

## WAITOMO DISTRICT COUNCIL

---

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL TO HEAR SUBMITTERS SPEAK IN SUPPORT OF WRITTEN SUBMISSIONS TO THE 2024-2034 LONG TERM PLAN CONSULTATION DOCUMENT HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON 28 MAY 2024 AT 9:00AM

#### PRESENT:

Mayor John Robertson  
Deputy Mayor Allan Goddard  
Dan Tasker  
Eady Manawaiti  
Gavin Todd  
Janene New  
Janette Osborne

#### SUBMITTERS IN ATTENDANCE:

Waikato and Hamilton Tourism (Nicola Greenwell and Steve Gow) ..... Sub 003  
Hamilton Waikato Regional Airport Ltd (Mark Morgan) (via ZOOM) ..... Sub 001  
Tawa Ltd/Waitomo Top 10 (Damian Sicely) ..... Sub 095, 097  
Timber Trail NZ (Lynley Twyman) ..... Sub 016  
Discover Waitomo (Daniel Thorne) (via ZOOM) ..... Sub 010  
Waikato Screen NZ (Tracy Hampton and Erin Griffiths) ..... Sub 006  
Creative Waikato (Dr Jeremy Mayall) ..... Sub 104  
Russell Armitage ..... Sub 051  
Sport Waikato (Matthew Cooper and Steve Dalgety) (via ZOOM) ..... Sub 102  
Phil Brodie ..... Sub 022  
Lorraine Te Kanawa ..... Sub 101  
Heather Beddow (via ZOOM) ..... Sub 115, 115a  
Federated Farmers (Chris Irons) and (Kelly Langton (via ZOOM)) ..... Sub 127  
Waitomo Aero Club (George Thompson) ..... Sub 017  
Universal Beef Packers Ltd and PEL Holdings Ltd (Phil Lang and  
Roger Stewart) ..... Sub 110  
Andrew Leadley ..... Sub 018  
Emma Barton (via ZOOM) ..... Sub 065, 067, 072  
Jonathan Barton ..... Sub 009  
GFM Ltd (Cameron Kendrick) ..... Sub 014, 098  
Waikato Farm Forestry Association (Murray Downs) ..... Sub 119  
Manulife Forest Management (Sally Strang (via ZOOM) and  
Malcolm Worboys) ..... Sub 118  
Paraheka Holdings Ltd (Denis Kelleher) ..... Sub 007  
Matthew Barton/Greenplan Forestry Ltd (Matt Barton,  
Deb Bryant and Chris Gill (NZ Forest Managers)) ..... Sub 075, 124  
John Reeves/Turere Ltd ..... Sub 039, 040  
NZ Forest Managers (Jackie Egan) ..... Sub 111

#### STAFF:

Chief Executive, Ben Smit  
Manager – Governance Support, Michelle Higgie  
General Manager – Infrastructure Services, Shyamal Ram  
Manager – Strategy and Policy, Charmaine Ellery  
Senior Strategy and Policy Advisor, Alice Tasker  
Manager – Customer Services, Kat Merrin-Brown

<b>1. Karakia Tuwhera</b>
---------------------------

<b>2. Hearing of Submissions to the Consultation Document for the 2024-2034 Long Term Plan</b>
--

Council considered a business paper –

- a) Providing details of submissions received to the 2024-2034 Long Term Plan Consultation Document
- b) Providing a Schedule of Submitters who have requested to be heard in support of their written submissions to the 2024-2034 Long Term Plan Consultation Document
- c) Recommending that all verbal submissions be referred for consideration at the Deliberations Meeting on 4 June 2024.
- d) To consider any late submissions received.

Elected members were reminded of their responsibility to consider all submissions without any pre-determination and with an open mind and that this Hearing is to hear Submitters speak in support of their submissions and seek clarification if required, but not to enter into any debate with any speaker.

**9:05am Submission 003: Waikato and Hamilton Tourism (Nicola Greenwell)**

Nicola Greenwell and Steve Gow were in attendance and spoke in support of the Waikato and Hamilton Tourism written submission and answered Members' questions.

Nicola Greenwell advised she would provide information on how the industry contributes to Waikato and Hamilton Tourism activities and the amount of contributions Waikato and Hamilton Tourism receives directly from contributors within the Waitomo District.

**9:22am Submission 001: Hamilton Waikato Regional Airport Ltd (Mark Morgan) (via ZOOM)**

Mark Morgan attended via ZOOM and spoke in support of the Hamilton Waikato Regional Airport Ltd and Waikato and Hamilton Tourism written submissions.

Mark Morgan left the meeting at 9.30am.

**9:30am Submissions 095 and 097: Tawa Ltd / Waitomo Top 10 (Damian Sicely)**

Damian Sicely was in attendance and spoke in support of the Tawa Ltd / Waitomo Top 10 written submission and answered Members' questions.

**9:40am Submission 016: Timber Trail NZ (Lynley Twyman)**

Lynley Twyman was in attendance and spoke in support of the Timber Trail NZ and Waikato and Hamilton Tourism written submissions and answered Members' questions.

Nicola Greenwell and Steve Gow (Waikato and Hamilton Tourism), Damian Sicely (Tawa Ltd/Waitomo Top 10) and Lynley Twyman (Timber Trail NZ) left the meeting at 10.10am.

The meeting adjourned at 10.10am for morning tea and reconvened at 10.20am

Erin Griffiths and Tracy Hampton (Waikato Screen NZ), Dr Jeremy Mayall (Creative Waikato) and Russell Armitage entered the meeting at 10.20am.

# File 1 - Page 3

**10:20am Submission 010: Discover Waitomo (Daniel Thorne) (via ZOOM)**

David Thorne attended via ZOOM and spoke in support of the Discover Waitomo written submission.

Daniel Thorne (Discover Waitomo) left the meeting at 10.33am

**10:30am Submission 006: Waikato Screen NZ (Tracy Hampton)**

Erin Griffiths and Tracy Hampton were in attendance and spoke in support of the Waikato Screen NZ written submission.

Erin Griffiths and Tracy Hampton (Waikato Screen NZ) left the meeting at 10.45am.

**10:40am Submission 104: Creative Waikato (Dr Jeremy Mayall)**

Dr Jeremy Mayall was in attendance and spoke in support of the Creative Waikato written submission.

Dr Jeremy Mayall (Creative Waikato) left the meeting at 10.52am.

Matthew Cooper and Steve Dalgety (Sport Waikato) joined the meeting via ZOOM at 10.52am.

Phil Brodie entered the meeting at 10.55am.

**10:50am Submission 051: Russell Armitage**

Russell Armitage was in attendance and spoke in support of his written submission and answered Members' questions.

Russell Armitage left the meeting at 11.03am.

**11:00am Submission 102: Sport Waikato (Matthew Cooper) (via ZOOM)**

Matthew Cooper and Steve Dalgety attended via ZOOM and spoke in support of the Sport Waikato written submission.

The General Manager – Infrastructure Services entered the meeting at 11.08am.

Matthew Cooper and Steve Dalgety (Sport Waikato) left the meeting at 11.09am.

Lorrene Te Kanawa entered the meeting at 11.11am.

**11:20am Submission 022: Phil Brodie**

Phil Brodie was in attendance and spoke in support of his written submission and answered Members' questions.

**11:30am Submission 101: Lorrene Te Kanawa**

Lorrene Te Kanawa was in attendance and spoke in support of her written submission.

Lorrene Te Kanawa, Phil Brodie and the Manager – Customer Services left the meeting at 11.31am

Heather Beddow entered the meeting via ZOOM at 11.32am.

**11:40am Submission 115 and 115a: Heather Beddow (via ZOOM)**

Heather Beddow attended via ZOOM and spoke in support of her written submission and answered Members' questions.

Kelly Langton (Federated Farmers) entered the meeting via ZOOM at 11.45am

Heather Beddow left the meeting at 11.52am.

# File 1 - Page 4

**11:50am Submission 127: Federated Farmers (Chris Irons (in person) and Kelly Langton (via ZOOM))**

Kelly Langton attended via ZOOM noting an apology for lateness from Chris Irons who had been held up at road works.

Chris Irons (Federated Farmers) entered the meeting at 11.56am.

Kelly Langton and Chris Irons spoke in support of the Federated Farmers written submission and answered Members' questions.

Kelly Langton (Federated Farmers) left the meeting at 12.08pm.

The meeting adjourned at 12.10pm for lunch and reconvened at 12.45pm

Andrew Leadley entered the meeting at 12.10pm.

Chris Irons (Federated Farmers) left the meeting at 12.45pm.

George Thompson entered the meeting at 12.45pm.

14 Submitters and Supporters entered the meeting between 14.45pm and 1.05pm.

Phil Lang and Rogert Stuart (Universal Beef Packers Ltd and PEL Holdings Ltd) entered at 12.58pm

**12:45pm Submission 17: Waitomo Aero Club (George Thompson)**

George Thompson was in attendance and spoke in support of the Waitomo Aero Club written submission.

George Thompson left the meeting at 1.00pm.

**1:00pm Submission 110: Universal Beef Packers Ltd and PEL Holdings Ltd**

Phil Lang, Legal Counsel for Universal Beef Packers Ltd and PEL Holdings Ltd and Roger Stewart were in attendance and spoke in support of the Universal Beef Packers Ltd and PEL Holdings Ltd written submission and tabled additional information and answered Members' questions.

**1:10pm Submission 018: Andrew Leadley**

Andrew Leadley was in attendance and spoke in support of his written submission.

Emma Barton entered the meeting via ZOOM at 1.12pm.

**1:17pm Submissions 065, 067, 072: Emma Barton (via ZOOM)**

Emma Barton attended via ZOOM and spoke in support of her three written submissions.

Phil Lang and Rogert Stuart (Universal Beef Packers Ltd and PEL Holdings Ltd) left the meeting at 1.27pm.

**1:27pm Submission 009: Jonathan Barton**

Jonathan Barton was in attendance and spoke in support of his written submission and answered Members' questions.

Sally Strang (Manulife Forest Management) entered the meeting via ZOOM at 1.30pm.

**1:40pm Submissions 014, 098: GFM Ltd (Cameron Kendrick)**

Cameron Kendrick was in attendance and spoke in support of the GFM Ltd written submission.

**1:50pm Submission 119: Waikato Farm Forestry Association (Murray Downs)**

Murray Downs was in attendance and spoke in support of the Waikato Farm Forestry Association written submission, noting that since lodging the submission their support had changed from Option 2 to Option 1.

**2:05pm Submission 118: Manulife Forest Management (Sally Strang (via ZOOM) and Malcolm Worboys (in person))**

Sally Strang and Malcolm Worboys spoke in support of the Manulife Forest Management written submission and answered Members' questions.

The meeting adjourned for a short break at 2.20pm and reconvened at 2.28pm.

**2:28pm Submission 007: Paraheka Holdings Ltd (Denis Kelleher)**

Denis Kelleher was in attendance and spoke in support of the Paraheka Holdings Ltd written submission and answered Members' questions.

Sally Strang (Manulife Forest Management) left the meeting at 2.33pm.

**2:35pm Submissions 075, 124: Matthew Barton/Greenplan Forestry Ltd**

Matthew Barton, Deb Bryant and Chris Gill (Forest Management NZ) were in attendance and spoke in support of the written submissions from Matthew Barton and Greenplan Forestry Ltd and answered Members' questions.

Deb Bryant left the meeting at 3.12pm.

**3:05pm Submissions 039, 040: John Reeves/Turere Ltd**

John Reeves was in attendance and spoke in support of his personal written submission and the written submission of Turere Ltd and answered Members' questions.

**3:35pm Submission 111: NZ Forest Managers (Jackie Egan)**

Jackie Egan (NZ Forestry Managers ) was in attendance and spoke in support of the NZ Forestry Managers written submission and answered Members' questions.

## Resolution

- 1 The business paper on Hearing of Submissions to the Consultation Document for the 2024-2034 Long Term Plan be received.
- 2 Council note the verbal submissions made by the following Submitters:

Submitter Name	Submission No.s
Waikato and Hamilton Tourism (Nicola Greenwell and Steve Gow) .....	Sub 003
Hamilton Waikato Regional Airport Ltd (Mark Morgan) (via ZOOM) .....	Sub 001
Tawa Ltd/Waitomo Top 10 (Damian Sicely) .....	Sub 095, 097
Timber Trail NZ (Lynley Twyman) .....	Sub 016
Discover Waitomo (Daniel Thorne) (via ZOOM) .....	Sub 010
Waikato Screen NZ (Tracy Hampton and Erin Griffiths) .....	Sub 006
Creative Waikato (Dr Jeremy Mayall) .....	Sub 104
Russell Armitage .....	Sub 051
Sport Waikato (Matthew Cooper and Steve Dalgety (via ZOOM) .....	Sub 102
Phil Brodie .....	Sub 022
Lorrene Te Kanawa .....	Sub 101
Heather Beddow (via ZOOM) .....	Sub 115, 115a

# File 1 - Page 6

Federated Farmers (Chris Irons) and (Kelly Langton (via ZOOM)) .....	Sub 127
Waitomo Aero Club (G Thompson).....	Sub 017
Universal Beef Packers Ltd and PEL Holdings Ltd (Phil Lang and Roger Stewart) .....	Sub 110
Andrew Leadley .....	Sub 018
Emma Barton (via ZOOM) .....	Sub 065, 067, 072
Jonathan Barton .....	Sub 009
GFM Ltd (Cameron Kendrick) .....	Sub 014, 098
Waikato Farm Forestry Association (Murray Downs) .....	Sub 119
Manulife Forest Management (Sally Strang (via ZOOM)) and Malcolm Worboys .....	Sub 118
Paraheka Holdings Ltd (Denis Kelleher) .....	Sub 007
Matthew Barton/Greenplan Forestry Ltd (Matt Barton, Deb Bryant and Chris Gill (NZ Forest Managers) .....	Sub 075, 124
John Reeves/Turere Ltd.....	Sub 039, 040
NZ Forest Managers (Jackie Egan) .....	Sub 111

- 3 The verbal submissions be noted for consideration at the Council Meeting on Tuesday 4 June 2024 as part of the submission deliberations process.

Robertson/New Carried

<b>3. Karakia Whakamutunga</b>
--------------------------------

There being no further business the meeting closed at 3.50pm.

Dated this       day of

JOHN ROBERTSON  
**MAYOR**

## WAITOMO DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 4 JUNE 2024 AT 10.30AM

**PRESENT:** Mayor John Robertson  
Deputy Mayor Allan Goddard  
Dan Tasker (via ZOOM)  
Eady Manawaiti  
Gavin Todd  
Janene New  
Janette Osborne

**IN ATTENDANCE** Chief Executive, Ben Smit  
Manager – Governance Support, Michelle Higgie  
General Manager – Community Services, Helen Beever  
General Manager – Strategy and Environment, Alex Bell  
General Manager – Infrastructure Services, Shyamal Ram  
Manager – Strategy and Policy, Charmaine Ellery  
Senior Strategy and Policy Advisor, Alice Tasker  
Chief Financial Officer, Tina Hitchen  
Roading Professional Services (Pinnacles) Ryan Stanley  
Roading Manager, Darren Laycock  
Three Waters Manager, David Karrol

#### 1. Karakia Tuwhera

#### 2. Apology

No apologies.

#### 3. Declarations of Member Conflicts of Interest

Councillor Osborne advised she was not making a Declaration of Conflict of Interest, but noted she has family members working in the Tourism Industry.

#### 4. Confirmation of Minutes: 30 April 2024

##### Resolution

The Minutes of the Waitomo District Council meeting of 30 April 2024 be confirmed as a true and correct record.

Robertson/Goddard Carried

#### 5. Confirmation of Minutes: 14 May 2024

##### Resolution

The Minutes of the Waitomo District Council meeting of 14 May 2024 be confirmed as a true and correct record, subject to the following correction: Correct to read that Councillor Osborne was present and Councillor New had tendered an apology.

Goddard/Osborne Carried

<b>6. Receipt of Unconfirmed Minutes: Audit and Risk Committee Minutes: 14 May 2024</b>
---

**Resolution**

The Unconfirmed Minutes of the Audit and Risk Committee meeting of 14 May 2024, including the public excluded Minutes, be received.

Osborne/Goddard Carried

<b>7. Mayor's Report – May 2024</b>
-------------------------------------

Council considered a business paper presenting the Mayor's Report for May 2024.

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

**Resolution**

The Mayor's Report – May 2024 be received.

Robertson/Goddard Carried

<b>8. Appointment of Iwi Representative Commissioner to District Plan Hearing Panel (Wikitōria Tāne)</b>
--

Council considered a business paper seeking approval from Council for the appointment of Wikitōria Tane as an Independent Hearing Commissioner to be part of the approved hearing panel for the Proposed Waitomo District Plan.

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

**Resolution**

- 1 The business paper on Appointment of Iwi Representative Commissioner to District Plan Hearing Panel be received.
- 2 In accordance with section 34A(1A) of the Resource Management Act 1991, Wikitoria Tane be appointed as an Independent Hearing Commissioner.

Goddard/Manawaiti Carried

The General Manager – Strategy and Environment left the meeting at 10.40am.

<b>9. Recommendation of Audit and Risk Committee: Removal of Overdraft Facility from Council's Operational Bank Account</b>
---

Council considered a business paper for Council to consider a recommendation from the Audit and Risk Committee to remove the overdraft facility from the Council's operating bank account.

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

**Resolution**

- 1 The business paper on Recommendation of Audit and Risk Committee: Removal of Overdraft Facility from Council's Operational Bank Account be received.
- 2 Council approve removal of the overdraft facility from Council's operating bank account.

Goddard/New Carried



## 10. Community and Partnerships Bi-Monthly Activity Update Report

Council considered a bi-monthly progress report on Community and Partnerships activities.

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

### Resolution

The business paper on Community and Partnerships Performance Reporting be received.

New/Manawaiti Carried

The General Manager – Community Services left the meeting at 10.52am.

The Roding Manager and Roding Professional Services (Pinnacles) entered the meeting at 10.53am

## 11. Infrastructure Services Bi-Monthly Activity Update Report

The Chief Executive introduced the new Roding Manager, Darren Laycock, to the elected members.

The General Manager - Infrastructure Services and Three Waters Manager entered the meeting at 10.54am

The Roding Professional Services (Pinnacles) left the meeting at 11.02am.

Council considered a bi-monthly progress report on Infrastructure Services activities.

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

### Roads Maintenance Contract

Council noted that an extension of two to three months will be required for the current Roads Maintenance Contract while the new contract is being finalised.

### Resolution

The business paper on Infrastructure Services Group Activity Report be received.

New/Manawaiti Carried

The Three Waters Manager left the meeting at 11.10am.

The Chief Financial Officer entered the meeting at 11.11am.

## 12. New Zealand Transport Agency – Change to Emergency Works Investment Funding

Council considered a business paper providing a brief on the proposed changes to the New Zealand Transport Agency Waka Kotahi funding for emergency works investment funding.

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

The Mayor advised he would raise with this matter with the Waikato Mayoral Forum recommending that a letter be sent to the New Zealand Transport Agency from the Waikato Mayors lobbying against the proposed change.

The Mayor undertook to work with the General Manager – Infrastructure Services on the submission to be lodged.

## Resolution

The business paper on New Zealand Transport Agency – Change to Emergency Works Investment Funding be received.

Manawaiti/Todd Carried

The General Manager – Infrastructure Services and Roading Manager left the meeting at 11.16am.

<b>13. Deliberation of Submissions: 2024-2034 Long Term Plan and Proposed Fees and Charges 2024/2025</b>
--

Council considered a business paper providing comment on the submissions received on the Consultation Document for the Long Term Plan 2024-2034 and Fees and Charges 2024/25 to assist with Council's deliberations.

The General Manager – Community Services entered the meeting at 11.18am.

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

The General Manager – Infrastructure Services entered the meeting at 11.26am.

Council acknowledged the amount of work put into the submission summary, analysis and commentary, and confirmed that the submissions have been summarised very well.

### ROADING DIFFERENTIAL OR TARGETED RATE FOR EXOTIC FORESTRY

Council considered the level of differential rate, the application of the differential rate on forestry properties on State Highways, and the apportionment of the differential rate on mixed use category properties where exotic forestry is over 20 hectares.

As a result of the hearing of Submitters, Council agreed –

- The twelve times differential rate consulted on was too high.
- That Council needs to work more closely with forestry owners/managers moving forward.
- That the differential rate should also be applied forestry properties located on State Highways.
- The differential rate on mixed use category properties where exotic forestry is over 20 hectares should be apportioned appropriately.

## Resolution

1. A three times differential be applied to the roading rate for all rating units with a Forestry Exotic category.
2. A three times differential be applied to the roading rate for rating units with a Mixed Use, which contains exotic forestry in excess of or equal to 20 hectares, noting that this differential only be applied to the area of the land, as assessed by the Council's Valuation Service Provider, as being used for exotic forestry.
3. Council negotiates agreements with landowners and/or plantation owners and/or managers of forestry exotic properties, whereby they assume all or part of the funding and/or management of road repairs or road reconstruction, being roads directly and significantly impacted when forest harvesting takes place.
4. Council applies resources to obtain information from forest owners, managers, and contractors over the next nine months on their harvesting timetables, road access plans, and logging truck local road route to market plans to propose solutions for future rating structures or funding agreements ready for the 2025/26 Annual Plan.
5. Council seeks an increase of \$800,000 from the New Zealand Transport Agency in the subsidised roading programme to support the funding of local roading damage caused by forestry operations during harvest.

6. Council remove the proposed unsubsidised roading budget of \$500,000 from the Long Term Plan.

Robertson/Goddard Carried

The General Manager – Strategy and Environment entered the meeting at 11.53am.

## RURAL HALLS

Council noted the submission summary, analysis and commentary, and that as no change to the Long Term Plan is required following consultation, no resolution is required.

## TE KŪITI FLOODING REMEDIES

Council noted the submission summary, analysis and commentary, and that as no change to the Long Term Plan is required following consultation, no resolution is required.

## ELDER PERSONS HOUSING

Council noted the submission summary, analysis and commentary, and that as no change to the Long Term Plan is required following consultation, no resolution is required.

## STORMWATER RATING AREA

Council noted the submission summary, analysis and commentary, and that as a result of the submissions received which highlighted inequities due to the stormwater rate being charged on the basis of capital value, an alternative rating area has been proposed for Council's consideration.

## **Resolution**

7. Council adopts the proposed Urban Stormwater Rating Area, as defined in Attachment 5 of the business paper.

Robertson/Manawaiti Carried

## SIMPLIFY THE RATES STRUCTURE

Council noted the submission summary, analysis and commentary, and that as no change to the Long Term Plan is required following consultation, no resolution is required.

## SUBMISSIONS ON COUNCIL'S APPROACH

Council noted the submission summary, analysis and commentary, and that as no change to the Long Term Plan is required following consultation, no resolution is required.

Council did however note from the submissions that there is appetite in the community for the installation of water meters.

## SUBMISSIONS ON THE CONSULTATION DOCUMENT

Council noted the submission summary, analysis and commentary, relating to other matters in the Consultation Document which were not related to the specific consultation proposal and that as no change to the Long Term Plan is required following consultation, no resolution is required.

## OTHER SUBMISSIONS

Council noted the submission summary, analysis and commentary, for submission points raised which were not directly related to matters in the Consultation Document. For those points that result in no change to the Long Term Plan, no resolution is required.

Those submission points which resulted in Council making a change to the Long Term Plan are set out below.

## Waitomo Aerodrome

With respect to the Waitomo Aerodrome Council agreed that it did not plan to change the Community Benefit of 20%.

## Resolution

8. Council notes the submission made on behalf of the Waitomo Aeroclub.
9. Council allows the Chief Executive the right to use his discretion to use either landing charges as set out in the Schedule of Fees and Charges, or an Annual Fee for members of the Te Kūiti Aero Club and Commercial users.
10. Council notes the high cost of the current system that records aircraft landings and applies charges.
11. Council requests that the Chief Executive explore alternative systems to monitor landings, drawing upon those used at other New Zealand Council owned aerodromes.
12. That the Chief Executive report back to elected members with options for a lower cost revenue collection model.

Robertson/New Carried

## Hamilton Waikato Tourism

### MOTION

- Council notes the advice from the Board of Hamilton Waikato Tourism that the \$30,000 provided in the Long Term Plan is below the amount they are prepared to accept.
- Council directs that the \$30,000 provided in the Long Term Plan for this item be removed.

Robertson/Todd

Cr Osborne commented on the importance of tourism to the District and the work that Hamilton Waikato Tourism does for the District and proposed the following amendment -

### AMENDMENT

- The funding for Hamilton Waikato Tourism remain at its current level for the next three years.

Osborne/New

Councillor New spoke in support of the proposed Amendment. Councillors Goddard, Manawaiti and Tasker explained why they could not support the proposed amendment.

Councillor Osborne gave her right of reply.

### AMENDMENT LOST

### FURTHER AMENDMENT

- Council notes the advice from the Board of Hamilton Waikato Tourism that the \$30,000 provided in the Long Term Plan is below the amount they are prepared to accept.
- Council directs that the \$30,000 provided in the Long Term Plan for this item remain, and only be paid over to Hamilton Waikato Tourism on the condition that the shortfall of 40k is obtained from tourism providers and industry within the Waitomo District.

Tasker/Osborne

### CARRIED

## Resolution

13. Council notes the advice from the Board of Hamilton Waikato Tourism that the \$30,000 provided in the Long Term Plan is below the amount they are prepared to accept.

14. Council directs that the \$30,000 provided in the Long Term Plan for this item remain, and only be paid over to Hamilton Waikato Tourism on the condition that the shortfall of \$40,000 is obtained from tourism providers and industry within the Waitomo District.

Tasker/Osborne Carried

The meeting adjourned for lunch at 1.08pm and reconvened at 1.32pm.

## Te Waka

### **Resolution**

15. Council notes the advice in media that the Board of Te Waka intends to close down its operation effective 1 July 2024.
16. Council directs that the \$10,000 provided in the Long Term Plan for this item be removed.

Robertson/Manawaiti Carried

## Waikato Screen NZ

Waikato Screen NZ be advised to apply for funding through Council's grant process.

## Waitomo District Council Roads Maintenance Contract

Council considered the options presented in the Management Submission, noting that the contract tender bid had come in higher than expected. Council agreed that a review of levels of service is required in order to keep the required roading budget increase to a minimum.

### **Resolution**

17. Council increase the Roading budget by:

Subsidised:	\$309,000 per annum
Non-subsidised:	\$85,000 per annum

to fund additional costs associated with the Road Maintenance Contract, and that levels of service be reviewed and re-presented to Council, along with any necessary changes to Key Performance Indicators.

Goddard/Manawaiti Carried

## Deliberation of All Submissions

### **Resolution**

18. The business paper on Deliberations on Submissions to the Long Term Plan 2024-2034 be received.
19. The Chief Executive be delegated authority to ensure that Council directions arising from the consideration of submissions is reflected in the responses schedule and all changes, together with feedback from Council's auditors, and the Officer of the Auditor General, are made to the final Long Term Plan 2024-2034 and any policies prior to adoption.
20. Elected members and WDC staff would like to thank all of the people who engaged with the Long Term Plan 2024-2034 and acknowledge the time and effort made by those who made written and verbal submissions.
21. Council acknowledged the time and effort of Council staff involved in the Long Term Plan development process and thanked those staff.

Robertson/New Carried

## 14. Adoption of Animal and Dog Control and Food Act 2014 Fees and Charges

Council considered a business paper Presenting for adoption the fees and charges for animal and dog control and Food Act 2014 to enable invoices to be issued for these activities which are due for payment from 1 July 2024.

The Chief Financial Officer left the meeting at 2.00pm.

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

Council noted that the remainder of the Fees and Charges will be presented for adoption at the Council meeting on 25 June 2024.

### Resolution

- 1 The business paper on 'Adoption of Animal and Dog Control and Food Act 2014 Fees and Charges' be received.
- 2 Council adopt the fees and charges for Animal and Dog Control and the Food Act 2014 as consulted on and outlined below, to become effective on 1 July 2024.

### Animal and Dog Control

Description	Proposed 2024/25 fee or charge (\$)
<b>Animal and Dog Control Fees</b>	
All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.	
Urban Fee (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	130.00
Spayed or Neutered Dogs in the Urban Area	98.00
Selected Owner (Dog Control Policy) Dogs	77.00
Gold card discount of 10% for urban dogs	117.00
Rural Dogs	55.00
Rural Dogs > 5 For every 5 rural dogs you register the 6th dog registration is free if paid on or before registration date.	Multiple rural dog discount
Late registration fee	50% of the fee that would have been payable if that dog had been registered on the first day of the registration
Dangerous Dogs registration fee	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.
Disability Assist Dog registration fee <i>Note: To be eligible, the dog must be certified as a disability assist dog in accordance with Schedule 5 of the Dog Control Act 1996.</i>	No charge
Replacement Registration Tag	5.25

### Fees for Functions under the Food Act 2014

Alignment to other councils has been made where shared services are involved. Food premises inspection fees are now incorporated into the Food Control Plan fees. The Full Schedule of fees and charges that were consulted on is set out below:

Description	Proposed 2024/25 fee or charge (\$)
<b>Fees for Functions under the Food Act 2014</b>	
All administration and verification activities including annual verification, reporting, non-conformance visits and any activity not specified in the schedule below	185.00
<b>Fees applicable to Template Food Control Plans</b>	

# File 1 - Page 15

Description	Proposed 2024/25 fee or charge (\$)
<b>Fees for Functions under the Food Act 2014</b>	
Application for new registration of Template Food Control Plan (plus hourly rate of 185 after the first hour)	450.00
Application for renewal of registration of Template Food Control Plan (plus hourly rate of 185 after the first hour)	360.00
	185.00
Application for a significant amendment (section 45(3)) of registration of Template Food Control Plan, or move from Template Food Control Plan to National Programme (plus hourly rate of 185 after the first hour)	180.00
	185.00
Application for a minor amendment (section 45(2)) of registration of Template Food Control Plan. <i>Note: Minor changes constitute changes to details such as contact information (email, phone, day to day manager, and postal address).</i>	80.00
Voluntary suspension of Template Food Control Plan (plus hourly rate of 185 after the first hour)	90.00
	185.00
<b>Fees applicable to National Programmes</b>	
Application for new registration of premises under a National Programme (plus hourly rate of 185 after the first hour)	450.00
	185.00
Application for renewal of registration of premises under a National Programme. (plus hourly rate of 185 after the first hour)	360.00
	185.00
Application for significant amendment (section 81) of registration under a National Programme or move from National Programme to Template Food Control Plan during the registration year. (plus hourly rate of 185 after the first hour)	180.00
	185.00
Application for a minor amendment of registration under a National Programme, such as a change in contact information, trading name.	180.00
Voluntary suspension of National Programme. (plus hourly rate of 185 after the first hour)	90.00
	185.00
Issue of improvement notice, or review of an improvement notice. (plus hourly rate of 185 after the first hour)	170.00
	185.00
Application for statement of compliance. (plus hourly rate of 185 after the first hour)	170.00
	185.00
Copy of Food Control Plan folder and documents.	30.00
Cancelling an audit or verification within 24 hours of the scheduled date and time of audit.	110.00
Administration fee for refund on cancelled applications pursuant to the Food Act (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee).	55.00

Manawaiti/New Carried

**15. Karakia Whakamutunga**

There being no further business the meeting closed at 2.14pm.

Dated this            day of            2024

JOHN ROBERTSON  
**MAYOR**



## WAITOMO DISTRICT COUNCIL Appointments and Chief Executive Relationship Committee

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL APPOINTMENTS AND CHIEF EXECUTIVE RELATIONSHIP COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 11 JUNE 2024 AT 9:00AM

**PRESENT:** Mayor John Robertson  
Deputy Mayor Allan Goddard  
Dan Tasker  
Gavin Todd  
Janene New  
Janette Osborne  
Eady Manawaiti

**IN ATTENDANCE:** Greg Tims (Greg Tims & Associates)  
Chief Executive, Ben Smit

#### 1. Prayor

#### 2. Apologies

##### Resolution

The apology for lateness from Cr Eady Manawaiti be received and leave of absence granted.

Robertson/Osborne Carried

#### 3. Confirmation of Minutes: 12 December 2023

##### Resolution

The Minutes of the Waitomo District Council Appointments and Chief Executive Relationship Committee meeting of 12 December 2023, including the public excluded minutes, be confirmed as a true and correct record.

