December board meeting. If the Board elects to progress a particular contingency option, developing and testing will occur during January to March 2027, with a decision to implement the contingency option made in April 2027.

4.5 If a contingency option is to be progress further after the December Board meeting, there will be additional resourcing, development and testing, system and process changes required to be ready to implement the contingency option. The additional costs for the development and implementation of a contingency option will be recoverable from WWL.

4.6 In addition to the work to develop the contingency options, staff are assisting WWL with their Billing and Customer Management project to migrate relevant customer, billing, meter, property, connection and service data from council systems to the new WWL billing system currently being set up.

Document No: 1022205

Report To: Council

Meeting Date: 24 November 2026

Subject: **Waikato Waters Significance and Engagement Policy**

Type: Decision Required

Author(s): Charmaine Ellery
Manager Strategy and Policy

1 Purpose of Report

1.1 The purpose of this business paper is to present Waikato Waters draft Significance and Engagement Policy (the Policy), Waitomo District Council (WDC) staff submission to the Policy, and the review of the Policy as presented to the Shareholders Representative Forum (SRF).

2 Suggested Resolutions

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

1 The business paper on Waikato Waters Significance and Engagement Policy be received.

2 Council receives the draft Significance and Engagement Policy as endorsed by the Board of Waikato Waters for release to shareholders for approval.

3 Council notes that Waikato Waters Limited must obtain its shareholders' approval of its Significance and Engagement Policy under section 37(3)(b) of the Local Government (Water Services) Act 2025 (Act).

4 Council notes that it must amend its own Significance and Engagement Policy under section 34 of the Act, and that this will be progressed having regard to the final policy.

5 Council provides the following feedback on the draft Significance and Engagement Policy [version and date]: [feedback, or no feedback].

6 Council delegates to the Mayor, as Council's Shareholder Representative Forum representative, authority to:

(a) work through the feedback received from shareholder councils;

(b) agree a consolidated set of shareholder comments on the proposed policy; and

(c) approve the final Significance and Engagement Policy on behalf of the Council, including signing of a shareholder resolution; and

7 Council notes that this delegation applies only to the first Significance and Engagement Policy and ends when that policy is approved.

3 Background

3.1 Waikato Waters Limited (WWL) is required to develop a Significance and Engagement Policy under the Local Government (Water Services) Act 2025 (LGWSA). Consultation and content are requirements are governed by the LGSWA. Sections 35 to 37 set out what a water organisation must include in its Policy, and that it must engage with shareholding Councils, consumers, any communities identified by shareholders (for example iwi) when preparing its first Policy.

3.2 WWL staff informed Council staff when the Policy was available for public consultation and were invited to provide a submission and promote the consultation to our communities. WWL placed an advertisement in the King Country News on 8 October 2026.

3.3 As requested by WWL, WDC promoted the consultation on our website and Facebook page, we also included it in our October issue of Waitomo Way.

WDC SUBMISSION

3.4 The draft Policy that was out for public consultation from 5 October to 30 October 2026 is included in this paper as **Attachment 1**. WDC staff reviewed the Policy and found there were areas that could be improved and ways to be clearer in what to expect for levels of engagement. The most significant area for improvement was how shareholding Councils were captured under the Policy.

3.5 The staff submission was made through the online form, a copy is included in **Attachment 2**. A summary of the main points raised is provided below:

- Overall, the submission supported the Policy but with some changes recommended.
- Recommendation to use the International Association for Public Participation (IAP2) that has developed a Public Participation Spectrum to demonstrate the possible types of engagement with the community
- Shareholding Councils noted as an engagement partner
- More clarity on the responsibilities of WWL and Councils particularly when WWL engage and when Councils engage or support.
- More clarity on how WWL will take account of customer, community and shareholders views, including matters required by the Council.
- Recommend adding financial thresholds for engagement.
- Information requested on the engagement process for the S&E Policy particularly for communities of interest identified with each shareholder.

3.6 Staff did not request to speak to the submission at a Hearing, staff did attend the online Webinar where opportunity to ask questions was given.

SUBMISSIONS AND UPDATED DRAFT POLICY

3.7 WWL received a total of 13 submissions, five from shareholding Councils, one from an adjoining Council , two from iwi organisations, and five from members of the public.

3.8 The submissions report (**Attachment 3**) has been presented to the WWL Board with suggested changes as a result of the submissions, the report explains how the changes have been included in the redrafted Policy (**Attachment 4**). This redrafted Policy will be presented to the Shareholders Representative Forum meeting 23 November 2026, Mayor John Robertson will be in attendance.

3.9 There were several changes made following consultation on the submission points and a practical review of implementing the Policy. These changes included updating the significance assessment framework, addressing local, regional, and cross boundary significance, shareholder council engagement role, iwi engagement, recognition of Te Ture Whaimanao and Treaty settlements, reporting provisions and significant contract classifications.

3.10 The following suggestions were not included in the redrafted Policy, excerpt from Consultation Summary Report:

While many recommendations were incorporated into the updated policy, not all suggestions were adopted.

In particular, the revised policy does not:

- *establish financial thresholds for determining significance*
- *adopt the International Association for Public Participation (IAP2) spectrum*
- *include a numerical or weighted scoring methodology.*

We carefully considered these recommendations. Ultimately, we concluded that a principles-based framework supported by professional judgement would provide greater flexibility and be better suited to the diverse range of decisions we make.

3.11 The updated Policy has address some of the points raised however the financial thresholds has not been included, and the significance framework update has made it less clear what level of engagement to expect. Staff recommend these points are reconsidered to meet the purpose of the Policy under the LGWSA:

> **35 *Water organisation's policy: content and purpose***
>
> *The purpose of the policy is—*
>
> *(a) to enable the organisation, its shareholders, its consumers, and its communities to identify the degree of significance attached to particular issues, proposals, water services infrastructure, decisions, and activities; and*
>
> *(b) to enable the organisation to develop a flexible and locally appropriate approach to engagement, which recognises and accommodates the preferences and expectations of—*
>
> *(i) its shareholders; and*
>
> *(ii) its consumers; and*
>
> *(iii) its shareholders' communities; and*
>
> *(iv) any particular communities specified in the policy (for example, iwi, hapū, and other Māori organisations in the water organisation's service area); and*
>
> *(c) to provide clarity about—*
>
> *(i) how and when communities can expect to be engaged in decisions about different issues, water services infrastructure, or other matters; and*
>
> *(ii) whether engagement will be undertaken by the organisation or its shareholders; and*
>
> *(iii) how the organisation will take account of consumer and community views on matters on which the organisation's shareholders have expressed a view; and*
>
> *(d) to inform the organisation from the beginning of a decision-making process about—*
>
> *(i) the extent of any engagement that is expected before a particular decision is made; and*
>
> *(ii) with whom the engagement occurs (for example, shareholders, consumers, particular communities, or the general public); and*
>
> *(iii) the form or type of engagement required.*

3.12 WWL will present the redrafted Policy at the January SFR meeting, feedback gathered from each shareholding Council will be discussed and consolidated. It is expected after this discussion the Policy will receive approval from all shareholding Councils. Staff recommend that the Mayor has the ability to approve these changes (if any). To formally capture this each representative will sign the Shareholder Resolution Form (Attachment 5).

3.13 The Policy will then be review at three-yearly intervals or sooner if required. When amending the Policy WWL is required under the LGWSA to engage with its shareholders and together consider the roles and responsibilities of each organisation and any impact on Council's Significance and Engagement Policy, i.e. duplication or inconsistency. Shareholders would again need to approve the amended Policy.

4 Recommendation

4.1 The business paper Waikato Waters Significance and Engagement Policy on be received.

4.2 Provide further feedback in agreement with the changes made in the updated draft, recommend financial thresholds are reconsidered, and recommend more clarity in the framework on the level of significance and corresponding engagement the communities in the service area should expect.

4.3 Council delegate authority to the Mayor as the Shareholder Representative to work through and provide consolidated feedback on the Policy and approve the Waikato Waters Significance and Engagement Policy on behalf of Waitomo District Council.

5 Attachments/Separate Enclosures

Attachments:

1 Waikato Waters draft Significance and Engagement Policy (Public Consultation Version) (Doc # 1022214)

2 Waitomo District Council Staff Submission (copy of online submission form) (Doc # 1022213)

3 Waikato Waters SEP Consultation Summary Report, November 2026 (Doc # 1022210)

4 Waikato Waters Updated Significance and Engagement Policy (SRF version) (Doc # 1022212)

5 Shareholder Resolution Form (Doc # 1022211)

Waikato Waters

Proposed Significance and Engagement Policy

October 2026

Purpose

As a council-controlled water services organisation, we put forward proposals and make decisions that can affect public health, environmental outcomes and community wellbeing. The purpose of this policy is to ensure we engage externally on our proposals and decisions in a manner that is proportionate to their significance.

Not every proposal or decision requires public consultation. However, where a proposal or decision may have material consequences, we will engage in a way that reflects the significance of that proposal or decision.

We recognise that effective engagement leads to better decision-making. Customers, communities, iwi, hapū, other Māori organisations and stakeholders often have valuable insights into local conditions, service needs, and future aspirations. Meaningful engagement helps us to understand these perspectives and, where appropriate, incorporate them into our decision-making.

Through this process, engagement helps to build trust, improve understanding, and strengthen relationships with the communities we serve.

This policy has been developed in accordance with the Local Government (Water Services) Act 2025 (the Act) and sets out:

- our general approach to determining the significance of proposals and decisions
- our criteria and procedures for determining the significance of proposals and decisions
- our general approach to engaging communities, including iwi, hapū, and other Māori organisations within our service area, and when engagement will be undertaken by our shareholders
- how we will respond to community preferences regarding engagement on decisions, including the forms of engagement that may be preferred.

The purpose of the policy, as set out in s.35(3) of the Act, is to:

- enable us, along with our customers, communities, iwi, hapū, other Māori organisations and stakeholders, to identify the degree of significance attached to issues, proposals, water services infrastructure, decisions and activities
- enable us to develop a flexible and locally appropriate approach to engagement which recognises and accommodates the preferences and expectations of our customers, communities, iwi, hapū, other Māori organisations and stakeholders
- provide clarity about how, when and by whom people can expect to be engaged on decisions
- inform us at the start of the decision-making process about the extent of engagement required, who will be involved, and the method of engagement.

Scope

This policy applies to proposals and decisions where there is or likely to be an impact on the community, environment or infrastructure within our area of operation.

There are circumstances where engagement is not required or is not practical. For example, where proposals or decisions are:

- routine or operational
- urgent or required in an emergency
- required to meet legal obligations necessary to protect health, safety or infrastructure
- commercially sensitive
- situations where we already have a clear understanding of community views from recent engagement on the same issue.

In these circumstances, we will act in a manner consistent with our statutory obligations, good governance practices and commercial responsibilities.

Policy statement

We will assess the significance of our proposals and decisions; and we will undertake timely engagement proportionate to their significance. We will ensure that the views of affected parties are understood, considered and reported on.

Principles

We recognise that engagement is broader than consultation.

Consultation is a formal process used to seek feedback on a specific proposal. Engagement includes a wider range of activities that help build understanding, share information and maintain relationships with communities and stakeholders.

We will apply the following engagement principles:

- **early:** where practicable, before key decisions have been finalised
- **genuine:** where there is a real opportunity for feedback to influence outcomes
- **transparent:** with clear information about the decision, its purpose and any constraints
- **inclusive:** involving those most affected by a proposal
- **proportionate:** matched to the significance of the matter.

Policy requirements

General approach to assessing significance

Significance is a measure of the importance of a proposal or decision and its likely impact on customers, communities, iwi, hapū, other Māori organisations, stakeholders and Waikato Waters.

Assessing significance helps determine the level of analysis, governance oversight and community engagement that is appropriate for a particular matter.

Significance is not determined solely by financial value. A proposal or decision may be significant because of its effect on a community, the environment or infrastructure.

Similarly, the significance of a proposal or decision may vary between communities. A matter that appears relatively minor from a regional perspective may be of considerable importance to a particular town, neighbourhood, catchment, iwi or customer group. We will consider both regional and local impacts when assessing significance.

Criteria for assessing significance

Proposals and decisions will be assessed against each of the criteria below and rated as low, medium, or high significance. Where the overall significance is assessed as medium or high, a written assessment will be prepared outlining the basis for the rating and the proposed engagement approach.

- **Affects strategic assets** including infrastructure critical to the delivery of safe, reliable and sustainable water services.
- **Affects consumers and communities** including impacts on service delivery, customer experience, network reliability, growth capacity or community wellbeing.
- **Affects levels of service** including material increases, reductions or changes to service performance.
- **Has financial consequences** including significant expenditure, borrowing requirements, long-term contractual obligations or impacts on consumer charges.
- **Affects environmental outcomes** including the health of waterways, ecosystems and receiving environments.
- **Affects Māori interests** including iwi and hapū interests, settlements, agreements and obligations.
- **Creates risks** including risks to public health, service continuity, environmental outcomes or organisational performance.
- **Generates public interest** including matters likely to attract sustained public attention or concern.
- **Affects strategic direction** including decisions that materially influence our long-term ability to deliver on our obligations and strategic objectives.
- **Is difficult to reverse** if circumstances change in the future.

What is a significant proposal or decision?

While each proposal or decision must be considered on its own merits, significant proposals or decisions are likely to include:

- major changes to levels of service
- significant infrastructure investments
- decisions relating to strategic water assets
- long-term contractual commitments of strategic importance
- major changes to customer charging approaches
- decisions with substantial environmental consequences
- decisions that materially affect Māori interests or community outcomes.

There is no single financial threshold that automatically determines significance. We must consider the overall consequences of a proposal or decision and the degree to which people may reasonably expect an opportunity to be informed about, contribute to, or influence that decision.

SPECTRUM OF SIGNIFICANCE

Low significance

People will be informed of decisions.

Likely to include decisions which:

- have limited financial impacts
- result in minimal change to levels of service
- are consistent with existing policies, plans or standards
- are of little public interest.

Medium significance

People can expect opportunities to provide feedback before decisions are made. Their input may help to shape the proposal.

Likely to include decisions which:

- have moderate financial impacts
- result in noticeable but not substantial changes to levels of service
- may deviate from existing policies or plans in ways that are material but not substantial
- are expected to be of interest to specific communities or stakeholder groups.

High significance

People will have the opportunity to participate in formal consultation.

Likely to include decisions which:

- have significant financial impacts
- result in major changes to levels of service or infrastructure
- represent a substantial departure from existing policies, plans or standards
- are of significant public interest
- may have long-term impacts on communities, the environment or taonga.

Additional statutory considerations

Contracts

The Act places obligations on us in respect of significant contracts. When determining whether a proposed contract is significant, we will consider:

- the significance criteria in this policy
- whether the proposed contract is of high value relative to our revenue
- whether the contract would create a public-private partnership
- the impact on our ability to meet statutory obligations.

A contract will not ordinarily be considered significant where the proposal or project to which the contract relates has already been approved through the Water Services Strategy.

Where a contract is determined to be significant, we will undertake consultation in accordance with the requirements of the Act.

Joint water service provider arrangements

We must assess whether a proposed joint water service provider arrangement is significant using the criteria in this policy.

Where such an arrangement is determined to be significant, consultation will be undertaken in accordance with the Act.

Strategic water services assets

We will comply with all statutory requirements concerning strategic water services assets, including any requirements to consult where ownership or control of a strategic asset may be transferred, received or otherwise materially affected.

Broadly, under the Act, strategic water services assets are defined as assets that are necessary for us to:

- meet our regulatory requirements, or
- maintain our capacity to achieve the outcomes set out in the Water Services Strategy.

We consider water supply networks and wastewater networks to be strategic water services assets.

In general, each network constitutes the strategic asset, rather than the individual components within it. However, a component within a network may constitute a strategic asset if it is integral to the operation of the network. For example, a water treatment plant that supplies an entire network.

Changes to levels of service

When considering a proposed change to levels of service, we will assess the significance using the criteria in this policy.

Approach to engaging with communities

We are committed to engaging with our customers, communities, iwi, hapū, other Māori organisations and stakeholders in ways that are practical, accessible and proportionate to the significance of the matter being considered.

We recognise that different communities may have different interests, expectations and preferences for engagement. The methods we use will depend on the significance of the proposal or decision, who may be affected, and the opportunities available for community input to influence the decision.

Engagement may be undertaken directly by us, through our shareholding councils, or through a coordinated approach where this is considered the most effective way to engage affected communities.

The engagement approach adopted in a particular situation will depend on the circumstances. We may choose to undertake a higher level of engagement where this is considered beneficial or appropriate.

Where engagement is undertaken, we will communicate:

- the purpose of the engagement
- what aspects of the proposal are open to influence
- any legislative, regulatory, financial or operational constraints
- how feedback will be considered
- the next steps in the decision-making process.

Approach to engaging with iwi, hapū and other Māori organisations

We recognise iwi and hapū as strategic partners in water services and commit to engaging early where decisions may affect their taonga, interests, settlements, agreements (for example, joint management agreements) and obligations (for example Te Ture Whaimana).

We will consider cultural impacts in decision-making and document how the views of iwi, hapū and other Māori organisations have been considered.

Approach to engaging with our shareholders

We will maintain constructive relationships with our six shareholding councils.

Shareholders play an important governance role and have responsibilities under Act in relation to certain significant decisions.

We will:

- keep shareholders informed of significant issues and emerging risks
- engage early on matters likely to require shareholder approval
- support alignment between the Water Services Strategy and shareholder expectations
- work collaboratively with shareholders where community engagement responsibilities overlap.

Nothing in this policy limits the statutory responsibilities of either Waikato Waters or our shareholders.

Reporting back

Where engagement is undertaken, we will, where appropriate:

- communicate the outcome of the engagement process
- summarise key themes raised
- explain how feedback was considered
- communicate the final decision and the reasons for that decision.

Roles and responsibilities

Role	Responsibility
Tier 2	Ensures policy requirements are implemented
People Leaders	Ensure staff compliance
All Staff	Follow policy
Governance	Maintains register and publication

Compliance

As non-compliance with this policy may result in legal consequences for Waikato Waters, this policy must be adhered to.

Definitions

Significance	The degree of importance of a proposal or decision based on its impact.
Consultation	A process generally required by statute or triggered by the Significance and Engagement Policy framework. This process is generally timebound, transactional, and asks for feedback on a proposal to enable citizen participation. This process aids and informs decision-making.
Engagement	Communication to inform or seek input from stakeholders.

Legislation and related documents

Legislation

- Local Government (Water Services) Act 2025

Documents

- Attachment 1: Process to apply the Significance and Engagement Policy

Policy review

This policy will be reviewed every three years or sooner following significant organisational change.

Attachment 1:

Process to apply the Significance and Engagement Policy

Step 1: Determine significance

Low significance proposal or decision by Waikato Waters	Medium significance proposal or decision by Waikato Waters	High significance proposal or decision by Waikato Waters

Step 2: Determine engagement approach

Low or no levels of engagement	Medium levels of engagement	High levels of engagement
Examples: • Any contract to implement any part of the Water Services Strategy • Submissions to external processes • Land acquisitions • Renewals and maintenance programmes • Development agreements	**Examples:** • Water Service Bylaws • External policies, such as the Waiver Policy	**Examples:** • Water Services Strategy
Channels we may use: • Website • Social media • Public signage • Letters/emails • Newsletters/flyers	**Channels we may use:** In addition to channels used for low significance decisions, we may also use: • Focus groups • Surveys • Hui • Targeted stakeholder engagement	**Channels we may use:** In addition to channels used for low and medium significance decisions, we may also use: • Online or in-person events

Waikato Waters

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Waikato Waters Online submission form:

Feedback on the proposed Significance and Engagement Policy

Submissions close at 5pm on 30 October 2026.

7.Do you support the proposed Significance and Engagement Policy?

~~Yes~~

~~No~~

Yes, with changes

8.Is the policy easy to understand? Does it clearly explain when we will engage with communities?

The policy would be improved with further clarity and detail, it is not easy to understand what level of community and shareholder engagement to expect under this current draft.

1. Waitomo District Council (WDC) recommend using The International Association for Public Participation (IAP2) that has developed a Public Participation Spectrum to demonstrate the possible types of engagement with the community. It applies structure and informs on various levels of engagement from 'Inform' to 'Empower'. Having examples of the types of engagement that would appear under each level is useful. This will help anyone reading or using the policy better understand the engagement approach – using engagement for low/med/high could be misleading for example low states using social media (does this mean comments will be used as feedback?) If this category was inform it is clear the process is just information going out and feedback is not being taken as part of the process.

2. The purpose section should specifically have shareholder councils as an engagement partner. Currently this is not included in the purpose or the roles and responsibilities and is a key aspect under the Local Government (Water Services) Act 2025 (the Act), circumstances need to be clear on who engages when.

3. The policy should set up how and when WWL should engage with shareholder councils and how and when WWL wants these councils to provide engagement support.

4. It is important that there is clarity around the council versus WWL responsibilities. This is reinforced in the Act:

i. S35(3) The purpose of the policy is...S35(3)c (iii) 'to provide clarity about -...how the organisation will take account of customer and community views on matters on which the organisation's shareholders have expressed a view ...

ii. S35(4) ... the policy must include all matters required by the organisation's shareholders'

How will WWL get this information and undertake this responsibility and describe this in the policy?

5. As required under the Act S37(4) WWL and councils must together ... to consider roles of each party ...

How has this requirement been met or expected to be met with the development of the Policy?

9.Do the proposed significance criteria cover the right factors? Are there any factors that should be added or removed?

There would also be value in providing some specific monetary limits for unbudgeted operating and capital expenditure. Generally, a percentage of each of the total year's spend on operating or capital cost is used for each of these. This gives some certainty, from a financial perspective, of what will be engaged on for the communities and makes it more tangible for WWL.

10.Are the proposed low, medium and high significance categories appropriate? Do they provide enough certainty about when engagement or consultation will occur?

WDC recommends (as covered in 8.) to use industry best practice IAP2 categories as this provide a wider range of engagement levels and more clarity on what to expect.

In the current form there needs to be more information on how the criteria is used to decide engagement (i.e. determination of significance needs to be better defined), for example if one criteria is rated high significance and the rest are low does this mean low, medium, or high engagement, or if more than half the criteria are medium does this actually mean high engagement approach?

11.Does the policy appropriately describe how we should engage with customers, communities, iwi, hapū, other Māori organisations and stakeholders?

Covered in 8 and 10.

12.Does the policy provide enough commitment to reporting back on feedback and decisions?

As above WDC recommends using the International Association for Public Participation which provides a clearer framework on reporting back at the different engagement levels and how feedback is used in decision making rather than using 'where appropriate'.

13.Is there anything else we should consider before adopting the policy?

Under the Act S37(3) particular communities of interest identified must be engaged with when preparing a Significance and Engagement Policy, has this been done? Are there specific stakeholders identified with each shareholder such as iwi and whare groups that have been engaged with?

Appendix B – Consultation Summary Report

Significance and Engagement Policy

Consultation summary report

November 2026

Introduction

We consulted on our proposed Significance and Engagement Policy from 5 October to 30 October 2026.

The purpose of the consultation was to seek feedback from customers, communities, iwi, hapū, stakeholder organisations, local authorities and shareholder councils on how we should assess the significance of proposals and decisions and determine the appropriate level of engagement.

The Significance and Engagement Policy is required under the Local Government (Water Services) Act 2025 and will provide the framework for how we engage with communities and stakeholders on proposals and decisions that may affect them.

This report summarises:

- how we consulted on the proposed policy
- who provided feedback
- the key themes raised through consultation
- how we responded to the feedback received.

Following consultation, we prepared an updated policy that is now subject to review and approval by our shareholder councils.

How we consulted

Consultation on the proposed Significance and Engagement Policy was undertaken between 5 October and 30 October 2026.

Feedback could be provided through an online submission form, a printable submission form, email, or written submission.

To promote the consultation and encourage participation, we:

- invited iwi to a hui (two attended)
- advertised the consultation in local newspapers throughout our service area
- ran a Facebook advertising campaign
- provided printed and digital posters to shareholder councils for display in libraries, service centres and other public locations
- directly emailed stakeholders and key partners

- held an evening webinar
- issued a media release to local newspapers across the region
- published the proposed policy, supporting information, online submission form and printable submission form on our website.

Who we heard from

We received 13 submissions.

Submitter group	Number of submissions
Shareholder councils	5
Other local authorities	1
Iwi organisations	2
Members of the public	5
Total	**13**

Submissions were received from:

- Waitomo District Council
- Waipā District Council
- Hauraki District Council
- Matamata-Piako District Council
- South Waikato District Council
- Hamilton City Council
- Waikato-Tainui
- Te Arawa River Iwi Trust
- members of the public.

Overall, submitters supported the intent and direction of the proposed policy. Most submissions supported the policy subject to amendments that would strengthen the significance framework, improve clarity regarding engagement responsibilities, and strengthen recognition of local government and iwi interests.

What we heard and how we responded

1. Significance assessment framework

Many submitters supported the proposed significance framework but sought greater clarity regarding how significance would be assessed in practice. Feedback focused on consistency, transparency, and how an overall significance rating would be determined where different criteria receive different ratings.

Our response

We strengthened the policy by introducing a detailed significance assessment framework that describes low and high significance across a range of criteria, acknowledging there is a spectrum of significance.

We also added guidance explaining that overall significance will be determined having regard to:

- the highest-rated criterion
- the number of criteria affected
- the cumulative nature of impacts.

The revised policy confirms that no single factor is determinative and that professional judgement must be applied based on the circumstances of each proposal or decision.

2. Local, regional and cross-boundary significance

Several shareholder councils noted that a proposal may have limited significance at a regional level but be highly significant to a particular district, town, community, catchment, iwi or customer group. Hamilton City Council also sought greater recognition of cross-boundary impacts, particularly where infrastructure systems, growth planning, environmental outcomes or service capacity extend beyond our service area.

Our response

We introduced a new section titled *Local, regional and cross-boundary significance*.

The revised policy now:

- recognises that significance may differ between communities
- requires consideration of local, regional and cross-boundary impacts
- recognises that proposals may have implications beyond our service area
- provides for engagement with affected neighbouring local authorities, water organisations, strategic growth partners and infrastructure providers where material cross-boundary impacts may arise.

3. Shareholder council engagement

A consistent theme from shareholder council submissions was the need for greater clarity regarding the respective roles of Waikato Waters and shareholder councils when engagement is undertaken. Submitters sought stronger recognition of shareholder council interests and clearer expectations regarding council involvement in significant decisions.

Our response

We introduced dedicated sections clarifying:

- who leads engagement
- the respective roles of Waikato Waters and shareholder councils
- circumstances where shareholder councils will be engaged
- expectations regarding engagement where proposals materially affect individual districts or council interests.

We also strengthened the recognition of shareholder councils throughout the policy.

4. Māori interests and iwi engagement

Feedback from iwi organisations, shareholder councils and other submitters supported the inclusion of Māori interests within the policy but sought stronger provisions regarding:

- identification of affected iwi and hapū
- early engagement
- Treaty settlement obligations
- direct engagement with iwi
- how Māori interests would influence significance assessments and decision-making.

Our response

We substantially strengthened the iwi engagement section.

The revised policy now:

- recognises mana whenua relationships with water
- acknowledges Te Tiriti o Waitangi
- requires identification of affected iwi, hapū and Māori organisations
- supports early engagement where Māori interests may be materially affected
- recognises Treaty settlement obligations and existing agreements
- provides for direct engagement where Māori interests, settlement arrangements or statutory obligations may be affected
- how iwi feedback would be documented and reported back.

5. Te Ture Whaimana o Te Awa o Waikato

Submitters, particularly iwi organisations, highlighted the importance of strengthening recognition of Te Ture Whaimana within significance assessments, engagement processes and decision-making. Feedback sought greater certainty regarding how Te Ture Whaimana, Treaty settlement obligations and river iwi interests would be identified, considered and reflected in significance assessments and decision-making.

Our response

The revised policy includes:

- a dedicated significance criterion relating to Treaty of Waitangi obligations and Te Ture Whaimana
- stronger references to Te Ture Whaimana throughout the policy
- specific references to Te Ture Whaimana within significance assessment and iwi engagement provisions.

6. Reporting back and transparency

Several submitters sought stronger commitments regarding reporting back to participants following consultation and engagement activities, including greater transparency regarding how feedback influenced final decisions.

Our response

We strengthened the reporting provisions by introducing a dedicated reporting back section.

The revised policy now commits us to preparing consultation summary reports for high significance matters where consultation is undertaken. The policy also allows us to provide feedback summaries for other engagement activities where appropriate.

7. Significant contracts and predetermined classifications

A number of submitters expressed concern that examples included in 'Attachment 1' to the proposed policy could be interpreted as automatically assigning particular proposals, contracts, projects or other activities to low significance categories without considering their actual impacts.

Our response

We removed the attachment. Typically, we would not assess the significance of contracts. Instead, we would assess the significance of the work to which they relate (e.g. the construction of a treatment plant).

Matters not incorporated

While many recommendations were incorporated into the updated policy, not all suggestions were adopted.

In particular, the revised policy does not:

- establish financial thresholds for determining significance
- adopt the International Association for Public Participation (IAP2) spectrum
- include a numerical or weighted scoring methodology.
- We carefully considered these recommendations. Ultimately, we concluded that a principles-based framework supported by professional judgement would provide greater flexibility and be better suited to the diverse range of decisions we make.

Implementation review

Following consultation, the updated policy was reviewed by the teams responsible for implementing it. This review led to further refinements to improve its practical application.

Conclusion

The consultation demonstrated broad support for the purpose and direction of the proposed Significance and Engagement Policy.

Feedback received from shareholder councils, local authorities, iwi organisations and members of the public resulted in a number of amendments that strengthen the policy and provide greater clarity regarding significance assessment, engagement responsibilities, local and cross-boundary impacts, iwi engagement, Te Ture Whaimana, and reporting back on engagement outcomes.

We have prepared an updated policy following consultation. The policy is now subject to review and approval by our shareholder councils. Subject to shareholder approval, we will

publish the adopted policy, this consultation summary report, and the consultation feedback and response schedule on our website.

Thank you

We would like to thank everyone who took the time to provide feedback on our proposed Significance and Engagement Policy.

We appreciate the thoughtful and constructive submissions received from shareholder councils, local authorities, iwi organisations, stakeholders and members of the public. The feedback provided has helped us strengthen the policy and ensure it better reflects the expectations, interests and priorities of the communities we serve.

Appendix A – Updated Significance and Engagement Policy

Purpose

As a council-controlled organisation committed to the delivery of safe and reliable water services, we put forward proposals and make decisions that can affect public health, environmental outcomes and community wellbeing. The purpose of this policy is to ensure we engage externally on our proposals and decisions in a manner that is proportionate to their significance.

We recognise that effective engagement leads to better decision-making. Customers, communities, shareholder councils, iwi, hapū, other Māori organisations and stakeholders often have valuable insights into local conditions, service needs, and future aspirations. Meaningful engagement helps us to understand these perspectives and, where appropriate, incorporate them into our decision-making.

Through this process, engagement helps to build trust, improve understanding, and strengthen relationships with the communities we serve.

This policy has been developed in accordance with the Local Government (Water Services) Act 2025 (the Act) and sets out:

- our general approach to determining the significance of proposals and decisions
- our criteria and procedures for determining the significance of proposals and decisions
- our general approach to engaging communities, iwi and shareholder councils
- when we lead engagement and when it is undertaken by our shareholder councils
- how we will respond to community preferences regarding engagement on decisions, including the forms of engagement that may be preferred.

The purpose of the policy, as set out in s.35(3) of the Act, is to:

- enable us, along with our shareholder councils, customers, communities, iwi, hapū, other Māori organisations and stakeholders, to identify the degree of significance attached to issues, proposals, water services infrastructure, decisions and activities
- enable us to develop a flexible and locally appropriate approach to engagement which recognises and accommodates the preferences and expectations of our customers, communities, iwi, hapū, other Māori organisations and stakeholders
- provide clarity about how, when and by whom people can expect to be engaged on decisions
- inform us at the start of the decision-making process about the extent of engagement required, who will be involved, and the method of engagement.

Scope

This policy applies to proposals and decisions made by Waikato Waters that may affect customers, communities, shareholder councils, iwi, hapū, Māori organisations, water services infrastructure, environmental outcomes, or public health and wellbeing.

Not every decision requires engagement. Engagement may be limited or not undertaken where decisions:

- are routine and operational in nature
- are required urgently in response to an emergency

- are necessary to meet statutory obligations
- relate to matters where recent engagement has already provided a clear understanding of community views.

We will not generally undertake public engagement on matters that are commercially sensitive, subject to legal confidentiality obligations, or relate to active procurement or contractual negotiations. Where appropriate, we will provide information about those decisions once those constraints no longer apply.