Robertson/Osborne Carried

#### 4. Terms of Reference – Appointments and Chief Executive Relationship Committee

The Committee considered a business paper presenting the Terms of Reference adopted by Council on 29 November 2022 for the Committee's review.

##### Resolution

The business paper on Terms of Reference – Appointments and Chief Executive Relationship Committee be received.

Robertson/Todd Carried

#### 5. Motion to Exclude the Public

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

## Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Chief Executive's Performance Review for 2022/2023 and Setting of Remuneration for 2023/2024	Section 7(2)(a) - To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(1)

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council Chief Executive
Greg Tims	Human Resource Consultant

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

Tasker/Todd Carried

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

### Resolution

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

- 1 ***Chief Executive's Annual Performance Review for 2023/2024 and Setting of Remuneration for 2024/2025***

*Resolutions 1 and 2 only be made public as follows:*

- 1 *The business paper on Chief Executive's Annual Performance Review for 2023/2024 and Setting of Remuneration for 2024/2025 be received.*
- 2 *The Committee acknowledged the commitment of the Chief Executive to the organisation and thanked him for his service.*

Robertson/Goddard Carried

There being no further business the meeting closed at 12:28pm


Dated this                      day of                      202

JOHN ROBERTSON  
**MAYOR**

Confidential Confidential

Confidential Confidential

Confidential

<b>Document No:</b> A726480	
<b>Report To:</b>	<b>Council</b>
	<b>Meeting Date:</b> 25 June 2024
	<b>Subject:</b> <b>Mayor's Report – June 2024</b>

Today we deliberate on the Adoption of the Long Term Plan for 2024–2034.

My introduction to the Plan highlights some of the priorities we have set for the years ahead. Unsurprisingly, these reflect our core business – investments in roads, drinking water, stormwater, and waste.

With the Plan signed off by elected members, the next task is the responsibility of the Executive. It is about Plan execution and implementation. There are matters that need implementing quickly.

- A new rate to be struck on forested land requires administrative work.
- Agreements with forestry operators who are harvesting need executing.

There are other matters that need to be concluded in a timely manner.

- The funding agreement with NZTA for the three years beginning 1 July 2024.
- The tender and appointment process for the multi-year road maintenance contract.
- The proposals to improve the resilience of drinking water to Te Kuiti households.
- The stormwater initiatives to mitigate against flooding risk.

Elected members have been saluted for making some choices that are politically challenging. Federated Farmers have welcomed the move to a differential rate on forested land. The decision to install water meters is welcomed by some. Our decisions to have more of our “business units” cover their own costs is supported – Pensioner Housing, Holiday Camps, Community Halls. All this is good progress strategically.

If I have one concern about this Plan, it is about the level of rates we are imposing on households.

I know that the average rate increase of 11.07% is not out of line with other Councils – in fact we are at the lower end. I know that inflation has driven much of the increase. So too has the need to mitigate against severe storm events. But this is no comfort for those homeowners and farmers who struggle with today's cost of living. Affordability needs to be at the front of our minds when we make rating decisions.

That takes me to year two of this Plan. We have a planned rate increase proposed of 7.78%. I urge us to trim this back during our Annual Plan process next year. This means cutting costs. The Chief Executive is to do work on benchmarking to discover whether we have higher costs in some areas than like Councils have.

This will inform us. Then we will need to make calls, like reviewing levels of service and reviewing our models of service.

The options for models of service include in-house delivery versus more outsourcing, centrally managed or delegated to communities, shared services or not. They also include considering amalgamation with another Council to spread overhead costs. That is an exercise for the governance team to lead.



JOHN ROBERTSON, QSO

**MAYOR**

**Document No:** A721684

**Report To:** Council



**Meeting Date:** 25 June 2024

**Subject:** Chief Executive Report – May/June 2024

**Type:** Information Only

## Purpose of Report

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

## Commentary

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

FINANCIAL		SIGNATURE PROJECTS	OPERATIONS	
<b>Net Operating Position YTD</b> 31 May 2024	\$6.2M surplus	Report is a Work in Progress subject to development of the Project Management Framework	Leadership	Long Term Plan implementation
<b>Variance to Revised Budget</b> 31 May 2024	\$2.8M less than forecast		Community/ Partners	Centennial Park development
<b>Capital Spend YTD % of Revised Budget</b> 31 May 2024	50%		Recreation/ Property	District Plan
<b>Total YTD Spend to</b> 31 May 2024	\$16.8M		Regulatory	On-track
<b>Loan \$M at</b> 31 May 2024	\$33.2M		Resource Management	Waitomo District Landfill
			Solid Waste	Flood Management
			Stormwater	WWTP Sludge Management
			Wastewater	Roading Plan implementation
			Water	
			Roading	

KEY DECISIONS / DISCUSSIONS	TOP OF MIND
To be made by Council   for input <ul style="list-style-type: none"> <li>Long Term Plan sign off</li> </ul>	Areas of focus or concern for CEO <ul style="list-style-type: none"> <li>Future of '3 Waters' and potential for Waikato Waters CCO</li> <li>Landfill and sludge future's planning</li> <li>Planning for 2024/25</li> <li>Planning for staff resourcing to limit risks and stress</li> <li>Implementation of Forestry Roding Agreements and Rates</li> <li>Stormwater mitigation planning</li> <li>Release of property for housing</li> </ul>

## BIG WINS / LEARNING

Getting LTP and associated budget complete.

Roading contract and funding under control.

## HEALTH & SAFETY

Incidents, Accidents and Near Misses

- Nothing significant to report.

Staff Wellbeing

- Significant pressure on staff continuing. Continually looking at changing / evolving roles and activities to manage workloads and set WDC to achieve objectives.
- Recruitment Roothing Engineer. 3 Wates Network Engineer, Building Control Officer, Management Accountant and part time Customer Services Officer.

## OTHER MATTERS REQUIRING ATTENTION

Nothing to note

## Suggested Resolution

The Chief Executive Report – May/June 2024 be received.



BEN SMIT  
**CHIEF EXECUTIVE**

**Document No:** A275537

## **Report To: Council**



**Meeting Date:** 25 June 2024

**Subject:** **Leadership/Governance, Finance and Information Services Activity Update Report**

**Type:** Information Only

### **Purpose of Report**

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

### **Background**

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

### **Finance**

3.1 **CURRENT ACTIVITY**

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

- 3.3 The focus of the Finance Team over the last two months has continued to be on the development of financial forecasts and supporting information for the 2024-2034 Long Term Plan. Preparation has commenced for the development of the annual report and interim audit scheduled for the last week in June.

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

- 3.5 The focus of the team moves to finalising the ledgers for end of financial year and the development of the annual report and associated audit process. The rates team continue to work on the maintenance of the rating information database for the upcoming rates strike at the end of July, including incorporating the changes from the Long Term Plan.

### **Information Technology**

4.1 **CURRENT ACTIVITY**

- 4.2 The council's contract for photocopiers will end on 25 November 2024. New prices have been obtained from Canon and Richo for the renewal and Richo has offered the council a better deal.

## 4.3 **CLOUD MIGRATION**

- 4.4 Objective migration to MagiQ Docs (the Council's Document Management System) project started in November 2023 and due to some vendor problems on the conversion scripts the go-live date has been pushed back and is now set for 15 July 2024. This poses no risk to the Council. User Acceptance Testing has commenced and will be completed in the next two weeks.

## 4.5 **LOOKING FORWARD – THE NEXT 3 MONTHS**

- 4.6 GIS migration to Cloud is the next major project toward the completion of the Cloud Migration Programme. Knowing that the GIS server support ends in the first half of 2025 this project will have high priority.
- 4.7 Staff will look at the current strategic risks and develop staff workshops to consider the practical impact and mitigation of these risks.
- 4.8 The development of improved Information Management and the migration from Objective to MagiQ Docs. The only potential risk is the integration of MagiQ Docs to AlphaOne (Building Control system) which has started and is work in progress, however the migration will happen after the MagiQ Docs go-live date. MagiQ is to optically character read (OCR) all non-OCR documents before migrating them to MagiQ Docs. This will mean that data in these documents can be searched for in the future.
- 4.9 Implementing the Flowingly application (process mapping and electronic forms) presented an opportunity for WDC to enhance internal processes through e-forms, automation and improvement. As WDC's process mapping and automation tool, Flowingly can streamline and enhance processes as they are mapped out and so far, three processes have been automated and are already being used by the staff. There has been interest from other departments to utilise the capabilities of this application to their advantage and the IS team is working towards delivering them.
- 4.10 WDC will implement a Human Resource Management system. Elmo has been chosen as the preferred application based on its functionality and integration capabilities with DataPay. The go-live date for this tool is to be confirmed.

## **Leadership/Governance**

### 5.1 **CURRENT ACTIVITY**

### 5.2 **AUDIT AND RISK COMMITTEE INDEPENDENT CHAIR**

- 5.3 Our current Audit and Risk Committee Independent Chairperson, Bruce Robertson, retires from the role at the end of June this year.
- 5.4 Council at its meeting of 30 April 2024 considered a public excluded item of business addressing the vacancy created by Bruce Robertson's retirement. Jaydene Kana has been appointed to the role from 1 July 2024.

### 5.5 **2024-2034 LONG TERM PLAN**

- 5.6 The heavy workload associated with development of the 2024-2034 Long Term Plan (LTP) has continued with adoption of the Supporting Information, LTP and Setting of Rates for 2024/2025 dealt with elsewhere in this Agenda.

### 5.7 **WASTE MANAGEMENT AND MINIMISATION PLAN**

- 5.8 Adoption of the Council's Waste Management and Minimisation Plan 2024 is also dealt with elsewhere in this Agenda.

### 5.9 **FLEET RENEWAL**

- 5.10 New motor vehicle purchases are made through the All of Government procurement system and, where appropriate, we are moving to hybrid vehicles as the fleet is renewed.



5.11 There are still significant delays in receiving some new motor vehicles. For the current year's renewal programme, there are still two vehicles to be received and these will not be delivered until the next financial year.

## 5.12 LGOIMA REQUESTS

5.13 Responding to requests for information made under the Local Government Official Information and Meetings Act 1987 (LGOIMA) can take up a significant amount of time. For the calendar year to date, we have received 39 requests for information under (LGOIMA).

5.14 The following table provides a year-on-year comparison of request numbers received:

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
25	35	73	96	85	75	70	50	86	39 to date

## 5.15 LOOKING FORWARD – THE NEXT 3 MONTHS

5.16 Significant organisation-wide projects (Stormwater Planning, Waitomo District Landfill, Centennial Park Concept Plan, Engagement and Implementation of the Māori Representation Model and Service Reviews) continue to be a lot of work for the wider Senior Management Team.

5.17 The development of Waikato Waters' options and analysis is ongoing.

5.18 Following adoption of the LTP, planning will begin for engaging on options for enhancing the use of the Les Munro Centre and the Representation Review.

## **Suggested Resolution**

The business paper on Information Services, Finance and Leadership/Governance Activity Update Report be received.



TINA HITCHEN  
**CHIEF FINANCIAL OFFICER**



SAEED JOUZDANI  
**CHIEF INFORMATION OFFICER**



BEN SMIT  
**CHIEF EXECUTIVE**

**Document No:** A725858

**Report To:** Council



**Meeting Date:** 25 June 2024

**Subject:** Civic Financial Services Limited –  
2024 Annual General Meeting and Annual  
Report 2023

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to seek Council's ratification of the appointment of a Proxy for the 2024 Civic Financial Services Limited Annual General Meeting and to present the Annual Report for Civic Financial Services Limited (CFSL) for the year ended 31 December 2023.

## Background

- 2.1 CFSL is the former New Zealand Local Government Insurance Corporation Ltd and previously traded as Civic Assurance. CFSL has been trading for over 76 years.
- 2.2 The name change was instituted due to the company withdrawing from offering property insurance and no longer holding an insurance licence.
- 2.3 CFSL provides administration services to the Local Authority Protection Programme Disaster Fund (LAPP), SuperEasy Superannuation Scheme and the SuperEasy KiwiSaver Superannuation Scheme.
- 2.4 WDC holds 16,940 shares (0.15%) in CFSL.

## Commentary

- 3.1 **2024 ANNUAL GENERAL MEETING**
- 3.2 CFSL's AGM will be convened on Friday, 21 June 2024 in Wellington.
- 3.3 In line with WDC's historical practice, the Mayor undertook on Council's behalf, to appoint the CFSL Chief Executive as Council's Proxy at the AGM. A copy of the Proxy Form submitted is attached to and forms part of this business paper.
- 3.4 The main items on the Agenda for the meeting are:
- To approve minutes of the 2023 AGM.
  - To receive Annual Report which includes Financial Statements for the year ended 31 December 2023 and the Report of the Auditor.
  - To confirm the election of two Directors (as there are two vacancies and two nominations no election is required).
  - To note that Director Remuneration will be adjusted by the annual increase in CPI.
  - To record the appointment of the Auditor-General as Auditor and to authorise the Directors to determine the remuneration for the Auditor for the year.

- 3.5 Council will be advised verbally at the Council meeting on the outcome of the AGM considerations.

3.6 **ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023**

- 3.7 The Annual Report from CFSL is attached to and forms part of this business paper (Attachment 2).
- 3.8 CFSL's surplus before taxation reported was \$439,242 which is a very good outcome when compared with the forecast surplus of \$147,868 as set out in the Statement of Intent for 2023. This is primarily due to receiving higher than anticipated investment income and a small underspend in administration expenses.
- 3.9 Operational expenditure for the 2023 year was more than the 2022 year (2023: \$3,094,025 compared to 2022: \$3,029,085), mostly for employee and director remuneration.
- 3.10 Shareholders' equity totals \$10,474,707 at 31 December 2023, an increase of \$315,688, for the year.
- 3.11 The significant assets in the balance sheet include term deposits of \$6,366,929 and cash and cash equivalents of \$2,789,339.
- 3.12 Total liabilities were \$307,6796, made of Sundry Creditors and Accrued Charges, Accrued Holiday Pay and Administration Fee Reserves.
- 3.13 The Financial Statements have been audited and the Audit Report contains the Auditor's Opinion that they present fairly the financial position and performance of the Group and comply with NZ generally accepted accounting standards.

<b>Suggested Resolutions</b>
------------------------------

- |  |
|--|
| <div>1 The business paper on Civic Financial Services Limited – 2024 Annual General Meeting and Annual Report 2023 be received.</div> <div>2 Council ratify the action of the Mayor in appointing the Chief Executive of Civic Financial Services Ltd to act as Proxy for the Waitomo District Council at the Civic Financial Services Limited – 2022 Annual General Meeting.</div> <div>3 The Civic Financial Services Ltd Annual Report for the year ended 31 December 2023 be received.</div> |
|--|



MICHELLE HIGGIE  
**MANAGER - GOVERNANCE SUPPORT**

Attachments:

- |   |
|---|
| <div>1 Civic Financial Services Limited - Proxy Form</div> <div>2 Civic Financial Services Limited – Annual Report 2023</div> |
|---|

**Civic Financial Services Limited**  
**Proxy Form**
Waitomo District Council

(Shareholder Name)

of

Te Kuiti

(Location)

being a shareholder of Civic Financial Services Limited, hereby appoints

Charlie Howe

(Name)

of Civic Financial Services Ltd

(Employer)

or, failing him/her

Glenn Watkins

(Name)

of Civic Financial Services Ltd

(Employer)

as its proxy to vote for

and on its behalf at the Annual General Meeting of Shareholders of Civic Financial Services Limited, to be held in the Taituarā West Wing meeting room, 85 The Terrace, Level 9, Wellington on Friday 21 June 2024 commencing at 11.30am and at any adjournment of that meeting.

Unless otherwise directed as below, the proxy will vote or abstain from voting as he or she thinks fit.

Should the shareholder wish to instruct its Proxy or representative how to vote the following should be completed:

**Agenda Item**

For (✓)

Against (✓)

**Ordinary Business****1. Receive apologies.****2. Approve the Minutes of the AGM held 16 June 2023.****3. To receive the Annual Report**

To receive the Annual Report which includes the financial statements for the year ended 31 December 2023 and the report of the auditor therein.

**4. Directorate**

Confirm the election of Nicola Mills, Director and Sue Bidrose, Independent Director of the Company.

**5. Director Remuneration**

At the 2017 Company AGM a shareholder resolution was passed for Director remuneration to be adjusted by the annual increase in the CPI from 1 July 2017.

**6. Appointment and Remuneration of Auditor**

To record the appointment of the Auditor-General as auditor (pursuant to Section 207 of the Companies Act 1993 and Section 15 of the Public Audit Act 2001) to hold office until the conclusion of the next Annual General Meeting and to authorise the Directors to determine the remuneration for the auditor for the year.

**7. To transact any other business**

EXECUTED this 12th day of June 2024.


Mayor

Signature(s) of Shareholder

Position(s) Held

Please return to: Chief Financial Officer, Civic Financial Services Ltd, PO Box 5521, Wellington 6140, or email to [lisa.lummis@civicfs.co.nz](mailto:lisa.lummis@civicfs.co.nz) to be received prior to 11.30am 20 June 2024.



# ANNUAL REPORT 2023

DIRECTORS' REPORT	1
DIRECTORY	5
INDEPENDENT AUDITOR'S REPORT	6
CONSOLIDATED STATEMENT OF COMPREHENSIVE INCOME	10
CONSOLIDATED STATEMENT OF FINANCIAL POSITION	11
CONSOLIDATED STATEMENT OF CHANGES IN EQUITY	12
CONSOLIDATED STATEMENT OF CASH FLOWS	13
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS	14
SHAREHOLDERS' DETAILS	BACK COVER

### ANNUAL REPORT AND STATEMENT OF ACCOUNTS FOR THE YEAR TO 31 DECEMBER 2023

Your Directors have pleasure in submitting the 63rd Annual Report of the affairs of the Company (formerly New Zealand Local Government Insurance Corporation Ltd trading as Civic Assurance) for the year ended 31 December 2023, which is to be presented at the Annual General Meeting of Members in June 2024.

Directors operate under a Charter which outlines the specific role and responsibilities of the Board. Each Director must be assessed as being fit and proper in accordance with Civic's Fit and Proper Policy and at least two Directors must be independent, being neither a member or an employee of a local authority. The Directors are all subject to Civic's Code of Ethics. The Board has a Risk and Audit Committee which is governed by its own Charter and is responsible for maintaining the Board's risk management processes and policies, including ensuring compliance with regulatory and legal standards. .

#### 1. PERFORMANCE

Civic's before-tax profit in 2023 was \$439,242.

This compares favourably to the budgeted before-tax surplus of \$147,868 as set out in the 2023 Statement of Intent.

This increased profit is primarily due to receiving higher than anticipated investment income over the year and a slight underspend in administration expenses also contributing.

#### 2. OPERATIONS

##### *Administration Services*

Fees in 2023 from providing services to LAPP, Riskpool, the SuperEasy Superannuation Scheme and the SuperEasy KiwiSaver Superannuation Scheme were \$2,919,375 (2022: \$2,904,682).

##### *Investment Revenue*

Income from investments was \$613,757 (2022: \$266,148).

##### *Sponsorship and Support for the Sector*

Civic continues as a sponsor of Taituarā – Local Government Professionals Aotearoa (previously known as SOLGM – Society of Local Government Managers) events both at a regional and national level.

#### 3. ASSOCIATED ENTITIES

##### *Local Government Superannuation Trustee Limited*

Local Government Superannuation Trustee Limited (LGST) is a 100% subsidiary of Civic and is the trustee to the Local Government Superannuation Scheme (SuperEasy Employer

Scheme) and SuperEasy KiwiSaver Superannuation Scheme. Both Schemes are administered by Civic and are registered with the Financial Markets Authority. Director appointments to LGST are made by Local Government New Zealand (two), Civic (one), Council of Trade Unions (one), Taituarā (one) and one, who must be a Licensed Independent Trustee, by the LGST Board.

The Schemes feature low member charges and simple administration for councils. The Schemes offer an 'Automatic Fund', in which each member's risk exposure is gradually and automatically switched from growth assets to income assets as the member gets older. The SuperEasy website is [www.supereasy.co.nz](http://www.supereasy.co.nz).

The Schemes have a combined membership of over 11,500, with funds under management as at December 2023 of \$559 million (December 2022 \$496 million). Of the councils that have a preferred provider for KiwiSaver, 70 out of 73 (95%) have appointed Civic. The investments of the funds are managed by Harbour Asset Management Limited and ANZ New Zealand Investments Limited.

##### *LAPP Disaster Fund*

LAPP is a charitable trust that was set up by LGNZ and Civic in 1993 to assist with the reinstatement of lost or damaged local government underground infrastructure. LAPP's membership is 23. LAPP's website is: [www.lappfund.co.nz](http://www.lappfund.co.nz). Civic is the administration and fund manager for LAPP.

LAPP is currently managing Marlborough District Council's claim that resulted from the severe flood damage that hit the Marlborough region in July 2021 and claims from Hastings District Council and Wairoa District Council as a result of damage from Cyclone Gabrielle in February 2023. At the time of writing it is unknown how much these claims will be, but they will be well within LAPP's ability to pay, providing the benefit of full cover for all of the flood damaged assets registered with LAPP.

## DIRECTORS' REPORT

### *Riskpool / Civic Liability Pool (CLP)*

Riskpool provides public liability and professional indemnity cover for councils and has done so since 1997. Riskpool is a mutual liability fund governed by a trust deed and can call on its member councils for financial support. CLP is similar to Riskpool but has no facility for calls. With reducing council support for Riskpool, it became increasingly difficult to offer competitively priced cover and risk management services. Consequently Riskpool/CLP decided to cease providing cover from 1 July 2017 and is now in run-off mode. Riskpool made a call on members in 2023 and is currently working through some claims that involve both weathertight and non-weathertight issues (mixed defect claims) before Riskpool is able to be wound up.

Local Government Mutual Funds Trustee Limited (LGMFT) is the trustee of Riskpool and CLP. Civic is the Fund Manager and Scheme Manager for Riskpool and Administration Manager for CLP.

Civic had entered into arm's length, secured loan facility agreements on commercial terms with LGMFT to enable Riskpool to manage its cashflows. These loan facilities were repaid in full in 2023 following the Riskpool call on members.

### 4. DIRECTORS

As at 31 December 2023 there were five Civic directors: Marty Grenfell, Nicola Mills, Ken Morris, Basil Morrison, and Craig Stevenson.

John Melville and Jo Miller retired as directors with effect from 16 June 2023. Marty Grenfell and Ken Morris were appointed directors on 16 June 2023.

#### *Director attendances at Board meetings held in 2023:*

Marty Grenfell	2 / 2
John Melville	4 / 4
Jo Miller	0 / 4
Nicola Mills	6 / 6
Ken Morris	1 / 2
Basil Morrison	6 / 6
Craig Stevenson	6 / 6

### *Section 139 of the Companies Act 1993*

All Civic directors are directors of LGMFT except Basil Morrison who resigned from LGMFT in March 2019 to ensure that one Civic director was independent of LGMFT.

There are no other notices required under section 139 of the Companies Act 1993 except for Directors' remuneration. Changes to the Directors' fee pool are approved by shareholders at an AGM. The Board determines the allocation per Director based on the duties of the individual Director. The Director fees for subsidiary companies are set by the Civic Board.

For the year ended 31 December 2023, Directors' remuneration was:

Marty Grenfell	\$9,182
John Melville	\$15,137
Jo Miller	\$7,568
Nicola Mills	\$25,126
Ken Morris	\$9,182
Basil Morrison	\$16,751
Craig Stevenson	\$25,933
	<b>\$108,879</b>

In addition, the following Directors received fees in relation to their directorships of Riskpool or LGST:

Marty Grenfell	(Riskpool)	\$12,685
John Melville	(Riskpool)	\$7,671
Jo Miller	(Riskpool & LGST)	\$7,314
Nicola Mills	(Riskpool)	\$10,155
Ken Morris	(Riskpool)	\$6,342
Basil Morrison	(LGST)	\$14,215
Craig Stevenson	(Riskpool)	\$10,155
		<b>\$68,537</b>



## DIRECTORS' REPORT

### Interests Register

Directors' interests are tabled at the beginning of each Board meeting. Directorship and other disclosures as at 31 December 2023 were:

Marty Grenfell	Trustee of Civic Property Pool; Director of Local Government Mutual Funds Trustee Ltd; Member of SuperEasy KiwiSaver Superannuation Scheme; Chief Executive of Tauranga City Council; Director of Bay of Plenty Local Authority Shared Services (BoPLASS); Trustee of Te Manawataki o Te Papa Settlement Charitable Trust.
Nicola Mills	Trustee of Civic Property Pool; Director of Local Government Mutual Funds Trustee Ltd; a party to agreement for finance with LGMFT; Board Member of Sport Waitakere; Acting Group Chief Financial Officer at Auckland Council.
Ken Morris	Trustee of Civic Property Pool; Director of Local Government Mutual Funds Trustee Ltd; Member of SuperEasy KiwiSaver Superannuation Scheme; Deputy Chief Executive/Group Manager Business Support Waipa District Council; Chair of Co-Lab (Waikato Local Authority Shared Services) Insurance Advisory Group; Participant in Aon Local Government Strategy Reference Group; Treasurer, Waipa Community Trust; Shareholder / Director Morris Manapouri Investments Limited and Groovy Food Catering Co. Ltd; Trustee, The Harry and Pauline Morris Family Trust; Chair, Village Lake Apartments Body Corporate (Hanmer Springs).
Basil Morrison	Chair of Local Government Superannuation Trustee Ltd; Basil J Morrison & Associates Ltd; Member of SuperEasy KiwiSaver Superannuation Scheme; Trustee of Civic Property Pool; Trustee of the Martha Trust; Chair of the Martha Trust; Trustee of Hauraki Railtrail Charitable Trust; Deputy Chair Hauraki Rail Trail; Waitangi Tribunal Member; Independent Hearings Commissioner for Auckland Council; Honorary Consul for Uganda; Thames-Coromandel District Council Hearings Panel; Waikato Regional Council Hearings Commissioner; Waikato District Council Hearings Commissioner; NZ Freshwater Commissioner; Accredited Commissioner – RMA.

Craig Stevenson Trustee of Civic Property Pool; Director of Local Government Mutual Funds Trustee Ltd; a party to an agreement for finance with the LGMFT; Member of Local Government Superannuation Scheme and SuperEasy KiwiSaver Superannuation Scheme; Trustee of Ratanui Trust; Market Director Local Government of WSP New Zealand Ltd.

The Company provides Directors and officers with, and pays the premiums for, Directors' and Officers' liability insurance to the full extent allowed for in accordance with the requirements of the Companies Act 1993. The renewal of the Company's Directors' and Officers' liability insurance was entered in the Interests Register pursuant to sections 162 and 163 of the Companies Act 1993. The insurance does not cover liabilities arising from criminal actions or deliberate and reckless acts or omissions by the Directors. The cover includes indemnity of costs and expenses incurred in defending an action that falls within the scope of the indemnity.

### Use of Information

Directors, individually or collectively, may obtain independent professional advice relating to any matters concerning the Company's business or in relation to the discharge of the Director's responsibilities. Subject to approval of the Chair the Company will reimburse the Director(s) some or all of the reasonable costs of the advice. During the reporting period, no Director has sought leave to obtain such advice.

### Loans to Directors

No loans or advances have been made to Directors, their spouses or dependants, or to related parties during the year.

## 5. EMPLOYEE REMUNERATION

Detailed below is the number of employees who received remuneration of \$100,000 or more in their capacity as employees during the year ended 31 December 2023.

Remuneration	Number of Employees
\$100,000 – \$110,000	1
\$160,000 – \$170,000	1
\$260,000 – \$270,000	1

The above remuneration includes Company contributions to employees' superannuation (KiwiSaver and other), medical insurances and discretionary bonus payments.

## DIRECTORS' REPORT

---

### 6. AUDIT AND RISK MANAGEMENT

Pursuant to Section 15 of the Public Audit Act 2001 the Company's auditor is the Auditor General who has appointed Hamish Anton using the staff and resources of Deloitte Limited to carry out the audit on his behalf.

The Risk and Audit Committee comprises the full Board. Nicola Mills was appointed Chair of this committee on 17 June 2022. The Committee met five times in 2023: the Auditor attended two of those meetings and at one of those meetings proceedings took place without management present.

### 7. DONATIONS

No donations have been made during the year by any Company in the Group (2022: \$0).

### 8. STAFF

The Directors sincerely thank the staff - Charlie Howe, Glenn Watkin, Ian Brown, Racheal Harold, Ivy Liang, Lisa Lummis, Jen McGahan and Wendy Riley - for their work and support during the year.



---

Craig Stevenson, **Chair**  
March 2024

### *DIRECTORS*

Craig Stevenson (Chair)

Marty Grenfell

Nicola Mills

Ken Morris

Basil Morrison CNZM JP

### *EXECUTIVE OFFICERS*

**Chief Executive** : Charlie Howe

**Chief Financial Officer** : Glenn Watkin

COMPANY REGISTRATION NO: 13271

### *AUDITORS*

The Auditor General, who has appointed Hamish Anton, Deloitte Limited to carry out the audit on his behalf

### *BANKERS*

ANZ Banking Group (New Zealand) Limited

### *LEGAL ADVISERS*

Dentons Kensington Swan

### *REGISTERED OFFICE*

Level 7, Civic Chambers, 116 Lambton Quay, Wellington 6011

### *POSTAL ADDRESS*

Civic Financial Services Ltd, PO Box 5521, Wellington 6140

### *OTHER CONTACT DETAILS*

Telephone: (04) 978 1250

Email: [admin@civicfs.co.nz](mailto:admin@civicfs.co.nz)

Website: [www.civicfs.co.nz](http://www.civicfs.co.nz)

The Company is a participant in the Insurance & Financial Services Ombudsman Scheme (Inc)  
Participant Number 2000427



## INDEPENDENT AUDITOR'S REPORT

### TO THE READERS OF CIVIC FINANCIAL SERVICES LIMITED'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

The Auditor-General is the auditor of Civic Financial Services Limited and its subsidiaries (the 'Group'). The Auditor-General has appointed me, Hamish Anton, using the staff and resources of Deloitte Limited, to carry out the audit of the consolidated financial statements of the Group on his behalf.

#### OPINION

We have audited the consolidated financial statements of the Group on pages 10 to 32, that comprise the consolidated statement of financial position as at 31 December 2023, the consolidated statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the consolidated financial statements that include accounting policies and other explanatory information.

In our opinion, the consolidated financial statements of the Group:

- present fairly, in all material respects:
  - its financial position as at 31 December 2023; and
  - its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Sector Public Benefit Entity Standards Reduced Disclosure Regime ('PBE Standards RDR').

Our audit was completed on 22 March 2024. This is the date at which our opinion is expressed.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Board of Directors and our responsibilities relating to the financial statements, we comment on other information and we explain our independence.

#### BASIS FOR OUR OPINION

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### RESPONSIBILITIES OF THE BOARD OF DIRECTORS FOR THE FINANCIAL STATEMENTS

The Board of Directors is responsible on behalf of the company for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board of Directors is responsible for such internal control as it determines is necessary to enable it to prepare financial statements that are free from material misstatement, whether due to fraud or error.



## INDEPENDENT AUDITOR'S REPORT

In preparing the financial statements, the Board of Directors is responsible, on behalf of the company, for assessing the company's ability to continue as a going concern. The Board of Directors is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Board of Directors intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

The Board of Directors' responsibilities arise from the Companies Act 1993.

### RESPONSIBILITIES OF THE AUDITOR FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of these financial statements.

We did not evaluate the security and controls over the electronic publication of the financial statements.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Directors and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements, or if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board of Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.



## INDEPENDENT AUDITOR'S REPORT

### INDEPENDENCE

We are independent of the company in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: *International Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board.

Other than in our capacity as the auditor, we have no relationship with, or interests in, the company.

A handwritten signature in blue ink, appearing to be "Hamish Anton".

**Hamish Anton**  
**Deloitte Limited**  
On behalf of the Auditor-General  
Wellington, New Zealand

# Statement of Accounts

## CONSOLIDATED STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31 DECEMBER 2023

	NOTE	2023 \$	2022 \$
<b>REVENUE</b>			
Administration Fees	17	2,919,375	2,904,682
Interest Income	4	613,757	266,148
Other Income		135	487
<b>Total Revenue</b>		<b>3,533,267</b>	<b>3,171,317</b>
<b>EXPENDITURE</b>			
Audit Fee	14		
Statutory Audit of the Financial Statements		58,519	52,367
Other Fees Paid to Auditors for Assurance Services		30,346	28,750
Other Fees Paid to Auditors for Entities Administered by Civic		75,779	72,049
Depreciation	7	18,996	20,101
Amortisation	7	68,664	68,859
Directors' Remuneration	3	108,879	100,764
Other Expenses	6	1,674,727	1,702,942
Employee Remuneration		1,022,057	954,251
Superannuation Subsidies		36,058	29,001
<b>Total Expenditure</b>		<b>3,094,025</b>	<b>3,029,085</b>
<b>Surplus Before Taxation</b>		<b>439,242</b>	<b>142,232</b>
Taxation Expense	10	123,554	1,165,613
<b>TOTAL COMPREHENSIVE SURPLUS / (DEFICIT) AFTER TAX ATTRIBUTABLE TO OWNERS OF THE COMPANY</b>	15	<b>315,688</b>	<b>(1,023,381)</b>

This statement is to be read in conjunction with the notes on pages 14 to 32.



## CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2023

	NOTE	2023 \$	2022 \$
<b>SHAREHOLDERS' EQUITY</b>			
<b>Issued and Paid-Up Ordinary Shares</b>			
Ordinary Shares fully paid up	15	10,763,506	10,763,506
Retained Earnings	15	(288,799)	(604,487)
<b>TOTAL EQUITY</b>		<b>10,474,707</b>	<b>10,159,019</b>
Represented By:			
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents		2,789,339	522,056
Term Deposits		6,366,929	4,556,993
Accrued Interest Receivable		65,256	61,354
Sundry Debtors and Prepayments	12	589,339	494,001
Loan Receivable	13	-	3,799,963
<b>Total Current Assets</b>		<b>9,810,863</b>	<b>9,434,367</b>
<b>NON CURRENT ASSETS</b>			
Property, Plant and Equipment	7	28,722	42,730
Intangible Assets (Software)	7	23,162	91,826
Deferred Tax Asset	10	919,639	1,043,193
<b>Total Non Current Assets</b>		<b>971,523</b>	<b>1,177,749</b>
<b>TOTAL ASSETS</b>		<b>10,782,386</b>	<b>10,612,116</b>
<b>CURRENT LIABILITIES</b>			
Sundry Creditors and Accrued Charges	12	193,955	325,568
Accrued Holiday Pay		93,314	87,863
CLP / Riskpool Admin Fee Reserve		20,410	39,666
<b>Total Current Liabilities</b>		<b>307,679</b>	<b>453,097</b>
<b>TOTAL LIABILITIES</b>		<b>307,679</b>	<b>453,097</b>
<b>EXCESS OF ASSETS OVER LIABILITIES</b>		<b>10,474,707</b>	<b>10,159,019</b>

For and on behalf of the Directors



NICOLA MILLS Director 22 March 2024



KEN MORRIS Director 22 March 2024

This statement is to be read in conjunction with the notes on pages 14 to 32.

## CONSOLIDATED STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 31 DECEMBER 2023

	NOTE	2023 \$	2022 \$
<b>OPENING EQUITY</b>		10,159,019	11,182,400
Total Comprehensive Surplus / (Deficit) Net of Tax		315,688	(1,023,381)
Dividend Payment		-	-
Ordinary Shares issued during the year	15	-	-
<b>CLOSING EQUITY</b>		<b>10,474,707</b>	<b>10,159,019</b>

This statement is to be read in conjunction with the notes on pages 14 to 32.

## CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2023

	NOTE	2023 \$	2022 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Cash was provided from:</b>			
Administration Fees Received		2,807,633	3,006,916
Other Income		135	487
		2,807,768	3,007,403
<b>Cash was applied to:</b>			
Payments to Suppliers and Employees		3,134,691	2,919,194
		3,134,691	2,919,194
<b>Net Cash Flow (used in) / from Operating Activities</b>	<b>11</b>	<b>(326,923)</b>	<b>88,209</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>Cash was provided from:</b>			
Investment Income		198,764	74,063
Loan Interest Received		752,394	-
Term Deposits		4,860,561	1,864,564
Loans Repaid from Related Parties		6,582,230	501,500
		12,393,949	2,440,127
<b>Cash was applied to:</b>			
Term Deposits		6,670,497	506,993
Purchase of Property, Plant and Equipment		5,678	18,637
Loans Issued to Related Parties		3,123,568	1,816,013
		9,799,743	2,341,643
<b>Net Cash Flow from Investing Activities</b>		<b>2,594,206</b>	<b>98,484</b>
Net Increase in Cash Held		2,267,283	186,693
Opening Cash Balance as at 1 January		522,056	335,363
<b>Closing Cash Balance as at 31 December</b>		<b>2,789,339</b>	<b>522,056</b>
<b>Being:</b>			
<b>Cash and Cash Equivalents</b>		<b>2,789,339</b>	<b>522,056</b>

This statement is to be read in conjunction with the notes on pages 14 to 32.

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

### NOTE 1 REPORTING ENTITY

The reporting entity is Civic Financial Services Ltd (the "Company"). The Group comprises the Company and its subsidiaries listed in note 2 (b). The Group provides financial services principally for New Zealand local government.

#### Statement of Compliance

The financial statements have been prepared in keeping with the requirements of the Companies Act 1993, and the Financial Reporting Act 2013, which include the requirement to comply with New Zealand general accepted accounting practice (NZ GAAP). The Group is a Tier 2 Public Sector Public Benefit Entity and the financial statements have been prepared in accordance with and comply with Tier 2 Public Sector Public Benefit Entity (PBE) Standards.

### NOTE 2 STATEMENT OF ACCOUNTING POLICIES

#### General Accounting Policies

The measurement and reporting of profits on a historical cost basis have been followed by the Group, except for specific policies as described below. The reporting currency is New Zealand dollars.

#### Critical Judgements and Estimates in Applying the Accounting Policies

In the application of the PBE Standards the Directors are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. These are based on historical experience and other various factors and are reviewed on an ongoing basis.

The Directors believe that, as at the date of these financial statements, there are no significant sources of estimation uncertainty that have not been disclosed in these notes. The most significant judgements, estimates and assumptions made in the preparation of these financial statements are in respect of the recognition of the deferred tax asset (Note 10).

#### Particular Accounting Policies

The following particular accounting policies which materially affect the measurement of surplus and financial position have been applied. Further particular accounting policies are contained in the relevant notes to the financial statements.

#### (a) Consolidation of Subsidiaries

The Group financial statements incorporate the financial statements of the Company and its subsidiaries. All inter-company transactions, balances and unrealised profits are eliminated on consolidation.

#### (b) Investment in Subsidiaries

At 31 December 2023 the Company had three wholly owned subsidiaries which are all incorporated in New Zealand. Two of these, Local Government Superannuation Trustee Limited and SuperEasy Limited with balance dates of 31 December and Local Government Mutual Funds Trustee Limited (LGMFTL) with its balance date of 30 June did not have any significant assets, liabilities, revenue or expenses during the years ended 31 December 2022 and 31 December 2023.

LGMFTL is the trustee of New Zealand Mutual Liability Riskpool ("Riskpool") and Civic Liability Pool ("CLP"). The Company provides administrative services to Riskpool and CLP.

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

**NOTE 2 STATEMENT OF ACCOUNTING POLICIES** CONTINUED**(c) Administration Fees**

Administration fees are recognised at the agreed amounts based on time and expenses incurred. Administration fees collected during the year that will be utilised in future periods are held within the administration fee reserve on the Statement of Financial Position, until the point in time where administration services have been provided.

**(d) Employee Benefits and Directors' Remuneration**

Provision is made for benefits accruing to employees in respect of wages and salaries and annual leave when it is probable that settlement will be required and they are capable of being measured reliably.

Provisions made in respect of employee benefits are measured at their nominal values using the remuneration rate expected to apply at the time of settlement.

**(e) Basis of Measuring Other Income and Expenses**

Income and expenses are accounted for on an accruals basis. All revenue is exchange revenue.

**(f) Interest Income**

Interest income is recognised using the effective interest method.

**(g) Changes in Accounting Policies**

There have been no material changes in the accounting policies during the year. All policies have been applied on a basis consistent with those used in the prior year.

**NOTE 3 KEY MANAGEMENT PERSONNEL**

The compensation of the Directors and executives, being the key management personnel of the Group, is set out below.

	2023	2022	2023	2022
	Number		\$	\$
<b>Short term employee benefits</b>				
Executive Management Personnel	3	4	527,933	569,107
Directors	7	5	108,879	100,764
			<b>636,812</b>	<b>669,871</b>

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

### NOTE 4 FINANCIAL INSTRUMENTS

*Accounting Policies:*

#### i) **Classification and Measurement**

*Financial instruments are transacted on a commercial basis to derive an interest yield / cost with the terms and conditions having due regard to the nature of the transaction and the risks involved. Financial instruments are recognised and accounted for on a settlement date basis.*

##### **Loans and Receivables**

*Other receivables are measured at initial recognition at fair value, and are subsequently measured at amortised cost using the effective interest rate.*

##### **Cash and Cash Equivalents**

*Cash and cash equivalents are measured at amortised cost using the effective interest rate.*

##### **Financial Liabilities**

*Financial liabilities include Sundry Creditors and Accrued Charges. Financial liabilities are recorded initially at fair value, net of transaction costs. Subsequent to initial recognition, liabilities are measured at amortised cost.*

#### ii) **Offsetting Financial Instruments**

*Financial assets and liabilities are not offset as there is no legally enforceable right to set-off.*

#### iii) **Asset Quality**

##### **Impairment of Financial Assets**

*Financial assets measured at amortised cost are reviewed at each balance date to determine whether there is any objective evidence of impairment. If any such condition exists, the asset's recoverable amount is estimated and provision is made for the difference between the carrying amount and the recoverable amount.*

*As at the date of these Financial Statements, no such evidence of impairment exists.*

#### iv) **Fair Value of Financial Instruments**

*Fair value measurements recognised in the Statement of Financial Position*

*Financial instruments are categorised into 3 levels:*

- **Level 1** fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical assets or liabilities;
- **Level 2** fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices); and
- **Level 3** fair value measurements are those derived from valuation techniques that include inputs for the asset or liability that are not based on observable market data (unobservable inputs).

#### v) **Derivatives**

*The Group do not use any derivative financial instruments.*

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

**NOTE 4 FINANCIAL INSTRUMENTS** CONTINUED**(1) Income Relating to Financial Assets**

	2023 \$	2022 \$
<b>Loans</b>		
Interest Received – Loans	411,093	152,081
<b>Cash and Cash Equivalents</b>		
Interest Received – Short Term Deposits	202,664	114,067
<b>Total Interest Income</b>	<b>613,757</b>	<b>266,148</b>

**(2) Financial Assets and Liabilities**

The carrying amounts of all financial assets and liabilities are considered to be equivalent to their market value, which for these assets and liabilities is also considered to be fair value.

The Subordinated Debt is measured at amortised cost which is considered to be fair value.

All fixed interest investments were managed around a 90 day duration and carry a minimum Standard and Poors credit rating of "A" or equivalent.

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 DECEMBER 2023

**NOTE 4 FINANCIAL INSTRUMENTS** CONTINUED**(2) Financial Assets and Liabilities** continued*Carrying value of Financial Assets and Financial Liabilities*

	2023 \$	2022 \$
<b>Financial Asset: Amortised Cost</b>		
Sundry Debtors	520,111	416,660
Loans	-	3,799,963
Cash and Cash Equivalents	2,789,339	522,056
Term Deposits	6,366,929	4,556,993
<b>Total Financial Assets: Amortised Cost</b>	<b>9,676,379</b>	<b>9,295,672</b>
<b>Financial Liability: Amortised Cost</b>		
Sundry Creditors and Accrued Charges	193,955	325,568
<b>Total Financial Liabilities: Amortised Cost</b>	<b>193,955</b>	<b>325,568</b>

**(3) Financial Risk – Structure and Management**

The Group manages its capital to ensure that the entities in the Group will be able to continue as a going concern. The Group's overall strategy is reviewed annually and remains unchanged.

Financial instruments which potentially subject the Group to a concentration of credit risk consist principally of cash, debtors and interest bearing deposits. The Group has no debt liability instruments.

The Group does not require collateral or other security to support financial instruments with credit risk. As such, no collateral exists for any of the investments held by the Group. The maximum credit risk exposure is the carrying amount of the individual debtor and investment balances.

The Group has placed interest bearing deposits and funds to be managed with financial institutions and limits its amount of credit exposure to any one such institution.

**(a) Market Risk**

All financial assets and liabilities are New Zealand Dollar based and are recorded at amortised cost, therefore changes in interest rates and foreign currency values do not impact on their carrying value.

**(b) Carrying Amount and Fair Value**

The carrying amounts of all financial assets and liabilities are considered to be equivalent to their fair value.



## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

### NOTE 4 FINANCIAL INSTRUMENTS CONTINUED

#### (3) Financial Risk – Structure and Management continued

##### (c) Liquidity Risk

Liquidity Risk is the risk that the Group will encounter difficulties in raising funds at short notice to meet commitments associated with financial instruments. Management of liquidity risk is designed to ensure that the Group has the ability to meet financial obligations as they fall due.

The following tables include an analysis of the contractual undiscounted cash flows relating to the Group's financial assets and liabilities categorised by the maturity dates.

Maturity Analysis as at 31 December 2023						
	Interest Rate Spread %	Within 6 months \$	6 to 12 months \$	1 to 2 years \$	2 to 5 years \$	Total \$
<b>Assets</b>						
Cash and Cash Equivalents	0% to 5.50%	2,789,339	-	-	-	2,789,339
Term Deposits and Accrued Interest	5.35% to 6.15%	6,432,185	-	-	-	6,432,185
Other Receivables	n/a	520,111	-	-	-	520,111
Loans	n/a	-	-	-	-	-
<b>Total Financial Assets</b>		<b>9,741,635</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,741,635</b>
<b>Liabilities</b>						
Sundry Creditors and Accrued Expenses	n/a	193,955	-	-	-	193,955
<b>Total Financial Liabilities</b>		<b>193,955</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>193,955</b>
Maturity Analysis as at 31 December 2022						
	Interest Rate Spread %	Within 6 months \$	6 to 12 months \$	1 to 2 years \$	2 to 5 years \$	Total \$
<b>Assets</b>						
Cash and Cash Equivalents	0% to 2.85%	522,056	-	-	-	522,056
Term Deposits and Accrued Interest	2.5% to 5.05%	4,618,347	-	-	-	4,618,347
Other Receivables	n/a	416,660	-	-	-	416,660
Loans	3.47% to 6.53%	3,799,963	-	-	-	3,799,963
<b>Total Financial Assets</b>		<b>9,357,026</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,357,026</b>
<b>Liabilities</b>						
Sundry Creditors and Accrued Expenses	n/a	325,568	-	-	-	325,568
<b>Total Financial Liabilities</b>		<b>325,568</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>325,568</b>

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

### NOTE 4 FINANCIAL INSTRUMENTS CONTINUED

#### (3) Financial Risk – Structure and Management continued

##### (d) Credit Risk

All investments are in the form of cash held at registered banks and loans. The registered banks have a credit rating of "A" or better. Loans are with Riskpool (refer to Note 13).

##### (i) Exposure to Credit Risk

	2023 \$	2022 \$
Cash and Cash Equivalents	2,789,339	522,056
Term Deposits and Accrued Interest	6,432,185	4,618,347
Other Receivables	520,111	416,660
Loans	-	3,799,963
<b>Total</b>	<b>9,741,635</b>	<b>9,357,026</b>

##### (ii) Concentration of Credit Exposure

95% of the Company's credit exposure is in the form of cash and term deposits held with registered banks and loans to Riskpool (2022: 96%).

### NOTE 5 OPERATING LEASE COMMITMENTS

	2023 \$	2022 \$
<b>Operating Lease Expense Commitments:</b>		
not later than one year	72,717	71,733
later than one year but not later than five years	44,406	115,482
later than five years	-	-
	<b>117,123</b>	<b>187,215</b>

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

## NOTE 6 OTHER EXPENSES

	2023 \$	2022 \$
Compliance Costs	179,298	176,876
Consultants	50,991	134,789
Legal Fees	88,773	58,142
Other Expenses	1,355,664	1,333,136
<b>Total</b>	<b>1,674,727</b>	<b>1,702,942</b>

## NOTE 7 PROPERTY, PLANT &amp; EQUIPMENT AND INTANGIBLE ASSETS

**Accounting Policy:**

Assets are depreciated on a straight line basis at rates calculated to allocate the assets' cost, in equal instalments over their estimated useful lives which are assessed and regularly reviewed.

Depreciation Rates		
Office Furniture and Equipment	up to 17 years	
Intangibles – Software	2.5 years	

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

### NOTE 7 PROPERTY, PLANT & EQUIPMENT AND INTANGIBLE ASSETS CONTINUED

	2023 \$	2022 \$
<b>(a) Property, Plant and Equipment</b>		
Office Furniture and Equipment – cost	184,520	175,510
Plus Additions	5,783	16,789
Less Disposals	(2,447)	(7,779)
<b>Closing Value – cost</b>	<b>187,856</b>	<b>184,520</b>
Office Furniture and Equipment – Accumulated Depreciation	(141,790)	(129,213)
Less Depreciation Charge	(18,996)	(20,101)
Less Disposals	1,652	7,524
Closing Accumulated Depreciation	(159,134)	(141,790)
<b>Net Book Value</b>	<b>28,722</b>	<b>42,730</b>

The Total Comprehensive Surplus After Tax in the Statement of Comprehensive Income includes losses on disposal of fixed assets of \$690 (2022: \$255).

	2023 \$	2022 \$
<b>(b) Intangible Assets</b>		
Software – cost	436,911	435,064
Plus Additions	-	1,847
Less Disposals	-	-
<b>Closing Value – cost</b>	<b>436,911</b>	<b>436,911</b>
Software – Accumulated Amortisation	(345,085)	(276,226)
Less Amortisation Charge	(68,664)	(68,859)
Less Disposals	-	-
Closing Accumulated Amortisation	(413,749)	(345,085)
<b>Net Book Value</b>	<b>23,162</b>	<b>91,826</b>

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

**NOTE 8 ANALYSIS OF FINANCIAL ASSETS NOT IMPAIRED**

There are no financial assets that are impaired or past due at balance date (2022: \$nil).

**NOTE 9 CONTINGENT LIABILITIES**

There are no contingent liabilities (2022: \$nil).

**NOTE 10 TAXATION****Accounting Policies:****i) Current Tax**

The current income tax expense charged against the profit for the year is the estimated liability in respect of the taxable profit. It is calculated using tax rates and tax laws that have been enacted or substantively enacted by reporting date. Current tax for the current and prior periods is recognised as a liability (or asset) to the extent that it is unpaid (or refundable). Tax assets are offset only when there is a legally enforceable right to set off the recognised amounts, and an intention to settle on a net basis.

**ii) Deferred Tax**

The liability method of accounting for deferred taxation is applied on a comprehensive balance sheet basis in respect of temporary differences between the carrying amounts of assets and liabilities in the financial statements and the corresponding tax base of those items.

Deferred tax liabilities are recognised for all temporary differences. Deferred tax assets are reviewed at each balance date and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered.

Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised. Deferred tax is charged or credited in the Statement of Comprehensive Income.

Significant judgements, estimates and assumptions are made in respect of the recognition of the deferred tax asset. It is recognised that the deferred tax asset will be utilised over 10 years. The Entity expects to remain profitable and have a steady income stream over the medium to long term, matching its low margin long dated products.

**iii) Goods and Services Tax (GST)**

Revenue, expenses, assets and liabilities are recognised net of the amount of GST except:

- When the GST incurred on a purchase of goods and services is not recoverable from the taxation authority the GST is recognised as part of the cost of the acquisition of the assets or as part of the expense item as applicable.
- Receivables and payables, which are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables in the Statement of Financial Position.

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

### NOTE 10 TAXATION CONTINUED

#### (a) Income tax recognised in the Statement of Comprehensive Income

	2023 \$	2022 \$
<b>Tax expense comprises:</b>		
Current tax expense	123,640	40,265
Adjustments recognised in the current year in relation to the current tax of prior years	(86)	86
Deferred tax relating to temporary differences	-	1,125,262
<b>Total tax expense</b>	<b>123,554</b>	<b>1,165,613</b>
<b>Attributable to:</b>		
Continuing operations	123,554	1,165,613
	<b>123,554</b>	<b>1,165,613</b>

The prima facie income tax expense on pre-tax accounting profit from operations reconciles to the income tax expense in the financial statements as follows:

	2023 \$	2022 \$
Surplus before tax	439,242	142,232
Income tax calculated at 28%	122,988	39,825
Tax effect of permanent differences	652	440
Derecognition of tax losses	-	1,125,262
Prior Period Adjustment	(86)	86
<b>Income Tax Expense</b>	<b>123,554</b>	<b>1,165,613</b>

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

## NOTE 10 TAXATION CONTINUED

## (b) Current tax assets and liabilities

	2023 \$	2022 \$
Tax refund receivable	-	-
	-	-

## (c) Deferred tax balances

	2023 \$	2022 \$
<b>Deferred tax assets comprise:</b>		
Temporary differences and tax losses	919,513	1,042,939
	919,513	1,042,939
<b>Deferred tax liabilities comprise:</b>		
Temporary differences	126	255
	126	255
<b>Net Deferred Tax balance</b>	<b>919,639</b>	<b>1,043,193</b>

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

### NOTE 10 TAXATION CONTINUED

#### (c) Deferred tax balances continued

Gross taxable and deductible temporary differences for the Group arise from the following:

		Opening Balance \$	Charged to Income \$	Charged to Equity \$	Prior Period Adjustment \$	Closing Balance \$
2023	Property and equipment	914	(767)	-	304	451
		<b>914</b>	<b>(767)</b>	<b>-</b>	<b>304</b>	<b>451</b>
	Employee entitlements	80,236	4,307	-	-	84,543
	Losses carried forward	3,644,544	(445,108)	-	-	3,199,436
		<b>3,724,780</b>	<b>(440,799)</b>	<b>-</b>	<b>-</b>	<b>3,283,979</b>
	<b>Attributable to:</b>					
	Continuing operations	3,725,695	(441,566)	-	304	3,284,433
	Total	3,725,695	(441,566)	-	304	3,284,433
	Tax effect at 28%	1,043,193	(123,639)	-	85	919,639
2022	Property and equipment	2,269	(1,051)	-	(304)	914
		<b>2,269</b>	<b>(1,051)</b>	<b>-</b>	<b>(304)</b>	<b>914</b>
	Employee entitlements	84,452	(4,216)	-	-	80,236
	Losses carried forward	7,801,875	(4,157,331)	-	-	3,644,544
		<b>7,886,328</b>	<b>(4,161,547)</b>	<b>-</b>	<b>-</b>	<b>3,724,781</b>
	<b>Attributable to:</b>					
	Continuing operations	7,888,597	(4,162,598)	-	(304)	3,725,695
	Total	7,888,597	(4,162,598)	-	(304)	3,725,695
	Tax effect at 28%	2,208,806	(1,165,527)	-	(85)	1,043,193

The deferred tax asset relating to tax losses carried forward has been recognised to the extent that the financial forecasts anticipate the Group maintaining sufficient profitability in future financial years to utilise these losses. The deferred tax asset is reviewed regularly and at balance date against forecast profits. The Directors believe that it is probable that sufficient taxable profits will be available in the future against which the unused tax losses can be utilised. The deferred tax asset does not include unrecognised tax losses of \$4,161,783 (2022: \$4,091,540) and unrecognised deferred tax asset effect at 28% of \$1,165,299 (2022: \$1,145,631).

#### (d) Imputation Credit Account

	2023 \$	2022 \$
Closing Balance	1,593,490	1,593,490



## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

### NOTE 11 RECONCILIATION OF COMPREHENSIVE INCOME AFTER TAX WITH CASH FLOW FROM OPERATING ACTIVITIES

#### **Accounting Policy:**

*The Statement of Cash Flows is prepared exclusive of GST, which is consistent with the method used in the Statement of Comprehensive Income. The GST component of cash flows arising from investing and financing activities, which is recoverable from or payable to, the taxation authority is classified as operating cash flow.*

#### **The following are definitions of the terms used in the Statement of Cash Flows:**

- *Bank comprises cash on hand and demand deposits.*
- *Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of Cash and which are subject to insignificant risk of changes in value.*
- *Cash flows are inflows and outflows of cash and cash equivalents.*
- *Operating activities are the principal revenue producing activities of the entity and other activities that are not investing or financing activities.*
- *Investing activities are the acquisition and disposal of long-term assets.*
- *Financing activities are activities that result in changes in the size and composition of the contributed equity and borrowings of the entity.*

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

### NOTE 11 RECONCILIATION OF COMPREHENSIVE INCOME AFTER TAX WITH CASH FLOW FROM OPERATING ACTIVITIES CONTINUED

	2023 \$	2022 \$
<b>Total Comprehensive Surplus / (Deficit)</b>	315,688	(1,023,381)
<b>Add/(less) non cash items</b>		
Loan Interest	341,298	(152,079)
Depreciation	18,996	20,101
Amortisation	68,664	68,859
Movement in CLP/ Riskpool Admin Fee Reserve	(19,256)	(19,256)
Movement in Deferred Tax Asset	123,554	1,165,613
	533,256	1,083,238
<b>Add/(less) movements in other working capital items</b>		
Sundry Debtors, Prepayments and Accrued Interest	(99,236)	115,442
Sundry Creditors and Accrued Charges	(126,163)	(87,913)
	(225,399)	27,529
Add/(Less) Items Classified as Investing Activity	(950,468)	(73,809)
Add/(Less) Items Classified as Financing Activity	-	74,632
<b>Net Cash Flow (used in) / from Operating Activities</b>	<b>(326,923)</b>	<b>88,209</b>

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

## NOTE 12 SUNDRY DEBTORS AND CREDITORS

## (a) Sundry Debtors and Prepayments

	2023 \$	2022 \$
Sundry Debtors	520,111	416,658
Prepayments	69,228	77,343
<b>Sundry Debtors and Prepayments</b>	<b>589,339</b>	<b>494,001</b>

## (b) Sundry Creditors and Accrued Charges

	2023 \$	2022 \$
Sundry Creditors and Accrued Charges	193,627	322,630
GST Payable	328	2,938
<b>Sundry Creditors and Accrued Charges</b>	<b>193,955</b>	<b>325,568</b>

## NOTE 13 LOANS

*Loan Receivable*

Local Government Mutual Funds Trustee Limited is the trustee of Riskpool and Civic Liability Pool (CLP). The Company provides administrative services to Riskpool and CLP.

**Related Party Loans Receivable**

	2023 \$	2022 \$
Riskpool	-	3,799,963
<b>Total Related Party Loans Receivable</b>	<b>-</b>	<b>3,799,963</b>

During the financial year, three secured loan agreements existed between Civic and LGMFT on behalf of Riskpool, whereby Civic loaned LGMFT up to \$2,250,000 under each of two separate loans and up to \$2,500,000 under the third loan, all at commercial interest rates to assist with Riskpool's cashflow. The loan outstanding at 31 December 2023 is \$nil (2022: \$3,779,963). The interest rate was based on the BKBM plus a margin. Interest received by the Company relating to the loans for the year to 31 December 2023 was \$411,093 (2022: \$152,081).

The Company and Local Government Mutual Funds Trustee Limited on behalf of CLP have an agreement whereby the Company funds any claims payable for CLP under the Trust Deed, without charge to the Trust, which will be reimbursed by CLP in respect of any such claim payments when CLP receives the applicable reinsurance payments on the claims. The loan outstanding at 31 December 2023 is \$nil (2022: \$nil).

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

### NOTE 14 AUDIT FEES

A breakdown of the fees paid to the auditors is below:

	2023 \$	2022 \$
<b>Statutory Audit of the Financial Statements</b>		
Civic Financial Services	58,519	52,367
Civic Liability Pool	-	18,085
Local Government Superannuation Trustee	75,779	53,964
<b>Total Statutory Audit of the Financial Statements</b>	<b>134,298</b>	<b>124,416</b>
<b>Other Fees Paid to Auditors for Assurance Services</b>	<b>30,346</b>	<b>28,750</b>
<b>Total Fees Paid to the Auditors</b>	<b>164,645</b>	<b>153,166</b>

### NOTE 15 SHAREHOLDERS' EQUITY

The Share Capital of the Group comprises solely authorised and issued ordinary shares with each share ranking equally in votes, dividends and surpluses. In 2022 there were no shares issued. There were no shares issued during 2023.

	2023 \$	2022 \$
<b>Retained Earnings</b>		
Opening Balance (Deficit)	(604,487)	418,894
Net Surplus After Taxation	315,688	(1,023,381)
Dividend Payment	-	-
<b>Closing balance</b>	<b>(288,799)</b>	<b>(604,487)</b>
<b>Shareholders Capital</b>		
Opening Balance	10,763,506	10,763,506
Ordinary Shares issued during the year	-	-
<b>Closing balance</b>	<b>10,763,506</b>	<b>10,763,506</b>
<b>Number of Ordinary Shares Fully Paid</b>	<b>11,249,364</b>	<b>11,249,364</b>

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

**NOTE 16 EQUITY RETAINED FOR FINANCIAL SOUNDNESS**

All shareholder equity is retained to ensure the financial soundness of the Group with cash being retained for cash flow purposes.

**NOTE 17 RELATED PARTIES**

The Company provided administration services to related parties during the year to NZ Local Authority Protection Programme (LAPP), NZ Mutual Liability Riskpool (Riskpool), Local Government Superannuation Trustee (Trustee of the Local Government Superannuation Scheme (LGSS) and SuperEasy KiwiSaver Superannuation Scheme (SKSS) and Civic Property Pool (CPP). There were no related party transactions with CPP in either of the last two years.

The income derived from the administration services as well as year end accounts receivable are detailed in the table below. Refer to Note 13 for the terms and information relating to loans with related parties.

**Administration Fees**

	2023 \$	2022 \$
LGSS & SKSS	2,423,319	2,425,046
LAPP	310,000	305,000
Riskpool	166,800	155,380
Civic Liability Pool	19,256	19,256
<b>Administration Fees from Related Parties</b>	<b>2,919,375</b>	<b>2,904,682</b>

**Accounts Receivable**

	2023 \$	2022 \$
LGSS & SKSS	431,340	416,355
LAPP	89,125	-
<b>Accounts Receivable from Related Parties</b>	<b>520,465</b>	<b>416,355</b>

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

### NOTE 18 SUBSEQUENT EVENTS

There have been no material events subsequent to 31 December 2023 that require adjustment to or disclosure in the financial statements (2022: nil).

### NOTE 19 CAPITAL COMMITMENTS

The Company has no capital commitments at balance date (2022: \$nil).

### NOTE 20 GOING CONCERN

The financial statements have been prepared on a going concern basis.



## CIVIC FINANCIAL SERVICES SHAREHOLDERS AS AT 31 DECEMBER 2023

SHAREHOLDER MEMBER			NO. OF SHARES			SHAREHOLDER MEMBER			NO. OF SHARES		
CITY COUNCILS						DISTRICT COUNCILS (Cont'd)					
Auckland	2,195,042	19.51%	Rangitikei	35,338	0.31%						
Christchurch	1,417,704	12.60%	Rotorua	175,906	1.56%						
Dunedin	470,966	4.19%	Ruapehu	56,666	0.50%						
Hamilton	202,729	1.80%	South Taranaki	135,496	1.20%						
Hutt	479,822	4.27%	South Waikato	42,374	0.38%						
Invercargill	407,927	3.63%	South Wairarapa	53,930	0.48%						
Napier	283,842	2.52%	Southland	13,715	0.12%						
Nelson	95,543	0.85%	Stratford	65,608	0.58%						
Palmerston North	411,737	3.66%	Tararua	99,972	0.89%						
Porirua	140,146	1.25%	Tasman	65,584	0.58%						
Tauranga	124,242	1.10%	Taupo	83,971	0.75%						
Upper Hutt	51,209	0.46%	Thames-Coromandel	27,120	0.24%						
Wellington	526,821	4.68%	Timaru	230,118	2.05%						
			Waikato	41,070	0.37%						
			Waimakariri	88,172	0.78%						
DISTRICT COUNCILS						Waimate	30,458	0.27%			
Ashburton	56,016	0.50%	Waipa	149,082	1.33%						
Buller	27,698	0.25%	Wairoa	22,992	0.20%						
Carterton	23,642	0.21%	Waitaki	120,000	1.07%						
Central Hawke's Bay	28,580	0.25%	Waitomo	16,940	0.15%						
Central Otago	91,238	0.81%	Western Bay of Plenty	28,142	0.25%						
Clutha	33,711	0.30%	Westland	28,356	0.25%						
Far North	85,440	0.76%	Whakatane	38,788	0.34%						
Gisborne	99,404	0.88%	Whanganui	289,660	2.57%						
Gore	54,589	0.49%	Whangarei	63,524	0.56%						
Grey	33,742	0.30%									
Hastings	129,170	1.15%	REGIONAL COUNCILS								
Hauraki	63,434	0.56%	Bay of Plenty	55,000	0.49%						
Horowhenua	110,689	0.98%	Canterbury	152,696	1.36%						
Hurunui	14,000	0.12%	Hawke's Bay	20,000	0.18%						
Kaikoura	10,000	0.09%	Horizons	2,000	0.02%						
Kaipara	13,629	0.12%	Southland	10,000	0.09%						
Kapiti Coast	15,060	0.13%	Taranaki	1,000	0.01%						
Kawerau	31,161	0.28%	Waikato	22,000	0.20%						
Manawatu	203,964	1.81%	Wellington	80,127	0.71%						
Marlborough	86,022	0.76%									
Masterton	127,230	1.13%									
Matamata-Piako	122,554	1.09%	OTHER								
New Plymouth	441,456	3.92%	TrustPower	137,251	1.22%						
Opotiki	20,000	0.18%									
Otorohanga	5,000	0.04%									
Queenstown-Lakes	31,149	0.28%	Total Shares			11,249,364					



**Document No:** A726673

**Report To:** Council



**Meeting Date:** 25 June 2024

**Subject:** Financial Report for the period ended 31 May 2024

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to provide an overall progress report on WDC's financial activities for the period ended 31 May 2024.