In all circumstances, we will act consistently with our statutory obligations, good governance practices and commercial responsibilities.

Who leads engagement

Waikato Waters will lead engagement on proposals and decisions that fall within our statutory functions as a water services organisation. Where required, we will inform or seek approval or obtain decisions from our shareholder councils through the Shareholder Representative Forum.

Our shareholder councils will lead engagement on matters for which legislation places decision-making or consultation responsibilities on territorial authorities. Shareholder councils retain statutory planning and regulatory responsibilities, including resource management, consenting and land-use planning functions. Waikato Waters operates as a specialist water utility.

The lead agency is responsible for assessing significance, determining the appropriate level of engagement, undertaking engagement activities, considering feedback and making decisions.

Where Waikato Waters is the lead agency and a proposal or decision is expected to have a material impact on a shareholder council district, we will engage with the affected council throughout the process.

Assessing significance

Significance is a measure of the importance of a proposal or decision and the extent of its likely consequences. Assessing significance helps determine:

- the level of analysis required
- governance oversight requirements
- shareholder councils' involvement
- engagement expectations
- reporting requirements.

Significance is not determined solely by financial value; therefore, we have not set financial thresholds. A proposal may be significant because of its impact on customers, communities, iwi and hapū, shareholder councils, public health, infrastructure, environmental outcomes or our long-term strategic objectives.

The greater the significance of a proposal or decision, the greater the degree of engagement that is likely to be required.

Framework for assessing significance

The table below establishes the criteria used by Waikato Waters to determine the significance of a proposal or decision compared against current conditions.

Criterion	Low significance		High significance
Infrastructure	Minor impacts on a small number of infrastructure assets with no material effect on performance or value.		Major impacts on critical infrastructure assets or a substantial part of the water services network.
Communities*	Minor impact on one or more communities.		Significant impact on one or more communities.
Level of service	Minor changes to service levels with limited customer impact.		Significant changes to agreed service levels, customer outcomes, or regulatory performance requirements.
Financial sustainability	Low-cost impact that can be accommodated within existing budgets.		Significant impact on long-term financial sustainability, affordability, borrowing levels, or customer charges.
Environment	Minor and localised environmental effects that can be readily managed.	**Spectrum** ⟷	Significant, widespread, long-term/intergenerational, or irreversible environmental effects.
Public health	Minimal impact on public health or wellbeing.		Significant actual or potential impact on public health, drinking water safety, or wellbeing.
Māori	Limited impact on Māori interests or relationships with water.		Significant impact on Māori rights, interests, values, cultural outcomes, or relationships with water.
Treaty of Waitangi and Te Ture Whaimana o Te Awa o Waikato	Minimal relevance to Treaty obligations or Te Ture Whaimana.		Directly affects Treaty settlement obligations, co-governance arrangements, statutory obligations, or Te Ture Whaimana.
Public interest	Likely to generate some interest among affected communities, stakeholders, or elected representatives.		Likely to generate substantial public interest, widespread concern, political attention, or national media coverage.

**Refer to the local significance section below.*

Overall significance will be determined having regard to the highest-rated criterion, the number of criteria affected, and the cumulative nature of impacts. A proposal may be assessed as highly significant where a single criterion identifies a high impact or where multiple impacts combine to create a material overall effect. No single factor is determinative, and judgement will be applied based on the circumstances of each proposal or decision.

Local, regional and cross-boundary significance

When assessing significance, we will consider local, regional and cross-boundary impacts. A proposal or decision may have limited significance across the Waikato Waters area as a whole but be highly significant to a particular district, town, neighbourhood, catchment, iwi, hapū or customer group.

We will also consider whether a proposal or decision has material implications beyond the Waikato Waters service area, including impacts on neighbouring local authorities and water organisations.

Where local impacts are significant, a higher level of engagement may be appropriate regardless of the overall significance of the proposal.

Where a proposal or decision may have material cross-boundary impacts, we will engage with affected neighbouring local authorities, water organisations, strategic growth partners and infrastructure providers, as appropriate.

Additional statutory requirements

Strategic water services assets

We will comply with all statutory requirements concerning strategic water services assets, including any requirements to consult where ownership or control of a strategic asset may be transferred, received or otherwise materially affected.

Broadly, under the Act, strategic water services assets are defined as assets that are necessary for us to:

- meet our regulatory requirements, or
- maintain our capacity to achieve the outcomes set out in the Water Services Strategy.

We consider water supply networks and wastewater networks to be strategic water services assets.

In general, each network constitutes the strategic asset, rather than the individual components within it. However, a component within a network may constitute a strategic asset if it is integral to the operation of the network. For example, a water treatment plant that supplies an entire network.

Contracts

When assessing whether a proposed contract is significant, we will consider:

- the significance criteria in this policy
- the value of the contract relative to our revenue and expenditure
- whether the contract would create a public-private partnership arrangement
- the impact of the contract on our ability to meet statutory obligations.

A contract will not be considered low significance simply because it implements an approved strategy, programme or investment decision.

Where a contract is determined to be significant, consultation will be undertaken in accordance with the requirements of the Act.

Joint water service provider arrangements

Proposed joint water service provider arrangements will be assessed using the significance criteria in this policy.

Where a joint arrangement is determined to be significant, consultation will be undertaken in accordance with the requirements of the Act.

Engagement principles

We will apply the following engagement principles:

- **early:** where practicable, before key decisions have been finalised
- **genuine:** where there is a real opportunity for feedback to influence outcomes

- **transparent:** with clear information about the decision, its purpose and any constraints
- **inclusive:** involving those most affected by a proposal
- **proportionate:** matched to the significance of the matter.

Shareholder council engagement

We recognise the important role of shareholder councils as the owners of Waikato Waters and as democratic representatives of their communities.

We will engage with shareholder councils where a proposal or decision may materially affect their district, strategic interests, planning assumptions, service levels, financial interests or community outcomes.

The extent and timing of engagement will reflect the significance of the proposal and the likely impact on the affected council or councils.

Nothing in this policy limits the statutory responsibilities of either Waikato Waters or our shareholders.

Iwi engagement

We acknowledge the enduring relationship of mana whenua with water bodies and taonga within our area of operation. In giving effect to Te Ture Whaimana o Te Awa o Waikato, we are committed to working in genuine partnership with mana whenua, guided by Te Tiriti o Waitangi.

As a newly established water services organisation, we are developing relationships with 21 iwi and establishing an enduring engagement framework that provides a shared understanding of how Waikato Waters and iwi will engage with one another into the future.

To support this objective, we are:

- building relationships with iwi throughout our area of operation
- supporting engagement between our Chair and iwi chairs
- supporting engagement between our Chief Executive and iwi chief executives
- participating in matters of strategic importance to iwi, including matters relating to Te Ture Whaimana and river settlement arrangements
- improving staff capability in relation to Treaty obligations, Te Ture Whaimana and the statutory arrangements that apply across our region
- working with iwi representatives to develop future engagement arrangements.

At the outset of a proposal or decision, we will identify any iwi, hapū or Māori organisations whose interests may be affected. Where Māori interests may be affected, we will consider matters including cultural values, environmental outcomes, Māori aspirations, Treaty settlement obligations, Te Ture Whaimana, impacts on taonga, impacts on waterways, intergenerational effects, and any existing agreements or commitments that apply.

Where Māori interests may be materially affected, engagement will occur early enough to help inform the development of options, the assessment of alternatives and decision-making. Engagement undertaken under this policy complements, but does not replace, any statutory requirements, Treaty settlement obligations, agreements, protocols or relationship arrangements that apply to a particular proposal or decision.

Where a proposal may materially affect Treaty settlement obligations, Te Ture Whaimana, statutory acknowledgements, existing agreements, or the interests of an affected iwi or

hapū, Waikato Waters may undertake direct engagement regardless of the overall significance rating assigned to the proposal.

Engagement framework

Community engagement is a two-way process that helps us to understand community views and enables communities to understand proposals, decisions, and their potential impacts. The level of engagement undertaken will generally reflect the significance of the proposal or decision. In general, the more significant an issue, the greater the level of engagement. Different levels of engagement may be appropriate at different stages of the decision-making process and for different stakeholders.

We recognise that communities have different interests, expectations and preferences for engagement. The methods used will depend on the significance of the proposal or decision, who may be affected, and the extent to which community input can influence the outcome. We may choose to undertake a higher level of engagement where this is considered appropriate, having regard to available resources and the circumstances of the proposal or decision.

When undertaking engagement, we will communicate:

- the purpose of the engagement
- which aspects of the proposal are open to influence
- any legislative, regulatory, financial, or operational constraints
- how feedback will be considered
- the next steps in the decision-making process.

Spectrum of engagement

	Low significance		High significance
Purpose	**Inform**		**Consult**
Community expectation	People will be informed of decisions.		People will have the opportunity to participate in formal consultation.
Likely characteristics	Decisions that: • have limited financial impacts • result in minimal changes to levels of service • are consistent with existing policies, plans, or standards • generate little public interest	**Spectrum** **Inform and seek feedback where appropriate**	Decisions that: • have significant financial impacts • result in major changes to levels of service or infrastructure • represent a substantial departure from existing policies, plans, or standards • generate significant public interest • may have long-term impacts on communities, the environment, or taonga
Typical engagement methods	Website updates, newsletters, public notices, and direct communication with affected parties.		**Further additional** engagement methods include public consultation, public meetings, targeted engagement with affected communities and stakeholder groups, and continued engagement with affected iwi, hapū, and shareholder councils.

Reporting back

For high significance matters where consultation is undertaken, we will prepare a consultation summary report that summarises:

- engagement undertaken
- key themes raised
- how feedback informed the final decision
- the reasons for the final decision.

Where Māori interests are materially affected, reporting will also explain how relevant Treaty settlement obligations, Te Ture Whaimana and Māori perspectives were considered.

We may provide feedback summaries for other engagement activities where appropriate.

Roles and responsibilities

Role	Responsibility
Shareholder councils	Approves this policy.
Board	Recommends policy for shareholder councils' approval and provides governance oversight of implementation.
Executive Leadership Team	Accountable for implementing policy and ensuring appropriate systems and processes are in place.
Managers and people leaders	Ensure proposals and decisions are assessed and managed in accordance with this policy.
Staff	Comply with this policy and associated procedures.
Governance team	Maintains policy documentation and supports significance assessment and engagement reporting.

Policy review

This policy will be reviewed every three years.

It may be reviewed earlier in response to legislative change, organisational change, implementation experience, or identified improvement opportunities.

Form of proposed shareholder resolution (to be signed by SRF representatives at the January 2027 SRF meeting)

SHAREHOLDER RESOLUTION

WAIKATO WATERS LIMITED
("Company")

RESOLUTION APPROVING SIGNIFICANCE AND ENGAGEMENT POLICY
(section 122 of the Companies Act 1993 and section 37(3)(b) of the Local Government (Water Services) Act 2025)

RESOLVED in accordance with section 122 of the Companies Act 1993 that:

1. the shareholders approve the Company's Significance and Engagement Policy in the form attached to this resolution, for the purposes of section 37(3)(b) of the Local Government (Water Services) Act 2025;
2. the shareholders record that the policy reflects the consolidated shareholder comments agreed by the SRF representatives at the Shareholder Representative Forum meeting on [date]; and
3. each person signing this resolution for a shareholder does so under the authority delegated by that shareholder's council, by resolution dated [date] or under an existing delegation.

DATED: 2027

SIGNED:

HAURAKI DISTRICT COUNCIL by:

Signature of authorised signatory

Name of authorised signatory

SOUTH WAIKATO DISTRICT COUNCIL by:

Signature of authorised signatory

Name of authorised signatory

WAIPĀ DISTRICT COUNCIL by:

Signature of authorised signatory

Name of authorised signatory

WAITOMO DISTRICT COUNCIL by:

Signature of authorised signatory

Name of authorised signatory

MATAMATA-PIAKO DISTRICT COUNCIL by:

Signature of authorised signatory

Name of authorised signatory

ŌTOROHANGA DISTRICT COUNCIL by:

Signature of authorised signatory

Name of authorised signatory

Document No: 1021150

Report To: Council

Meeting Date: 24 November 2026

Subject: **Deliberation and Adoption of Public Amenities and Public Places Bylaw Review and Cemeteries Bylaw Review**

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

Helen Beever
General Manager – Community Services

Liz Riley
Property and Facilities Manager

1 Purpose of Report

1.1 The purpose of this business paper is to:

1 Present to the Council the analysis on submissions received on the Public Amenities and Public Places Bylaw review and Draft Cemeteries Bylaw review to assist with Council's deliberations.

2 Present to the Council the Draft Public Places Bylaw 2026 and Draft Cemeteries Bylaw 2026 for consideration and adoption.

2 Suggested Resolutions

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

1 The business paper on Deliberation and Adoption of Public Amenities and Public Places Bylaw Review and Cemeteries Bylaw Review be received.

2 Council adopt the Draft Public Places Bylaw 2026 and Draft Cemeteries Bylaw 2026 with or without amendments to come into effect on 14 December 2026.

3 Council revoke the Public Amenities Bylaw 2015 and the Public Places Bylaw 2023.

4 The Chief Executive is authorised to make any final editorial amendments to the Draft Public Places Bylaw 2026 and Draft Cemeteries Bylaw 2026 and any changes directed by the Council at this meeting.

5 Elected members and WDC staff would like to thank all the people who engaged in the Public Amenities and Public Places Bylaw Review and Cemeteries Bylaw Review consultation and acknowledge the time and effort made by those who made written and verbal submissions.

3 Background

3.1 Under the Local Government Act 2002 (LGA), the Reserves Act 1977 (RA) and the Burial and Cremation Act 1964 (BCA), Waitomo District Council currently has a Public Amenities Bylaw 2010 (the Bylaw).

3.2 Prior to the Bylaw being adopted by Council, the Waitomo District Council (WDC) General Bylaws 1993 included chapters on Public Places, Nuisances, Cemeteries, and Beaches.

3.3 The General Bylaw was extensively redrafted in 2009 to fit in with the legislative requirements of the day, it was also proposed at that time to make a combined Public Amenities Bylaw from Library, Parks and Reserves, Swimming Pools, Beaches and Cemeteries chapters. A draft bylaw was consulted on with the community and the final version was adopted in February 2010.

3.4 A full review of the Bylaw was conducted in 2014, some minor amendments were made on library management and burial of spouses of military personnel.

3.5 The LGA gives territorial authorities general bylaw making powers for one or more of the following purposes:

(a) protecting the public from nuisance;
(b) protecting, promoting, and maintaining public health and safety;
(c) minimising the potential for offensive behaviour in public places.

3.6 The RA and BCA give more specific powers to manage reserves and cemeteries.

3.7 Under these Acts this Bylaw can include sections to regulate conduct in order to protect the public from nuisance; protect, promote and maintain public health and safety, and minimise the potential for offensive behaviour when using public amenities. A bylaw may also be used to manage and protect particular land areas, structures and infrastructure (such as from damage, misuse and loss) including reserves, recreation grounds and other land that Council controls.

3.8 The Bylaw was due for review by February 2025 (10-year review), however due to the review of the Waitomo District Plan and potential for overlap into this Bylaw, Council decided to utilise the 2-year period allowed for in LGA to retain the current bylaw. Bylaws that are due for review are automatically revoked once two years have passed from the review date.

3.9 Council determined in the 25 August 2026 Council meeting that the Bylaw should now be reviewed in accordance with section 145 of the Local Government Act 2002 (LGA). This allows consideration of the decisions to date with the near completion of the Waitomo District Plan review and time to consult with the community on a proposal before the automatic revocation of the Bylaw in February 2027.

3.10 During the 29 September 2026 Council Meeting, Council adopted the Statement of Proposals for Consultation, which outlined the changes proposed and included the draft Bylaws.

3.11 The consultation period was open from 1 October 2026 to 31 October 2026.

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

3.13 The timetable for consultation and the adoption process:

Key Milestone	Planned timeframe
Council Meeting – Adoption of the Statement of Proposal and proposed Bylaws for public consultation.	29 September 2026
Consultation Period	1 October to 30 October 2026
Hearing of submitters who wish to speak to their submissions.	17 November 2026
Deliberations Council - Discuss feedback from the community and changes are agreed to if appropriate.	24 November 2026
Council Meeting – Adoption of the final Bylaws.	24 November 2026

4 Commentary

4.1 SUBMISSIONS ON PROPOSAL

4.2 At the close of the submission period, three submissions and one Facebook feedback were received for the Draft Cemeteries Bylaw Review, and one submitter presented at the Council Hearings on 17 November 2026. No submissions were received for the Public Amenities and Public Places Bylaw Review.

4.3 Copies of the Statement of Proposal including the draft Bylaws and the Submissions Booklet are enclosed separately and form part of this business paper.

4.4 Public Amenities and Public Places Bylaw Review

4.5 The following are the key changes that were proposed:

- Move the relevant clauses from Public Amenities Bylaw to Public Places Bylaw, moving other sections to guides and internal documents.
- clarifying the purpose, scope and statutory basis of the Bylaw;
- updating the definitions of "Public Place" and "Public Amenity" to distinguish between public areas and the structures, features and equipment located within them;
- extending relevant general conduct, obstruction, signage and damage provisions to public amenities;
- adding updated provisions for the use of public swimming pools;
- adding specific provisions applying to beaches;
- recognising libraries and other Council-controlled facilities as public places for the purposes of general conduct requirements;
- clarifying the relationship between the Bylaw and other legislation, Council bylaws, the District Plan and reserve management plans;
- retaining cemetery-specific requirements in a separate proposed Cemetery Bylaw; and
- modernising wording, definitions and references to improve clarity and consistency.

4.6 Cemeteries Bylaw Review

4.7 The following are the key changes that were proposed:

- Requirement to purchase an Exclusive Right of Burial: The proposed Bylaw makes it clear that, except for a publicly funded interment involving a person without means, a burial cannot take place until an Exclusive Right of Burial has been purchased. An Exclusive Right of Burial provides the right to inter human remains in a specified burial plot but does not confer ownership of the land.
- Clearer burial application process: The proposed Bylaw clarifies the requirements for applying for an interment, purchasing a burial plot and obtaining a Burial Warrant before a burial can proceed.
- Updated provisions for people without means: The existing reference to the burial of a "poor person" has been replaced with the more modern and respectful term "person without means". The proposed Bylaw also updates the process for establishing eligibility for a publicly funded interment.
- Removal of the 'out of district fee': Burials for non-residents are uncommon, and the standard interment fee already covers the direct costs involved. Removing the additional out-of-district fee is expected to have little overall impact and would bring our approach more in line with neighbouring councils.

- Approval required for cemetery work: The proposed Bylaw clarifies that only a person approved or authorised by Council may install or repair a memorial or concrete base, or undertake other construction or repair work within a cemetery

- Improved layout and language: The Bylaw has been reorganised and its language updated to improve readability, consistency and clarity. Outdated terminology has been replaced where appropriate, while retaining terminology required by legislation.

4.8 A summary of submissions and analysis is presented below.

Commentary on Submissions received on Draft Cemeteries Bylaw 2026

1. Do you agree with this proposal to revoke the Public Amenities Bylaw 2015 and adopt the Cemeteries Bylaw 2026 and the updated definitions?

Each submitter answered "no"

The submissions below are answers to the question asked:

2. Is there anything else you would like us to consider regarding the management of Council owned and operated cemeteries?

Submission 001 - Kale Pompey

Original Clause	New draft	Subject	Submission	Response
5.5	10.1	Veterans	Thanks for the opportunity to submit on this, I request that Waitomo District Council maintain provisions that recognise actual qualifying war service or service recognised as war service by the Minister of Veterans' Affairs, rather than making membership of the Returned and Services Association (RSA) a requirement for eligibility. The distinction is important. A Servicemen's section exists primarily to recognise and honour the service and sacrifice of the individual who served, particularly those who served in circumstances where they placed their lives and personal safety at risk in defence of our country and the freedoms enjoyed by subsequent generations. Membership of the RSA and military service are not the same thing. A person may have served their country with distinction and have never been a member of the RSA. Conversely, membership of an organisation should not, in itself, be the basis upon which a person is considered eligible for recognition within a Servicemen's section. The existing Waitomo provisions appropriately recognise this distinction by providing that eligibility is based upon a person having had war service, or service defined by the Minister of Veterans' Affairs as war service. I believe this principle should be carried directly into the proposed Cemeteries Bylaw 2026.	Thank you for your submission. The wording in the Bylaw related to the eligibility of a person to be buried in the war graves section had been changed in an attempt to provide clarity as to who is eligible, but Officers understand the confusion caused by naming the section the RSA section. This is what the Services Section is commonly referred to (it shouldn't be called a War Graves section) but is not the official name. Officers propose it would be clearer to use the definition of Operational Service provided for in the Burial and Cremation Act 1964. Officers propose we refer to the section in the Cemetery as the Operational Service Section. We agree with the submitter than RSA membership should not be a qualifying factor for being buried in this section and this was not the intention of the drafting.

Submission 002 - Janene New of Waitomo Funerals Ltd t/a V J Williams & Sons

Original Clause	New clause	Topic	Submission	Response
Section 1	5	Application for Burial	We support the proposed changes noting the requirement of a Burial Warrant following the Application for Interment.	Thank you
Section 2	6	Exclusive Right of Burial	We support the proposed changes.	Thank you
Section 3	Removed	Burial Plots	No Exclusive Right of Burial. We support the proposed changes.	Thank you
Section 4	7	Burial of Ashes	We agree that no changes are required.	Thank you
5.1	8	Provisions for All Interments.	We support the change of wording.	Thank you
5.3	9.2	Families backfilling graves	We request the option for families to back fill the grave, for ceremonial purposes, with the supervision of the sexton or their assistants. In practice the depth from the casket has been 1.3mtrs.	Yes, this happens in practice and should be reflected in the Bylaw. Due to the need for the ground to be regularly pressed down during the back fill process this does need to be overseen by the Sexton. Agree to amend the minimum depth to 1.3m rather than 1m as this is what happens in practice (9.)
5.3	9.3 and 9.5	Internment of ashes	We suggest clarity for the interment of ashes be added to this clause or made as an additional clause i.e. *"No person other than the Sexton or their assistants, or any other person for the time being duly authorised by WDC, shall open the ground for interment of ashes in any part of any cemetery. Family and whanau may fill in after the interment has occurred. The minimum depth of cover over any ashes urn shall be 400 millimetres."* .	Agree, clause should be added regarding the interment of ashes. Family can fill in ash plots without the supervision of the Sexton. The Sexton digs the plot and checks it afterwards but does not need to be present.
5.4 (b)	Moved to explanatory note under section 5	Publicly Funded Interments	We do not support this clause. Additional costs incurred to bury a person without means include transportation, storage, preparation*, provision of a casket, registration of death and administration. These costs are borne by the funeral director engaged and are partially off-set by the Work & Income Funeral Grant. Section 49 of Burial and Cremation Act 1964 entitled Burial and cremation of poor persons reads *"A local authority having the control*	Agree clause b can be removed. If Government funding is available to pay the costs incurred by the funeral directors that should not limit WDC to not provide a free burial. Remove this clause – covered by Burial and Cremation Act, part 7 49 (1)

			and management of a cemetery and any person or body of persons (including a local authority) having the control and management of a crematorium may, and upon an order signed by a Justice shall, permit the body of any poor person, and of any person from any hospital, prison, or other public institution, on the request of the person in charge of such institution, to be buried in the cemetery or cremated in the crematorium free of charge: *provided that every Justice, before signing any such order, shall satisfy himself that the deceased person has not left sufficient means to pay the charge, and that his relatives and friends are unable to pay the same."* For context, to our knowledge, there has been one burial for a person without means where WDC provided the plot and interment in the last approximately 20 years. Another case, within this timeframe, the plot was made available from the Exclusive Right of Burial and only the interment was provided by WDC free of charge. Our suggestion is clause b) be removed.	If such an application is received Officers can follow the process as laid out in the Act, there is nothing to be gained from duplicating it in the Bylaw and risking confusion. This is a very rare occurrence.
6.3	11.6	Base of monuments	We advise the standard base of a burial granite monument is 380mm. More frequently families are requesting bronze plaques to be installed in front of existing headstones.	We suggest this can be removed and instead have only the maximum height of Monuments, rather than also having a maximum height of the base.
6.5	11.11	Monuments	For context we provide the volume of installations and maintenance conducted in the WDC cemeteries from January – September 2026. Te Kuiti – 37 new headstones or plaques, 10 refurbishments, 3 extra inscriptions, 1 reface and 1 clean only. Piopio – 6 new headstones or plaques Aria – 1 new headstone or plaque Te Waitere – 2 new plaques Mokau -nil	In discussion with submitter Officers propose that it would be good practice to have Monuments requiring approval before being installed, this would allow WDC some control over the standards of Monuments in the Cemetery. While this is an old clause in practice it hasn't been happening so an application form will need to be created.
6.8	11.13	Height of monuments	This measurement of 450mm is not practical. The wedge, (the concrete foundation to level the monument) together with the granite base, and or plinth needs to be considered as well as the height of the plate (headstone).	Agree, following discussion with the submitter and looking at some of the taller headstones in the Te Kuiti Cemetery, Officers suggest a maximum height of 1150mm. This would allow headstones as tall as some of the taller ones in

			We suggest limiting the height of the plate to a maximum of 750mm.	the cemetery, the submitter has suggested that for most people it is the price of the headstone which will limit the size so it is unlikely the cemetery will then fill up with very large headstones.
6.10	11.14	Material of monuments	We would like further consideration of this clause. Monuments are also made of concrete with bronze or Permanite plaques. Some families have elected to have local limestone installed with bronze plaques affixed.	Agree if this is what happens in practice the approved materials should expand
6.11		Duplication	Does this clause duplicate clause 6.6?	Yes, this is a drafting error and should be removed.
7.1. (c) (iii)	12.3	Additional plaques	We do not support this clause. It is common practice to add a further plaque as a spouse or family member is memorialised.	Agree this can be removed
8	14	Disinterment.	This changes to this clause are acceptable.	Thank you
9	15	Soliciting of Orders	We support these clauses	Thank you
10.2	16	Vehicles.	We suggest extending this clause to include parking during a burial. We shall be seeking authorisation to park on grassed areas when installing monuments and conducting a burial.	Suggest this clause can be removed. In practice it is common for funeral attendees to park on the grass also and is not a known problem at our Cemetries
11	17	Animals.	We support this clause.	Thank you
12.6	18.5	Safe Work Practice	We require clarification of when a deposit may be required.	Officers suggest removing this clause, in practice deposits are never taken.
13.2.	19	Cemetery Maintenance	The following maintenance is currently carried out in cemeteries. Please advise which of these WDC require prior approval: a) Extra inscription. This requires removal of the plate to add the dates of the spouse or partner. b) Reface. This requires removal of the plate to complete the reface. c) Refurbishment. This may or may not require removal of the plate to repaint the wording. d) Clean. This is done on site to remove dirt, lichen and moss.	Suggest this clause can be removed. Instead Officers have included detail that before the Sexton or others can repair a monument there is a process that must be followed to contact the holder of the Exclusive Right to Burial

14	19.5	Removal of Fences, Headstones, Plants etc	We support these clauses.	Thank you
15.1	13	Vases or containers	We appreciate the intent of the clause.	Thank you. This has been moved to section 13 to keep flowers in one place

Submission 003 - Louise Wells, Customer Services Manager, Waitomo District Council

Original Clause	New draft	Subject	Submission	Response
1.9	5.2 (5.1)	Notice period for interments	The proposed notice period of 9 working hours before a funeral is not enough time for office staff and the sexton to complete the required work, particularly for burials at our rural cemeteries. I propose this is increased to 12 working hours. For burials on weekends and public holidays, the proposed 12 working hours' notice is also insufficient. Council staff may need to travel some distance to complete the work, I propose this is increased to 16 working hours.	In discussion with the submitter, Officers suggest changing to one working day whether during the week or weekend. A burial cannot take place until a warrant has been issued.
2.1	6.2	Exclusive right of burial length	states that burial plots are subject to the terms and conditions set by Council. Please clarify where these terms and conditions are documented, and consider referencing them in the Bylaw so they are easy for the public to find. Clause 2.1 also states that the Exclusive Right of Burial "may be granted for a limited period as determined by Council". Please clarify: • what the limited period is • where it is recorded • what happens when the period ends, for example whether the right can be renewed and what happens to the plot if it has not been used Plot purchasers and staff answering their enquiries need this information to be clear.	The terms and conditions are the Bylaw. Under the legislation (Burial and Cremation Act 1964, Part 1 (10)) the Council can grant Exclusive Rights of Burial for a limited time, but as of now no limit has been set so the standard period of 60 years under the Act applies. Suggest this should be included in the Bylaw
4.2	7.2	Burial of ashes	Allows up to four urns per plot. This does not reflect the capacity of Council's ashes walls: • Kiritehere ashes wall – can accommodate two urns only • Te Kūiti ashes wall – can accommodate two urns only • Piopio – Current ashes wall can accommodate two urns only, space is currently limited I suggest the Bylaw distinguishes between burial plots, garden of memories and ashes walls, and sets out the capacity limits for ashes walls (or refers to where these are specified).	Suggest making it clear WDC can determine how many urns can go in any plot. Customer Service Officers can refer to this information in an operational document. Drafting changed to indicate there is some difference but 4 is the maximum

5.1	8	Hours for interments	I propose removing the words "unless agreed upon by WDC" so that interment hours are applied consistently. There are two reasons for this: • Staff need reasonable time to travel to and from the district's rural cemeteries. Interments outside the set hours make this difficult to manage. The Bylaw should state clearly that burials are not offered on Sundays. The table lists Monday to Saturday only, but the words "unless agreed upon by WDC" could be read as allowing Sunday burials by arrangement.	We appreciate that it can be more difficult to arrange burials outside of the ordinary times, however some cultures have specific needs around burial times (e.g. some Muslims ideally need to be buried within 24 hours) which, if possible, WDC should work to support. Suggest retaining the option of flexibility with an explanatory note.

Not a formal submission - Anna Keen - Facebook comment

Original clause	New clause	Subject	Submission	Information for Elected Members
1.7	5.4	Out of district fees	Removing the out of district fee will just fill our cemetery up quicker, with non-local people who want cheap plot. Meaning us local ratepayers will have to pay when the cemetery needs expansion. Not fair.	Previously WDC's fees and charges included a higher fee for non-locals. This was removed due to the difficulty of determining what it meant to be "out of district". Very difficult to provide evidence that someone has lived here at some point in their lives and may have important family ties. For as far as we can find records, there has never been an out of district burial so the risk of the cemetery filling up with non-locals is very unlikely.

4.9 The following are the key changes that are recommended in response to the submissions:

- Refer to the service section in the Cemetery as the Operational Service Section, for those who have undertaken Operational Service and partners as defined by the BCA.
- After interment family members under the supervision of a Sexton can backfill the grave.
- Minimum depth covering a coffin should be 1.3 meters.
- Ashes plots to be dug by Sexton, assistants or authorised officer, can be backfilled by family without supervision.
- Removal of section on 'person without means' rather than confuse processes the Bylaw now points to the process provided for in the legislation. In this instance fees can now be waived under the BCA.
- All monument measurements in one section, base width not exceeding 650mm and maximum height of 1150mm allowing for continuity with existing monuments.
- Monument materials updated allow granite, concrete, limestone, Permanite, bronze, chrome or similar suitable material approved by WDC prior to the installation of the Monument.
- Allow additional plaques to be installed with approval.
- Manage vehicles under Public Places Bylaw, remove extra clauses.
- Remove deposit clause, not used.
- Remove specific maintenance clauses requiring approval, general good repair required, process under Regulations for those not maintained
- Notice period be at least one working day for interments
- The purchaser of a Plot shall be granted an Exclusive Right of Burial for a period of 60 years in accordance with the Burial and Cremation Act 1964 (the Act).

4.10 There have been some additional wording changes and layout changes to improve clarity and readability of the Cemetery Bylaw.

4.11 As there were no submissions on the Public Amenities Bylaw revocation or the Public Places Bylaw review there are no additional changes proposed.

5 Analysis of Options

5.1 The following options are available to the Council with regard to the deliberation and adoption of the Public Amenities and Public Places Bylaw Review and Cemeteries Bylaw Review.

5.2 OPTION 1

5.3 Council considers the submissions, deliberates, addresses the points raised by the submitters and adopts the draft Bylaw with or without amendments.

5.4 OPTION 2

5.5 Council does not receive and deliberate on the submissions and does not adopt the draft Bylaw.

5.6 Option 2 poses a risk as there may be a perception that a genuine consultation process is not being followed. If Council chooses Option 2 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 being 10 February 2027.

5.7 Hence option 2 is not a preferred option.

6 Considerations

6.1 **RISK**

6.1 The level of risk is low as the community has been consulted on the proposed changes and a consultation period of 1 month was allowed which meets the legislative requirement.