## Background

- 2.1 The financial report provides financial oversight and accountability of Council's financial performance in delivering core services to the Waitomo District and community. It presents an overview of Council operations for the period including significant variance commentary against year-to-date budget and updates on significant capital expenditure projects.
- 2.2 A copy of the Financial Report for the period ended 31 May 2024 is enclosed separately and forms part of this business paper.

## Commentary

### 3.1 INCOME STATEMENT HIGHLIGHTS

- 3.2 The net operating surplus of \$6.2 million was below the revised YTD budget surplus of \$9.0 million for the period ended 31 May 2024.
- 3.3 Total revenue was \$3.8 million below budget for the period. The variance against budget is due mostly to:
- Subsidy revenue was below budget as the road maintenance and roads renewals, particularly for storm damage, were less than forecast.
  - Interest revenue was more than budget, with favourable bank rates for cash held in the operating account and contracts retentions funds account.
  - Other revenue was more than forecast for waste minimisation levy revenue which funds waste minimisation programmes.
- 3.4 Total expenditure was \$1.0 million less than budget for the period. The variance against budget is due to:
- Other expenditure was below budget for sludge disposal, cloud migration, risk management, aquatic centre contractor costs, roads maintenance and network and asset management, waste levy expenditure and district plan development expenditures.
  - Partly offsetting this were over expenditures for maintenance and operations for stormwater and water supply activities.
  - Depreciation is tracking less than budget for the period for depreciation on newly constructed roads and waters assets and the delay in replacement fleet vehicles.
  - Finance costs are tracking less than budget for the period as borrowings were less than forecast.

## 3.5 **BALANCE SHEET HIGHLIGHTS**

- 3.6 Total assets have increased by \$11.6 million since 30 June 2023, to \$708.7 million. Cash on hand has increased to \$4 million and there was an increase in receivables for NZTA Waka Kotahi subsidy and rates and penalties receivables.
- 3.7 There was an increase of \$7.3 million in non-current assets - assets additions of \$16.8 million less depreciation charged on property, plant and equipment \$8.5 million, and asset disposals of \$0.4 million and the surrender of carbon credits of \$0.6 million.
- 3.8 Total liabilities have increased by \$5.4 million since 30 June 2023 to \$41.7 million. This included an increase in borrowings to \$33.2 million and an increase in retention monies payable and deferred revenue, offset in part by a decrease in general payables.

## 3.9 **CAPITAL EXPENDITURE**

- 3.10 Capital expenditure was \$16.8 million (50%), against a full year revised budget of \$33.8 million, with \$3.7 million of expenditure recognised since March 2024.
- 3.11 Total roads capital expenditure to 31 May 2024 was \$13.3 million, against a full year revised budget of \$19.3 million.
- 3.12 Of the remaining \$17 million unspent, roads and footpaths capital expenditure accounts for \$6 million (35%) of the unspent capital expenditure programme. Included in the unspent budgets is \$5 million for storm repairs which will continue into the next financial year. Generally road storm repairs are coming in under budget so it is not anticipated the full budget will be spent.
- 3.13 Of the remaining unspent capital expenditure, the landfill cell development project budget of \$3.7 million is on hold and \$4.2 million budget for Te Kuiti water resilience project will not be spent this year.
- 3.14 Commentaries on the significant projects within the capital works programme are included under each area in the attached Financial Report.

## **Suggested Resolutions**

The business paper on the Financial Report for the period ended 31 May 2024 be received.



TINA HITCHEN  
**CHIEF FINANCIAL OFFICER**

Attachment: Financial Report for the period ended 31 May 2024 (A725298)

## **FINANCIAL REPORT**

FOR THE PERIOD 1 JULY 2023 TO 31 MAY 2024



## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>3</b>	<b>RESOURCE MANAGEMENT.....</b>	<b>14</b>
<b>SUMMARY.....</b>	<b>3</b>	FINANCIAL UPDATE .....	14
<b>FINANCIALS.....</b>	<b>4</b>	PROJECTS AND PROGRAMME UPDATES .....	14
INCOME STATEMENT HIGHLIGHTS .....	4		
CAPITAL EXPENDITURE .....	6	<b>SOLID WASTE .....</b>	<b>15</b>
RATES RECEIVABLES.....	7	FINANCIAL UPDATE .....	15
<b>LEADERSHIP .....</b>	<b>8</b>	<b>STORMWATER.....</b>	<b>16</b>
FINANCIAL UPDATE.....	8	FINANCIAL UPDATE .....	16
<b>COMMUNITY AND PARTNERSHIPS .</b>	<b>10</b>	<b>WASTEWATER.....</b>	<b>16</b>
FINANCIAL UPDATE.....	10	FINANCIAL UPDATE .....	17
<b>RECREATION AND PROPERTY.....</b>	<b>11</b>	<b>WATER SUPPLY .....</b>	<b>19</b>
FINANCIAL UPDATE.....	11	FINANCIAL UPDATE .....	19
<b>REGULATORY SERVICES .....</b>	<b>13</b>	<b>ROADS AND FOOTPATHS .....</b>	<b>21</b>
FINANCIAL UPDATE.....	13	FINANCIAL UPDATE .....	21

## INTRODUCTION

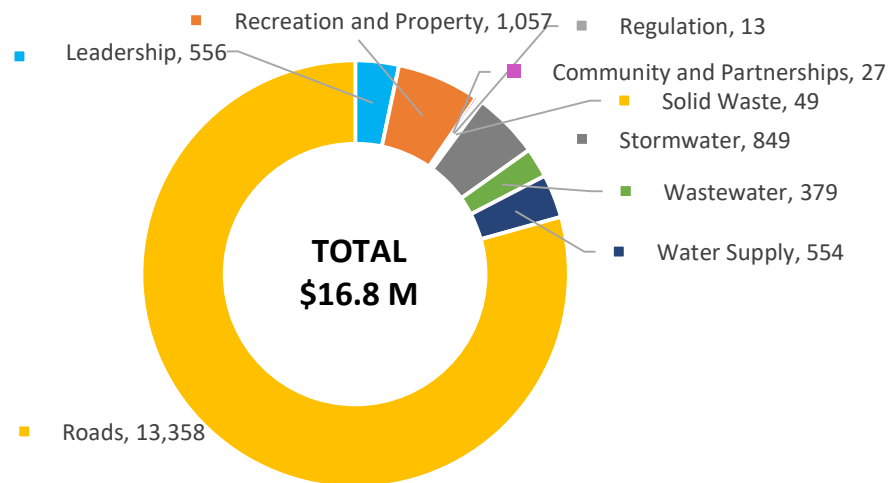
The 2021-31 10 Year Plan (10YP) was adopted in June 2021. It sets out outcomes we aim to deliver for our community, through the activities we undertake. Council also uses Activity/Asset Management Plans to outline the detailed work programme and further communicate an annual programme of work at a high level through the Annual Plans 2022/23 and 2023/24.

Progress on the 10YP and Annual Plans are reported back to the community at the year-end through Council's Annual Reports.

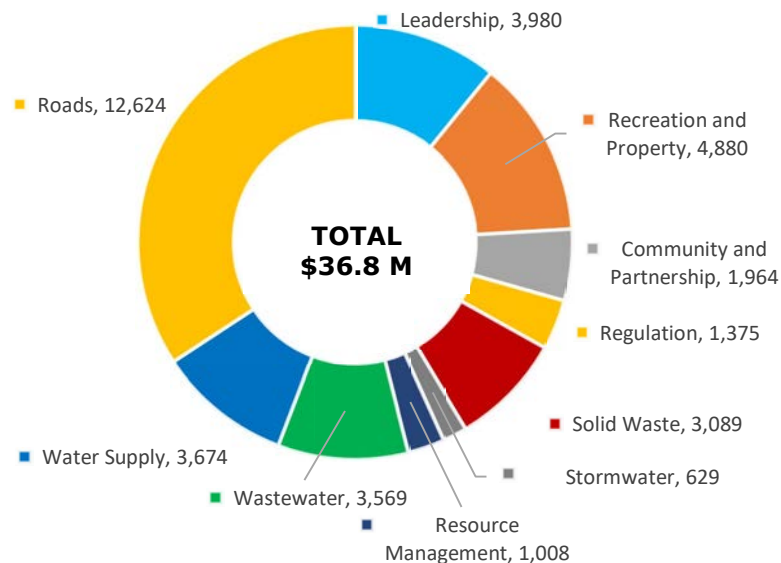
The purpose of this report is to provide high-level financial update of these Council activities for the period July 2023 to May 2024.

## SUMMARY

### CAPITAL EXPENDITURE SUMMARY AS AT 31 MAY 2024 \$'000'S



### OPERATIONAL EXPENDITURE SUMMARY AS AT 31 MAY 2024 \$'000'S





## FINANCIALS

All figures in the tables, except percentages, are expressed in thousands of dollars (\$000s). Budgets referred to as revised includes the 2023/24 budget, carryovers and any additional budgets approved.

### INCOME STATEMENT HIGHLIGHTS

Set out below is the summary of financial information for the period ending 31 May 2024 (A cost of service statement and commentary on significant variances can found within each Group of Activities).

WHOLE OF COUNCIL \$000's	Actual 2022/23	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
<b>Revenue</b>							
Rates	(21,249)	(22,520)	(22,520)	(20,471)	(20,483)	(12)	
Subsidies and Grants	(16,902)	(16,177)	(24,578)	(17,971)	(21,958)	(3,987)	A
Interest Revenue	(84)	(15)	(15)	(107)	(14)	93	B
Fees and Charges	(7,836)	(4,515)	(4,555)	(4,147)	(4,150)	(3)	
Other Revenue incl Gains/Losses	(474)	(239)	(243)	(303)	(223)	80	C
<b>Total Revenue</b>	<b>(46,545)</b>	<b>(43,467)</b>	<b>(51,909)</b>	<b>(42,999)</b>	<b>(46,829)</b>	<b>(3,830)</b>	<b>8%</b>
<b>Operating Expenditure</b>							
Other Expenditure	32,095	30,052	30,450	26,809	27,636	827	D
Depreciation	8,975	9,470	9,470	8,534	8,681	147	E
Finance Costs	1,307	1,627	1,627	1,448	1,492	43	F
<b>Total Operating Expenditure</b>	<b>42,378</b>	<b>41,150</b>	<b>41,548</b>	<b>36,791</b>	<b>37,809</b>	<b>1,017</b>	<b>3%</b>
<b>Net (Surplus)/Deficit</b>	<b>(4,167)</b>	<b>(2,317)</b>	<b>(10,361)</b>	<b>(6,207)</b>	<b>(9,020)</b>	<b>(2,812)</b>	<b>31%</b>

**Net Operating result:** The net operating surplus of \$6.2 million which was below the revised YTD budget of \$9.0 million for the period ended 31 May 2024.

**Total Revenue** was below budget by \$3.8 million:

- A Subsidy revenue was below budget as the roads renewals, particularly for storm damage, were less than forecast.
- B Interest revenue was more than forecast, with favourable bank rates for cash held in the operating account and contract retention account.
- C Other revenue was more than forecast mostly due to waste minimisation levy revenue which funds waste minimisation programmes.

**Total Operating Expenditure** was less than forecast by \$1.0 million:

- D Other expenditure was below budget for sludge disposal, cloud migration, risk management, aquatic centre contractor costs, roads maintenance and network and asset management, waste levy expenditure and district plan development expenditures. Partly offsetting this were over expenditures for maintenance and operations for stormwater and water supply activities.
- E Depreciation is tracking less than budget for the period for depreciation on newly constructed roads and waters assets and the delay in replacement fleet vehicles.
- F Finance costs are tracking less than budget for the period as borrowings were less than forecast.

## BALANCE SHEET HIGHLIGHTS

Balance Sheet highlights presented below shows the movement in Council's financial position from 1 July 2023 to 31 May 2024.

<b>BALANCE SHEET HIGHLIGHTS (Amounts in \$000's)</b>	<b>Actual Position 30 Jun 2023</b>	<b>Actual Position 31 May 2024</b>	<b>Movement from 30 Jun 2023</b>
<b>Assets</b>			
- Cash and cash equivalents	1,553	4,003	2,450
- Receivables	5,224	6,981	1,757
- Other current assets	134	430	296
- Other financial assets	11,772	11,577	(195)
- Non-current assets	678,428	685,758	7,330
<b>TOTAL ASSETS</b>	<b>697,111</b>	<b>708,749</b>	<b>11,639</b>
<b>Liabilities</b>			
- Other Liabilities	8,020	8,504	484
- Total Borrowings	28,260	33,208	4,948
- Derivative financial instruments	0	0	0
<b>Total Liabilities</b>	<b>36,280</b>	<b>41,712</b>	<b>5,432</b>
<b>Equity</b>			
- Equity	660,831	667,037	6,207
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>697,111</b>	<b>708,749</b>	<b>11,638</b>

Total Assets have increased from \$697.1 million to \$708.7 million.

- Cash and cash equivalents have increased by \$2.5 million to \$4.0 million.
- Receivables increased by \$1.8 million since 30 June 2023 from \$5.2 million to \$7 million mostly due to NZTA Waka Kotahi subsidy receivable and rates and penalties receivable.
- Non-current assets have increased by \$7.3 million, which includes asset additions of \$16.8 million, less depreciation of \$8.5 million and asset disposals of \$0.4 million and surrender of carbon credits of \$0.6 million.

Total Liabilities have increased from \$36.3 million to \$41.7 million.

- Other liabilities increased by \$0.5 million due to an increase in retention monies and deferred revenue, offset in part by a decrease in general payables.
- Total borrowings were \$33.2 million, an increase of \$4.9 million from June 2023, due to an issue of a commercial paper \$5.0 million.

Total equity increased from \$660.8 million to \$667.0 million, which equals the net surplus of \$6.2 million.

## CAPITAL EXPENDITURE

Set out below is the Capital Expenditure summary for the period ended 31 May 2024.

The capital expenditure budget was revised to incorporate carryovers from the 2022/23 year of \$10.9 million and re-phasing of the Better Off capital projects of \$0.4 million.

(Amounts in \$000's)	Annual Plan 2024	Plus Carryover from prior year	Plus Rephased BoF Projects	Revised Budget	YTD Actual	Var - Actuals vs Revised Budget
Leadership	1,136	285	0	1,421	556	865
Recreation and Property	1,208	395	372	1,980	1,057	923
Community and Partnerships	0	27	0	27	27	0
Regulation	20	14	0	34	13	20
Solid Waste	3,877	0	0	3,877	49	3,828
Stormwater	475	158	0	633	849	(216)
Wastewater	643	303	0	945	379	566
Water Supply	5,238	319	0	5,558	554	5,004
Roads	9,919	9,434	0	19,352	13,358	5,994
<b>Total</b>	<b>22,516</b>	<b>10,935</b>	<b>372</b>	<b>33,823</b>	<b>16,843</b>	<b>16,984</b>

The total revised capital expenditure budget 2023/24 is now \$33.8 million.

The significant project budgets carried over from the prior year includes emergency reinstatement and Cyclone Dovi renewals of \$5.5 million, roads minor improvements of \$1.2 million, pavement rehabilitation of \$0.9 million and structural bridge and components renewals of \$0.8 million; Te Kuiti water resilience project, Carroll Street stormwater remedial work and the Te Waitere wastewater soakage field project.

Total actual capital expenditure was \$16.8 million for the period ended 31 May 2024, with expenditure of \$3.7 million since March 2024.

Of the total spend, \$5.07 million (30%) relates to emergency works renewals (roads) and \$8.3 million (49%) relates to other roads and footpaths. Other spend relates to \$1.8 million (11%) for waters activities, and \$1 million (6%) for parks and property renewals. Other activities total \$0.6 million (3%).

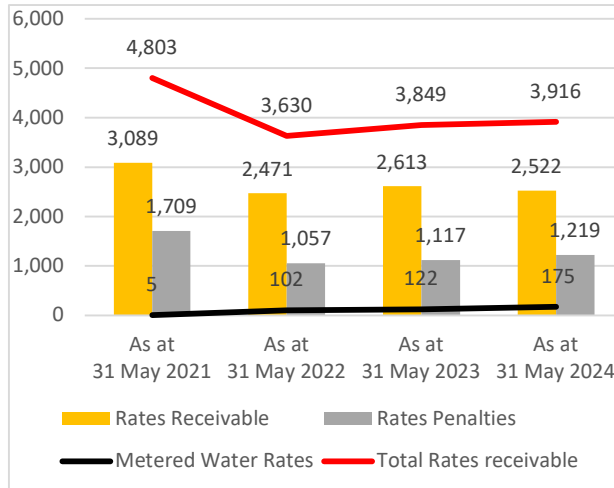
Further detail on the significant capital expenditure projects is included within each Group of Activities.



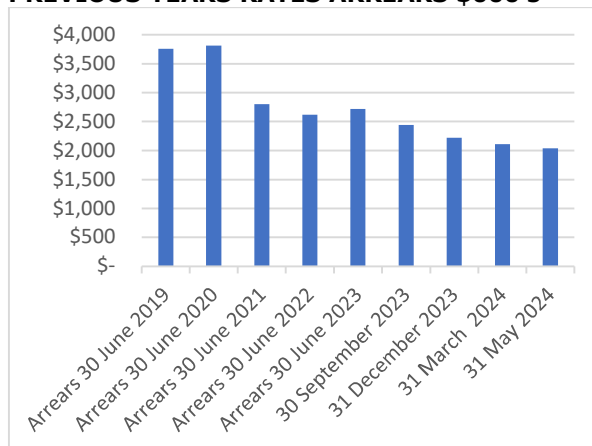
## RATES RECEIVABLES

### TOTAL RATES RECEIVABLES \$000's

Set out below is the summary of Rates Receivables as at 31 May 2024.

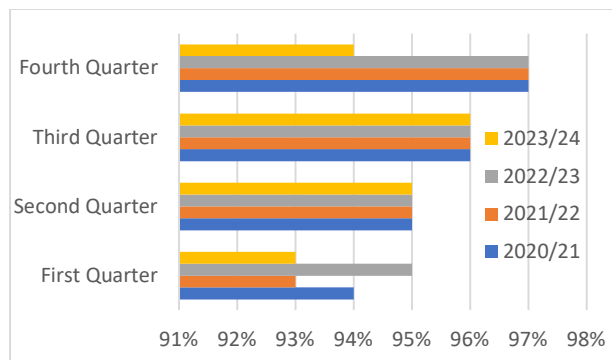


### PREVIOUS YEARS RATES ARREARS \$000's\*

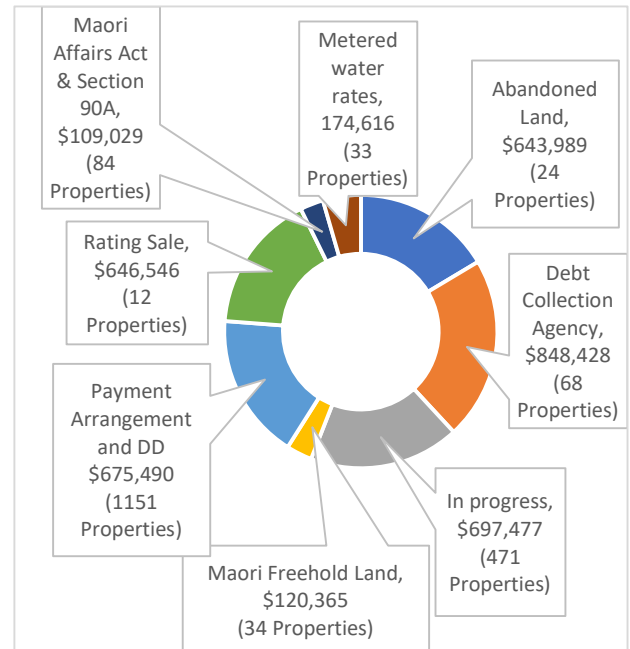


\*excludes metered water rates

### RATES INSTALMENT COLLECTION



### RATES OUTSTANDING AT 31 MAY



### Progress:

In April and May there has been an increase in engagement with some Māori Landowners. The rates team have established working relationships with a few members of the community that act on behalf of whanau for multiple properties throughout the district. This has resulted in next steps for many properties, for which the rates have previously been written-off under Section 90A or for which the rates have remained unpaid. The response from the Section 96 letters sent out to surrounding farms of Māori Freehold Land blocks has resulted in some neighbouring owners using the land becoming the ratepayer on some of these blocks with remissions for Properties Used Jointly. Through this process staff have also been able to confirm some properties as unused and therefore non-rateable.

Seven abandoned land properties were advertised in January and it was expected that these would have gone out for tender in March/April initially, however due to ongoing external delays these are still yet to be approved for sale by the court. The courts are currently taking longer to process applications and we therefore do not have an updated timeline for sale.

No. of Rates Rebates to 31/05/2024	No. of Rates Rebates to 31/05/2023
284	262

## LEADERSHIP

### FINANCIAL UPDATE

LEADERSHIP \$000's	Actual 2022/23	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
<b>Revenue</b>							
Rates	(3,746)	(3,785)	(3,785)	(3,446)	(3,464)	(18)	
Subsidies and Grants	(334)	(20)	(20)	(261)	0	261	A
Interest Revenue	(83)	(15)	(15)	(107)	(14)	93	B
Fees and Charges	(72)	(145)	(145)	(20)	(95)	(76)	C
Other Revenue incl Gains/Losses	(171)	0	0	(10)	0	10	D
<b>Total Revenue</b>	<b>(4,407)</b>	<b>(3,965)</b>	<b>(3,965)</b>	<b>(3,843)</b>	<b>(3,574)</b>	<b>269</b>	<b>-8%</b>
<b>Operating Expenditure</b>							
Other Expenditure	3,155	3,723	3,882 <sup>1</sup>	3,053	3,468	415	E
Depreciation	617	738	738	603	676	73	F
Finance Costs	216	249	249	324	228	(96)	G
<b>Total Operating Expenditure</b>	<b>3,988</b>	<b>4,710</b>	<b>4,869</b>	<b>3,980</b>	<b>4,372</b>	<b>393</b>	<b>9%</b>
<b>Net (Surplus)/Deficit</b>	<b>(420)</b>	<b>745</b>	<b>904</b>	<b>137</b>	<b>799</b>	<b>662</b>	<b>83%</b>

#### Variance comments:

- A Subsidy revenue was recognised for the Affordable Water Reforms transition funding, which was not forecasted in the annual plan.
- B Interest revenue was more than budget, with favourable bank rates for cash held in the operating account and contracts retentions funds account.
- C Fees and charges were below budget for royalties for council owned quarries.
- D A contribution was received to fund maintenance at Brook Park.
- E Other expenditure was below budget for risk management expenditure, cloud migration programme, asset revaluation costs and consultants' fees expenditure. This is partly offset by insurance costs that were more than forecast due to the Riskpool call contribution.
- F Depreciation is tracking less than budget due to the delay in the delivery of replacement fleet vehicles.
- G Finance costs attributed to the Leadership activity were more than forecast however this is offset by additional interest revenue.

<sup>1</sup> The revised budget includes a carryover of the \$159,000 for the continuation of the project management implementation.

## CAPITAL EXPENDITURE

LEADERSHIP \$000's	AP 2024	Revised Budget 2024	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Information Systems Improvements	61	61	0	61	<b>A</b>
Customer Service Centre Refurbishment	0	58	67	(10)	<b>B</b>
Administration Building Renewals	38	44	60	(16)	<b>C</b>
Administration Building Renovations	358	358	29	329	<b>D</b>
Aerial Photography	50	50	0	50	<b>E</b>
Furniture Minor Renewals	5	36	40	(4)	
Information Systems Renewals	342	482	170	312	<b>F</b>
Motor Vehicle and Equipment Replacements	240	291	189	102	<b>G</b>
Quarry Safety Improvements	41	41	0	41	<b>H</b>
<b>Total Capital Expenditures</b>	<b>1,136</b>	<b>1,421</b>	<b>556</b>	<b>865</b>	<b>61%</b>

### Variance comments:

The revised budget includes carryover budgets of \$285,000.

- A     The information system improvement project will not proceed this financial year and the budget will remain unspent.
- B     Includes a carryover of \$58,000 for the customer service centre refurbishment, with work completed in February 2024.
- C     A carryover of \$6,000 is included for the replacement of the faulty air conditioning units at the WDC building. Several air conditioning units replaced during the period due to failure.
- D     Actuals to date include consultants' fees for the administration building project. Currently the project is on hold.
- E     The Aerial Photography has been delayed and is now expected to commence at the end of this calendar year.
- F     Includes a carryover of \$140,000 to continue the building access security renewal project for WDC facilities. The project has been extended to include additional access, with work expected to be completed in June 2024.
- G     Fleet replacements includes a carryover of \$51,000 for mower replacements. The mower was received in November. Most of the planned fleet vehicles replacement is complete except for two vehicles that are scheduled to be received into the new financial year.
- H     The quarry safety improvements project is expected to commence in the second half of the next financial year.

## COMMUNITY AND PARTNERSHIPS

### FINANCIAL UPDATE

COMMUNITY AND PARTNERSHIP \$000's	Actual 2022/23	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
<b>Revenue</b>							
Rates	(1,634)	(1,690)	(1,690)	(1,559)	(1,550)	10	
Subsidies and Grants	(821)	(910)	(728) <sup>2</sup>	(617)	(305)	312	A
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(8)	(4)	(4)	(15)	(3)	12	B
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>(2,462)</b>	<b>(2,604)</b>	<b>(2,422)</b>	<b>(2,191)</b>	<b>(1,858)</b>	<b>333</b>	<b>-18%</b>
<b>Operating Expenditure</b>							
Other Expenditure	2,187	2,595	2,418 <sup>3</sup>	1,946	2,059	113	C
Depreciation	6	4	4	18	4	(14)	D
Finance Costs	0	0	0	0	0	0	
<b>Total Operating Expenditure</b>	<b>2,193</b>	<b>2,599</b>	<b>2,422</b>	<b>1,964</b>	<b>2,062</b>	<b>99</b>	<b>5%</b>
<b>Net (Surplus)/Deficit</b>	<b>(269)</b>	<b>(5)</b>	<b>0</b>	<b>(228)</b>	<b>204</b>	<b>432</b>	<b>211%</b>

#### Variance comments:

- A Subsidies and grants revenue recognised during the period included Better Off Funding, Mayors Taskforce for Jobs and funding for Bikes in Schools.
- B Fees and charges includes revenue from the Great NZ Muster.
- C Other expenditure was below budget for the rates remissions, safe communities, youth council and district development and promotion costs.
- D Depreciation was more than budget for depreciation on the fleet vehicle used to support the Rangatahi pathway project. This is funded by Better Off Funding.

### CAPITAL EXPENDITURE

COMMUNITY PARTNERSHIPS \$000's	AP 2024	Revised Budget 2024	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Waitomo Bikes in Schools	0	27	27	0	A
<b>Total Capital Expenditures</b>	<b>0</b>	<b>27</b>	<b>27</b>	<b>0</b>	

#### Variance comments:

- A Included is a carryover of \$27,000 for the Waitomo Bikes in Schools project which is complete. This project has been fully funded by grant revenue.

<sup>2</sup> The revised budget includes the rephasing of the Better Off subsidy revenue to align to the forecast expenditure for the Better Off projects. The revenue for Mayors Taskforce for Jobs has been reduced to reflect the agreement in place for 2023/24.  
<sup>3</sup> The revised budget includes the rephasing of the Better Off projects expenditure to reflect the current project timelines.

## RECREATION AND PROPERTY

### FINANCIAL UPDATE

RECREATION AND PROPERTY \$000's	Actual 2022/23	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
<b>Revenue</b>							
Rates	(3,540)	(3,863)	(3,863)	(3,562)	(3,541)	21	
Subsidies and Grants	(2,820)	(748)	(1,228) <sup>4</sup>	(784)	(797)	(13)	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(4,463)	(635)	(634)	(515)	(584)	(69)	A
Other Revenue incl Gains/Losses	(57)	0	(1)	0	(1)	(1)	
<b>Total Revenue</b>	<b>(10,880)</b>	<b>(5,245)</b>	<b>(5,725)</b>	<b>(4,862)</b>	<b>(4,924)</b>	<b>(62)</b>	<b>1%</b>
<b>Operating Expenditure</b>							
Other Expenditure	7,303	3,743	3,851 <sup>5</sup>	3,419	3,423	4	
Depreciation	1,317	1,456	1,456	1,329	1,335	6	
Finance Costs	117	172	172	132	157	25	B
<b>Total Operating Expenditure</b>	<b>8,736</b>	<b>5,371</b>	<b>5,479</b>	<b>4,880</b>	<b>4,915</b>	<b>35</b>	<b>1%</b>
<b>Net (Surplus)/Deficit</b>	<b>(2,144)</b>	<b>126</b>	<b>(246)</b>	<b>18</b>	<b>(9)</b>	<b>(26)</b>	<b>306%</b>

#### Variance comments:

A Fees and charges were less than forecast partly due to the aquatic centre revenue now received by the pool contractor (this reduction in revenue is offset by a corresponding reduction in contractor costs). Rental revenue was also less for Les Munro hireage, aerodrome and housing revenue.

B Finance costs were less than forecast due to a lower level of borrowing than forecast.

#### CAPITAL EXPENDITURE

RECREATION AND PROPERTY \$000's	AP 2024	Revised Budget 2024	YTD Actuals	Var to Revised Budget	%Var and Note Ref
BoF Benneydale Hall Parking Area	53	74	54	20	A
BoF Town Gateways	213	213	4	209	B
BoF Walkways	119	471	304	167	C
Motakiora/ Brook Park Renewals	53	53	36	17	D
Parks and Reserves Improvements	119	161	3	159	E
Aerodrome Minor Renewals	55	71	37	34	F
Aquatic Centre Pool Resurfacing and Painting	140	140	118	22	G
Landfill Forestry Planting	30	30	33	(3)	H
Les Munro Air Conditioning Unit Replacement	175	252	96	155	I
Library Book Renewals	48	48	34	14	
Minor Renewals	142	367	294	74	J
Parks and Reserves Renewals	60	101	45	56	K
<b>Total Capital Expenditures</b>	<b>1,207</b>	<b>1,980</b>	<b>1,057</b>	<b>923</b>	<b>48%</b>

<sup>4</sup> The revised budget includes the rephasing of the Better Off subsidy to align the forecast expenditure for the Better Off projects and the carryover of funding from the NZ Library Partnership Programme.

<sup>5</sup> The revised budget includes the rephasing of the Better Off projects expenditure to reflect the current project timelines and the expenditure for NZ Library Partnership Programme.

**Variance comments:**

The revised budget includes carryover budgets of \$767,000.