6.2 The proposed and recommended changes to the Public Places Bylaw 2026 and Cemetery Bylaw 2026 are assessed as having no implications under the New Zealand Bill of Rights Act 1990.

6.2 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

6.3 Reviewing the Bylaw retains consistency with the historical Council position to have a bylaws for these matters. The consultation and submission process is in line with Council's direction, existing plans, and policies.

6.3 **SIGNIFICANCE AND COMMUNITY VIEWS**

6.4 An assessment under Council's Significance and Engagement Policy was undertaken and Council considered that consultation would be undertaken in accordance with the Special Consultative Procedure under LGA.

6.5 The additional changes as a result of the submissions are considered to be aligned with current practice, offer more flexibility and clarity to the Cemetery Bylaw so not considered significant to trigger a second round of consultation.

7 Recommendation

7.1 The business paper on Deliberation and Adoption of Public Amenities and Public Places Bylaw Review and Cemeteries Bylaw Review be received.

7.2 Council adopt the Draft Public Places Bylaw 2026 and Draft Cemeteries Bylaw 2026 with or without amendments, to come into effect on 14 December 2026.

7.3 Council revoke the Public Amenities Bylaw 2015 and the Public Places Bylaw 2023.

7.4 The Chief Executive is authorised to make any final editorial amendments to the Draft Public Places Bylaw 2026 and Draft Cemeteries Bylaw 2026 and any changes directed by the Council at this meeting.

7.5 Elected members and WDC staff would like to thank all the people who engaged in the Public Amenities and Public Places Bylaw Review and Cemeteries Bylaw Review consultation and acknowledge the time and effort made by those who made written and verbal submissions.

8 Attachments/Separate Enclosures

Attachments: Submissions 1 to 3

Separate Enclosure:

1 Statement of Proposal including Draft Public Places Bylaw 2026 (Doc 1006744)

2 Statement of Proposal including Draft Cemeteries Bylaw 2026 (Doc 1006647)

3 Draft Cemetries Bylaw 2026 (marked up version) (Doc 1022582)

4 Draft Cemetries Bylaw (clean copy) (Doc 1022581)

From: noreply@gurudigital.nz
Sent: Thursday, 8 October 2026 11:29 am
To: haveyoursay
Subject: The Form 'Submission Form: Proposed Cemeteries Bylaw 2026' was submitted

This sender is trusted.

Submission for Submission Form: Proposed Cemeteries Bylaw 2026

Form Results

Full Name
Kale Pompey

Organisation

Postcode
3910

Email
[redacted]

Do you agree with this proposal to revoke the Public Amenities Bylaw 2015 and adopt the Cemeteries Bylaw 2026 and the updated definitions?

Yes

Is there anything else you would like us to consider regarding the management of Council owned and operated cemeteries?

Thanks for the opportunity to submit on this, I request that Waitomo District Council maintain provisions that recognise actual qualifying war service or service recognised as war service by the Minister of Veterans' Affairs, rather than making membership of the Returned and Services Association (RSA) a requirement for eligibility.

The distinction is important.

A Servicemen's section exists primarily to recognise and honour the service and sacrifice of the individual who served, particularly those who served in circumstances where they placed their lives and personal safety at risk in defence of our country and the freedoms enjoyed by subsequent generations.

Membership of the RSA and military service are not the same thing. A person may have served their country with distinction and have never been a member of the RSA. Conversely, membership of an organisation should not, in itself, be the basis upon which a person is considered eligible for recognition within a Servicemen's section.

The existing Waitomo provisions appropriately recognise this distinction by providing that eligibility is based upon a person having had war service, or service defined by the Minister of Veterans' Affairs as war service.

I believe this principle should be carried directly into the proposed Cemeteries Bylaw 2026.

From: noreply@gurudigital.nz
Sent: Tuesday, 27 October 2026 1:45 pm
To: haveyoursay
Subject: The Form 'Submission Form: Proposed Cemeteries Bylaw 2026' was submitted

This sender is trusted.

Submission for Submission Form: Proposed Cemeteries Bylaw 2026

Form Results

Full Name
Janene New

Organisation
Waitomo Funerals Ltd t/a V J Williams & Sons

Postcode
3910

Email
office@vjwilliams.co.nz

I wish to speak to Council about my submission.
Yes

Do you agree with this proposal to revoke the Public Amenities Bylaw 2015 and adopt the Cemeteries Bylaw 2026 and the updated definitions?

No

Is there anything else you would like us to consider regarding the management of Council owned and operated cemeteries?

We forward our submission to info@waitomo.govt.nz

Waitomo Funerals Limited trading as

V J Williams & Sons

funerals & headstones

33 King Street West
P O Box 241
Te Kuiti 3941

phone 07 878 6100
fax 07 878 6115
email office@vjwilliams.co.nz

28 October 2026

The Chief Executive
Waitomo District Council
160 Rora Street
Te Kuiti

Dear Sir

Re: **Proposed Cemeteries Bylaw 2026**

Thank you for the opportunity to feedback on the abovenamed bylaw. We largely support the Bylaw however provide comments for your consideration as follows:

1. **Application for Burial**. We support the proposed changes noting the requirement of a Burial Warrant following the Application for Interment.
2. **Exclusive Right of Burial**. We support the proposed changes.
3. **Burial Plots:** No Exclusive Right of Burial. We support the proposed changes.
4. **Burial of Ashes**. We agree that no changes are required.
5. **Provisions for All Interments.**

5.1. We support the change of wording.

5.3. We request the option for families to back fill the grave, for ceremonial purposes, with the supervision of the sexton or their assistants. In practice the depth from the casket has been 1.3mtrs.

5.3.1. We suggest clarity for the interment of ashes be added to this clause or made as an additional clause i.e. *"No person other than the Sexton or their assistants, or any other person for the time being duly authorised by WDC, shall open the ground for interment of ashes in any part of any cemetery. Family and whanau may fill in after the interment has occurred. The minimum depth of cover over any ashes urn shall be 400 millimetres."* .

5.4. Publicly Funded Interments. b) We do not support this clause. Additional costs incurred to bury a person without means include transportation, storage, preparation*, provision of a casket, registration of death and administration. These costs are borne by the funeral director engaged and are partially off-set by the Work & Income Funeral Grant. Section 49 of Burial and Cremation Act 1964 entitled Burial and cremation of poor persons reads *"A local authority having the control and management of a cemetery and any person or body of persons (including a local authority) having the control and management of a crematorium may, and*

upon an order signed by a Justice shall, permit the body of any poor person, and of any person from any hospital, prison, or other public institution, on the request of the person in charge of such institution, to be buried in the cemetery or cremated in the crematorium free of charge:

provided that every Justice, before signing any such order, shall satisfy himself that the deceased person has not left sufficient means to pay the charge, and that his relatives and friends are unable to pay the same." For context, to our knowledge, there has been one burial for a person without means where WDC provided the plot and interment in the last approximately 20 years. Another case, within this timeframe, the plot was made available from the Exclusive Right of Burial and only the interment was provided by WDC free of charge. Our suggestion is clause b) be removed.

6. Enhancement of Plots

6.3. We advise the standard base of a burial granite monument is 380mm. More frequently families are requesting bronze plaques to be installed in front of existing headstones.

Monuments

6.5. For context we provide the volume of installations and maintenance conducted in the WDC cemeteries from January – September 2026.

Te Kuiti – 37 new headstones or plaques, 10 refurbishments, 3 extra inscriptions, 1 reface and 1 clean only.
Piopio – 6 new headstones or plaques
Aria – 1 new headstone or plaque
Te Waitere – 2 new plaques
Mokau -nil

6.8. This measurement of 450mm is not practical. The wedge, (the concrete foundation to level the monument) together with the granite base, and or plinth needs to be considered as well as the height of the plate (headstone). We suggest limiting the height of the plate to a maximum of 750mm.

6.9. We would like further consideration of this clause. Monuments are also made of concrete with bronze or Permanite plaques. Some families have elected to have local limestone installed with bronze plaques affixed.

6.10. Does this clause duplicate clause 6.6?

7. Plaque Lawn Cemeteries: Structures, Plaques, Tablets and Flowers on Plots.

7.1. (c) (iii) We do not support this clause. It is common practice to add a further plaque as a spouse or family member is memorialised.

8. Disinterment. This changes to this clause are acceptable.

9. Soliciting of Orders. We support these clauses.

10. Vehicles.

10.2. We suggest extending this clause to include parking during a burial. We shall be seeking authorisation to park on grassed areas when installing monuments and conducting a burial.

11. Animals. We support this clause.

12. Safe Work Practice.

12.6. We require clarification of when a deposit may be required.

13. Cemetery Maintenance.

13.2. The following maintenance is currently carried out in cemeteries. Please advise which of these WDC require prior approval.

13.2.1. Extra inscription. This requires removal of the plate to add the dates of the spouse or partner.

13.2.2. Reface. This requires removal of the plate to complete the reface.

13.2.3. Refurbishment. This may or may not require removal of the plate to repaint the wording.

13.2.4. Clean. This is done on site to remove dirt, lichen and moss.

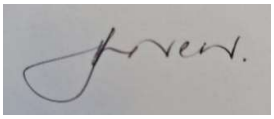
14. Removal of Fences, Headstones, Plants etc. We support these clauses.

15. Vases or Containers.

15.1. We appreciate the intent of the clause.

To support our submission, we have included some photographs of monuments. We request the opportunity to speak to our submission and look forward to hearing from you. We also make ourselves available to discuss with officers of WDC the processes in practice.

Yours faithfully



Janene New
Director
Waitomo Funerals Ltd
t/a V J Williams & Sons


Nate & Ninnie
Forever part of us
Nathan Charlie Anselmi
(Nate)
26 NOVEMBER 2017 - 15 JUNE 2022
When we think of you we think of joy,
You're missed every minute of everyday.
"We love you so much then you"
LOVED AND TREASURED SON OF
RYAN AND EMMA
AND THE MOST LOVED
LITTLE BROTHER OF EVA
"The Sunshine Song"
You are my Natey, my precious Natey,
I love you so much yes I do.
You are my best boy in the whole world
and I love you so much yes I do.
Love always Mum


IN LOVING MEMORY OF
MARGARET ANNE BUTTIMORE
21 FEBRUARY 1930 – 14 NOVEMBER 2017
87 YEARS OF AGE
WIFE OF KEITH
MOTHER OF GARY AND ROBERT
GRANNY TO HER GRANDCHILDREN AND
GREAT GRANDCHILDREN
NEW ZEALAND REGISTERED NURSE
(GRADUATED 1951)
SERVICE BEFORE SELF
231


JAMES
DIED 20th NOV 1984
AGED 75
LOVED PARENTS OF
R.I.P.
IN
LOVING MEMORY OF
IVAN DENNIS
DIED 12TH APRIL 1979 AGED 55
LOVED HUSBAND OF
NOELINE FAYE
DIED 16TH APRIL 2002 AGED 70
LOVED PARENTS OF
GREGORY, JOANNE AND KAREN
GRANDPARENTS OF
CHINEMOA - MARIE
CAWTE
STANLEY ROBERT
17TH NOVEMBER 1959
24TH DECEMBER 1977
NAVY
ABLE SEAMAN
629148
CARTER
ERIC WILLIAM ALBERT
8TH JUNE 1946
19TH DECEMBER 2016
Soulmates Forever Together
CARTER
VALERIE JOAN ESMA
8TH JUNE 1935
16TH FEBRUARY 2017
CAWTE
ALEC
15TH SEPTEMBER 1929
3RD APRIL 2014
Here their bodies lie, their spirits dance above, it's time to say goodbye, to those we forever love
Shirley, Nigel and Robin


In Loving Memory
MEADS
COLIN EARL KNZM MBE
'PINETREE'
All Black #583
3 JUNE 1936 — 20 AUGUST 2017
DEARLY LOVED HUSBAND OF
VERNA CLAIRE NEE LANG
LOVED DAD
OF KAREN, KELVIN, RHONDA, GLYNN AND SHELLEY
TREASURED GRANDAD
OF THE GRANDCHILDREN AND GREAT GRANDCHILDREN


We Remember With Love
Our Beautiful and Gentle Soul
MICHAEL WILLIAM O'CONNELL
12th January 1970 — 23rd July 2018
Infinitely loved Son of ROBYN
nee Cribb
Devoted and cherished Dad
to CALUM and GEORGIA
Adored and loved Brother of ANNE
Loved Son of KEVIN
Treasured Grandson
of Nana and Poppa Cribb


In Loving Memory of
Ngaere Laura Parsons (nee May)
5th September 1924 – 1st September 2020
Loved wife of
Pete (Harry)
6th July 1924 – 6th July 1985
Adored Mum and Dad of
Beverley, Peter and their families


MICHAEL JOSEPH
YOUNGMAN
24 APRIL 1964 - 2 FEBRUARY 2021
56 YEARS OLD
HUSBAND AND SOULMATE OF LEANNE
LOVED FATHER OF CHLOE, MATT, PATRICK AND SAM
DEVOTED GRANDAD (HIHI) OF HIS PRECIOUS GRANDCHILDREN
SPECIAL FATHER IN LAW, BROTHER, UNCLE AND FRIEND
"I'LL WAIT FOR YOU, SHOULD I FALL BEHIND WAIT FOR ME"
Rex Pitcon
MASTERS

From: noreply@gurudigital.nz
Sent: Friday, 30 October 2026 3:22 pm
To: haveyoursay
Subject: The Form 'Submission Form: Proposed Cemeteries Bylaw 2026' was submitted

This sender is trusted.

Submission for Submission Form: Proposed Cemeteries Bylaw 2026

Form Results

Full Name
Louise Wells

Organisation
Waitomo District Council

Postcode
3909

Email
louise.wells@waitomo.govt.nz

I wish to speak to Council about my submission.
No

Do you agree with this proposal to revoke the Public Amenities Bylaw 2015 and adopt the Cemeteries Bylaw 2026 and the updated definitions?
Yes

Is there anything else you would like us to consider regarding the management of Council owned and operated cemeteries?
Clause 1.9 – Notice period for interments

The proposed notice period of 9 working hours before a funeral is not enough time for office staff and the sexton to complete the required work, particularly for burials at our rural cemeteries. I propose this is increased to 12 working hours.
For burials on weekends and public holidays, the proposed 12 working hours' notice is also insufficient. Council staff may need to travel some distance to complete the work, I propose this is increased to 16 working hours.

Clause 2.1 – Terms and conditions, and duration of the Exclusive Right of Burial

Clause 2.1 states that burial plots are subject to the terms and conditions set by Council. Please clarify where these terms and conditions are documented, and consider referencing them in the Bylaw so they are easy for the public to find.
Clause 2.1 also states that the Exclusive Right of Burial "may be granted for a limited period as determined by Council". Please clarify:
• what the limited period is
• where it is recorded
• what happens when the period ends, for example whether the right can be renewed and what happens to the plot if it has not been used
Plot purchasers and staff answering their enquiries need this information to be clear.

Clause 4.2 – Burial of ashes

Clause 4.2 Allows up to four urns per plot. This does not reflect the capacity of Council's ashes walls:

- Kiritehere ashes wall – can accommodate two urns only
- Te Kūiti ashes wall – can accommodate two urns only
- Piopio – Current ashes wall can accommodate two urns only, space is currently limited

I suggest the Bylaw distinguishes between burial plots, garden of memories and ashes walls, and sets out the capacity limits for ashes walls (or refers to where these are specified).

Clause 5.1 – Hours for interments

I propose removing the words "unless agreed upon by WDC" so that interment hours are applied consistently. There are two reasons for this:

- Staff need reasonable time to travel to and from the district's rural cemeteries. Interments outside the set hours make this difficult to manage.

The Bylaw should state clearly that burials are not offered on Sundays. The table lists Monday to Saturday only, but the words "unless agreed upon by WDC" could be read as allowing Sunday burials by arrangement.

Document No: 1022289

Report To: Council

Meeting Date: 24 November 2026

Subject: **Audit Engagement for the Consultation Document and Long Term Plan 2027-2037**

Type: Decision Required

Author(s): Charmaine Ellery
Manager Strategy and Policy

1 Purpose of Report

1.1 The purpose of this business paper is to present the Audit Engagement Letter (AEL) for the audit of the Consultation Document (CD) and Long Term Plan 2027-2037 (LTP).

2 Suggested Resolutions

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

1 The business paper on Audit Engagement for the Consultation Document and Long Term Plan 2027-2037 be received.

2 Council accepts the Audit Engagement Letter for audit on the consultation document and long-term plan for the period commencing 1 July 2027.