- A Included in the revised budget is the rephasing of Town Amenity Projects of \$21,000. Improvements of the Benneydale Hall parking area project are completed. The project started in January and completed in April 2024, and is fully funded by Better Off funding.
- B Town Gateways project is fully funded by Better Off funding. The project scope has been revised to traffic calming only and is currently working through milestone goals. Expenditure for this project will now be incurred in the next financial year.
- C Included in the revised budget is a carryover of \$352,000 for the Walkways project. The Walkways project for track development of Motakiora/Brook Park to Lawrence Street and Esplanade has been completed. Further track development for Ahoroa Ford West (Inframax) and storyboards along the walkway are still to be completed. The project is fully funded by Better off Funding and is expected to be completed by end of December 2024.
- D Work has been completed for Motakiora/Brook Park development including the capping of track with metal and installation of a retaining wall.
- E Included in the revised budget is a carryover of \$42,000 for Te Nau Nau Reserve Road project which is no longer proceeding after consultation with Mana Whenua.
- F The revised budget includes a carryover of \$16,000 for aerodrome runway renewals. The aerodrome runway reseal work was completed in April 2024.
- G The pool resurfacing and painting was completed in November 2023.
- H The landfill forestry planting project has been completed with trees planted in 2023 and spot sprayed to allow for growth.
- I Includes a carryover budget of \$77,000. Actuals to date relate to the installation of the HVAC package at the Les Munro Centre. This project has been delayed and is now expected to be completed by the end of September 2024.
- J Includes a carryover budget of \$90,000 for Te Kuiti toilet renewals, \$79,000 for Tui Park improvements and \$51,000 for improvements to safety and useability of the skatepark. Actuals to date include dog pound renewals and upgrades at Tui Park, repairs to the boom gate at Te Kuiti Holiday Park, and Rora Street and library public toilet upgrades. New picnic tables were also purchased for Rora Street, Te Kuiti. Expenditure on the fixtures upgrade and grey water facility at Marokopa camp ground was incurred along with minor renewals for the aquatic centre filter and pump.
- K Includes a carryover budget of \$41,000 for playground renewals and forecast expenditure for jetty renewals. Consultation is now being held with community for placement of playground equipment and Mokau jetty minor renewal was completed.

## REGULATORY SERVICES

### FINANCIAL UPDATE

REGULATORY SERVICES \$000's	Actual 2022/23	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
<b>Revenue</b>							
Rates	(948)	(876)	(876)	(811)	(803)	8	
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(450)	(556)	(556)	(467)	(521)	(54)	A
Other Revenue incl Gains/Losses	(10)	(16)	(16)	(20)	(15)	5	
<b>Total Revenue</b>	<b>(1,408)</b>	<b>(1,449)</b>	<b>(1,449)</b>	<b>(1,298)</b>	<b>(1,340)</b>	<b>(41)</b>	<b>3%</b>
<b>Operating Expenditure</b>							
Other Expenditure	1,285	1,543	1,543	1,362	1,414	53	B
Depreciation	12	12	12	13	11	(1)	
Finance Costs	0	0	0	0	0	0	
<b>Total Operating Expenditure</b>	<b>1,297</b>	<b>1,556</b>	<b>1,556</b>	<b>1,375</b>	<b>1,426</b>	<b>51</b>	<b>4%</b>
<b>Net (Surplus)/Deficit</b>	<b>(111)</b>	<b>107</b>	<b>107</b>	<b>76</b>	<b>86</b>	<b>10</b>	<b>11%</b>

#### Variance comments:

- A Building consents applications for new houses were down as building activity in Waitomo has followed the national trend of a reduction in building consent applications and activity. This has partly been offset by additional revenue for animal control services from Otorohanga District Council.
- B Other expenditure was below budget for noise control and legal expenses for environmental health as prosecution matter not required. Building control services costs were also below budget. This was partly offset by increased freedom camping monitoring costs that has not been budgeted for but is funded by Ministry for Business, Innovation and Employment (MBIE), and a claim is currently being prepared to recover these costs.

### CAPITAL EXPENDITURE

REGULATORY SERVICES \$000's	AP 2024	Revised Budget 2024	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Dog Pound Improvements	0	0	1	(1)	
Dog Pound Renewals	20	34	12	22	A
<b>Total Capital Expenditures</b>	<b>20</b>	<b>34</b>	<b>13</b>	<b>20</b>	

#### Variance comments:

- A Actuals to date relate to renewal work for the Dog Pound to install stormwater drainage points to existing downpipes and concrete work at the pound.

## RESOURCE MANAGEMENT

### FINANCIAL UPDATE

RESOURCE MANAGEMENT \$000's	Actual 2022/23	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
<b>Revenue</b>							
Rates	(436)	(417)	(417)	(387)	(382)	5	
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(153)	(215)	(215)	(247)	(195)	52	A
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>(589)</b>	<b>(632)</b>	<b>(632)</b>	<b>(634)</b>	<b>(577)</b>	<b>57</b>	<b>-10%</b>
<b>Operating Expenditure</b>							
Other Expenditure	917	1,198	1,198	959	1,098	138	B
Depreciation	0	0	0	0	0	0	
Finance Costs	41	65	65	49	59	10	
<b>Total Operating Expenditure</b>	<b>958</b>	<b>1,262</b>	<b>1,262</b>	<b>1,008</b>	<b>1,157</b>	<b>149</b>	<b>13%</b>
<b>Net (Surplus)/Deficit</b>	<b>370</b>	<b>630</b>	<b>630</b>	<b>374</b>	<b>580</b>	<b>206</b>	<b>35%</b>

#### Variance comments:

- A Resource consent revenue is above revised budget, in part due to a significant resource consent application charged in February.
- B Other expenditure was less during the period for consultancy services, legal and general expenses for the District Plan development. Due to the involved and complex nature of this project. It is not unexpected to have variations in the timing of expenditure. This is offset by additional consultants' fees for resource consent applications.

### PROJECTS AND PROGRAMME UPDATES

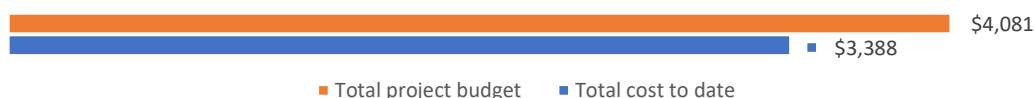


**Programme Summary:** A review of the Operative Waitomo District Plan in accordance with statutory requirements.

The Proposed Waitomo District Plan (PDP) must be legally robust and provide guidance for long term resource management issues in the District and is inherently complex with many associated workstreams. This project will continue through 2023/24.

**Progress:** The first tranche of hearings on the Proposed District Plan is due to occur from 16-19 July 2024.

#### District Plan Development Total Project Costs to date (\$000's)



#### Next steps:

Draft hearing reports and hearings.

#### End date:

First tranche of hearings completed by 16-19 July 2024.



## SOLID WASTE

### FINANCIAL UPDATE

SOLID WASTE \$000's	Actual 2022/23	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
<b>Revenue</b>							
Rates	(1,112)	(1,439)	(1,439)	(1,323)	(1,319)	3	
Subsidies and Grants	0	0	0	(56)	0	56	A
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(1,660)	(2,057)	(2,057)	(1,571)	(1,886)	(315)	B
Other Revenue incl Gains/Losses	(103)	(85)	(85)	(162)	(78)	84	C
<b>Total Revenue</b>	<b>(2,874)</b>	<b>(3,581)</b>	<b>(3,581)</b>	<b>(3,112)</b>	<b>(3,283)</b>	<b>(171)</b>	<b>5%</b>
<b>Operating Expenditure</b>							
Other Expenditure	2,711	3,199	3,199	2,885	2,985	100	D
Depreciation	103	113	113	101	104	3	
Finance Costs	119	126	126	104	116	12	
<b>Total Operating Expenditure</b>	<b>2,932</b>	<b>3,439</b>	<b>3,439</b>	<b>3,089</b>	<b>3,205</b>	<b>116</b>	<b>4%</b>
<b>Net (Surplus)/Deficit</b>	<b>58</b>	<b>(143)</b>	<b>(143)</b>	<b>(23)</b>	<b>(79)</b>	<b>(56)</b>	<b>71%</b>

#### Variance comments:

- A Grant payment received from Ministry for Environment (MfE) for the feasibility study of the kerbside organic collection. A shared project between MfE, Otorohanga District Council (ODC) and WDC where MfE contributes 75%, ODC 12.5% and WDC 12.5% of total costs.
- B Revenue received from the landfill was less for general refuse charges as waste volumes deposited at the landfill were reduced. This includes less sludge from the wastewater ponds than forecast. This was partly offset by increased green waste revenue.
- C Other revenue was more than budget for Waste Minimisation Levy revenue which is used to fund waste minimisation programmes.
- D Other expenditure is below budget due to reduced waste minimisation levy expenditure and ETS surrender costs as waste volumes are lower. This is partly offset by increased consultants advice on the landfill options to inform the future operations of the landfill and the kerbside collection services.

### CAPITAL EXPENDITURE

SOLID WASTE \$000's	AP 2024	Revised Budget 2024	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Te Kuiti Transfer Station Improvements	27	27	0	27	
New Cell Development and Gas Flaring Equipment	3,730	3,730	0	3,730	A
Resource Consent Renewal	85	85	25	60	B
Transfer Station Renewals	35	35	24	11	C
<b>Total Capital Expenditures</b>	<b>3,877</b>	<b>3,877</b>	<b>49</b>	<b>3,828</b>	<b>99%</b>

#### Variance comments:

- A The cell development and gas flaring equipment project is currently on hold pending the review of landfill operations.
- B Expenditure on improvements to meet resource consent conditions included the installation of flow meters at Te Kuiti Landfill.
- C Minor transfer station renewals expenditure to date includes installation of catchpits, stormwater pipe and pump work at the weighbridge.

## STORMWATER

### FINANCIAL UPDATE

STORMWATER \$000's	Actual 2022/23	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
<b>Revenue</b>							
Rates	(479)	(508)	(508)	(467)	(466)	1	
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(4)	0	0	(6)	0	6	A
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>(483)</b>	<b>(508)</b>	<b>(508)</b>	<b>(473)</b>	<b>(466)</b>	<b>7</b>	<b>-2%</b>
<b>Operating Expenditure</b>							
Other Expenditure	213	309	309	381	283	(98)	B
Depreciation	252	257	257	235	235	0	
Finance Costs	7	15	15	13	13	0	
<b>Total Operating Expenditure</b>	<b>472</b>	<b>580</b>	<b>580</b>	<b>629</b>	<b>532</b>	<b>(97)</b>	<b>-18%</b>
<b>Net (Surplus)/Deficit</b>	<b>(12)</b>	<b>72</b>	<b>72</b>	<b>156</b>	<b>66</b>	<b>(90)</b>	<b>-137%</b>

#### Variance comments:

- A Fees and charges revenue includes connection fees for Te Kuiti.
- B Other expenditure was above budget due to reactive maintenance from the recent flooding events. Planned maintenance costs were more than full year budget, and losses on disposal of assets of \$41K were also recognised during the period.

### CAPITAL EXPENDITURE

Stormwater \$000's	AP 2024	Revised Budget 2024	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Stormwater Improvements	240	388	278	110	A
Stormwater Discharge Resource Consent Renewals	40	40	140	(100)	B
Stormwater Renewals	195	205	431	(225)	C
<b>Total Capital Expenditures</b>	<b>475</b>	<b>633</b>	<b>849</b>	<b>(216)</b>	<b>-34%</b>

#### Variance comments:

The revised budget includes a carryover of \$148,000 for Carroll Street remedial works and \$10,000 for Rural Stormwater renewals.

- A Work on the short-term Stormwater Improvement is almost completed year to date to May.
- B District wide resource consents applications for seven resource consents have been submitted to Waikato Regional Council awaiting approval.
- C Actuals to date relate to Cambridge Excavators (Camex) work along Edward Street for installing a new stormwater main. 12 laterals to new pipeline were installed as part of this project. Additional design work was carried out for Waitete Road as part of the stormwater rehabilitation renewals. This project is almost completed year to date to May.

## WASTEWATER

### FINANCIAL UPDATE

WASTEWATER \$000's	Actual 2022/23	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
<b>Revenue</b>							
Rates	(1,993)	(2,368)	(2,368)	(2,173)	(2,172)	1	
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(827)	(776)	(776)	(1,068)	(712)	355	A
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>(2,820)</b>	<b>(3,144)</b>	<b>(3,144)</b>	<b>(3,241)</b>	<b>(2,884)</b>	<b>357</b>	<b>-12%</b>
<b>Operating Expenditure</b>							
Other Expenditure	2,385	2,831	2,831	2,397	2,597	200	B
Depreciation	1,110	1,038	1,038	950	951	2	C
Finance Costs	206	250	250	223	229	6	
<b>Total Operating Expenditure</b>	<b>3,701</b>	<b>4,119</b>	<b>4,119</b>	<b>3,569</b>	<b>3,777</b>	<b>208</b>	<b>5%</b>
<b>Net (Surplus)/Deficit</b>	<b>881</b>	<b>975</b>	<b>975</b>	<b>328</b>	<b>893</b>	<b>564</b>	<b>63%</b>

#### Variance comments:

- A Fees and charges were more than budget for trade waste revenue, some of this revenue related to the January to June 2023 period. Additional revenue was also recognised for connection fees for Te Kuiti and Piopio.
- B Other expenditure was below budget for sludge disposal costs, as dried sludge has not been delivered to landfill. This was offset partly by increased chemicals costs, electricity and reactive maintenance cost caused by recent flood events.

### CAPITAL EXPENDITURE

Wastewater \$000's	AP 2024	Revised Budget 2024	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Minor Improvements	16	16	5	11	
Sludge Removal improvements	100	100	85	15	A
Resource Consent Renewals	43	43	0	43	
Resource Consent Vegetation Planting	17	17	0	17	
Treatment Plant Renewals	105	192	33	159	B
Reticulation Renewals	362	498	190	308	C
Te Waitere Wastewater	0	80	67	13	D
<b>Total Capital Expenditures</b>	<b>643</b>	<b>945</b>	<b>379</b>	<b>566</b>	<b>60%</b>

#### Variance comments:

The revised budget includes carryover budgets of \$302,000.

- A Actuals to date include a sludge mixing bay concrete pad, at the Te Kuiti Wastewater plant is complete. The relocation of the septic tank disposal point will be completed by the end of the financial year.
- B Included in the revised budget is \$87,000 for Te Kuiti SCADA and telemetry and Maniaiti/Benneydale minor plant renewals is still ongoing.

- C Included in the revised budget is \$136,000 carryover for continuation of the two year project for Alexandra and Seddon Street reticulation renewal which was completed in December. The scope of the Seddon Street project changed and the lengths of pipe replaced were a lot less resulting in a reduction in the overall cost compared to budget.
- D Included in the revised budget is \$80,000 carryover for the continuation of the Te Waitere renewal and extension of the soakage field project. Work commenced in December and completed in May.

## WATER SUPPLY

### FINANCIAL UPDATE

WATER SUPPLY \$000's	Actual 2022/23	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
<b>Revenue</b>							
Rates	(2,888)	(3,092)	(3,092)	(2,626)	(2,677)	(51)	A
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(16)	(2)	(2)	(34)	(2)	32	B
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>(2,903)</b>	<b>(3,094)</b>	<b>(3,094)</b>	<b>(2,660)</b>	<b>(2,679)</b>	<b>(18)</b>	<b>1%</b>
<b>Operating Expenditure</b>							
Other Expenditure	2,812	2,193	2,193	2,542	2,011	(531)	C
Depreciation	912	969	969	850	888	38	
Finance Costs	268	333	333	282	305	23	
<b>Total Operating Expenditure</b>	<b>3,992</b>	<b>3,495</b>	<b>3,495</b>	<b>3,674</b>	<b>3,204</b>	<b>(470)</b>	<b>-15%</b>
<b>Net (Surplus)/Deficit</b>	<b>1,089</b>	<b>401</b>	<b>401</b>	<b>1,014</b>	<b>525</b>	<b>(488)</b>	<b>-93%</b>

#### Variance comments:

- A Metered water revenue was below budget for Te Kuiti and Piopio.
- B Connection fees revenue was received for Te Kuiti and Piopio.
- C Other expenditure was above budget as \$204K of losses on asset disposal were recognised during the period. Expenditure for reticulation reactive maintenance for Te Kuiti from the recent flooding events and operations and maintenance costs for Piopio and Mokau schemes were more than forecast along with chemicals, sampling and power also above budget.

### CAPITAL EXPENDITURE

Water Supply \$000's	AP 2024	Revised Budget 2024	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Other Improvements	5	5	0	5	
Te Kuiti Resilience of Supply Improvements	4,693	4,975	186	4,790	A
Minor Renewals	78	78	9	68	
Reticulation Renewals	363	363	284	79	B
Treatment Plant Renewals	99	116	43	73	C
Resource Consent Renewals	0	21	33	(12)	D
<b>Total Capital Expenditures</b>	<b>5,238</b>	<b>5,558</b>	<b>554</b>	<b>5,004</b>	<b>90%</b>

#### Variance comments:

The total revised budget includes carryover budgets of \$320,000.

- A The revised budget for Te Kuiti Water resilience project includes \$282,000 of carryover budget. Actuals to date relate to scope design by WSP, working on the structural assessment, geotechnical investigation, and site survey. This project has now been re-sequenced as part of the draft LTP development, with only \$400K expected to be spent in current year and the remainder next year.
- B Actuals to date relate to Cambridge Excavators (Camex) water supply renewal works along Bulter and Lusk Streets as part of the Te Kuiti reticulation renewals now completed.

- C Includes a carryover of \$17,000 in the revised budget for Piopio water plant renewals.
- D Includes a carryover of \$21,000 for Piopio water consent renewals. Actuals to date are over forecast due to variations to the original resource consent upon feedback from Waikato Regional Council. This project is now completed and awaiting approval from Waikato Regional Council.

## ROADS AND FOOTPATHS

### FINANCIAL UPDATE

ROADS AND FOOTPATHS \$000's	Actual 2022/23	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
<b>Revenue</b>							
Rates	(4,474)	(4,481)	(4,481)	(4,116)	(4,108)	7	
Subsidies and Grants	(12,926)	(14,458)	(22,602) <sup>6</sup>	(16,252)	(20,855)	(4,603)	A
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(184)	(165)	(165)	(204)	(151)	53	B
Other Revenue incl Gains/Losses	(134)	(140)	(140)	(111)	(129)	(18)	C
<b>Total Revenue</b>	<b>(17,717)</b>	<b>(19,244)</b>	<b>(27,387)</b>	<b>(20,684)</b>	<b>(25,244)</b>	<b>(4,560)</b>	<b>18%</b>
<b>Operating Expenditure</b>							
Other Expenditure	9,134	8,718	9,025 <sup>7</sup>	7,865	8,299	434	D
Depreciation	4,647	4,883	4,883	4,437	4,476	39	E
Finance Costs	334	418	418	322	383	61	F
<b>Total Operating Expenditure</b>	<b>14,114</b>	<b>14,019</b>	<b>14,327</b>	<b>12,624</b>	<b>13,158</b>	<b>535</b>	<b>4%</b>
<b>Net (Surplus)/Deficit</b>	<b>(3,603)</b>	<b>(5,224)</b>	<b>(13,061)</b>	<b>(8,060)</b>	<b>(12,086)</b>	<b>(4,026)</b>	<b>33%</b>

#### Variance comments:

- A Subsidies and grants revenue was less than budget as renewal works tendered have been approved and physical works commence later than expected. Expenditure to repair previous storm damage is expected to be incurred throughout the next financial year.
- B Capitation fees received towards road maintenance were more than full year budget.
- C Other revenue was below budget for petrol tax proceeds.
- D Other expenditure was below budget for allocated roading business unit costs, structures maintenance, and network and asset management costs. This was offset in part by sealed maintenance which was above forecast.
- E Depreciation is tracking less than budget for the period as depreciation on new road assets capitalised to date is less than budget forecast. This reduced depreciation is offset in part, by an increase in depreciation for existing road assets, which has increased due to 30 June 2023 revaluation. The increase in depreciation for existing assets is forecast to be \$0.2 million more than budget for the full financial year.
- F Finance costs are tracking less than budget for the period.

<sup>6</sup> The revised budget includes additional subsidy revenue forecast for carryovers of capital expenditure from 2022/23 and also for storm damage repairs.

<sup>7</sup> The revised budget includes carryover of \$307,000 for the truck parking project on SH3 Mokau.

## CAPITAL EXPENDITURE

Roads \$000's	AP 2024	Revised Budget 2024	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Footpaths and Road to Zero Improvements	291	470	417	53	<b>A</b>
Unsubsidised Road Improvements	106	149	106	42	<b>B</b>
Bridge and Bridge Structures Replacement	656	1,498	1,286	212	<b>C</b>
Cyclone and Wet Weather Reinstatements	5,066	10,567	5,066	5,501	<b>D</b>
Other Road Renewals	750	2,642	2,092	550	<b>E</b>
Pavement Rehabilitation Renewals	1,201	2,121	2,595	(474)	<b>F</b>
Sealed Surfacing Renewals	1,128	1,153	1,315	(162)	<b>G</b>
Unsealed Road Metalling Renewals	638	671	476	195	<b>H</b>
Unsubsidised Road Renewals	83	83	5	78	
<b>Total Capital Expenditures</b>	<b>9,919</b>	<b>19,353</b>	<b>13,358</b>	<b>5,995</b>	<b>69%</b>

### Variance comments:

The total revised budget of \$19.3 million includes \$9.4 million of carryover budgets.

- A The footpath improvements works were completed in March, some minor updates and remedial works will continue.
- B This budget has now been allocated for the road drainage components of the first stage of the Te Kuiti Stormwater improvement. Works are ongoing and this has been spent during May.
- C Structural component replacement work for the Waimiha Road Culvert relining has been completed. The Structural component replacement contract is at the point of practical completion with some minor items to close out.
- D Mangatōa sites have now been sealed, completing the 22/23 sites. The 23/24 works are ongoing with the maintenance contractor undertaking the smaller sites and the large sites currently under construction. This includes Fullerton Road retaining wall which has commenced. Further sites are still to be constructed this season including, Taharoa Stock Crate realignment, Mairoa Road retaining wall and Mangaotaki Road pavement reconstruction. Works will continue into the next financial year. Generally the storm damage repair projects are coming in under budget so the entire budget will not be spent.
- E Taharoa Flooding section has now been sealed and completed. The balance of this budget has been allocated to the Te Kuiti Catchpit Improvements project which commenced in March.
- F Te Anga Pavement Rehabilitation site has been completed, this is the last of the pavement rehabilitations for the 23/24 season. The overspend for this project will be managed within the existing renewal programme.
- G The final site for sealed road surfacing (being Rora Street Asphalt) has now been completed, there are some minor lines marking at the pedestrian crossing to be completed. The overspend for this project will be managed within the existing renewal programme.
- H The physical work of the Unsealed Road Metalling is ongoing to be completed by Inframax Construction Ltd, these works are generally undertaken during the wetter months to reduce dust impacts.



Document No: A719323

## Report To: Council



**Meeting Date:** 25 June 2024  
**Subject:** 2024 General Revaluation  
**Type:** Information Only

### Purpose of Report

- 1.1 The purpose of this business paper is to brief the Council on the process for the 2024 General Revaluation for properties in the Waitomo District.

### Background

- 2.1 The Rating Valuations Act 1998 requires that every property in New Zealand must be revalued for rating purposes at least once every three years.
- 2.2 The last revaluation for the Waitomo District occurred in September 2021 and therefore the reevaluation is due to be undertaken again in September 2024.
- 2.3 The values from the 2024 General Revaluation will be used for rating purposes from 1 July 2025.
- 2.4 There are several stakeholders in the General Revaluation process ranging from the community, the Council and the Office of the Valuer General (OVG).
- 2.5 Under the Rating Valuations Act 1998, the OVG sets minimum standards for rating valuations and maintenance of the district valuation roll. The Valuer-General also:
- Provides independent quality assurance of valuations for rating purposes.
  - Certifies Rating Valuations to local authorities.
  - Provides technical advice to Government on valuation and the valuation services sector.
  - Monitors and audits the work of rating valuation service providers (VSPs).
- 2.6 As Council's appointed Valuation Service Provider, Quotable Value New Zealand (QV) undertakes the revaluation of all properties on behalf of Council, including the valuation of utilities (i.e., electricity, gas, telecommunication networks and water/wastewater networks).
- 2.7 In 2005 Waitomo District Council entered into an agreement with Waikato Local Authority Shared Services Limited (WLASS) for a Shared Valuation Database Service and WDC's official DVR is held within Cubetec's 'Valor' software.
- 2.8 The DVR is shared with Waikato Regional Council for rating purposes.

### Commentary

- 3.1 The draft valuation timeline is included in the following table and provides a high-level summary of the key dates for the 2024 General Revaluation.
- 3.2 The OVG approves the valuation timeline following a meeting with the Valuation Service Provider on the valuation plan which is scheduled for Monday 24 June. Staff will provide a verbal update to members on any changes to the proposed dates.

# File 1 - Page 90

Key Milestone	Description	Proposed Date of Action
Data Integrity Checks	Includes review of data and data cleansing, updating information on certificate of titles, Maori Freehold land properties, earthquake prone buildings, leaky buildings and methamphetamine contaminated buildings.	May/June 2024 (underway)
Market Surveys	Surveys of rural, commercial, forestry and industrial properties to be sent to ratepayers by QV in the Waitomo District. The surveys can be completed on paper or online.	July 2024
Rates Newsletter Mail out	A Rates Newsletter will be sent to ratepayers in August, along with the rates invoice and assessment for the 2024/25 year. The rates newsletter will provide details on key information about the General Revaluation and the objection process.	July 2024
Media, Website and Facebook	Key information about the General Revaluation and objection process will be communicated.	August 2024
OVG Audit Date and files to OVG	The final DVR file sent to the OVG for audit.	22 November 2024
Valuation Service Provider presentation to Council	Valuers from QV will present the key highlights of the General Revaluation to the Elected Members based on the draft valuation.	26 November 2024 (TBC)
Implementation date	Implementation date following OVG audit approval.	18 January 2025
Public Notice	Upon the Valuer-General's Certification of the General Revaluation, WDC will give public notice that the roll is open for inspection and notify the community of objection timeframes as per Rating Valuations Act – Section 12.	23 January 2025
Valuation Notice Mail Out	Notice of General Revaluation will be sent to owners and ratepayers, detailing the new property values and information on how to object to the new values as per the Rating Valuations Act – Section 13.	30 January 2025
Objections Close	Owners and ratepayers have 30 working days in which to lodge an objection after receiving the above valuation notice. Objections are provided to QV for further review of the values as per Rating Valuations Rules 2008 – Section 6.	14 March 2025
Ratepayers notified of result of objection	Once Quotable Value completes their review, owners and ratepayers will be notified of the result of their objection. If owners are still not satisfied with their value, they have the opportunity to have their objection heard by the Land Valuation Tribunal. This is a separate process with the Land Valuation Court.	As each objection is reviewed

3.3 The market surveys will be sent out in July by QV and have been expanded to capture more detail on exotic forestry properties.

- 3.4 Most of the valuation fieldwork relating to the general valuation will be undertaken between August and October 2024 by QV. Properties that will be inspected include those which have recently sold, as well a selection of properties which have not sold. The community will be informed about the 2024 General Revaluation process and the objections period.
- 3.5 Peer reviews are carried out at each stage of the revaluation process to ensure quality and accuracy.
- 3.6 QV staff will present the key highlights of the 2024 General Revaluation to Council prior to the valuation notices being sent to the owners/ratepayers.

## Suggested Resolution

The business paper on 2024 General Revaluation be received.



TINA HITCHEN  
**CHIEF FINANCIAL OFFICER**

19 June 2024

**Document No:** A726473

**Report To: Council**



**Meeting Date:** 25 June 2024

**Subject: Regulatory Activity Update Report**

**Type:** Information Only

## Purpose of Report

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

## Background

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

## Commentary

- 3.1 The activities undertaken by the Regulatory Services are governed and directed by legislation, national, regional and local policies and bylaws. We undertake many activities that contribute to keeping our Community and District a safe place to be.
- 3.2 Day to day operations include building control, alcohol licensing, environmental health, bylaw administration, animal and dog control, planning and district planning (Proposed District Plan). The functions of these activities were set out in the business paper on 27 June 2023 (A672658).
- 3.3 The activities of these units are 'business as usual' in that the activities undertaken are prescribed in the various legislation and planning / policy documents, which control the day-to-day operations.
- 3.4 **RISKS AND OPPORTUNITIES**
- 3.5 In terms of risks and opportunities, the risks relate to our ability to perform our regulatory functions in line with the various statutes that the group administers. In terms of the regulatory staff capacity, we are currently seeking to recruit a building control officer due to the resignation of the Senior Building Control Officer in March. However, in the interim we are continuing to utilize our shared services agreement with Waipa District Council to provide cover when needed, and we are still exploring opportunities for how building services can be delivered with our neighboring northern Council's (Otorohanga and Waipa) and using external support where necessary.

## 3.6 **LOOKING FORWARD NEXT 3 MONTHS**

## 3.8 **PROPOSED WAITOMO DISTRICT PLAN**

3.9 The section 42A Reports (Hearing Reports) for the Chapters that are being heard in the first tranche of hearings have now been completed and are available on the Council website (link <https://www.waitomo.govt.nz/council/district-plan-review/section-42a-reports/>). The first tranche of hearings is scheduled for 16-19 July.

## 3.10 **IANZ BUILDING CONSENT AUTHORITY ACCREDITATION ASSESSMENT**

3.11 The IANZ audit was carried out on-site from 11-14 June. The building control team are now working through the recommendations of this audit to retain accreditation.

## 3.12 **MOKAU COASTAL HAZARDS WORKSHOP**

3.13 WDC and Waikato Regional staff held a workshop in Mokau at the Mokau on 21 May 2024 to discuss areas prone to erosion regarding compliance with the various planning and legislative requirements (Building Act 2004, District Plan, Regional Plan and Coastal Plan). The meeting was well attended, and Council staff have agreed to work with a group of residents (Mokau Protection Society) to provide information and advice on regulatory matters relating to erosion structures.

## 3.14 **DOG REGISTRATION**

3.15 Dog registration letters for the 2024/2025 are now being sent to registered dog owners. We ran a competition for two free urban and two free rural registrations to get people to register their details online and enable us to email out their registration reminders. We are hoping to trial online registrations next year.

## 3.16 **MANIAPOTO JOINT MANAGEMENT AGREEMENT**

3.17 Work is still progressing on the schedules to the Joint Management Agreement that was signed last year. The indicative timings for the work programme are set out below:

Schedules	Summarised description	Due date
<b>Schedule Two</b> Maniapoto Engagement Strategy	Developed by Te Nehenehenui, focusing on early engagement and consultation	Sep 2024
<b>Schedule Three</b> Sites of Significance	Identify and document significant sites collaboratively	Sep 2024
<b>Schedule Four</b> Transfer of Powers	Negotiate and formalise process for power transfer	Aug 2024
<b>Schedule Five</b> RMA Planning Processes	Jointly develop planning processes	Nov 2024
<b>Schedule Six</b> RMA Monitoring and Enforcement	Establish monitoring and enforcement mechanisms	Jan 2024
<b>Schedule Seven</b> RMA Resource Consent Processes	Develop consent processes, including cultural assessments	Feb 2024
<b>Schedule Eight</b> Local Government Act Processes	Collaboratively develop relevant local government processes	Apr 2024
<b>Schedule Nine</b> Other Statutory Frameworks	Identify and integrate other necessary statutory processes	Jul 2024
<b>Schedule Ten</b> Resourcing and Capacity Building	Develop resource and capacity building strategies	Sep 2024
<b>Other schedules</b> Other agreed schedules	Other schedules as agreed. Additional schedules require written consensus	

3.18 **STRATEGY AND POLICY**

3.19 The team are currently focused on completing the Long Term Plan 2024-2034 and the fees and charges for 2024/2025.

**Suggested Resolution**

The business paper on the Regulatory Activity Performance Reporting be received.



ALEX BELL

**GENERAL MANAGER – STRATEGY AND ENVIRONMENT**

17 June 2024

**Document No:** A725985

## **Report To: Council Meeting**



**Meeting Date:** 25 June 2024

**Subject:** Te Kuiti Aquatic Centre Condition Report

### **Purpose of Report**

- 1.1 The purpose of this business paper is to inform the Council about significant issues with the main pool at the Te Kuiti Aquatic Centre.

### **Background**

- 2.1 The Te Kuiti Aquatic Centre was constructed in 1939, and is a concrete block structure that has served the community well for 85 years. It has a main pool with dimensions of 30m x 11m and varying depths from 1.5m to 3.3m, holding 660m<sup>3</sup> of water.
- 3.1 The pool has undergone several refurbishments over the years to maintain its functionality and safety standards. Despite these multiple refurbishments, the main pool is currently facing issues that will continue to compromise its operational integrity.

### **Commentary**

- 3.1 The current challenges with the main pool are primarily due to prolonged refurbishment delays caused by adverse weather conditions, which has resulted in:
- Extensive scarring across the pool's surface
  - Detectable structural shifts
  - Notable water loss attributed to significant leakage
  - Recurrence of previously repaired cracks
  - Emergence of new fissures
  - Degradation of paint, leading to flaking and discoloration
  - Sand filter experiencing blowback issues
  - Frequent testing and cleaning have been necessary to maintain the water quality.
  - Skimmers (where water flows out of the pool to the ballast tank) are unlevel
  - Achieving and maintaining the ideal water temperature for the pool
- 3.2 Last season, the management contractor expressed operational concerns about the main pool. Maintaining water quality in the upcoming season (the correct balance of pool chemicals, along with the regular addition of fresh water) will continue to be a challenge.
- 3.3 Inspections of the pipes and pool filter have not yet been conducted to determine the presence of leaks, breakages, or misalignments, nor to ascertain the reason for sand being expelled back into the main pool through the intake pipes. While the filter is presumed to be the potential issue, this cannot be confirmed without further investigation.
- 3.4 An insurance claim has been filed for the apparent damage to our main pool and we are currently awaiting the insurer's decision and subsequent actions.
- 3.5 There have been customer complaints about cleanliness and water sanitation of the main pool, which may persist into the upcoming season. We plan to discuss this with the management contractor to implement measures to mitigate these issues.

3.6 The pool filter is not functioning at optimal capacity due to structural shifts. Moreover, repairs may be required for the filter system to fix the issue causing sand to be blown back into the main pool.

## 3.7 **RISKS**

3.8 There is a public perception risk due to issues with the main pool, specifically related to heating and water reticulation, which may lead to continued complaints from pool users and users not wishing to use the facility anymore. The risks associated with an increased failure of pool equipment are considered medium and could result in financial costs for maintenance, repairs or replacements.

3.9 There is a financial risk associated with an increased failure of pool equipment, which could result in financial costs for maintenance, repairs or replacements.

## **Consistency with Existing Plans and Policies**

4.1 The decision is consistent with the direction outlined in the draft Long Term Plan 2024 and does not trigger the need to consult under Council's Significance and Engagement Policy.

## **Analysis of Options**

5.1 **Option 1:** Do nothing - maintain the current standard of the main pool without immediate upgrades. This allows the Council to thoroughly assess the capital costs to fix the problems and consider the facility's future and strategic direction.

5.2 **Option 2:** Plan to upgrade the facility in the future, potentially over a three-year period within the Long-Term Plan (LTP).

## **Recommendations**

6.1 The business paper on Te Kuiti Aquatic Centre Condition Report be received.

6.2 Council note that an assessment and decision from WDC's insurers is forthcoming on the damages to the main pool.

6.3 The Council approve the proposal to maintain the current standard of the main pool.

## **Suggested Resolutions**

1 The business paper on Te Kuiti Aquatic Centre be received.

2 Council notes that an assessment and decision from Waitomo District Council's Insurer is forthcoming on the damages to the main pool.

3 Council approve Option 1: To maintain the current standard of the main pool without immediate upgrades and to assess its future and strategic direction.



LIZ RILEY  
**PROPERTIES AND FACILITIES MANAGER**



SHYAMAL RAM  
**GENERAL MANAGER -  
INFRASTRUCTURE SERVICES**

14 June 2024



**Document No:** A725756

**Report To:** Council



**Meeting Date:** 25 June 2024

**Subject:** Universal Water Meters and User Pays System – Maniaiti/Benneydale Pilot study

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to seek approval to use the Maniaiti/Benneydale water supply scheme as a pilot study to inform the next stage of the universal water meter and user pays system conversation which was introduced through the draft Long Term Plan 2024 Consultation Document.

## Background

- 2.1 Within the context of water service delivery and assets remaining with Local Government, it is appropriate to review how the Council can deliver quality drinking water affordably across the four water supply schemes. The four schemes service Mokau, Maniaiti/Benneydale, Piopio and Te Kuiti urban areas.
- 2.2 A 'conversation' topic relating to the impact of retaining water services was included in the draft Long Term Plan 2024 Consultation Document (pages 12 and 13). Two approaches were outlined:
1. Approach one - Status Quo, no additional investment signaled for water services.
  2. Approach two – Installation of Water Meters, investment flagged for Years 4 (2027/28) and 5 (2028/29) to install meters into all properties connected to the water supply network.
- 2.3 Readers were also advised that a review into the way water supply activities are funded will be undertaken to inform the next Long Term Plan, in preparation of water metering being implemented across the district.
- 2.4 A summary of the feedback received through the consultation process was provided in the LTP 2024-2034 Deliberations Business Paper presented at the 4 June 2024 council meeting. To recap, there was a 75:25 percentage split from respondent residents favouring the Approach one - Status Quo approach to water investment and a 50:50, for and against, percentage split from respondent residents for Approach two – Installation of water meters.
- 2.5 There are currently 791 water meters installed in connections across the four water supply schemes. Nearly half (375) of the meters are in place for monitoring purposes, the remaining (416) are for properties considered to be extraordinary supply, as defined by the Water Services Bylaw 2015. Extraordinary supply properties pay water user charges for consumption over and above the annual allocation of 292m<sup>3</sup> per Separately Used or Inhabited Part.
- 2.6 All the meters are read every six months in June and December, with the data used to inform the billing process for extraordinary supply users and identify potential water leaks for both extraordinary and monitoring account types.

- 2.7 Meters for monitoring purposes have historically been installed as and when the opportunity arose through maintenance or upgrade works. The intention being to increase the number over time to improve water conservation efforts and to better understand consumption trends and network capabilities.
- 2.8 Due to the relatively adhoc way water meters for monitoring purposes have been installed into the networks, each water supply scheme has a different ratio of coverage. The table below provides coverage and purpose details against the number of water connections in each scheme.

Water Supply Scheme	Total Water Connections	Total Metered Properties	Extraordinary	Monitoring
Te Kuiti	2111	491	303	188
Piopio	244	123	58	65
Maniaiti/Benneydale	111	118 <sup>1</sup>	23	95
Mokau	211	59	32	27
<b>TOTAL</b>	<b>2677</b>	<b>791</b>	<b>416</b>	<b>375</b>

## Commentary

- 3.1 The move to universal meters through 2027/28 and 2028/29 and transition to a full user pays system signals a significant change to the current funding model. It will require considerable lead-in work including a comprehensive engagement and communications plan and procurement well before the capital works begin.
- 3.2 Given the scale of change and with resource constraints factored in, it is considered prudent to use the Maniaiti/Benneydale water supply scheme as a pilot study to inform the district wide lead-in work.
- 3.3 Maniaiti/Benneydale is ideal because 100% of the water connections already have a meter installed and water use within the scheme is relatively consistent due to the stable population size and range of water use activities within the community.
- 3.4 The Pilot Study will involve:
1. Establishing a project group involving management and operational staff from Finance, Strategy and Environment and the Infrastructure Services teams.
  2. Several workstream stages. The following workstream stages are being considered:
    - Financial and revenue - undertake modeling to determine the rating and cost implications of moving to a full user pays system. Understanding resourcing implications against a range of variables including types of meters, frequency of meter reads and increased invoicing volumes (Workstream 1).
    - Engagement and Communication Plan - to provide effective community and internal communication through the Pilot Study and beyond. This will lead and support a Demand Management Campaign which will be required for the roll out across the district. The draft Annual Plan 2026/27 process will provide a useful opportunity to seek feedback on the proposal (Workstream 2).

<sup>1</sup> Note the number of water connections is less than the number of meters because the source data for connections comes from the rates database. There are 3 council properties and 4 bare lot sections with meters installed which are not captured as ratable for water supply connections.

- Implementation of user pays system – Maniaiti/Benneydale residents moving to the full user pays system from 1 July 2026 – Year 3 (Workstream 3).
3. A community survey will be conducted to determine levels of satisfaction with the process and understand from a property owner's perspective what could be done better. Learnings will be used to inform the district wide roll out.
  - 3.5 As part of the phasing in period, a Demand Management Campaign will be required to help property owners understand their water use onsite. Owners will also need to be given information on how to improve water conservation, identify leaks and track consumption on site. This knowledge will enable water users to have more control over the amount they will pay when user charges are introduced.
  - 3.6 Water use data is currently gathered through the six-monthly read process. Both extraordinary and monitored meters are read, however, to date it has only been extraordinary supply properties that receive a regular water account. Water accounts are sent even if there is a zero dollar balance because the information helps property owners understand their water use trends over time.
  - 3.7 An example of the information shown on a water account invoice is provided in Attachment 1. There is an opportunity to improve the format of the invoice during the Pilot Study.
  - 3.8 It is considered prudent to start providing the 375 monitoring properties with the same water use information that is given to the 416 extraordinary supply properties. The data is already being collected, passing it on to the respective residential households will allow them to gain a better understanding of their water use habits.
  - 3.9 This increased level of service will start as part of the June 2024 water meter reading process, with relatively little impact on resources. An increase in postage fees will be the main cost incurred through this change. Letters will be sent with the water account invoices which explain the purpose of the meter and provide assurance that the water account generates a zero-dollar invoice for monitored meters.
  - 3.10 In planning for the Pilot study and wider universal roll out an extra full-time equivalent role is envisioned for in 2025/26 (Long Term Plan 2024 Year2). This role will be heavily relied on to drive the Pilot Study, undertake data analysis and share learnings to inform the lead in work required for the full roll out in 2027/28 and 2028/29.
  - 3.11 Opportunity will be created through this Pilot study to encourage Maniaiti/Benneydale property owners to receive rate invoices and other council correspondence by email. This drive should offset any potential increase in postage costs that will be incurred by the increased number of water account invoices generated.
  - 3.12 The Pilot Study will also inform the Water Services Bylaw review which is due in 2025.

## Analysis of Options

- 4.1 Do nothing – this option would mean the roll out of universal water meters across the district and understanding the implications of a full user pays system would be undertaken without the benefit of learnings from a smaller, discrete process.
- 4.2 Pilot study – this option will provide learnings to inform the pace and scale of change required to achieve the installation of universal meters through 2027/28 and 2028/29 and progression to a full user pays system for water supply services.

- 4.3 Pilot study in house – this option would mean conducting the pilot study as an in-house process only to gain the learnings that can be applied to the installation project rollout, i.e. the invoices would not be sent to residents. Commence the roll out of water metering beginning in Piopio as consulted during the LTP 2024-2034.

## Considerations

### 5.1 **RISK**

- 5.2 The purpose of the proposed Maniaiti/Benneydale Pilot Study is to reduce potential risks associated with implementation of universal water meters and a change in funding sources to a predominant user pays system across the whole network at the same time.
- 5.3 Risks associated with the proposed Pilot Study are considered to be minor because the Maniaiti/Benneydale community essentially has universal meters in place already.
- 5.4 The LTP consultation stated the water metering would 'start where demand is highest'. This is currently Piopio, which was described as having demand far higher than recommended levels. There is a risk of creating a perception of disingenuous engagement during the LTP and Maniaiti/Benneydale residents feeling unfairly targeted. There will however be those in the community who will support water metering as was heard by one resident who attended the Maniaiti/Benneydale public drop-in session.
- 5.5 The engagement and consultation plans will ensure water users know why the changes are being introduced, have improved understanding of their water use onsite and know how to improve water conservation outcomes. This will reduce risks relating to a lack of 'buy-in' and resistance to change.
- 5.6 The water meters currently installed are standard mechanical meters. If the meters need to be upgraded to smart meters, it will come at a cost not budgeted for in the Long Term Plan 2024-2027. The benefits and costs for the different types of meters will be considered during the Pilot Study.

### 5.7 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 5.8 The decision is consistent with the direction of travel signaled through the draft Long Term Plan 2024 consultation process, however Piopio was stated as the first scheme to have water metering.

### 5.9 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 5.10 The Maniaiti/Benneydale community is directly affected by the decision to use the water supply scheme as a Pilot Study. Water supply meets the definition of a Significant Activity for the purposes of the Significance and Engagement Policy 2021.
- 5.11 The business paper identifies in paragraph 3.4 the range of workstreams and methods that will be used to engage with the community. Specifically, the draft Annual Plan 2026/27 consultation process will provide a key opportunity to seek community feedback on the full user pays system.

## Recommendation

- 6.1 The business paper on Universal water meters and user pays system – Maniaiti/Benneydale Pilot Study be received.

- 6.2 Council approve the proposal to use Maniaiti/Benneydale as a Pilot Study to inform the district wide move to universal water metering and full user pays system to fund water supply services.

<b>Suggested Resolutions</b>
------------------------------

- 1 The business paper on Universal water meters and user pays system – Maniaiti/Benneydale Pilot Study be received.
- 2 Council approve the proposal to use Maniaiti/Benneydale as a Pilot Study to inform the district wide move to universal water metering and full user pays system to fund water supply services.



SHYAMAL RAM

**GENERAL MANAGER INFRASTRUCTURE SERVICES**

25 June 2024

Attachment: Example Water Account (showing water consumption data)

**WATER ACCOUNT**

Tax Invoice GST Reg No.

10-993-164



PO Box 404 Te Kuiti 3941 New Zealand  
 For all enquiries, please contact our Customer Service Centre  
 160 Rora Street Te Kuiti  
 Ph 07 878 0800 Freephone 0800 932 4357 Email [info@waitomo.govt.nz](mailto:info@waitomo.govt.nz)  
[www.waitomo.govt.nz](http://www.waitomo.govt.nz)

[REDACTED]  
 Te Kuiti 3910

Customer Number

Date

31 Dec 23

Due Date

16 Jan 24

**Water Meter Reading**

Reading from 2/06/23 To 1/12/23

Meter ID 14M000369

Present Meter Reading	523		
Previous Meter Reading	479		
Consumption-Cubic Metres	44	at rate	\$0.00 \$0.00

**Total****\$0.00**

COPY

Valuation Number

Meter Location/Legal Description

Te Kuiti

Meter front boundary LHS

Water supply is charged on the basis of a Targeted Fixed Rate (TFR) in all those communities where Council has a water supply network. Under the Water Services Bylaw 2015, you are identified as an extraordinary user. You are charged the TFR via your rates invoice, which is for usage of 292m<sup>3</sup> per SUIP per year, any volume of water consumed over the 292m<sup>3</sup> is charged on a per m<sup>3</sup> basis. We encourage you to refer to the bylaw on our website [www.waitomo.govt.nz](http://www.waitomo.govt.nz) (keyword search bylaws) for further information.



Waitomo District Council  
 P O Box 404  
 Te Kuiti

**WATER REMITTANCE ADVICE**

Payment by direct credit can be made to our Westpac bank account : 03 0449 0070201 00  
 Please include your customer number as a reference.

**Waitomo District Council**

Customer Number

Current Balance Due

**\$0.00**

[REDACTED]  
 Te Kuiti 3910

**Document No:** A725616

## **Report To: Council Meeting**



**Meeting Date:** 25 June 2024

**Subject:** **Adoption of the Waste Management and Minimisation Plan 2024**

**Type:** Decision Required

### **Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with the draft Waste Management and Minimisation Plan (WMMP) 2024 for consideration and adoption in accordance with Section 43 of the Waste Minimisation Act 2008 (the Act).

### **Background**

- 2.1 Council considered the preliminary draft WMMP and adopted the document as a Statement of Proposal (SoP) for consultation purposes on 27 February 2024.
- 2.2 Public consultation was carried out in the period 4 March 2024 to 8 April 2024. The consultation in keeping with waste minimisation was focused on online content, and was promoted on WDC's website and Facebook page. Public drop-in sessions were held at the Gallagher Recreation Centre (Tuesday evening 12 March 2024) and Waitomo District Landfill (Saturday morning 16 April 2024).
- 2.3 There were four targets Council sought feedback on via the consultation process. Six submissions were received to the WMMP during the consultation period.
- 2.4 The submissions were generally supportive of the draft WMMP including offers to work towards the objectives in collaboration with public and private sectors. One submitter requested to be heard at the Hearing on 30 April 2024.
- 2.5 The WMMP SoP proposal which generated the main discussion during the Council Hearings related to Target No.3 - the Oranga Taiao Zero Waste education program being delivered to 50% of the District marae by 2029.

### **Commentary**

- 3.1 Council deliberated on the written and verbal submissions at its meeting on 30 April 2024 and resolved that Target No.3 be removed from the WMMP 2024 unless there was a legal requirement to retain it.
- 3.2 Under section 44 of the Act, in preparing their WMMP, councils must have regard to the New Zealand Waste Strategy, or any Government policy on waste management and minimisation that replaces the Strategy. There is no requirement for a target on Oranga Taiao Zero Waste education program.
- 3.3 Therefore, Target No.3 of the WMMP can be removed, noting that Target No.2 provides: "Waitomo District Council will make waste minimisation information readily available to 100% of the District communities".

- 3.4 The draft WMMP has been amended as a consequence of Council's 30 April 2024 resolution. The amended draft WMMP 2024 is included as Attachment 1. The feedback received via the draft WMMP SoP consultation has provided useful information and will provide good guidance in progressing the implementation of the WMMP 2024.
- 3.5 The implementation of the WMMP 2024 will commence following adoption. Progress on the objectives and actions will be reported back to Council through the Activity Managers bi-monthly reporting as and when required. Annual waste diversion figures will also be reported through this mechanism.

## Suggested Resolutions

- 1 The business paper on adoption of the final Waste Management and Minimisation Plan (WMMP) 2024 be received.
- 2 The Waste Management and Minimisation Plan (WMMP) 2024 be adopted.



ROMARIO PEREIRA  
**FACILITIES OFFICER**



LIZ RILEY  
**PROPERTIES AND FACILITIES MANAGER**



SHYAMAL RAM  
**GENERAL MANAGER - INFRASTRUCTURE SERVICES**

12 June 2024

Attachment 1: Waste Management and Minimisation Plan 2024



**2024**

**Solid Waste**

# **Waste Management and Minimisation Plan**

<b>Document Author</b>	L Kenny
<b>Document Date</b>	May 2024
<b>Doc Set ID</b>	

<b>Approvals</b>		
<b>Name / Authorisation</b>	<b>Position / Role</b>	<b>Date</b>
Shyamal Ram	GM Infrastructure Services	
Ben Smit	Chief Executive Officer	
Council		

## CONTENTS

ABBREVIATIONS .....	5
EXECUTIVE SUMMARY .....	6
Part A STRATEGY .....	7
1 INTRODUCTION .....	7
1.1 Purpose of this plan.....	7
1.2 Current status of plan.....	8
1.3 Review of our previous plan.....	8
2 THE WASTE SITUATION .....	9
2.1 Key factors influencing our current waste situation.....	9
2.2 Summary of the volume and composition of waste and diverted materials .....	12
2.3 Overview of existing waste infrastructure and services .....	16
2.4 Summary of district-specific challenges.....	16
3 POLICIES, PLANS AND REGULATIONS.....	17
3.1 Summary of guiding policies, plans and legislation that affect the WMMP .....	17
3.2 Statutory requirements.....	18
4 VISION, GOALS, OBJECTIVES AND TARGETS.....	19
4.1 Our vision.....	19
4.2 Our goals and objectives .....	19
4.3 Our targets 2024-2030.....	20
4.4 Councils intended role.....	20
4.5 Protecting public health .....	20
5 PROPOSED METHODS TO ACHIEVE EFFECTIVE AND EFFICIENT WASTE MANAGEMENT AND MINIMISATION.....	21
5.1 Key waste and diverted material streams and how they are currently managed .....	21
5.2 Options for the future .....	22
6 FUNDING THIS PLAN.....	24
6.1 Plan implementation funding .....	24
6.2 Waste Levy.....	24
7 MONITORING, EVALUATION AND REPORTING PROGRESS .....	25
Part B ACTION PLAN .....	26
8 INTRODUCTION .....	26
9 FUNDING STRUCTURE .....	26
10 TARGETS AND MEASUREMENT .....	27
11 ACTION PLAN TABLES .....	28
11.1 Services .....	28

<b>11.2</b>	<b>Infrastructure.....</b>	<b>28</b>
<b>11.3</b>	<b>Behaviour change .....</b>	<b>29</b>
<b>11.4</b>	<b>Data .....</b>	<b>30</b>
<b>11.5</b>	<b>Regulation.....</b>	<b>30</b>
<b>11.6</b>	<b>Partnerships and Collaboration .....</b>	<b>30</b>
<b>Part C</b>	<b>APPENDICES .....</b>	<b>31</b>
<b>12</b>	<b>WASTE ASSESSMENT 2023 .....</b>	<b>31</b>

## ABBREVIATIONS

Bylaw	Waitomo District Council Solid Waste Bylaw 2014
Council	Waitomo District Council
CRS	Container Return Scheme
C&D	Construction and demolition waste
District	Waitomo District
EnviroNZ	EnviroNZ Services Ltd (previously EnviroWaste)
E-waste	Electronic waste
ETS	Emissions Trading Scheme
ICI	Industrial, commercial, institutional waste
MfE	Ministry for the Environment
MOH	Medical Officer of Health
MRF	Materials Recovery Facility
Organic	Food waste, greenwaste, cardboard and paper, some C&D waste
SWAP	Solid Waste Analysis Protocol survey and audit
WA	Waste Assessment 2023
WDL	Waitomo District Landfill (Te Kuiti landfill)
WMA	Waste Minimisation Act 2008
WMMP	Waste Management and Minimisation Plan (this document)
WRC	Waikato Regional Council
WWTP	Wastewater Treatment Plant

## EXECUTIVE SUMMARY

### Why do we need a plan?

This Waste Management and Minimisation Plan (WMMP) sets the direction for our waste activities until 2030. It is focused on accelerating our transition to a circular economy by providing practical, cost-effective and achievable actions that can be implemented at a local level. This WMMP will encourage our community to reduce the amount of waste they generate in the first instance, reuse and recycle as much as they can, repair and refurbish materials for use by others, and to dispose of any residual waste in an environmentally safe manner.

The landfill levy has increased incrementally over the past few years and will increase to \$60 per tonne in 2024. Our increasing revenue from the National Waste Levy Fund provides Council with potential to add services and / or infrastructure that may have previously seemed unaffordable. This WMMP is key to Council being well positioned to strategically spend our increasing levy revenue.

### How well are we doing?

- In 2023 our per capita waste to landfill was 528kg, well below the national average of 680kg per capita
- We diverted 2,100 tonnes from landfill, comprised primarily of recycling, greenwaste and concrete
- Nearly 37% of the waste disposed at WDL is from out-of-district
- We received a total 7,810 tonnes of waste at WDL for the 2022-23 year, but 2,400 tonnes of that could be recycled, recovered or composted
- We collected 411 tonnes of waste from kerbside rubbish bags, but half of that was organic waste that could have been composted

We made progress against many of the objectives identified in the WMMP 2018, but we are not diverting as much waste from landfill as we could. This WMMP has a greater focus on waste awareness across all sectors of our community and reflects the national and global movement towards a circular economy. A circular economy (make-use-recycle, *repeat continually*) rather than the existing linear model (take-make-use-dispose) is the cornerstone of MfE waste policy and will make a significant impact towards a sustainable future, creating local job opportunities, providing long term cost savings and reducing the amount of waste generated

### Our targets 2024-2030

1. Waste education is provided to 50% of primary schools by 2026
2. Waste minimisation information is readily available to 100% **of the district's communities by 2028**
3. The diversion rate is increased to 50% of the districts waste to landfill by 2030

This document has three components:

## Part A – Strategy

Part A outlines Council's commitment to manage and minimise waste in ways that meet statutory requirements. It identifies the plan's goals, objectives and targets to provide our community with the services and infrastructure to meet those targets.

## Part B – Action Plan

Part B sets out the action plan with detailed information about activities that will be undertaken to achieve the objectives and targets identified in Part A. The action plan includes proposed timelines, options for funding, and the objective that each action will meet. It forms the roadmap for solid waste activity over the next six years.

## Part C – Appendices

Part C includes supporting information, including the Waste Assessment 2023.

## Part A STRATEGY

### 1 INTRODUCTION

Every year the world dumps a massive 2.01 billion tons of waste on the planet, both on land and into the ocean, with developed nations being the worst offenders. The fastest growing regions of sub-Saharan Africa, South Asia and the Middle East and North Africa, are expected to double or triple their waste generation over the next few decades. The World Bank predicts that our global waste will have risen to 3.4 billion tonnes per year by 2050, and nearly half of that will be food waste and greenwaste.

In 2019 the Global Waste Index placed New Zealand in one of the shameful three top spots of nations with the worst waste management. In 2022, we moved to a slightly better ranked position, but as a nation we generated 17 million tonnes of waste, of which 13 million ended up in our landfills. This means we lose the value of over two-thirds of the materials we use.<sup>1</sup>

#### 1.1 Purpose of this plan

Managing and minimising waste is a key Council responsibility. Under the Waste Minimisation Act 2008<sup>2</sup> (WMA), Council is required to regularly review the way we manage our waste services. In the five years since the last WMMP there have been limited measurable changes to our local waste and recycling infrastructure and service delivery. But during that same period, the national and global waste focus has shifted dramatically. This is a combined result of the worldwide pandemic which shocked economies, acknowledgement that we are already in a climate crisis, and an increasing environmental awareness of the impact of our relentless consumerism. We need to be rethinking how we use our resources and how we can move towards a circular economy that helps keep our resources in use, rather than becoming waste.

Development of this WMMP is guided by the WMA and Te rautaki para, Waste Strategy 2023.

---

<sup>1</sup> Hon David Parker, Minister for the Environment

<sup>2</sup> New waste legislation is being developed to replace the WMA and the Litter Act, and should be enacted in 2025

Section 44 of the WMA requires us to give regard to the Waste Strategy when preparing our WMMP. This WMMP considers all aspects of waste within the district in line with the order of priority stated in legislation i.e. reduce, reuse, recycle, recover and dispose. Waste is defined as 'waste to landfill', and the term 'diverted materials' refers to materials collected for recycling, recovered for composting, and all other recovered or treated materials that are diverted from landfill.

## 1.2 Current status of plan

The WMA requires a WMMP to be reviewed every six years. There are three stages to the WMMP review process:

- i. *Solid Waste Analysis Protocol (SWAP) survey and audit:* A SWAP survey provides the comprehensive data (volume, source, composition) that Council needs to make informed choices about future waste issues. The 2023 survey was undertaken by specialists WasteNot Consulting and took place over a week in May 2023, measuring waste at kerbside and at Te Kuiti Transfer Station.
- ii. *Waste Assessment 2023:* The SWAP data is essential to the detailed development of the Waste Assessment, which is a technical document covering the current waste situation, including waste flows, waste infrastructure and services, and forecast of future demand. It develops goals, objectives and targets, and identifies options to meet the forecast demands of the district.
- iii. *Waste Management and Minimisation Plan – this document.* This WMMP is the third stage and is the strategy document which guides all Councils solid waste activities for the next six years. Although it is structured on the Waste Assessment, the political uncertainty around environmental policy following the recent change in central government may impact some of our proposed actions or timelines and we have introduced some flexibility to allow for potential policy changes. The Action Plan provides the detailed information about activities required to achieve the agreed objectives and targets and how they will be carried out and resourced.

This WMMP, once formally adopted, will remain relevant until 2030. However, new waste legislation is expected in 2025 and may include a change to the WMMP review process and frequency of review.

## 1.3 Review of our previous plan

Councils last WMMP was developed in 2018 and delivered in a combined document with the Solid Waste Asset Management Plan. This had the inadvertent result that the WMMP did not address all the regulatory requirements, and specifically did not contain targets, or an action plan, which has made it difficult to measure progress since 2018.

Two strategic goals were included in the 2018 WMMP, and the first goal of ensuring the safe disposal of waste to protect our natural environment was achieved, without any health and safety breaches or resource consent non-compliance. The second goal of minimising waste disposal within the district was not achieved as waste generated within the district and disposed to landfill increased from 3,829 to 4,917 tonnes, an increase of 28%.

Many of the 2018 objectives are completed on an annual basis and are ongoing. We can improve in the areas of waste education in schools and for our community, diverting more material from household rubbish bags and from our waste to landfill, streamlining our data collection methods, and



collaborating with our neighbouring councils for the provision of some waste services such as kerbside collection.

## 2 THE WASTE SITUATION

This section outlines key factors that influence the opportunities and challenges which drive this strategy. It also provides a summary of the volume and composition of our waste and diverted materials, and an overview of our existing services and infrastructure. Our district-specific issues are discussed.

### 2.1 Key factors influencing our current waste situation

#### Te para rautaki – Waste Strategy

Local governments are encouraged to use the new strategy as a starting point for their next WMMP (this plan), by looking for opportunities to work with other councils on new or expanded services and facilities, supporting local community groups and NGO's with their initiatives to reduce waste, ensuring planning and consenting processes take account of the need for waste management and minimisation, and planning and resourcing the work needed to identify and manage vulnerable landfills and other contaminated sites.

#### Waste Assessment 2023 (also refer to Attachment 1)

Our Waste Assessment identified the preferred options for managing and minimising our waste. From these options we have developed the specific activities which are required to meet the objectives and targets of this WMMP. We have introduced flexibility into some of our targets to allow for potential environmental policy changes following the recent change in central government. These activities are detailed in the Action Plan in section 11.

#### Emissions Reduction Plan

Government released the first Emissions Reduction Plan in 2022, which requires actions across every sector of the economy. Changing the way we think about waste, alongside improving our services and infrastructure, will enable communities and businesses to build resilience. At a practical level, there are growing economic opportunities in the repair and refurbish sectors where the benefits flow back into our local community.

In 2019, 94% of waste emissions were biogenic methane, largely generated by the decomposition of organic waste such as food, greenwaste, paper and wood waste. Although waste contributes a small percentage of our total emissions, biogenic methane has a warming effect 28 times greater than carbon dioxide. This WMMP aligns with the objectives of the Emissions Reduction Plan.

The Emissions Reduction Plan includes the following key focus areas for waste:

- Enable households and businesses to reduce organic waste
- Increase the amount of organic waste diverted from landfill
- Reduce and divert construction and demolition waste to beneficial use
- Explore bans or limits to divert more organic waste from landfill
- Increase the capture of gas from landfills
- Improve waste data and prioritise a national licensing scheme

**“One third of all food produced globally goes to waste – that’s 1.3 billion tonnes per year”**

## The global waste and recycling markets

The global recycling market is volatile and is impacted by geopolitical as well as economic factors. The National Sword policy implemented by China in 2018 sent international recycling markets tumbling and was a wakeup call to New Zealand to refocus on our own recycling infrastructure.

New Zealand recyclers can process glass, tyres, cardboard, mixed wastepaper, #1, #2, #5 plastics, and tin / aluminium cans, although some #1 plastics, cardboard, and mixed wastepaper is sent offshore to reputable recyclers in SE Asia and Indonesia.

**“Around the world, one million plastic bottles are purchased every minute, and five trillion plastic bags are used worldwide every year.”**

UN Environment Programme

The global waste and recycling services market was worth \$60.41 billion in 2022 and is projected to be \$88.01 billion by 2030. The key factors driving the growth are

- Industrialisation of developing economies
- Increased awareness of need for recycling and waste services
- Moving up the waste hierarchy from landfill and energy-from-waste to recycling and circular economy models

## Climate change impacts

The Fox River landfill disaster of March 2019 was the result of extreme weather washing out an old dump on the Fox River in the Westland District. Waste was strewn across 21 km of riverbed and 51 km of coastline and took five months and half a million dollars to clean up, plus 3,000 days of Conservation Department staff, military personnel and volunteer time.

The lesson that all councils can take from this is to determine the vulnerability of their closed and operational landfills to extreme weather events such as coastal erosion or river flooding. The consequences would be major, with the release of dissolved nitrogen, heavy metals, glass, plastics, and asbestos leading to potentially cascading consequences for public health, ecosystems and the economy. Research has identified that freshwater flooding of landfills can quadruple toxic metal release. WDC has one closed landfill on a floodplain that could potentially be scoured out by severe floodwaters.