3 In accordance with the delegation contained in the Terms of Reference of the Audit and Risk Committee the Chief Executive be authorised to sign on behalf of the Waitomo District Council the Deloitte Audit Engagement.

3 Background

3.1 In accordance with the Local Government Act 2002 (LGA) council has the following responsibilities:

- Under section 93 Council must have an LTP at all times and include the prescribed information in Schedule 10.
- Under section 111 information must be prepared in accordance with accepted accounting practices.
- Under section 83 follow the special consultative procedure.
- Under section 94 an audit report on the LTP

3.2 The audit report will cover whether the LTP gives effect to the purpose in section 93(6) and the quality of the information and underlying assumptions.

4 Commentary

4.1 The AEL proposal is included as an attachment and forms part of this paper.

4.2 The AEL advises that Deloitte, on behalf of the Auditor-General, will be completing the audit of the Long Term Plan and that Matt Laing is the appointed auditor for this audit.

4.3 The AEL sets out the terms of the audit engagement and includes the specific responsibilities of both the auditor and Council, audit scope and objectives, the approach taken to complete the audit and the areas of audit emphasis. It also includes details of the audit fee and audit timing.

4.4 The particular areas of audit focus are detailed in section 4 of the AEL. A summary of the areas of focus are included in the following table:

Area of Focus	Description
Sector reforms - Structural reforms - Rates capping - Water services reform - Resource Management Act reform - Development Levies and Infrastructure Financing Act changes - Local Government (Systems Improvement) Amendment Bill	It is acknowledged there is much change occurring in local government at the time of preparing the LTP. Appropriate assumptions will need to be adopted based on the best information available about policy direction and legislative intent.
Financial sustainability and prudence - including reasonableness of key assumptions: revenue increases, cost reductions, savings assumptions, assets sales or recycling, third party revenue and development levies/contributions.	Financial forecasts need to be financially prudent and based on reasonable assumptions. This will cover areas such as impact of rates capping, structural changes, changes to debt covenant and financial limits. Consideration of factors such as levels of service, deferred asset maintenance, budgeting constraints and cashflow.
Asset Planning	Consideration of the reasonableness of the asset forecasts in context of the quality and reliability of the asset condition and performance. Assessing any trade-offs on affordability vs investment requirements, changes in levels of service, data reliability and industry capacity restraints.
Performance framework	How judgement has been applied in selection, aggregation, measurement, and presentation of the performance measures and id they adequately cover the groups of activities.
Climate change assumptions and responses	Review of the assumptions, integration into the LTP, explanation of any trade-off between risk and cost.
Finance Strategy and Infrastructure Strategy	Specifically reviewing the alignment of strategies, balanced budget and prudence, effect of key assumptions, plausibility and relationships of the forecasts, cost and inflation assumptions.
Financial model	This is a significant component of the underlying information, the model will be checked for integrity and logic.

4.5 The audit timeline is as follows:

- First interim audit visit 30 November 2026
- Second interim visit 1 March 2027
- Proposed CD and LTP to audit 4 March 2027
- Audit report on CD 30 March 2027
- LTP adoption and audit report 29 June 2027

4.6 Deloitte have provided a fee estimate based on two scenarios based on whether the stormwater is deemed to be a material activity. Deloitte will as the LTP planning work progresses, assess whether the remaining stormwater assets will be in scope for testing.

4.7 The proposed audit fee is $117,100 (stormwater not included) or $121,000 (stormwater included) both fees are excluding GST and disbursements (2024: $118,000). This retains the fee to a similar level as proposed for the prior LTP audit.

4.8 While the removal of the water assets will reduce the amount of audit work Deloitte have set the audit fee based on the guidance received from the Audit Office. The Audit Office is not rebasing LTP fees. The proposed fee has been set with consideration to cost of inflation since the last LTP round but that inflationary increase is offset by reduction in scope with some work on water assets not being required.

4.9 Deloitte note there was a fee reduction in the last LTP due to the CD not being audited and therefore the proposed fee for this LTP remains at the original fee if a CD was audited.

4.10 A budget of $100,000 was provided for in the 2026/2027 Annual Plan for the LTP 2027-2037 audit.

4 Recommendation

4.1 The business paper Audit Engagement for the Consultation Document and Long Term Plan 2027-2037 on be received.

4.2 Council approves the signing of the letter in line with delegation contained in the Terms of Reference of the Audit and Risk Committee.

5 Attachments/Separate Enclosures

Attachments:

1 Deloitte – Audit Engagement Letter: Audit of the consultation document and long-term plan for the period commencing 1 July 2027.

The Audit Office
Te Mana Arotake

Deloitte
24 Anzac Parade
Hamilton East
Hamilton 3216

PO Box 17
Waikato Mail Centre
Hamilton 3240
New Zealand

Phone: +64 7 838 4800
www.deloitte.co.nz

30 September 2026

The Councillors
Waitomo District Council
PO BOX 404
TE KUITI

Dear Councillors,

Audit engagement letter: Audit of the consultation document and long-term plan for the period commencing 1 July 2027

This audit engagement letter is sent to you on behalf of the Auditor-General, who is the auditor of all "public entities", including Waitomo District Council (the Council), under section 14 of the Public Audit Act 2001. The Auditor-General has appointed me, Matt Laing, using the staff and resources of Deloitte Limited, under section 32 and 33 of the Public Audit Act 2001, to carry out the audit of the Council's consultation document and long-term plan (LTP).

This letter outlines the terms of the audit engagement, including:

- Council's responsibilities;
- our responsibilities;
- our approach to the audit;
- areas of audit focus;
- audit logistics;
- professional fees; and
- personnel.

The letter seeks your agreement to the terms of the engagement.

Our audit is carried out in accordance with International Standard on Assurance Engagements (New Zealand) 3000 (Revised): *Assurance Engagements Other Than Audits or Reviews of Historical Financial Information*. We also consider the requirements of the Auditor-General's Auditing

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Standards where applicable and refer to the International Standard on Assurance Engagements 3400: *The Examination of Prospective Financial Information.*

In the delivery of services we may engage other Deloitte Network Firms to assist with certain aspects of this engagement. We will at all times remain responsible for the work undertaken in the delivery of those services to you.

1 Council's responsibilities

Our audit will be carried out on the basis that the Council acknowledges that it has responsibility for preparing the consultation document and LTP, by applying the Council's own assumptions, in accordance with the Local Government Act 2002 (the Act) (in particular, the requirements of Part 6 and Schedule 10) and in accordance with generally accepted accounting practice in New Zealand.

1.1 General responsibilities

The general responsibilities of the Council are consistent with those for the annual report, as set out in the audit engagement letter dated 17 February 2026. The general responsibilities set out in detail in Appendix 1 of that audit engagement letter are:

- responsibilities for compliance with laws and regulations; and
- responsibilities to establish and maintain appropriate standards of conduct and personal integrity.

1.2 Specific responsibilities

In addition to those general responsibilities, the Council is responsible for preparing the consultation document and the LTP including:

- maintaining accounting and other records that:
    - correctly record and explain the forecast transactions of the Council;
    - enable the Council to monitor the resources, activities, and entities under its control;
    - enable the Council's forecast financial position to be determined with reasonable accuracy at any time; and
    - enable the Council to prepare forecast financial statements and performance information that comply with legislation.
- providing us with:
    - access to all information and assumptions relevant to preparing the consultation document and LTP, such as records, documentation, and other matters;

- additional information that we may request from the Council for the purpose of the audit;
- unrestricted access to Council members and employees that we consider necessary; and
- written confirmation of representations made to us in connection with the audit.

We assume that elected members are familiar with those responsibilities and, where necessary, have obtained advice about them.

For clarity, we note the following statutory responsibilities as set out in the Act:

- Section 93 of the Act requires the Council to have an LTP at all times, and Part 1 of Schedule 10 prescribes the information that must be included in the LTP.
- Section 111 requires that information required to be included in the LTP is prepared in accordance with applicable generally accepted accounting practice standards, where relevant standards exist.
- Section 83 (with reference to section 93A) sets out the special consultative procedure that the Council is required to follow to adopt the consultation document and LTP.
- Section 93C(4) requires an auditor's report on the consultation document, and section 94 requires a separate opinion on the LTP.

Please note that the audit does not relieve the Council of any of its responsibilities.

1.3 Publication of the consultation document and adopted long-term plan on the Council's website

The Council is responsible for the electronic presentation of the consultation document and LTP on its website. This includes ensuring that there are enough security and controls over information on the website to maintain the integrity of the presented data.

2 Our responsibilities

2.1 Carrying out the audit

The Act requires us to provide separate reports on the consultation document (under section 93C(4) of the Act) and on the LTP (under section 94(1) of the Act).

For each document, our audit addresses the following overarching objectives:

- Whether the document gives effect to its relevant statutory purpose.
- The quality of the information and assumptions underlying the information included.

Our report on the LTP also addresses:

- the completeness and accuracy of the disclosures required by Part 2 of the Local Government (Financial Reporting and Prudence) Regulations 2014.

Our work to assess the quality of underlying information and assumptions is expected to be aligned, as far as practicable, with the Council's programme of work throughout the LTP preparation period.

2.2 Statutory purpose

We assess whether the consultation document and the LTP meet their respective statutory purposes. Given the different purposes of each document, this involves considering different matters for each report.

2.3 Our independence

It is essential that the audit team remain both economically and attitudinally independent of the Council (including management personnel and the elected members). This involves being, and appearing to be, free of any interest that might be regarded, whatever its actual effect, as being incompatible with integrity, objectivity, and independence.

2.4 Quality of information and assumptions

We obtain evidence about the quality of the information and assumptions underlying the information in the consultation document and LTP. This involves applying professional judgement, including assessing the risks of material misstatement whether due to fraud or error.

Our audit involves performing procedures that examine, on a test basis, evidence supporting assumptions, amounts, and disclosures in the consultation document and LTP, and evaluating the overall adequacy of the presentation of information.

We also review other information associated with the consultation document and LTP to identify whether there are material inconsistencies with the audited consultation document and LTP.

2.5 Materiality

Consistent with the annual audit, the audit of the consultation document and LTP is performed in accordance with the principle of materiality, as applied through the exercise of professional judgement. Materiality is considered across the 10-year period of the LTP (and, where relevant, beyond), recognising that the nature and level of materiality, and the auditor's assessment thereof, may differ between the initial and outer years of the forecast period. This reflects that the initial years are typically informed by more detailed and proximate assumptions, and the outer years subject to a wider range of potential variation due to the longer time horizon.

Materiality is a key factor influencing our judgement about the areas to be tested and the nature and extent of audit procedures performed. In planning and performing the audit, we aim to obtain assurance that the consultation document and LTP, and the information and assumptions underlying them, are free from material misstatements, whether caused by fraud or error.

Material misstatements are differences or omissions of amounts and disclosures that, in our judgement, are likely to influence a reader's overall understanding of the consultation document and LTP.

If material misstatements are identified and not corrected, we will refer to them in our audit report. Our preference is for any material misstatement to be corrected, thereby avoiding the need for such reference.

2.6 What our audit reports *do not* provide

Our reports on the consultation document and LTP:

- do not provide a guarantee of the absolute accuracy of the information in the relevant document;
- do not provide a guarantee that the Council has complied with all relevant legal obligations;
- do not express an opinion on the merits of policy choices;
- in the case of councils that are water organisations, do not express an opinion on any water services strategy adopted under section 230 of the Local Government (Water Services) Act 2025; and
- do not include an opinion on whether the forecasts will be achieved.

3 Our approach to the audit

3.1 The content of the consultation document

The Act emphasises the discretion of the Council to decide what is appropriate to include in the consultation document and the associated consultation process. In deciding what to include in the consultation document, the Council must have regard to its significance and engagement policy, and the importance of other matters to the district and its communities.

We will need to understand how the Council has approached the task of applying its significance and engagement policy, and how it has weighed the importance of other matters in deciding what to include in the consultation document. This will help inform our assessment of whether the consultation document achieves its statutory purpose.

3.2 Adopting and auditing the underlying information

Before adopting the consultation document, section 93G of the Act requires the Council to prepare and adopt the information that:

- is relied on by the content of the consultation document;
- is necessary to enable the Auditor-General to issue an audit report under section 93C(4); and
- provides the basis for the preparation of the LTP.

The information to be prepared and adopted needs to be sufficient to enable the Council to prepare the consultation document.

Consistent with the guidance of Taituarā, Local Government Professionals Aotearoa, our view is that the core building blocks of an LTP will be needed to support an effective consultation document. This will include, but not be limited to, draft financial and infrastructure strategies and the information that underlies them, including asset management information, assumptions, defined levels of service, funding and financial policies, and a complete set of financial forecasts at an activity level.

We will work with management to understand the information proposed to be adopted and assess whether it will enable us to issue an audit report under section 93C(4).

From a practical perspective, it will be important that the Council is well advanced with the preparation of the full LTP when it issues the consultation document. Otherwise, you may find it difficult to complete the work and adopt the full LTP before your deadline. The same is true for our audit work. The more audit work that can be completed at the first stage of the process, the less pressure there will be on you and our audit team at the end of the process.

3.3 Controls relevant to the preparation of the consultation document and LTP

The Council is responsible for establishing and maintaining accounting and internal control systems (appropriate to the size of the Council). This includes policies and procedures used to prepare the consultation document and LTP, and to provide reasonable quality information and assumptions underlying these documents. We will obtain an understanding of internal control over the preparation of the consultation document and LTP. In addition to talking to Council staff, we will evaluate the design of relevant controls and whether they have been implemented.

Our review of your LTP self-assessment response (see 3.5) and key controls relating to the underlying information and development of the LTP is useful to our initial assessment of audit risk and in designing the nature and extent of our overall audit work.

3.4 Project management, reporting deadlines, and audit progress

The development of the consultation document and LTP is a significant and complex project, requiring a comprehensive project plan to ensure they integrate the Council's plans, policy decisions, and assumptions. Successful delivery of an integrated plan on time requires a project commitment throughout the organisation including from the elected representatives.

We will discuss with you the Council's approach to preparing and completing the LTP, including when key information will be available for auditing, and work with the Council to agree the timing of our work.

3.5 Self-assessment

We intend to use a self-assessment to assist our audit planning. The self-assessment asks you to reflect on your most significant issues and risks, governance of the LTP project, the systems and processes you have in place (particularly to meet the purposes in the Act for the consultation document and the LTP), asset management, performance management and reporting, and financial management.

It can also be a useful tool for Council to identify key changes and judgements planned for the LTP, including those that significantly affect levels of service, asset investment, and the Council's long-term financial outlook. The self-assessment will be provided separately, and we ask that you please complete and return this assessment by 9 November 2026.

4 Areas of audit focus

The quality of the Council's financial forecasts is significantly affected by whether the assumptions they are based on are reasonable. The Act requires Councils to clearly outline the significant forecasting assumptions and risks that underlie the forecast financial statements in the LTP (Schedule 10, clause 17). *Prospective Financial Statements* (PBE FRS 42) also require the disclosure of significant assumptions.

We will assess whether the Council's significant assumptions are reasonable, clearly identified, complete, and consistently applied across the LTP, consultation document, and supporting information.

We will also assess whether the level of uncertainty associated with key assumptions is appropriately reflected and disclosed in the LTP.

Based on our planning to date, we have identified several focus areas where the related assumptions involve greater judgement and uncertainty and therefore present a higher risk of material misstatement. We outline these below.

4.1 Sector reforms

The Council will be preparing its LTP during a period of significant legislative and structural change. The Council will need to adopt the most appropriate assumptions based on the best available information about policy direction and legislative intent, with clear disclosure of those assumptions and the associated level of uncertainty.

A summary of the reforms already in place, or expected to affect the LTP, is set out below.

Our audit work will assess whether the Council's assumptions and disclosures reasonably reflect these changes and the associated uncertainty.

- **Structural reform:** Initial Cabinet decisions on reorganisation proposals are expected in 2027 for councils participating in early-stage reform processes. Councils not participating are expected to progress on a longer timeframe after the 2028 elections. While direct impacts on current LTP forecasts are likely to be limited, disclosures about the potential implications, significance, and associated uncertainty will be important.

- **Rates capping:** Legislation is expected in 2027 with a cap proposed to take effect from 1 July 2029. While the detailed design remains uncertain, there is a clear expectation that rates increases will be constrained. Rates increases are expected to be monitored by central government in the period leading up to implementation. Disclosure about the impact on forecasts and the uncertainty will be important.

- **Water services reform:** LTP assumptions should be based on the adopted and approved water services delivery plan and associated investment programme. This includes consideration of transition issues arising from changes to service delivery arrangements, such as overhead allocation, debt and guarantee arrangements, targeted rates collection, and accounting and service level arrangements. For in-house delivery models, the Council should ensure that there is clear documentation supporting the allocation of overheads and shared costs, and that the LTP appropriately includes required information and excludes non-permitted information in accordance with legislative requirements.

- **Resource Management Act reform:** Fast-tracked consents and other Phase 2 changes may impact councils' infrastructure demand and related financial forecasts. Looking ahead, Phase 3 reforms are expected to introduce a new planning system during the LTP period. Councils should consider the implications of implementing these reforms, including capability and transition requirements, and reflect them in their LTP planning and budgeting where relevant. (See Resource management reforms | Ministry for the Environment).

- **Development Levies and Infrastructure Financing Act changes:** Legislation is likely to be enacted by the time the consultation document is issued. The Council will need to consider whether assumptions appropriately reflect the potential impact of these changes including the introduction of new Levies from July 2028, where development levies are in place.

- Local Government (Systems Improvement) Amendment Bill:
    - The Bill is expected to pass before the draft LTP is prepared. The Bill amends the purpose of local government through removing the four well-beings and increasing focus on infrastructure, public services, regulatory functions, and economic growth. The Council will need to ensure the LTP is aligned to the new purpose.
    - The Bill also enables groups of activities and benchmarks on council performance to be set through regulations. It will also give the Secretary for Local Government wider powers to make rules related to performance reporting. The Council may need to reflect new or changing reporting requirements in the LTP because of any new regulations or rules.

4.2 Financial sustainability and prudence

An important function of a council's LTP audit is concluding whether the forecast financial information is financially prudent and based on reasonable assumptions.

There are several factors that the Council needs to consider when preparing the consultation document and LTP to ensuring the LTP is financially prudent. These include:

- The impact of rates caps on revenue over the forecast period.
- The impact on revenue, expenditure, and debt of structural changes (such as the removal of water assets).
- Changes to the Council's debt covenant and financial strategy limits.

Our audit work will focus on how the Council's forecasts have factored in these changes and funding constraints. At a minimum we will focus on:

- Whether the constraints have been appropriately reflected in the Council's levels of service.
- The adequacy of disclosures about the risk to critical assets if council defers asset maintenance.
- The consequential impact on financial prudence and balanced budget metrics and forecast cashflows trends.
- The reasonableness of key assumptions, such as:
    - revenue increases;
    - cost reductions, including savings assumptions;
    - asset sales or recycling;
    - revenue assumed from third parties; and

- development levy/contributions.

4.3 Asset planning

Quality asset information is critical to supporting renewals and capital forecasts in the LTP. Sector observations indicate that renewals forecasts continue to be below depreciation on average, while the quality and reliability of condition and performance information for critical assets remains variable. Together, these factors increase the risk of suboptimal investment decisions and highlight the importance of evidence-based renewals and maintenance programmes.

Given the significance of infrastructure investment and management to the Council's activities, we will consider the reasonableness of the Council's asset forecasts in the context of the quality and reliability of asset condition and performance information.

Our work will include considering how Council has:

- explained any necessary trade-off between affordability and asset investment requirements, and the risks and implications of those trade-offs;
- factored in changes in levels of service to the financial forecasts;
- factored in the reliability of underlying asset data about condition and performance; and
- factored industry capacity constraints into assumptions about project delivery timing.

4.4 Performance framework

The Council's performance framework should be meaningful and appropriate in the context of its significant activities, investment decisions, and funding constraints. It is a key mechanism for accountability to ratepayers and other stakeholders over time. The Council will also need to consider how changes in activities affect the performance framework included in the LTP.

Our work will include:

- Obtaining a high-level understanding of how the council has applied its judgement in relation to the selection, aggregation, measurement, and presentation of the performance framework (noting that PBE FRS 48 requires disclosure of these judgements in the annual report).
- Considering whether the performance framework is clear, gives reasonable coverage of the local authority's activities, and covers the important dimensions of performance for each activity.

4.5 Climate change assumptions and responses

The Climate Change Commission recently released its 2026 national climate change risk assessment. Some of the most significant risks identified directly impact local authorities.

Council may need to develop strategies to adapt to climate change risks and ensure its strategies and plans are consistent with decisions in other key documents, such as infrastructure strategies (regarding managed retreat, infrastructure capacity, and the location of assets), financial strategies, and financial forecasts (regarding useful lives, insurability, and weather event recovery).

Our work will include:

- Assessing whether key climate-related assumptions are reasonable, supportable, and adequately disclosed.
- Understanding how the Council's adaptation strategies have been integrated into the LTP, including the financial forecasts, forecast levels of service, and performance information.
- Ensuring the LTP clearly explains significant trade-offs between risk and cost, including why the Council has adopted certain assumptions in establishing financial forecasts and, where relevant, how performance frameworks reflect investments in greenhouse gas emission reductions.

4.6 Financial strategy and infrastructure strategy

The infrastructure and financial strategies are central to the LTP framework, setting priorities for infrastructure investment and the Council's funding approach. High-quality strategies are essential to effective long-term planning and resource prioritisation.

Our work will include considering how the Council has:

- aligned the infrastructure and financial strategies;
- balanced the budget and been financially prudent;
- integrated the effect of key assumptions about demographic and population changes, and significant changes to levels of service;
- ensured the plausibility of key relationships in the forecasts, such as:
    - renewals and depreciation forecasts;
    - debt, interest, and capital expenditure relationships; and
    - renewals, capital expenditure, and levels of service; and
- developed and applied cost and inflation assumptions.

4.7 Financial model

The Council's financial modelling is a significant component of the underlying information that supports the financial strategy and infrastructure strategy. We will place particular emphasis on the integrity and logic of the Council's financial modelling.

5 Audit logistics

5.1 Audit timing

The key dates in the audit timetable are as follows:

Self-assessment provided to Council	30 September 2026
Self-assessment returned to audit team for consideration	9 November 2026
First interim visit (initial assessment)	30 November 2026
Second interim visit (see project plan for key dates and number of visits)	1 March 2027
Proposed consultation document available	4 March 2027
Audit report on consultation document required	30 March 2027
Proposed LTP for adoption available	29 May 2027
Audit report on adopted LTP required	29 June 2027
Finalised report to Councillors on LTP engagement	29 June 2027

Should we encounter any significant problems or delays during the audit, we will inform you immediately.

To ensure that we meet agreed deadlines, it is essential that the dates agreed are adhered to.

5.2 Workspace and information

The following should be made available to our staff during our audit:

- A suitable workspace for computer use (in keeping with the health and safety requirements discussed in Appendix 1).
- Electronic copies of key documents.

5.3 Provision of a report to Council

In addition to the audit report, at the end of the engagement we will provide a report to the Council communicating relevant matters that came to our attention. This may include significant weaknesses in the Council's systems and any uncorrected misstatements, as well as any identified and relevant breaches of laws and regulations during the audit.

Please note that the Auditor-General may refer to matters that are identified in the audit of consultation documents and LTPs in a report to Parliament if it is in the public interest, in keeping with section 20 of the Public Audit Act 2001.

6 Professional fees

Our audit fee, covering the consultation document and the LTP for the period commencing 1 July 2027, excluding GST and disbursements is based on the following scenarios:

Scenario 1 fee: $117,100
The council continues to retain stormwater and we have not assessed this as a material activity for the Long-Term Plan.

Scenario 2 fee: $121,000
The council continues to retain stormwater and we have assessed this as a material activity for the Long-Term Plan.

As stated in the Public Audit Act 2001, fees must be reasonable to both parties, having regard to:

- the nature and extent of the services provided;
- the requirements of auditing standards published under section 23;
- the qualifications and experience of the persons necessarily engaged in providing the services; and
- any other matters the Auditor-General thinks fit.

We will discuss the proposed fee with you.

Once we have agreed a fee between us, we reserve the right to recover any costs incurred in good faith should a legislative change alter the audit requirements.

The proposed fee is based on the following assumptions:

- All documents and information required to complete the audit is complete and provided within the agreed timelines. This includes:

- the draft consultation document;
- the full draft financial strategy;
- the draft infrastructure strategy; and
- the key underlying assumptions and information that supports the draft consultation document.

- All documents provided will be subject to appropriate levels of quality review by the Council before they are submitted for audit.
- The consultation document and LTP will include all relevant disclosures.
- There will be an appropriate level of assistance from your staff.
- We will review, at most, two drafts of each of the consultation document and LTP during our audit.
- We will also review one printer's proof copy of the consultation document and LTP, and one copy of the electronic version of the consultation document and LTP (for publication on your website).
- Other than changes/potential changes known at the time the audit fee was agreed, there are no other significant changes in the structure or level of operations of the Council impacting on the audit – such as the establishment of a CCO to deliver core functions, or a major restructuring of groups of activities.
- The local authority is preparing forecast financial statements for the "Council parent" only, rather than including consolidated forecast financial statements for the Council and any controlled entities in the adopted LTP.

If the scope and/or amount of work changes significantly (such as a change in direction while developing the consultation document, or between the development of the consultation document and the LTP), we will discuss the issues with you at the time.

If information is not available for the visits as agreed, or the systems and controls the Council uses to prepare the underlying information and assumptions cannot be relied on, we will seek to recover additional costs incurred as a result. We will endeavour to inform you as soon as possible should such a situation arise.

This fee is exclusive of any subsequent amendments the Council might make to the adopted LTP under section 93D.

We will bill as work progresses.

We need to begin our LTP audit work in a timely fashion to ensure that the LTP can be adopted before the statutory deadline. We understand there may be some uncertainty

around the 2027-2037 LTP, but at this stage you are required by legislation to prepare an LTP.

If the Government decides to change the requirement for completing the 2027-2037 LTP after we have started our work, the fees we charge will be on a percentage completion basis. The Audit Office will liaise with the Ministry of Cities, Environment, Regions and Transport should requirements change part way through the LTP production process to ensure these costs are considered as part of the legislative change process.

7 Personnel

Our personnel involved in the management of the audit are:

Matt Laing	Partner
Callum Maxwell	Associate Director
Bennie Greyling	Engagement Quality Review Partner

We have endeavoured to maintain staff continuity as far as possible.

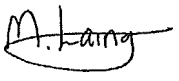
8 Agreement

Please sign and return the attached copy of this letter to indicate that:

- it is in accordance with your understanding of the arrangements for this audit of the consultation document and LTP for the period commencing 1 July 2027 and
- you accept the terms of the engagement set out in this letter that apply specifically to the audit of the consultation document and LTP and supplement the existing audit engagement letter dated 17 February 2026.

If there are any matters requiring further clarification, please do not hesitate to contact me.

Yours sincerely



Matt Laing
Partner
for Deloitte Limited
Appointed Auditor

cc Ben Smit, Chief Executive
Tina Hitchen, Chief Financial Officer

I acknowledge that this letter is in accordance with my understanding of the arrangements of the audit engagement. I also acknowledge the terms of the engagement that apply specifically to the audit of the consultation document and LTP, and that supplement the existing audit engagement letter dated 17 February 2026.

Signed: _____ Date: _____

Appendix 1: Other general terms and conditions

Health and safety of audit staff

The Auditor-General and Deloitte Limited take seriously their responsibility to provide a safe working environment for audit staff. Under the Health and Safety at Work Act 2015, we need to make arrangements with you to keep our audit staff safe while they are working at your premises.

We expect you to provide our audit staff with a safe work environment that is without risks to their health and safety. This includes providing adequate lighting and ventilation, suitable desks and chairs, and safety equipment where required. We also expect you to provide them with all information or training necessary to protect them from any risks they may be exposed to at your premises. This includes advising them of emergency evacuation procedures and how to report any health and safety issues.

Confidentiality and data storage

We will keep confidential the information we acquire in the course of the audit engagement. We are entitled to use or disclose confidential information where we have a legal or professional right or duty to do so.

You authorise The Audit Office to use any information we acquire in the course of the audit engagement as necessary to support the Auditor-General in the exercise of their functions, powers, and duties under the Public Audit Act 2001. This may include using information for in-house training, precedents for technical audit issues, benchmarking, and for quality improvement and efficiency initiatives.

The Office adheres to the Government Chief Digital Officer (GCDO) requirements for storing up to and including RESTRICTED material in cloud services, using only the approved five-eyes nations. The GCDO has also provide endorsement for a further four countries, which the Office uses for secondary storage, back-ups or BCP environments. The Office can, based in detailed risk assessment approve other countries to be used, however this is done on a case-by-case basis.

Assurance Tools

You agree that, for the purpose of providing the services covered by this letter, we may use third parties, wherever located, to store and process information received from you or your agents; provided that such third parties are bound by confidentiality obligations similar to those contained in the Terms. For example, Deloitte uses a cloud services platform (currently Microsoft Azure), to host an integrated suite of audit tools which may be used as part of our engagement with you.

Document ID: 1020987

Report To: Council

Meeting Date: 24 November 2026

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

Type: Information Only

Author(s): Rajeshwari Mahadevappa
Policy Advisor

Charmaine Ellery
Manager Strategy and Policy

1 Purpose of Report

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

Note: The sections of this paper in red font (Section 15) are the additions since the October progress report to Council.

2 Suggested Resolutions

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

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

3 Disclosure

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

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

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

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

4 Introduction

4.1 In developing a LTP there are three separate stages.

STAGE 1 – PRELIMINARY DRAFT

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

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

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

STAGE 2 – DRAFT

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

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

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

STAGE 3 – FINAL

4.8 This is the finalised LTP adopted by Council.

5 Commentary

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

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

6 LTP Workshop #1 – 10 March 2026

ORDER PAPER ITEMS

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

6.1 Items 1-3 are not LTP related.

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

COUNCIL RESOLUTION

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

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

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

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

7 LTP Workshop #2 – 14 April 2026

ORDER PAPER ITEM

1. Development of 2027-2037 Long Term Plan

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

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

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

8 LTP Workshop #3 – 5 May 2026

ORDER PAPER ITEMS

1. Infrastructure and Water Services Strategies

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

INFRASTRUCTURE AND WATER SERVICES STRATEGIES

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

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

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

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

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

NON-FINANCIAL FORECASTING ASSUMPTIONS

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

PERFORMANCE MEASURE FRAMEWORK

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

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

STRATEGIC DIRECTION

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

9 LTP Workshop #4 – 28 July 2026

ORDER PAPER ITEMS

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

FINANCIAL FORECASTING ASSUMPTIONS

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

REVENUE AND FINANCING POLICY

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

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

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

10 LTP Workshop #5 – 4 August 2026

ORDER PAPER ITEMS

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

FINANCIAL STRATEGY

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

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

RATES REMISSION POLICY

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

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

SIGNIFICANCE AND ENGAGEMENT POLICY

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

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

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

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

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

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

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

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

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

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

WATER SERVICES STRATEGY 2027-2057

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

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

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

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

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

11 LTP Workshop #6 – 18 August 2026

ORDER PAPER ITEMS

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

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

LEVELS OF SERVICE – REGULATION/RESOURCE MANAGEMENT

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

LEVELS OF SERVICE – SOLID WASTE

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

LEVELS OF SERVICE – COMMUNITY AND PARTNERSHIPS

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

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

12 LTP Workshop #7 – 15 September 2026

ORDER PAPER ITEMS

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

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

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

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

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

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

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

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

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

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

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

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

ROADS AND FOOTPATHS — TUARIRI ROAD DRAINAGE

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

DRAFT PUBLIC AMENITIES BYLAW

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

13 LTP Workshop #8 – 28 September 2026

ORDER PAPER ITEMS

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

LEVELS OF SERVICE: COMMUNITY FACILITIES

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

LEVELS OF SERVICE: HOUSING AND OTHER PROPERTY

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

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

LEVELS OF SERVICE: PARKS, RESERVES AND SPORTS GROUNDS

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

LEVELS OF SERVICE: PUBLIC FACILITIES

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

LEVELS OF SERVICE: DIGITAL SERVICES

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

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

14 LTP Workshop #9 – 29 September 2026

ORDER PAPER ITEMS

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

RESOURCE MANAGEMENT ACT REFORM

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

PUBLIC EXCLUDED: TE KUITI STORMWATER CATCHMENT MODELLING RESULTS

Council Direction Sought	Council Direction:
Stormwater Catchment Options 4. Council acknowledges that much of the existing Te Kuiti stormwater network is based on historic codes of practise , including a 2-year ARI stormwater level of service, and is not practically or financially feasible to upgrade the entire network to current development standards.	Noted.
5. Which of the following options are to be continued into detailed design for formal consideration by Council at its October 2026 meeting so the tendering phase can be commenced and the community updated on the proposed solutions.	Council noted the Chief Executive's advice that there is approximately $1.7M of Better Off Funding available (which includes the unspent funds allocated to the LMC Revitalisation project).