Climate change has accelerated the need to find ways to reduce the generation of waste in the first instance and manage the waste we do create. Avoidance, refusal, reduction and reuse of waste materials will help reduce the pressure on earth’s natural resources while also reducing emissions of greenhouse gases created through mass production and the burning of fossil fuels to create plastic. Yet, the OECD reports that the amount of plastic waste produced globally is on track to almost triple by 2060, with less than a fifth recycled by that time.

**“With only 9% of annual plastic waste recycled, the myth that we can recycle our way out of a mounting plastic pollution crisis doesn’t add up”.**

Stuart Braun

## SWAP audit and survey findings

The SWAP audits identified organic waste as the primary composition of waste to landfill and in the rubbish collected at kerbside. Removing organic waste, including food waste, from the waste stream has multiple benefits, is a component of the Waste Strategy and Emissions Reduction Plan, but has yet to be legislated, and this is reflected in our actions and targets.

The other significant waste types to landfill are timber (component of C&D waste) and rubble & concrete (component of C&D waste). Central government recognise that the benefits of addressing C&D waste from a national viewpoint are preferable to a piecemeal approach by each local authority, and Council is supportive of this approach.

## Contracts for our waste and recycling services

Council has contracts with EnviroNZ to provide kerbside rubbish and recycling services, transfer of waste from the rural transfer stations to WDL, collection of recyclables from all transfer stations and transport to Hamilton for processing, plus the operation and maintenance of the WDL. Council is discussing collaboration with Otorohanga District Council for provision of kerbside services which should contribute to a more efficient and economical service for both councils.

## Circular economy principles

A circular economy is a system where materials never become waste and nature is regenerated. In a circular economy, products and materials are kept in circulation through processes like maintenance, reuse, refurbishment, remanufacture, recycling and composting. The circular economy tackles climate change and other global challenges, like biodiversity loss, waste, and pollution, by decoupling economic activity from the consumption of finite resources.

When a products component materials are reused rather than landfilled, not only is that material no longer waste but new raw materials are not required to be extracted.

## MfE 'Why transition to the circular economy'

The circular economy is based on three principles, driven by design:<sup>3</sup>

- Eliminate waste and pollution
- Circulate products and materials (at their highest value)
- Regenerate nature

---

<sup>3</sup> Ellen MacArthur Foundation



**Figure 1: Key concepts in a circular economy, image courtesy of the Ellen MacArthur Foundation**

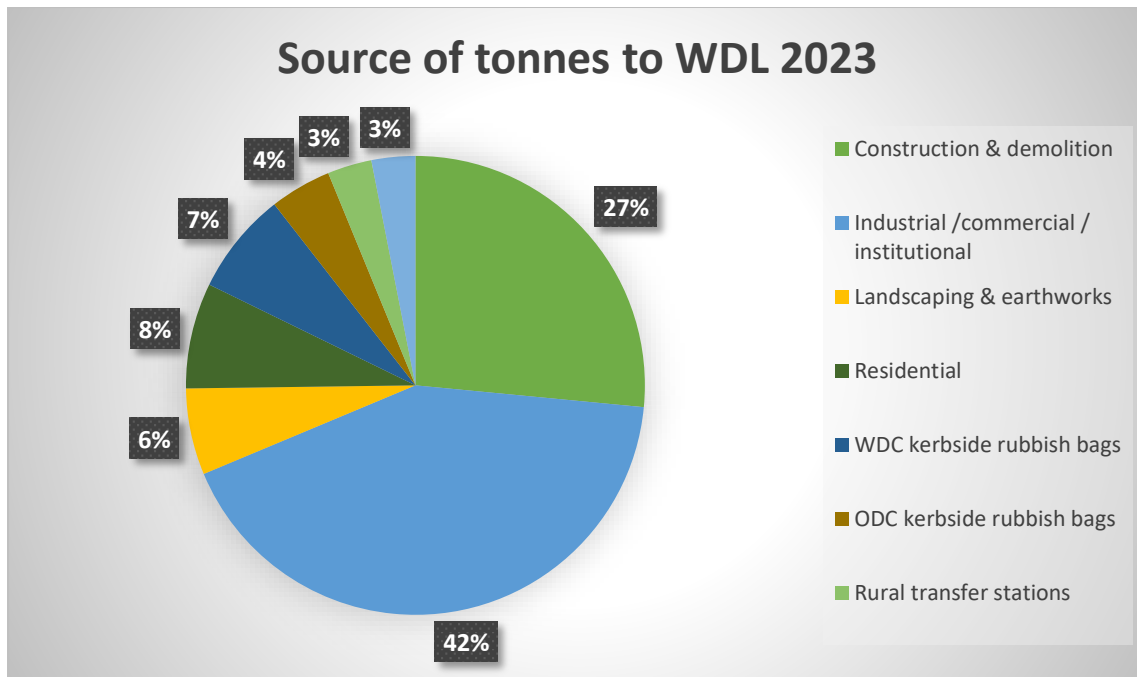
## 2.2 Summary of the volume and composition of waste and diverted materials

The composition of the wastes being disposed at the WDL is key to identifying which waste streams to target for recycling and diversion.

### Waste tonnes and composition - WDL

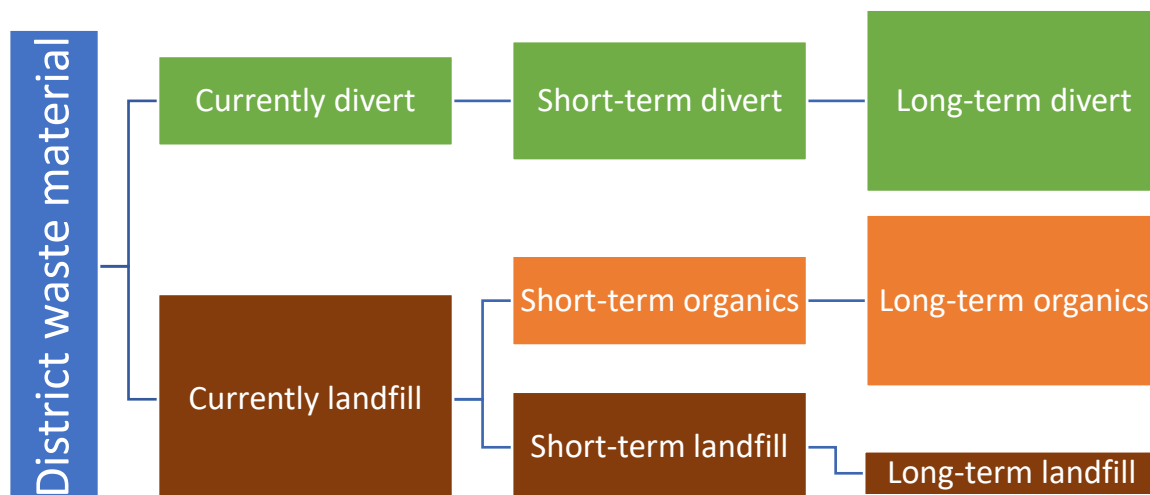
Tonnage to the landfill has decreased over the past five years primarily because out-of-district wastes from South Waikato and Ruapehu are no longer disposed at the site. Waste flows are price-sensitive and are not constrained by geographic boundaries. Variance in regional gate fees, preferential pricing for commercial operators, acceptance of special wastes influences where waste eventually settles. Similarly, waste disposed at WDL does not represent all waste generated in Waitomo District, nor is it comprised only of waste generated within the district.

In the financial year 2022-23 a total of 7,810 tonnes of waste was received at WDL, with the two main sources being ICI waste (3,133 tonnes) and C&D waste (1,970 tonnes) as shown graphically in Figure 2 below. Of the total disposed, 37% was from out-of-district (2,893 tonnes).



**Figure 2: Source of tonnes to landfill (including out-of-district waste)**

Of the general waste disposed at WDL, theoretically 43% or 3,378 tonnes per year could be diverted from landfill by recycling, recovery or composting. The two biggest components that could be diverted are food waste (864 tonnes per year) and cleanfill (733 tonnes per year). This must be factored into the future landfill decision, as the volume of divertible material in the out-of-district waste stream, which would be diverted at source, will make a considerable difference to future volumes and revenue for WDL.



**Figure 3: Potential changes to our waste streams over time**

As already noted, C&D is a major component of our waste to landfill and the Emissions Reduction Plan aims to support the building and construction sector to minimise waste through research, sector support, investment in resource recovery processing infrastructure and consideration of future regulation for waste separation. This work will be scoped by MfE in collaboration with the Ministry of

Business, Innovation and Employment 'Building for Climate Change' program, and Council may have a supporting role in these national initiatives.

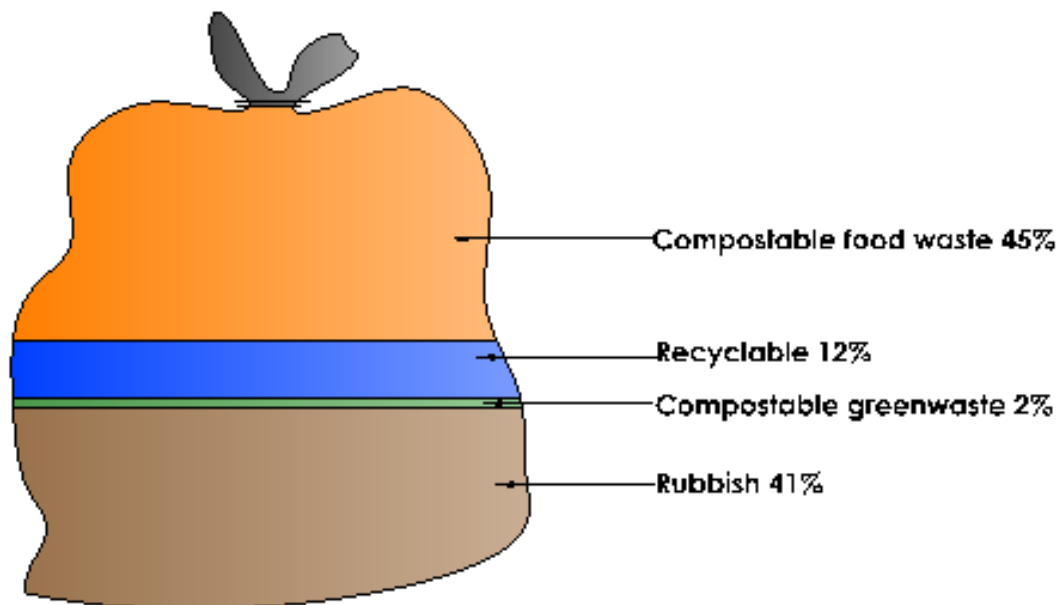
## Waste tonnes and composition – kerbside collection

In the year to June 2023, 416 tonnes of kerbside waste were collected, with organic material, primarily kitchen waste, making up 51.1 % of the total for urban and rural collections. Kerbside organics consist of:

Kitchen waste	87%
Greenwaste	5%
Other organics	8%

The next largest components were sanitary paper 14.4%, plastics 10.6% and paper 9.3%. Overall, 59% by weight, of materials in kerbside bags could have been recycled or composted. This equates to 242 tonnes per annum and is a theoretical maximum, as no system can divert all material.

If kitchen waste can be removed from the kerbside waste stream either by kerbside organics collection, or home and community composting, it may be possible to reduce the kerbside rubbish collection to fortnightly as most of the malodorous waste has been removed.



**Figure 4: Diversion potential of kerbside rubbish bags**

## External impacts on kerbside recycling collection

MfE are introducing changes to support a low-emissions, low-waste circular economy, including standardisation of some kerbside services, increased diversion of household waste, and improved reporting from the private waste sector to provide a more complete picture of our national waste situation. These changes are not currently supported by legislation, but council will follow these guidelines where appropriate for our district. The private waste sector and territorial authorities also recognise that the recent change in central government may result in some dismantling of these MfE requirements and may apply pressure for a reduction or reversal of policy, where it is advantageous to do so.

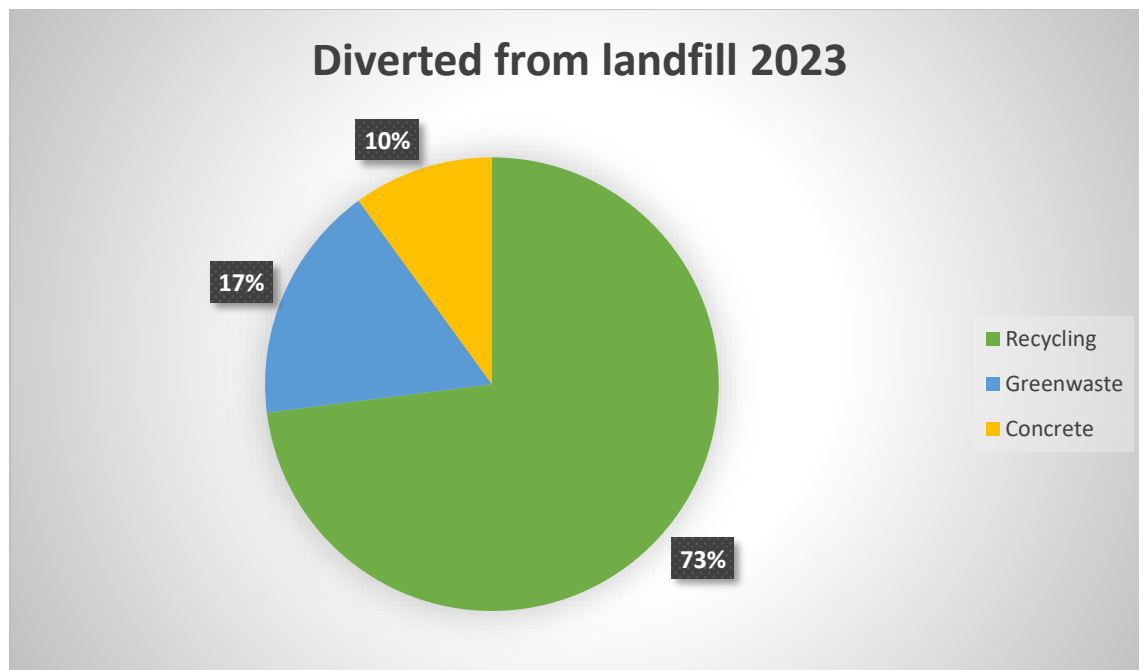
## Diverted tonnes and composition

In 2023 our overall diversion rate as a percentage of our disposal was 43.5% (2,137 tonnes of diverted materials as a percentage of 4,917 tonnes of within-district waste to landfill). Diverted material was primarily recycling, greenwaste and concrete. Other materials diverted at the Transfer Station include batteries, gas bottles, oil, paint, gas heaters, tyres and whiteware but cannot reliably be included in the table and graph below as they were not measured in tonnes.

Improvements to our data collection methods for diverted materials are included in our Action Plan. This will allow us to accurately measure tonnage of all diverted materials. Out-of-district waste to our landfill is not included in the diversion calculation as council has no control over waste generated in other districts nor is it responsible for diversion activities in other districts.

**Table 1: Measuring our diversion**

	2016-17	2018-19	2020-21	2022-23
<b>Diverted material (tonnes)</b>	2,136	1,884	2,342	2,137
<b>District waste landfilled (tonnes)</b>	6,797	3,829	4,115	4,917
<b>Diverted as a percentage of landfilled</b>	31%	49%	57%	43%



**Figure 5: Composition of diverted materials**

Diversion can be achieved through small, targeted programmes such as collection networks for batteries, cell phones, and household medical waste. Although the volumes collected are never going to be significant, batteries contain corrosive materials and heavy metals that can pose a health and

safety risk and cause contamination of the environment. The valuable materials in cell phones can be extracted for reuse.

The average New Zealander produces more than 20kg of e-waste each year, making us one of the biggest per capita amounts globally. E-waste contains a mixture of valuable materials that can be recycled (but usually aren't), and toxic materials such as lead, cadmium and mercury which can be hazardous to our health and to the environment. E-waste is a growing environmental and political problem with an estimated 57.4 Million tonnes generated globally in 2021, with less than 20% collected and properly recycled. E-waste is one of six priority products to be regulated under the MfE product stewardship programme. Other priority products are packaging, tyres, agricultural chemicals and their containers, farm plastics, refrigerants and synthetic greenhouse gases.

Targeting the biggest offenders in our overall waste stream will quickly produce results. Initiatives can be directed at a specific material type from a specific activity source, such as rubble and cleanfill in C&D waste.

**Table 2: Our best opportunities for diversion**

Divertible material	Activity source	Tonnes per year
<b>Rubble – cleanfill</b>	Construction & demolition	666
<b>Compostable greenwaste</b>	Landscaping & earthworks	379
<b>Food waste</b>	Kerbside rubbish	211

MfE will also require commercial businesses to divert food waste from landfill by 2030. Business waste is not a core council activity, although Council may want to take a facilitation role, particularly with smaller businesses.

## 2.3 Overview of existing waste infrastructure and services

Council owns five closed landfills (Aria, Benneydale, Piopio, Mokau, Walker Road Te Kuiti), one operational landfill (Waitomo District Landfill, William St), one central transfer Station (Te Kuiti), and five rural transfer stations (Benneydale, Piopio, Marakopa, Kinohaku and Mokau/Awakino). The facilities provide environmentally compliant, safe and convenient locations for residents and businesses to dispose of waste and recyclable materials. The facilities are managed, operated and maintained in accordance with resource consent conditions, contractual requirements and industry best practice.

Council has two waste service contracts in place which include

- Maintenance and operations of WDL
- Kerbside rubbish and recycling collection
- Transfer of waste from Te Kuiti Transfer Station and five rural transfer stations to WDL
- Collection of recyclables from Te Kuiti Transfer Station and five rural transfer stations
- Transport all recyclable material to Hamilton MRF for processing

## 2.4 Summary of district-specific challenges

The Waste Assessment identified a number of challenges that are specific to our district. These broadly include:

- The need for further support and education to make our communities more waste-aware



- Encouragement to turn our declining recycling volumes around
- Providing kerbside organics collection in urban Te Kuiti
- An assessment of the financial viability of our rural transfer stations
- The necessity to get an understanding of our farm waste and how we can manage it

These and other challenges are addressed in the Action Plan section 11.

## 3 POLICIES, PLANS AND REGULATIONS

### 3.1 Summary of guiding policies, plans and legislation that affect the WMMP

National legislation and local policy that informs this WMMP includes:

#### *Te rautaki para, Waste Strategy 2023*

MfE released the new Waste Strategy in March 2023. Councils will be guided by the new strategy, which will be backed up by legislation by 2025. The strategy has three phases:

- By 2030, the building blocks are in place to enable change; more activity is circular, and less waste is produced; and emissions and other environmental indicators are improving.
- By 2040, circular management of materials is normal, expected and well supported; residual waste is minimal; and emissions and other environmental indicators keep improving.
- By 2050 New Zealand has a low-emission low-waste circular economy and is helping other countries make the change; domestic systems are as circular as possible; we are contributing to regional and global circular networks; and our management of materials does not harm the environment.

Section 44 of the WMA requires us to give regard to the Waste Strategy when preparing our WMMP.

#### *Waste Minimisation Act 2008 (WMA)<sup>4</sup>*

The WMA emphasises and promotes waste minimisation. The purpose of the WMA is to 'encourage waste minimisation and decrease waste disposal to protect the environment from harm; and to provide environmental, social, economic and cultural benefits.'

The WMA outlines the responsibilities of territorial authorities in relation to waste management and waste minimisation including:

- Review its existing WMMP every six years and develop and adopt a new one
- Promote effective and efficient waste management and minimisation within their districts
- Spend the funding provided by the national waste levy on matters to promote or achieve waste minimisation in accordance with their WMMP

Also relevant to waste management and minimisation on a broader scale are:

- Local Government Act 2002
- Resource Management Act 1991
- Hazardous Substances and New Organisms Act 1996
- New Zealand Emissions Trading Scheme
- Litter Act 1979
- Health and Safety at Work Act 2015

---

<sup>4</sup> Government is expected to introduce new waste legislation to replace the WMA 2008 and the Litter Act 1979 in 2025

- Health Act 1956

There are several key international agreements that New Zealand is party to which may impact our domestic legislation for waste minimisation and disposal, including:

- Montreal Protocol
- Basel Convention
- Stockholm Convention

## 3.2 Statutory requirements

In preparing this WMMP, Council has

- Given regard to Te rautaki para – Waste Strategy 2023
- Considered the waste hierarchy
- Considered the requirements of the LGA in assessing and making decisions on the best and most practicable options for addressing the community's waste management needs
- Given regard to the Waste Assessment when developing our Action Plan
- Considered the effects on exiting services, facilities and activities of using waste levy funding for our waste minimisation initiatives
- Considered the potential future impact of the recent change in central government

## 4 VISION, GOALS, OBJECTIVES AND TARGETS

### 4.1 Our vision

Council is developing a new vision to reflect how it will facilitate the promotion of the four well-beings (social, cultural, environmental and economic) and what it aims to achieve for the District.

Councils proposed vision for our district is “**Shaping our district together**”, and it is this vision which will guide our provision of waste management and minimisation services and infrastructure.

### 4.2 Our goals and objectives

To help achieve our vision, we have developed the following goals and objectives

**Goal 1 Education** – encourage our community to become more ‘waste aware’

Objective 1.1 Provide structured waste education, information and resources to our schools and marae

Objective 1.2 Engage our community and provide information and resources to support positive waste action

**Goal 2 Minimise waste to landfill** –reduce the harmful effects of waste to our health and environment.

Objective 2.1 Reduce the quantity of waste disposed to landfill, with an initial focus on wastes that create the most harm

Objective 2.2 Investigate and implement new services and facilities that will encourage minimisation of waste through increased opportunity to divert waste materials

**Goal 3 Increase diversion** – support resource recovery businesses at a local level where the benefits flow directly back into our community

Objective 3.1 Consider the implementation of kerbside organic waste collection in our urban community

Objective 3.2 Ensure our waste infrastructure encourages increased diversion through reduction, reuse, recycling and resale

**Goal 4 Circular economy** – a resilient district that is good for business, people and the environment.

Objective 4.1 Collaborate with iwi, local businesses, community groups, neighbouring councils and central government to support a transition to a circular economy

Objective 4.2 Ensure our waste services and infrastructure are safe, compliant, resilient and have flexibility to meet the changing needs of our community

## 4.3 Our targets 2024-2030

Our targets provide a clear and measurable way to determine how well Council is achieving its goals:

1. Waste education is provided to 50% of primary schools by 2026
2. Waste minimisation information is readily available to 100% **of the district's communities by 2028**
3. The diversion rate is increased to 50% of the districts waste to landfill by 2030

## 4.4 Councils intended role

Council will continue to provide a range of services under contract to the private waste sector. These contracts may be in collaboration with our neighbouring councils to obtain economies of scale. The services should prove safe, efficient and effective ways for our residents to dispose of waste and recyclable materials at transfer stations and recycling drop-off points, and through kerbside collection.

Council will continue to provide or facilitate education and waste awareness programs for our communities. We will support national waste initiatives and will advocate to central government on specific waste issues that impact our ability to meet our goals.

Council will continue to build relationships with Iwi, businesses, neighbouring councils, education providers, charitable trusts, local industrial recyclers and the private waste sector to improve the district's ability to meet its goals for waste management and minimisation.

## 4.5 Protecting public health

The Health Act 1956 requires Council to ensure the provision of waste services adequately protects public health. When considering Council-provided waste and recycling services, public health issues will be addressed through setting appropriate performance standards for waste services contracts. Council will ensure performance is monitored and reported on, and that contract structures can address issues that may arise.

Privately provided services can be regulated through local bylaws. From July 2024, all private waste operators must record all their waste data and will commence reporting this to MfE in 2025. This will form part of the national licensing requisite for waste operators.

The Medical Officer of Health was consulted on the draft Waste Assessment, and their review is included at the end of Attachment One. Valuable feedback was provided by the MOH and has helped inform the development of this WMMP. The political uncertainty around environmental policy following the change in central government may impact some of our proposed actions or timelines. However, we consider that the proposals identified in this WMMP will adequately protect public health.

## 5 PROPOSED METHODS TO ACHIEVE EFFECTIVE AND EFFICIENT WASTE MANAGEMENT AND MINIMISATION

### 5.1 Key waste and diverted material streams and how they are currently managed

The key waste and diverted material streams have been identified through weighbridge data and SWAP survey and are included in the WA (Appendix One).

The current methods of managing waste and diverted materials in the district are summarised here:

**Table 3: Current management of waste and diverted materials**

Waste stream / service	How these are currently managed
<b>Residential waste</b>	<ul style="list-style-type: none"> <li>▪ Council contracted kerbside collection in 1 urban area (Te Kuiti) and 3 rural (Waitomo, Piopio and Mokau)</li> <li>▪ Te Kuiti Transfer Station</li> <li>▪ Five rural transfer stations</li> <li>▪ Private waste collection or bin services</li> </ul>
<b>Residential recycling</b>	<ul style="list-style-type: none"> <li>▪ Council contracted kerbside collection in 1 urban area (Te Kuiti) and 3 rural (Waitomo, Piopio and Mokau)</li> <li>▪ Council recycling drop-off centres at Te Kuiti Transfer Station and five rural transfer stations.</li> </ul>
<b>Commercial waste</b>	<ul style="list-style-type: none"> <li>▪ Private waste collection</li> <li>▪ Te Kuiti Transfer Station</li> <li>▪ Waitomo District Landfill</li> </ul>
<b>Commercial recycling</b>	<ul style="list-style-type: none"> <li>▪ Private recycling collection</li> <li>▪ Take-back schemes with suppliers</li> </ul>
<b>Greenwaste</b>	<ul style="list-style-type: none"> <li>▪ Te Kuiti Transfer Station</li> <li>▪ Private greenwaste collectors</li> </ul>
<b>Litter and illegal dumping</b>	<ul style="list-style-type: none"> <li>▪ Litter bin servicing</li> <li>▪ Removal of illegally dumped waste</li> <li>▪ Removal of abandoned vehicles under Council contract.</li> </ul>
<b>Hazardous waste</b>	<ul style="list-style-type: none"> <li>▪ Te Kuiti Transfer Station accepts and stores domestic quantities for collection, treatment and disposal off-site by authorised hazardous waste contractor</li> <li>▪ Commercial quantities deal directly with an authorized hazardous waste contractor.</li> </ul>
<b>Farm waste</b>	<ul style="list-style-type: none"> <li>▪ Private waste collection</li> <li>▪ Bury or burn on-farm</li> <li>▪ Landfill</li> <li>▪ Agrecovery for agricultural plastics recycling <a href="http://www.agrecovery.co.nz">www.agrecovery.co.nz</a></li> <li>▪ Plasback for a variety of farm plastics <a href="http://www.plasback.co.nz">www.plasback.co.nz</a></li> </ul>

<b>Cleanfill</b>	<ul style="list-style-type: none"> <li>▪ Landfill</li> <li>▪ Private clean fills</li> <li>▪ Other private disposal</li> </ul>
<b>Waste education</b>	<ul style="list-style-type: none"> <li>▪ Support for Paper for Trees recycling program in schools</li> <li>▪ Support for WRC's EnviroSchools program</li> </ul>
<b>Waste oil</b>	<ul style="list-style-type: none"> <li>▪ Te Kuiti Transfer Station accepts and stores waste oil. This is collected and recycled or treated by waste oil operators.</li> </ul>
<b>Tyres</b>	<ul style="list-style-type: none"> <li>▪ Collected by Waste Management to be chipped for inclusion in manufacture of cement.</li> </ul>
<b>E-waste</b>	<ul style="list-style-type: none"> <li>▪ The e-waste diverted at Te Kuiti Transfer Station is stockpiled and collected by E-cycle for recycling.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>▪ Other reuse, recycle, recovery and treatment services provided locally will be listed on Council's website 'What goes where'. This project is underway and will be updated on an on-going basis as new services arise.</li> </ul>

## 5.2 Options for the future

The WA (Appendix One) assessed the options for future waste infrastructure and services for the district. A common set of categories for comparing options was used in the assessment. It provided a broad comparison of the sustainability of the various options by including an economic, environmental, social and cultural, and operational assessment.

The options assessment is summarised here and provides the framework for our Action Plan in Part B.

**Table 4: Summary of options assessment**

Key area	Options	Council's role	Possible funding sources
<b>Services</b>	Implement standardised kerbside collection in line with MfE guidelines	Service provider	Opex budget
<b>Services</b>	Investigate use of wheelie bins for kerbside collection of rubbish and / or recycling in the urban areas	Service provider	Targeted rate, Waste levy
<b>Services</b>	Introduce pre-collection recycling bin inspections, and wider community education to reduce recycling contamination	Service provider	Opex budget Waste levy
<b>Services</b>	Divert organic waste to beneficial use through kerbside organics collection and support for home composting and community-garden composting	Service provider	Waste levy, Targeted rate

<b>Infrastructure</b>	Council explores all options for the future of the Waitomo District landfill	Owner and Service provider	Full financial assessment required
<b>Infrastructure</b>	Council upgrades the functionality of Te Kuiti Transfer Station to encourage increased diversion of materials from the waste stream	Owner and Service Provider	Rates, Waste levy
<b>Infrastructure</b>	Review all rural transfer stations to identify any financial efficiencies that can be made, and explore alternative scenarios	Owner and service provider	Rates, Waste Levy
<b>Infrastructure</b>	Review all closed landfills to identify risks and threats posed by climate change and the resultant extreme weather events. Identify any high-risk sites and prioritise for action	Owner and service provider	Financial assessment required
<b>Infrastructure</b>	Improve capacity for 'disaster waste' by ensuring space is available to store / sort / transport disaster waste	Owner and service provider	Opex Rates
<b>Education</b>	Introduce a structured waste education program into primary and intermediate schools	Service provider	Waste levy
<b>Education</b>	Provide all residents with clear, consistent and local information on what to do with their waste and recyclable materials, and why and how to do it, using long term behaviour change initiatives	Educator and facilitator	Opex Waste levy
<b>Education</b>	Support a collaborative waste education program for all marae	Educator and facilitator	Waste levy
<b>Education</b>	Introduce a targeted campaign to local shops and businesses to encourage sustainability in all areas of their business	Educator and facilitator	Waste levy
<b>Data</b>	Understand the generation and management of other specific waste streams such as farm and rural waste	Educator and facilitator	Waste levy
<b>Data</b>	Improved process to measure diverted materials ensuring accurate reporting of diversion targets	Service provider	Opex budget
<b>Regulation</b>	Review Solid Waste Bylaw 2014 to ensure alignment with new waste legislation expected by 2025, to replace Waste Minimisation Act 2002 and Litter Act 1979	Enforcement	Opex budget
<b>Partnerships</b>	Look for opportunities to work with neighbouring councils on new or expanded facilities and services that will contribute towards a circular economy	Partner and facilitator	Financial assessment required
<b>Partnerships</b>	Support local community groups and NGOs with their waste minimisation projects	Partner and facilitator	Waste levy
<b>Partnerships</b>	Link with MfE national waste programs to expand the reach of our local activity	Partner and facilitator	Opex budget

## 6 FUNDING THIS PLAN

Council has a range of options available to fund our waste activities and these are summarised below. Proposed funding sources for individual programs of action, services or initiatives is documented in the detailed Action Plan in Part B.

### 6.1 Plan implementation funding

The options available to fund our waste activities include:

**General rates** – a rate that is paid by all ratepayers

**User charges** – paying for services you use e.g. transfer station gate fees

**Targeted rates** – a rate that is set to fund a particular activity. It can align to the provision of availability of service

**Waste Levy Funding** – MfE distributes 50% of the funds raised from the waste disposal levy to local authorities on a population basis. The money must be applied to waste minimisation activities identified in the Council's WMMP

**Waste Minimisation Fund** – MfE allocates the remaining 50% of the levy money on funding projects. Anyone can apply to the WMF for funding.

**Private sector funding** – the private sector may undertake to fund certain waste activities where it is financially sound to do so. Council may collaborate with the private waste sector where a partnership is likely to deliver better value for ratepayers and will assist in achieving the goals of the WMMP

**Sales of recovered materials** – revenue from the sale of materials for recycling, reuse or recovery could partially offset the cost of some initiatives

### 6.2 Waste Levy

The waste levy is currently set at \$50 per tonne (excluding GST) on all waste disposed at a Class 1 landfill (WDL is Class 1). The rate has progressively increased over the past few years and will be \$60 per tonne by July 2024. Although there is no current indication of further increases to the levy beyond 2024, new waste legislation to be enacted in 2025 will address this. All Councils receive a share of the waste levy revenue irrespective of what waste infrastructure they may or may not own.