Confidential

Council Direction Sought	Council Direction:
• **Site One** a) Brooke Park Culvert (1200 diameter) and associated works (Estimated cost - $500k) b) Or - Brooke Park Culvert (1500 diameter) (Estimated cost - $800k)	**Yes** No
• **Site Two** a) Ward Street – Hill Street culverts (Estimated cost - $1.1M)	**Yes**
• **Site Three** a) Duke Street Pipe adjacent to the State Highway (Estimated cost - $4.1M) b) And/or: Upgrade on Duke Street (Estimated cost - $600k)	No No
• **Site Four** a) William Street Channel upgrade (Estimated cost - $150k) b) And/or – Te Kuiti Road pipe-size increase (Estimated cost - $700k) c) And/or – Jennings St/ Tawa St upgrade (Estimated cost - $1.2M)	Investigate if any benefit as solo project No No
	Council noted the Chief Executive's advice that once Council makes a formal decision by resolution at a Council meeting, all information will become public, and a comprehensive communications plan will need to be initiated with emphasis on timely communications with affected residents and ratepayers.

Confidential

15 LTP Workshop #10 – 20 October 2026

ORDER PAPER ITEMS

1. Review of Projects for the 2027-2037 Long Term Plan
2. Business Case 2027-2037 Long Term Plan - Opex, Capex and Rate Impact
3. Development of 2027-27 Draft Capital Expenditure Programme
4. Review of Performance Measurement Framework
5. Review of Community and Partnerships Fund Policy

REVIEW OF PROJECTS FOR THE 2027-2037 LONG TERM PLAN

Evaluation Summary Key: Must / Should / Could	Council Direction
1. Aquatic Centre future improvements	Yes
2. Aquatic Centre Boiler Replacement	Yes
3. Districtwide increased toilet cleaning	Yes But cost savings available if increased toilet cleaning is seasonalised (i.e. peak holiday periods and/or weekends only)

Evaluation Summary Key: Must Should Could	Council Direction
4. Les Munro Centre - new chairs (80)	Yes
5. Te Kuiti Aerodrome building upgrade	No Complete emergency works only. Continue to explore creation of a Community Trust as raised at a previous workshop.
6. Te Kuiti Skate Park – Remedial Work	No. Liaise with TNN as adjacent landowner on options
7. Te Kuiti Toilets upgrades	Yes Rora Street North / Redwood Park / Centennial Park For Centennial Park - liaise with Croquet Club
8. Demolition of old Mokau toilets	No Explore $100k value (appears unrealistic) Explore other options for demolition / removal / recycle i.e. community project. Topic for annual Ratepayers Meeting in January 2027
9. Dog Exercise Park	Yes Explore other location options Engage
10. Rural halls upgrades before transfer	Yes
11. Centennial Park Turf repairs	Yes Noted will be more than $10K – est $6k/ha Investigate fencing options / costs to prevent motorbikes / horses from accessing the park
12. Emergency Management Resourcing	Yes Ōtorohanga and Waipa are providing funding also. Will provide 2-3 FTEs across 3 Councils.
13. RMA reforms	Yes
14. IT Laptop and Phone Replacement	Yes As per amended figures provided.
15. IT Software and Licensing	Yes
16. Business Improvement Resource	Yes Want to see tangible measures of improvements / cost savings. Resource would also work with ODC to align systems/processes.
17. Stormwater Improvements	Yes BoF noted – this budget is for interest and depreciation.
18. Stormwater Modelling - Updates	Yes
19. Stormwater Condition Assessment	Yes
20. Roading - Bridges and Structures	Yes
21. Roading - Bridge replacement line	Yes
22. Roading - Kopaki Road options	Yes
23. Roading - Manganui Road	Yes
24. Roading - Unsubsidised Roads and Footpath	Yes

DEVELOPMENT OF 2027-27 DRAFT CAPITAL EXPENDITURE PROGRAMME

Direction Sought	Council Direction
Any feedback on the initial cut of the draft capital expenditure programme?	No

REVIEW OF PERFORMANCE MEASUREMENT FRAMEWORK

LEADERSHIP

Direction Sought	Council Direction
1. Does Council agree to set the target at 85% for the measure: *Percentage of residents satisfied that they received or could find Council information when they needed it.*	Yes
2. Does Council agree to maintain the target at 100% for the measure: *Percentage of service requests where an officer has contacted the customer to inform them of the outcome of their request.*	Yes

COMMUNITY AND PARTNERSHIPS

Direction Sought	Council Direction
1. Does Council agree to: a) Delete 'in partnership with other organisations' and b) Increase the target from 4 to 5 for the measure: *The number of projects or events that promote culture or wellbeing delivered in partnership with other organisations.*	Yes We can control ourselves – not our partners. We will always look to partner where we can. Yes
2. Does Council agree to maintain the target at 1000 for the measure: *The number of active library members.*	Yes
3. Does Council agree to maintain the target at 1500 for the measure: *The number of participants in Library programmes and activities.*	Yes
4. Does Council agree to include the existing Resident Survey measure on satisfaction of the library as a mandatory KPI?	Yes
5. Does Council agree to set the target at 85% for the measure: *Percentage of residents satisfied their initial interaction with Council customer services was friendly and helpful.*	Yes

RECREATION AND PROPERTY

Direction Sought	Council Direction
1. Does Council agree to reduce the target from 85% to 80% for the measure: *Percentage of residents satisfied with the cleanliness of public toilets.*	Yes
2. Does Council agree to add the new measure and the target: *Playgrounds must comply with NZS 5828:2015 Standard* Target: Fair or Better	Yes Improve wording so it is clear that – 1 Playgrounds must comply with the Standard *(Council has no control over this)*. 2 The KPI target is to achieve a score of Fair or Better when playgrounds are inspected for compliance against the standards.
3. Does Council agree to add the new measure and the target: *PoolSafe accreditation is maintained throughout the operating season, with current certification displayed on site.* Target: Accreditation achieved	Yes
4. Does the Council agree to add a new measure and provide direction for the frequency of inspections: *Council-owned jetties are inspected at least every two years and following an extreme event such as a major flood, severe earthquake/tsunami or landslide.* Target: 100% compliance with two-yearly jetty inspections.	No For two year inspections: Approx. $8k for the three Council owned jetties. (Mōkau / Te Waitere / Te Maika) Currently inspections are carried out by WDC staff. If problems are identified which staff cannot remedy, specialist inspectors are called in to report/advise accordingly.

REGULATORY SERVICES

Direction Sought	Council Direction
1. Does Council agree to replace the current Animal Control KPI with measures based on service requests as below and provide direction on the targets: • *Attending to urgent service requests - suggested timeframe – median 2 hours* • *Responding to non-urgent service requests - suggested timeframe – 3 days*	Yes Noting amendments to business paper: Urgent requests – median 3 hours Non-urgent requests – median 5 days
2. Does Council agree to add three new emergency related measures and the targets?	Yes

SOLID WASTE

Direction Sought	Council Direction
1. Does Council agree to reduce the target for the measure: *Number of justifiable complaints per week about uncollected rubbish* From 7 to 5 from Year 2?	Yes Noted < > symbol error in business paper
2. Does Council agree to set the target at 80% for satisfaction with the rural transfer stations and the Te Kūiti Transfer Station?	Yes
3. Does Council agree to set the target to ≥50% for diversion rate measure?	Yes

RESOURCE MANAGEMENT AND STORMWATER

No change

ROADS AND FOOTPATHS

Direction Sought	Council Direction
1. Does Council agree to increase the targets for the measures: • Average smooth travel exposure rating across the sealed road network Target: ≥ 85% (of total network)? • Percentage of Waitomo District's sealed local road network that is resurfaced each year Target: 6% (of total)?	Yes Yes
2. Does Council agree to set a decreasing target for the measure: *Percentage of footpaths that fall within a condition rating of 3?* Target: ≥93% (2027/28) ≥85% (2028/29 and 2029/30) ≥75% (2030/37)	Yes

REVIEW OF COMMUNITY AND PARTNERSHIPS FUND POLICY

Direction Sought	Council Direction
1. Does Council support reintroduction of the Hall Hire subsidy grant?	Yes Subsidy available to community organisations only. Eligibility criteria kept short and simple. Applies to 3 venues: LMC / Piopio Hall / Railway Building 3 Commercial use would not apply
2. Does Council support a total grant funding pool of $203,000 per annum?	Yes

Direction Sought	Council Direction
Legendary Te Kūiti proposed Mural	Get confirmation of size and cost.

16 Schedule – Progress against approved Timeline

Colour Key:

Blue = Council Workshop
Pink = Council Meeting
Green = Audit

Council Touchpoint	Anticipated Date	Key Milestones	Commentary
Workshop 1	10 March 2026	Project Structure and Timeframes	Complete
Council Meeting	24 March 2026	Endorsement of Project development process and anticipated timeframes	Complete
Workshop 2	14 April 2026	• Review of Council's Strategic direction including (including New LG purpose):	Complete
		– Vision Statement	Complete
		– Community outcomes	Complete
		– Focus/Priority areas	Complete
		• Context Setting: Business we are in	Complete
		• Waikato Waters Limited – Transition impacts	Complete
		• Pre-engagement	Complete
		• LTP 2024-34 Submissions	Complete
Workshop 3	5 May 2026	• Rating considerations – General Rate – UAGC – Targeted – Stormwater – Forestry	Complete
		• Performance Measurement Framework – Groups of Activities	Complete
		• LOS / AMP Roading #1	Complete
		• LOS / AMP Stormwater #1	Complete
		• Infrastructure + Stormwater Strategies #1	Complete
		• Non-financial assumptions	Complete
		• Pre-engagement content (if required)	Complete
Council Meeting	26 May 2026	Council's Strategic Direction, Community Outcomes and Focus - Adoption	Complete
Workshop 4	7 July 2026	• ~~Financial Strategy #1~~ • ~~Revenue and Financing Policy (RFP) #1~~ • ~~Financial forecasting assumptions~~ • ~~Rating structure review~~ • ~~Rate increase appetite~~ • ~~Rates remission #1~~ • ~~Draft Public Amenities Bylaw~~	*Workshop Cancelled. Business deferred to 28/7/26 Workshop*
Workshop 4	28 July 2026	• ~~Financial Strategy #1~~	*Deferred to 4/8/26*
		• Revenue and Financing Policy (RFP) #1	Complete
		• Financial forecasting assumptions	Complete
		• Rating structure review	Complete
		• Rate increase appetite	Complete
		• ~~Rates remission #1~~	*Deferred to 4/8/26*
		• ~~Draft Public Amenities Bylaw~~	*Deferred to 18/8/26*
Workshop 5	4 Aug 2026	• Financial Strategy #2 – Rate increase appetite	Complete
		• ~~Revenue and Financing Policy (RFP) #2~~	*# 2 Not required*
		• Rates Remission Policy	Complete
		• S&E Policy review	Complete

Council Touchpoint	Anticipated Date	Key Milestones	Commentary
		• LOS / AMP Roading #2	*Further info requested Deferred to 15/09/26*
		• LOS / AMP Stormwater #2	*Further info requested Deferred to 15/09/26*
		• Infrastructure and Stormwater Strategies #2	Complete
		• ~~Community Orgs Insurance Policy~~	*Deferred to 20/10/26*
		• ~~Review Community Development Fund Policy~~	*Deferred to 20/10/26*
Workshop 6	18 Aug 2026	• LOS / AMP Solid Waste	*Further info on resourcing requested To be rescheduled*
		• LOS / AMP Community and Partnerships	Complete
		• LOS / AMP Regulatory and Resource Management	Complete
		• Draft Public Amenities Bylaw - Intro	Complete
		• ~~LOS/ AMP Parks and Reserves~~	*Deferred to 28/09/26*
		• ~~LOS / AMP Recreation and Culture~~	*Deferred to 28/09/26*
		• ~~LOS / AMP Public Amenities~~	*Deferred to 28/09/26*
		• ~~LOS/ AMP Housing and Property~~	*Deferred to 28/09/26*
		• ~~LOS / AMP Community and Partnerships~~	*Deferred to 28/09/26*
		• ~~LOS / AMP Information Services~~	*Deferred to 28/09/26*
New Workshop	15 Sept 2026	• LOS / AMP Roading # 3	Complete
		• ~~LOS / AMP Stormwater # 3~~	*Deferred to 29/09/26*
		• Public Amenities Bylaw – Draft SoP	Complete
New Workshop	28 Sept 2026	• LOS/ AMP Parks and Reserves	Complete
		• LOS / AMP Recreation and Culture	Complete
		• LOS / AMP Public Amenities	Complete
		• LOS/ AMP Housing and Property	Complete
		• LOS / AMP Information Services	Complete
New Workshop	29 Sept 2026	• Stormwater Modelling	Complete
Workshop 7	6 Oct 2026	• ~~Business cases for new projects~~	*Workshop Cancelled. Business deferred to 20/10/26*
Workshop 8	20 Oct 2026	• Development of capital programme	Complete
		• Performance measures – outcome of reviews	Complete
		• ~~Review of inflation forecast and DIA rate targets~~	*Deferred to 17/11/26*
		• Community Orgs Insurance Policy	
		• Review Community Development Fund Policy	Complete
		• Business cases for new projects	Complete
Workshop 9	17 Nov 2026	• Post Election Review	
		• Review of CapEx Programme	
		• Revenue and Financing Policy and Financial Strategy – Analysis and discussion of issues	
		• Confirm Assumptions (Financial and Non-Financial) including BERL	
		• Consultation Topics	
		• LTP Policies	
Workshop 10	1 Dec 2026	• Revenue and Finance Policy #3	
		• Financial Strategy #3	
		• Confirm Rate Appetite	
		• Confirm Rate Appetite	
		• Confirm Rate Structure	
		• Rates remission #2	
		• Roading AMP and Infrastructure Strategy (NZTA numbers)	
		• Stormwater Strategy	
		• Draft Budget Forecasts	
		• Strategic Financial Issues	
		• Confirm topics and options to be included in CD	

Council Touchpoint	Anticipated Date	Key Milestones	Commentary
Workshop 11	9 Feb 2027	• Draft Financial Forecasts #2	
		• Draft CD – 1st review	
		• Final Draft Policies	
Workshop 12	23 Feb 2027	• Finalising draft LTP Consultation Document	
		• Preliminary Draft Financial Forecasts	
Council Meeting	4 Mar 2027	• Adopt Consultation Document for Audit	
		• Adopt Draft Financials for Audit	
		• Adopt Supporting Info for Audit	
	8-12 Mar 2027	**AUDIT**	
	15-17 Mar 2027	**AUDIT (hot review)**	
Council Meeting	30 March 2027	Adoption of Supporting Information for Consultation: • Consultation Document • Supporting Information • Supporting Information on proposals • Financial Statements • LoS and Performance Measures • Infrastructure Strategy • Stormwater Strategy • Financial Strategy • Revenue and Financing Policy • Rates Remission Policy • Planning Assumptions • Treasury Policy • Significance and Engagement Policy	
Public Notification	2 Apr 2027		
Public Consultation	2 Apr–3 May 2027		
Council Meeting	27 April 2027		
Council Hearing	13 May 2027	Hearing of Submitters	
Council Meeting	25 May 2027	Deliberation of Submissions	
Council Meeting	29 June 2027	Adoption	

Document ID: 1022628

Report To: Council

Meeting Date: 24 November 2026

Subject: **Motion to Exclude the Public**

Type: Decision Required

Author(s): Michelle Higgie
Manager – Governance Support

1 Purpose of Report

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

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

2 Suggested Resolutions

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

1 The public be excluded from the following part of the proceedings of this meeting.

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

General Subject	Reason(s) for passing this resolution in relation to each matter (Section 6 or 7)	Ground(s) under section 48(1) for the passing of this resolution
1. Landfill Capping Budget Top Up Request	Section 7(2) (h) To enable any local authority holding the information to carry on, 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 The following staff, having relevant knowledge to assist in the consideration of the items of business to be public excluded, remain in attendance to assist the Council with its decision making:

Staff Member	Reason for Remaining in Attendance
Chief Executive	Chief Executive
Manager – Governance Support	Committee Secretary
Chief Financial Officer	Business Paper Author

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

3 Commentary

3.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right, by resolution, to exclude the public from the whole or any part of the proceedings of any meeting, only on one or more of the grounds contained within that Section.