Our revenue from the levy was \$75,000 for the 2022-23 year and is expected to exceed \$140,000 by the 2024/25 year. If the waste levy continues to increase beyond 2024 then Council could be able to provide waste services and infrastructure that would previously be deemed unaffordable.



## 7 MONITORING, EVALUATION AND REPORTING PROGRESS

Progress against each of the actions detailed in the Action Plan section 11 will be reported to Council through annual reports. Reporting to MfE on expenditure of council's waste levy revenue will be undertaken annually as per MfE requirements.

Indicative measures for each of the key action areas are tabled below. Specific measures for each action will be developed and agreed as part of the implementation of the WMMP.

**Table 5: Monitoring and Reporting**

Theme	Indicative Measures	Progress reported
<b>Services</b>	Customer surveys KPI's SWAP audits Weighbridge reports Service requests	Annual report Council reports KPI reporting MfE waste levy expenditure report
<b>Infrastructure</b>	Customer surveys KPI's SWAP audits Weighbridge reports Service requests	Annual report Council reports KPI reporting MfE waste levy expenditure report
<b>Behaviour Change</b>	Education program outcomes Service requests Contract compliance	Annual report MfE waste levy expenditure report Contract records
<b>Data</b>	All waste data collected in accordance with the National Data Waste Framework and Waste Levy Fund reporting	MfE waste levy expenditure report Annual report KPI reporting
<b>Regulation</b>	Service requests	Annual report
<b>Partnerships and Collaboration</b>	Details of support and collaboration agreed Contract compliance	Annual report Council reports Contract records

## Part B ACTION PLAN

### 8 INTRODUCTION

The Action Plan sets out the programme of action for achieving the vision, goals, objectives and targets of the WMMP, as described in Part A Strategy. The Action Plan has been developed from the Statement of Options identified in the Waste Assessment, through internal staff workshops. A change in central government since the Waste Assessment was completed has meant that some actions in this WMMP have been worded to allow for flexibility should the incoming government dismantle the current MfE guidelines and proposed waste legislation. However, we still expect the tabled actions to meet the forecast demand for services and support the goals and objectives for waste management and minimisation.

The Action Plan tabled in section 11 sets out all the activities we may take, the proposed timeline, how each activity can be funded, and the objectives which the activity will address. Actions provided here are for services and initiatives that Council already provides or intends providing over the six-year term of this WMMP.

### 9 FUNDING STRUCTURE

Our waste, recycling resource recovery and waste education services are funded through rates, providing flexibility for different service levels, fees and charges, levy revenue and external funding including the contestable Waste Minimisation Fund. The rates set for 2023-24 are:

Solid Waste Collection – Service Charge:

Te Kuiti	\$73 per property per annum
Waitomo	\$74 per property per annum
Piopio	\$158 per property per annum
Mokau	\$154 per property per annum

Solid Waste Rate – Service Charge:      \$242 per property, per annum

## 10 TARGETS AND MEASUREMENT

Tabled below are the proposed methods of measuring our three targets, which allows Council to determine how well it is achieving its goals.

**Table 6: Methods of measuring our targets**

Target	Method of measure
Target 1: Waste education is provided to 50% of primary schools by 2026	<ul style="list-style-type: none"> <li>Contract for waste education provider, or in-house resource</li> <li>Number of schools visited and number of participating classes</li> <li>Feedback from schools</li> </ul>
Target 2: Waste minimisation information is readily available to 100% of the district's communities by 2028	<ul style="list-style-type: none"> <li>Online use of Councils waste information and resources pages</li> <li>Service requests</li> <li>Council rates newsletter distribution data</li> <li>Participation data from resource recovery activities at transfer station</li> </ul>
Target 3: The diversion rate is increased to 50% of the districts waste to landfill by 2030	<ul style="list-style-type: none"> <li>Weighbridge data – all diverted materials and all waste to landfill from within district</li> <li>Data from resource recovery centre and shop at transfer station</li> </ul>

## 11 ACTION PLAN TABLES

The Action Plan provides immediate actions that we can take in the short term as well as our longer-term approach to managing our waste and meeting the challenges that may impact our progress towards a circular economy. The actions are grouped into the same key areas as the options assessment in the Waste Assessment.

### 11.1 Services

#	Action	New or Existing	Timeframe	Potential funding source	Objectives
1	Provide kerbside collection of rubbish and recycling in our urban areas	Existing	Ongoing	Rates Levy	3.2 4.2
2	Implement standardised kerbside recycling collections in line with MfE guidelines requiring all councils to collect the same standard set of materials	New	February 2024	Rates	2.2 3.2 4.2
3	Review existing kerbside rubbish and recycling service and identify opportunities to improve recycling rates and reduce recycling contamination	New	2025	Rates Levy	2.1 2.2 3.2 4.2
4	Divert organic waste to beneficial use through support for home composting and community-garden composting	New	2027	WMF	2.1 2.2 3.1 4.1 4.2
5	Consider kerbside organics collection for the main urban area if financially viable and environmentally sustainable to do so	New	2030	WMF	2.1 2.2 3.1 4.1 4.2

### 11.2 Infrastructure

#	Action	New or Existing	Timeframe	Potential funding source	Objectives
6	Provide residents with access to transfer stations for waste disposal, resource recovery, and recycling drop-off	Existing	Ongoing	Rates User charges	2.1 3.2 4.2
7	Investigate all options for the future of Waitomo District Landfill, and implement the final decision by 2026	Existing	2026	Rates	3.2 4.2
8	Upgrade the functionality of Te Kuiti Transfer Station to improve resource recovery and recycling options. Retain flexibility to meet demand as new markets develop for recoverable materials	New	2026	Rates WMF	1.2 2.1 3.2 4.2

9	Review the operation of all rural transfer stations to identify any financial and logistical efficiencies, and assess any alternative options for these communities	New	2028	Rates	1.2 3.2 4.2
10	Expand the range of domestic hazardous waste that can be safely received and stored at Te Kuiti transfer station for appropriate disposal. This could include domestic medical waste and medical sharps	New	2027	Rates	2.1 2.2 4.2
11	Undertake risk assessments of all closed landfills to identify any potential failure posed by extreme weather events. Identify any high-risk sites for preventative remediation work	New	2028	Rates	4.2
12	Identify the capacity for 'disaster waste' at transfer stations or landfill. Identify sites that have sufficient space to store / sort / transport disaster waste. Update Emergency Management Plans as necessary	New	2024	Rates	4.2

## 11.3 Behaviour change

#	Action	New or Existing	Timeframe	Potential funding source	Objectives
13	Introduce a structured waste education program into primary schools	New	2026	Levy Rates WMF	1.1 4.1
14	Encourage our iwi community's commitment to waste minimisation through the Pare Kore program Oranga Taiao zero waste marae	New	2029	Levy WMF	1.1 1.2 4.1
15	Promote an online waste directory which is comprehensive and practical and includes all available local services for resource recovery, recycling and the safe disposal of waste materials within the district	Existing	Ongoing	Levy	1.2 3.2
16	Support all national waste education initiatives from MfE and adapt as necessary for our community	Existing	Ongoing	Rates Levy	1.1 1.2 4.1
17	Encourage local retail and businesses to consider circular economy principles in all areas of their business	New	2030	Rates Levy	1.2 4.1

## 11.4 Data

#	Action	New or Existing	Timeframe	Potential funding source	Objectives
18	Improve our waste data collection process to enable measurement of all diverted materials by tonnes, ensuring accurate reporting of diversion targets, and KPIs	New	2024	Rates	2.1 3.2
19	Undertake SWAP audits for transfer station waste and kerbside collection every three years, and after significant service changes	New and Existing	2026	Rates	2.1 3.2 4.2
20	Liaise with other councils, MfE or farming industry groups to identify the specific waste problems faced by our farmers and the wider rural community, and how they currently manage their waste.	New	2027	Rates WMF Levy	1.2 2.1 4.1

## 11.5 Regulation

#	Action	New or Existing	Timeframe	Potential funding source	Objectives
21	Continue to manage illegal dumping through enforcement action, education, and using consistent messaging to drive behaviour change	New and Existing	2024 ongoing	Rates	1.2 2.1
22	Review Solid Waste Bylaw 2014 to ensure it aligns with new waste legislation (2025) and national Te rautaki para Waste Strategy (2023)	New and Existing	2027	Rates	4.1 4.2

## 11.6 Partnerships and Collaboration

#	Action	New or Existing	Timeframe	Potential funding source	Objectives
23	Link with MfE national waste programs to expand the reach of our local activity	Existing	Ongoing	Rates	1.2 4.1
24	Consider all opportunities to work with neighbouring councils for new, or expanded, facilities and services	Existing	2024 ongoing	Rates	2.2 4.1
25	Support local community groups, iwi, and non-government organisations to implement resource recovery activities that will enhance local economic development	New	2029	Rates Levy	1.2 2.2 4.1

## Part C APPENDICES

### 12 WASTE ASSESSMENT 2023

**Document No:** A725788

**Report To:** Council



**Meeting Date:** 25 June 2024

**Subject:** Policy Review – Long Term Plan 2024-2034

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to present for adoption, the final draft of policies reviewed as part of the Long Term Plan 2024-2034 (LTP) development.

## Background

- 2.1 It is good practice to review all policy settings as part of the LTP development process to ensure aligned forward planning and integrated decision making. This practice also enables efficient and effective consultation with the district community.
- 2.2 The policies reviewed as part of the LTP development process are:
- Revenue and Financing Policy (RFP)
  - Treasury Policy (TP)
  - Significance and Engagement Policy (SEP)
  - Appointment of Directors to Council Controlled Organisations (CCO Directors)
- 2.3 There are two policies which must be included in the LTP document under Schedule 10 of the Local Government Act 2002 (LGA). These are the Revenue and Financing Policy and a summary of the Significance and Engagement Policy.
- 2.4 Council reviewed all its policies as part of the LTP development workshops carried out from March 2023 through to March 2024. Policies were then adopted for consultation as part of the Supporting Information for the Consultation Document (CD) on 9 April 2024.
- 2.5 The Accounting policies, Financial and Non-financial Assumptions, Key Performance Measures, and Financial and Infrastructure Strategies are included as part of the LTP document and therefore adopted as part of the LTP.

## Commentary

- 3.1 **REVENUE AND FINANCING POLICY**
- 3.2 Council proposed allocation changes as part of the LTP development process.
- 3.3 These changes were consulted on through a parallel process to the LTP from 16 April to 17 May 2024.



- 3.4 One submission was received directly relating to the RFP regarding the district benefit of Te Kuiti Aerodrome. It was suggested the benefit should be considered to be higher than 20% and similar to other public facilities. Council considered this submission during deliberations and no change was proposed to the policy.
- 3.5 Changes to the policy as a result of Council resolutions following LTP deliberations were made to the Roads and Footpaths activity to incorporate the three times differential on the roading rate for exotic forestry. The stormwater activity was also updated to incorporate the updated Te Kuiti Urban rating area map and align the funding percentages to the forecast revenue.
- 3.6 **The draft policy is enclosed separately and forms part of this business paper.**
- 3.7 **TREASURY POLICY**
- 3.8 In section 1.1 the words "*These include investments*" were removed as this partial sentence remained from previous changes, no further changes are proposed. The final draft of the Treasury Policy is enclosed separately and forms part of this this business paper.
- 3.9 **SIGNIFICANCE AND ENGAGEMENT POLICY**
- 3.10 No further changes are proposed. The final draft of the Significance and Engagement Policy is enclosed separately and forms part of this this business paper.
- 3.11 **POLICY ON APPOINTMENT OF DIRECTORS TO COUNCIL CONTROLLED ORGANISATIONS**
- 3.12 No further changes are proposed. The draft policy is enclosed separately and forms part of this this business paper.

## Considerations

- 4.1 **RISKS**
- 4.2 If the Policies described and enclosed with this paper are not adopted there is a risk that Council will not meet its legislative obligations.
- 4.3 No risks have been identified as a consequence of the adoption of the enclosed policies.
- 4.4 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 4.5 Neither this paper nor the enclosed final draft policies are inconsistent with any other Council policies and / or plans.
- 4.6 **SIGNIFICANCE AND COMMUNITY VIEWS**
- 4.7 Community views on policy change proposals that are considered significant have been sought and obtained and are reflected in the decisions sought within this business paper.

## Suggested Resolutions

- 1 The business paper on Policy Review - LTP 2024-2034 be received.
- 2 Council adopt the amended Revenue and Financing Policy.

- 3 Council adopt the amended Treasury Policy.
- 4 Council adopt the Significance and Engagement Policy.
- 5 Council adopt the Policy on Appointment of Directors to Council Controlled Organisations.



CHARMAINE ELLERY

**MANAGER – STRATEGY AND POLICY**



TINA HITCHEN

**CHIEF FINANCIAL OFFICER**

12 June 2024

Separate Enclosures:

- 1 Final Draft Revenue and Financing Policy
- 2 Final Draft Treasury Policy
- 3 Final Draft Significance and Engagement Policy
- 4 Final Draft Policy on Appointment of Directors to Council Controlled Organisations

**Document No:** A725762

**Report To:** Council



**Meeting Date:** 25 June 2024

**Subject:** Long Term Plan 2024-2034 and Setting of Rates for Financial Year 2024/2025

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to:
- Present the final draft Long Term Plan 2024-2034 (LTP) including the Financial and Infrastructure Strategies for Council consideration and adoption as per Section 93 of the Local Government Act 2002 (LGA); and
  - Set the rates for the 2024/25 financial year pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002 (LGRA 2002).

## Background

- 2.1 The LTP development process, which began in March 2023, involved a number of workshops and formal Council meetings which resulted in the adoption of the Consultation Document (CD) and Supporting Information (SI) for public consultation on 9 April 2024.
- 2.2 Formal consultation for the LTP took place from 16 April to 17 May 2024. A total of 132 submissions were received. Hearings were conducted on 28 May 2024 where 25 people spoke to their submissions.
- 2.3 Deliberations took place on 4 June 2024 where Council considered the written and verbal submissions and analysis provided in the deliberations report.
- 2.4 **AUDIT**
- 2.5 The purpose of the final audit process that has been continuing since deliberations decisions is to assess the completed LTP prior to its adoption. This audit round involves an assessment by the auditor as to whether the LTP gives effect to its purpose set out in section 93(6) of the LGA and whether it complies with all the prescribed requirements. The auditor provides an opinion on the quality of the information and assumptions underlying the forecast information provided in the LTP.
- 2.6 The audit process for the LTP did not include the usual assessment of the CD due to the time constraints of including 3 waters into the LTP. WDC elected to not have the CD audited and instead the LTP document is to be audited by the Office of the Auditor General.

## Commentary

- 3.1 Council deliberated on the submissions on 4 June 2024 and agreed to proceed with the consultation proposal on rural halls, Te Kuiti flooding remedies, elderly persons housing, and simplifying the rating structure. Council resolved to make amendments to the roading differential for exotic forestry and urban stormwater rating boundary.
- 3.2 The final draft LTP 2024-2034 document is enclosed separately and forms part of this business paper, this includes the Financial Strategy (pages 65-78) and Infrastructure Strategy (pages 172-227). The draft LTP 2024-2034 reflects the decisions made by Council through its hearing and deliberations process and also includes changes as a result of the audit process.

## 3.3 **DELIBERATIONS MEETING - OUTCOMES**

### 3.4 **ROADING DIFFERENTIAL OR TARGETED RATE FOR EXOTIC FORESTRY**

3.5 110 submissions were received in response to the Roothing differential. Council took into consideration the suggestions and alternatives that were presented while also considering the fairness of who should pay, the complexity of road damage caused by logging, and how much could be recovered through alternative methods.

3.6 From these considerations Council resolved to introduce a differential roading rate at 3 times for forestry exotic properties including those on State Highways and for mixed use properties applying the 3 times differential only on the capital value of exotic forested areas of 20 hectares or more.

3.7 Council resolved to put resources into working with the forestry industry to obtain harvest plans and implement agreements to maintain roads during harvest.

3.8 Council also resolved that a funding request from NZTA for the local roading damage of \$800,000 was required. The indicative allocation advised by NZTA on 6 June 2024 is sufficient to incorporate this funding request.

3.9 These changes have been incorporated into the roading budget and rating calculations.

### 3.10 **STORMWATER RATING AREA**

3.11 The proposal to change the rating boundary was generally supported in that those who benefit should contribute. There was, however, some opposition from the affected property owners who raised issues with the boundary changes for properties on the outskirts of the urban area that were more rural and of larger capital value. The attributed benefit to these properties was also raised as a submission point and by property owners during a public drop-in session in Te Kūiti.

3.12 On consideration of the points raised an alternative boundary was proposed that made refinements based on the level of service received by properties. Council resolved to make this change to the new boundary which resulted in some rural properties moving outside the boundary and some urban properties remaining inside the boundary.

3.13 These changes have been incorporated into the stormwater rating calculations.

### 3.14 **ROADING MAINTENANCE CONTRACT**

3.15 Submission number 125 informed Council that WDC staff had received the tender prices for the Roothing Maintenance Contract. The preferred contract tender bid was higher than budgeted requiring Council to achieve more from the NZTA funding request and reconsider the levels of service for roading maintenance work.

3.16 Council resolved at the LTP deliberations meeting to increase the Roothing budget by \$309,000 per annum for subsidised roads and \$85,000 per annum for unsubsidised roads and to revise the levels of service.

3.17 The NZTA component of the additional budget has been covered by NZTA's indicative allocation received 6 June 2024 and is now included in the draft LTP Roothing budget.

3.18 The levels of service that can be achieved with this budget have been assessed following Key Performance Indicators (KPIs) and have been reduced as a result of the higher maintenance costs.

- The average smooth travel exposure rating across the sealed road network will change from 90% to 80%.

- The percentage of sealed roads resurfaced each year changes from 7% to 5%. This KPI is also impacted by the number of asphalt roads to resurface in the next three years so less budget for chip seal road resurfacing.
- The percentage of footpaths that fall within a condition rating of 3 changes from 90% to 85%.

3.19 The lower targets remain for the 10-year period.

## 3.20 OTHER FUNDING

3.21 Funding of \$30,000 for Hamilton Waikato Tourism (HWT) was retained in the LTP budget with the condition that \$40,000 is obtained from tourism providers and related industry for the minimum \$70,000 contribution requested by HWT.

3.22 Waikato Screen is to be considered for funding by way of Council's grants process. There were no budget or rating implications for these changes.

3.23 With the announcement of Te Waka closing from 1 July the \$10,000 annual funding has been removed from the LTP budget and rating calculation.

## 3.24 AUDIT OF THE DRAFT LTP 2024-2034 - OUTCOME

3.25 The audit of the draft LTP mainly comprised of the auditor understanding changes that had resulted from and since the consultation and the modelling behind the formation of the rate setting.

3.26 No material changes resulted to the LTP as a result of the audit process. The agreed changes were primarily editorial and minor in nature.

3.27 One notable change made as a result of the audit process is the assumption on insurance from moving from low to medium due to difficulties of some Councils to re-insure at reasonable premiums due to extreme weather events.

3.28 The tables below summarise the key changes between the financial information contained in the CD and the final draft LTP, reflecting Council decisions from deliberations in its meeting of 4 June 2024. This also reflects the changes made in relation to the increased funding from NZTA.

## 3.29 OPERATING EXPENDITURE

3.30 The table below shows the change in the total planned operating expenditure.

Operating Expenditure	AP 2024	LTP 2025	LTP 2026	LTP 2027	LTP 2028	LTP 2029	LTP 2030	LTP 2031	LTP 2032	LTP 2033	LTP 2034
<b>CD</b>	41,150	43,051	43,629	44,567	45,201	46,515	47,736	48,539	49,505	50,455	50,982
<b>Final LTP</b>	41,150	43,496	43,866	44,636	45,434	46,787	48,100	48,957	49,956	50,947	51,518
<b>Increase</b>	0	445	237	69	233	272	364	418	451	492	536

3.31 The change in forecast operating expenditure in 2024/25 was due to the net effect of:

- Decrease in Te Waka expenditure (-\$10K).
- Increase in road maintenance expenditure in unsubsidised roads (+\$85K) and subsidised roads (+\$120K - with the remainder of the \$800,000 included in capital expenditure).
- Rephasing of the Better Off Funding projects to the latest forecasts which increased operational expenditure by \$250,000. No impact on rates.

## 3.32 **OPERATING REVENUE**

3.33 The table below summarises the change in the total planned operating revenue.

Operating Revenue	AP 2024	LTP 2025	LTP 2026	LTP 2027	LTP 2028	LTP 2029	LTP 2030	LTP 2031	LTP 2032	LTP 2033	LTP 2034
<b>CD</b>	43,467	44,619	44,936	47,225	47,675	49,106	50,975	52,079	54,533	54,950	54,593
<b>Final LTP</b>	43,467	46,008	45,496	47,587	48,406	49,835	51,706	52,822	55,275	55,700	55,350
<b>Increase</b>	0	1,389	560	362	731	729	731	743	742	750	757

3.34 Operating revenue has increased by \$1.39 million in 2024/25 to reflect the following:

- Additional subsidy revenue for roads expenditure (+\$832K). This is subsidy of 75% on the additional budgets for the \$800K local roads damage repairs and \$309K road maintenance
- Rephasing of the Better Off Funding (+\$705K).
- Reduced rates revenue as detailed under 3.41 below (-\$148K).

## 3.35 **CAPITAL EXPENDITURE**

3.36 The table below summarises the change in the total planned capital expenditure.

Capital Expenditure	AP 2024	LTP 2025	LTP 2026	LTP 2027	LTP 2028	LTP 2029	LTP 2030	LTP 2031	LTP 2032	LTP 2033	LTP 2034
<b>CD</b>	22,515	21,315	17,801	13,624	14,275	14,400	12,491	11,332	17,194	13,532	12,621
<b>Final LTP</b>	22,515	21,541	18,155	13,764	14,798	14,935	13,034	11,888	17,761	14,111	13,205
<b>Increase</b>	0	226	354	140	523	535	543	556	567	579	584

3.37 Capital expenditure budgets have been updated based on the LTP deliberations and updated forecasts for Better Off Funding as follows:

- Removal of \$500K unsubsidised roads capital expenditure.
- Additional \$309K for subsidised roads expenditure.
- Additional \$680K for forestry damage renewals.
- Reduction in the Town Gateways project to reflect traffic calming expenditure only and rephasing of the Better Off projects to reflect the latest forecasts(\$-263K).

## 3.38 **RATES REQUIREMENT**

3.39 The table below summarises the change in the total rates requirement.

Rates Revenue	AP 2024	LTP 2025	LTP 2026	LTP 2027	LTP 2028	LTP 2029	LTP 2030	LTP 2031	LTP 2032	LTP 2033	LTP 2034
<b>CD</b>	22,914	25,599	27,577	29,034	30,135	31,214	32,355	33,430	33,940	34,825	35,059
<b>% change</b>		11.72%	7.73%	5.28%	3.79%	3.58%	3.66%	3.32%	1.53%	2.61%	0.67%
<b>Final LTP</b>	22,914	25,451	27,431	28,882	29,979	31,037	32,160	33,229	33,718	34,593	34,815
<b>% Change</b>		11.07%	7.78%	5.29%	3.80%	3.53%	3.62%	3.32%	1.47%	2.60%	0.64%
<b>Decrease</b>	0	(148)	(146)	(152)	(156)	(177)	(195)	(201)	(222)	(232)	(244)

3.40 For all ten years, the reduction in forecast rates requirement (from CD to final draft LTP) is the net effect of budget changes detailed above. Years 2-10 include minor changes to interest expense and depreciation.

3.41 For 2024/25 the decrease in the rates revenue forecast of \$148K is made of:

- Increased rate funding for the local share of the additional \$800,000 subsidised roads expenditure (+\$200K).
- Reduced rate funding for the unsubsidised roads capital expenditure removed (-\$500K).
- Increased rate funding for the additional unsubsidised roads expenditure (+\$85K).
- Increased rate funding for the local share of the \$309,000 road expenditure (+\$77K).
- Reduced rate funding for the removal of Te Waka expenditure (-\$10K).

3.42 **DEBT**

3.43 The following table illustrates the change in the total forecast public debt.

Debt	AP 2024	LTP 2025	LTP 2026	LTP 2027	LTP 2028	LTP 2029	LTP 2030	LTP 2031	LTP 2032	LTP 2033	LTP 2034
<b>CD</b>	40,349	43,227	48,963	49,069	49,558	49,534	46,599	41,775	41,162	36,816	32,429
<b>Final LTP</b>	40,349	42,508	48,241	48,332	48,821	48,797	45,862	41,039	40,426	36,080	31,692
<b>Decrease</b>	<b>0</b>	<b>(719)</b>	<b>(722)</b>	<b>(737)</b>	<b>(737)</b>	<b>(737)</b>	<b>(737)</b>	<b>(736)</b>	<b>(736)</b>	<b>(736)</b>	<b>(737)</b>

3.44 The reduction in external borrowings is due to the application of Better Off Funding towards stormwater improvements.

## Analysis of Options

- 4.1 Council is required under the LGA to adopt an LTP prior to 1 July of the first year that the LTP pertains to.
- 4.2 Council completed its Hearings and Deliberations on submissions made during the public consultation process for the LTP 2024-2034 and agreed on the direction to take regarding the LTP. Agreed changes have been made to the final draft LTP 2024-2034 and have been audited.
- Option 1: Council has the option of agreeing to adopt the final draft LTP 2024-2034 as enclosed, or
  - Option 2: Council can require further changes to the final draft LTP 2024-2034.

## Considerations

5.1 **RISK**

- 5.2 There is a potential risk of not meeting legislative compliance if Council decides to make further changes (material) to the final draft LTP 2024-2034 as part of the adoption process. This might require a re-assessment by the auditors which, if required, would delay the adoption of the LTP 2024-2034 past 30 June 2024.
- 5.3 There is a potential risk that if the information in the rates resolution contained in this business paper is not accurate, the rates (or the inaccurate parts) could be invalid. It is noted that the wording and calculations in the rates resolutions have been cross checked against the Revenue and Financing Policy and the Funding Impact Statement to ensure accuracy and to mitigate this risk.

## 5.4 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

5.5 The Financial Forecasts for the LTP 2024-2034 are consistent with the forecasts provided during the LTP Workshops and subsequent updates in standalone documents.

5.6 There are changes to the levels of service for roading that were outlined in the supporting information communicated to the community through the LTP 2024-2034 consultation. These changes are described in section 3.4 of this paper and are as a result of the higher than budgeted roading maintenance costs which became known after public consultation had commenced.

## 5.7 **SIGNIFICANCE AND COMMUNITY VIEWS**

5.8 Section 78 of the LGA requires Council to, in the course of its decision making, give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter.

5.9 Community views have been sought through formal consultation for the LTP 2024-2034 and were taken into account in the preparation of this final draft LTP 2024-2034.

## **Recommendation**

6.1 It is recommended that Council adopt the final draft LTP 2024-2034 and rates resolution.

6.2 The setting and assessment of the rates for the 2024/25 financial year, as recommended for resolution by Council in this business paper, reflect the intent of the final draft LTP 2024-2034 as presented.

## **Suggested Resolutions**

1 The business paper on Long Term Plan 2024-2034 and Setting of Rates for the Financial Year 2024/2025 be received.

2 Council adopt the Financial Strategy and Infrastructure Strategies components of the final draft Long Term Plan 2024-2034.

3 Council adopt the final draft Long Term Plan 2024-2034.

4 The Chief Executive be delegated authority to make any final editorial amendments to the final draft Long Term Plan 2024-2034 and any changes requested by the Council at this meeting.

5 Pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002, Council set the rates, charges and instalment due dates for the 2024/25 financial year commencing 1 July 2024 and ending on 30 June 2025 as follows:

### **1. GENERAL RATE**

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

- Leadership
- Other Land and Buildings
- District Libraries
- Aquatic Centre
- Les Munro Centre
- Aerodrome
- Public Facilities
- Parks and Reserves
- Elderly Persons Housing
- Community Halls
- Cemeteries
- Community Development



Economic Development  
District Promotion  
Emergency Management  
Regulatory Services  
Waste Minimisation  
Resource Management  
Gallagher Recreation Centre

*Requirement in 2024/25 (incl. GST)*

General Rate	Rate per \$100 capital value	Total Revenue Requirement (\$000)
All rating units in the District	0.23825	10,628

## 2. UNIFORM ANNUAL GENERAL CHARGE

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

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

*Requirement in 2024/25 (incl. GST)*

Uniform Annual General Charge	Charge per SUIP	Total Revenue Requirement (\$000)
All rating units in the district	\$350	1,986

### Definition of SUIP

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

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

## 3. TARGETED RATES

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

separately used or inhabited part of a rating unit (SUIP) or set per rating unit. Targeted Rates are assessed based on capital value or water consumption.

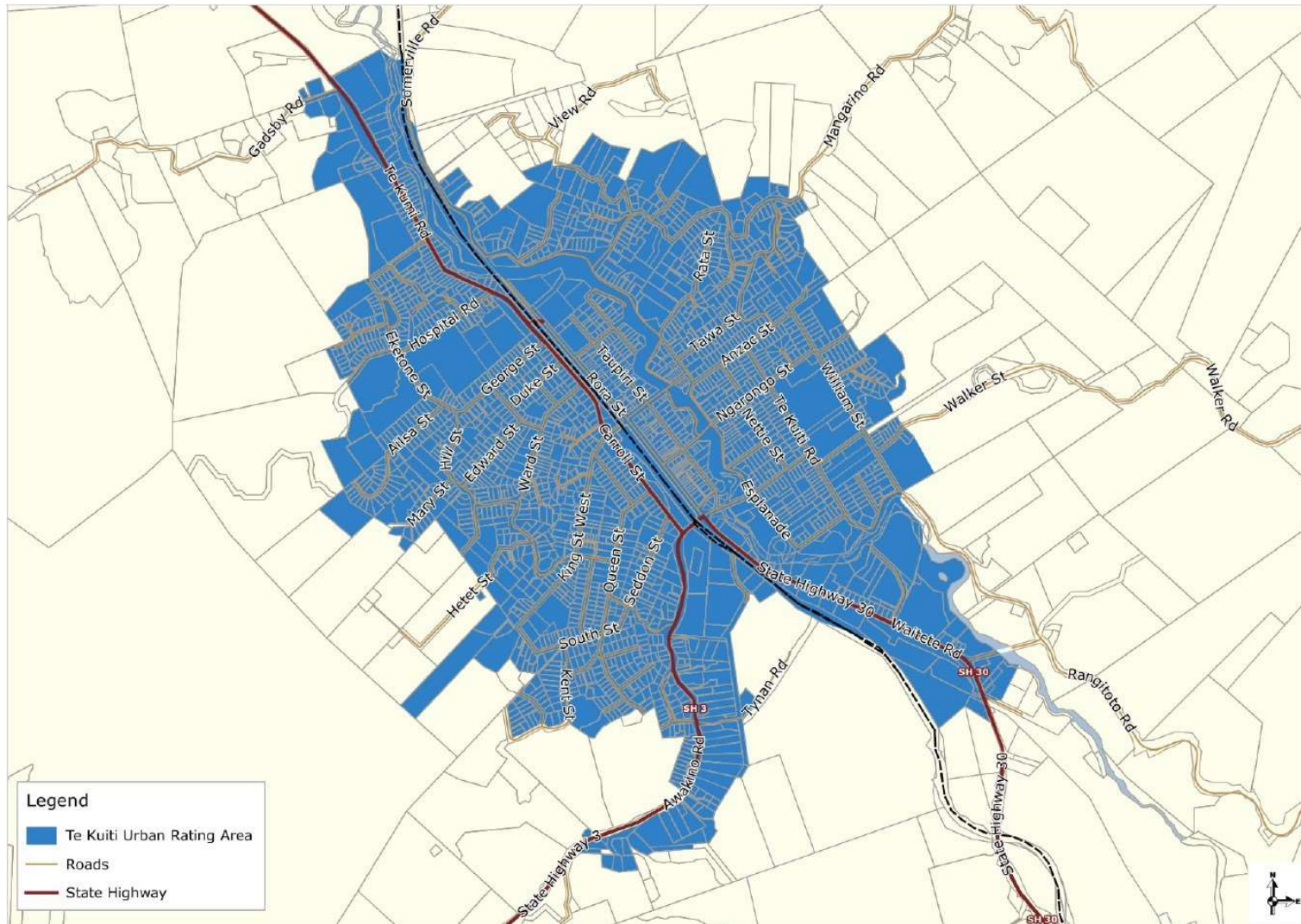
## **Targeted Rates Differentiated on Location**

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

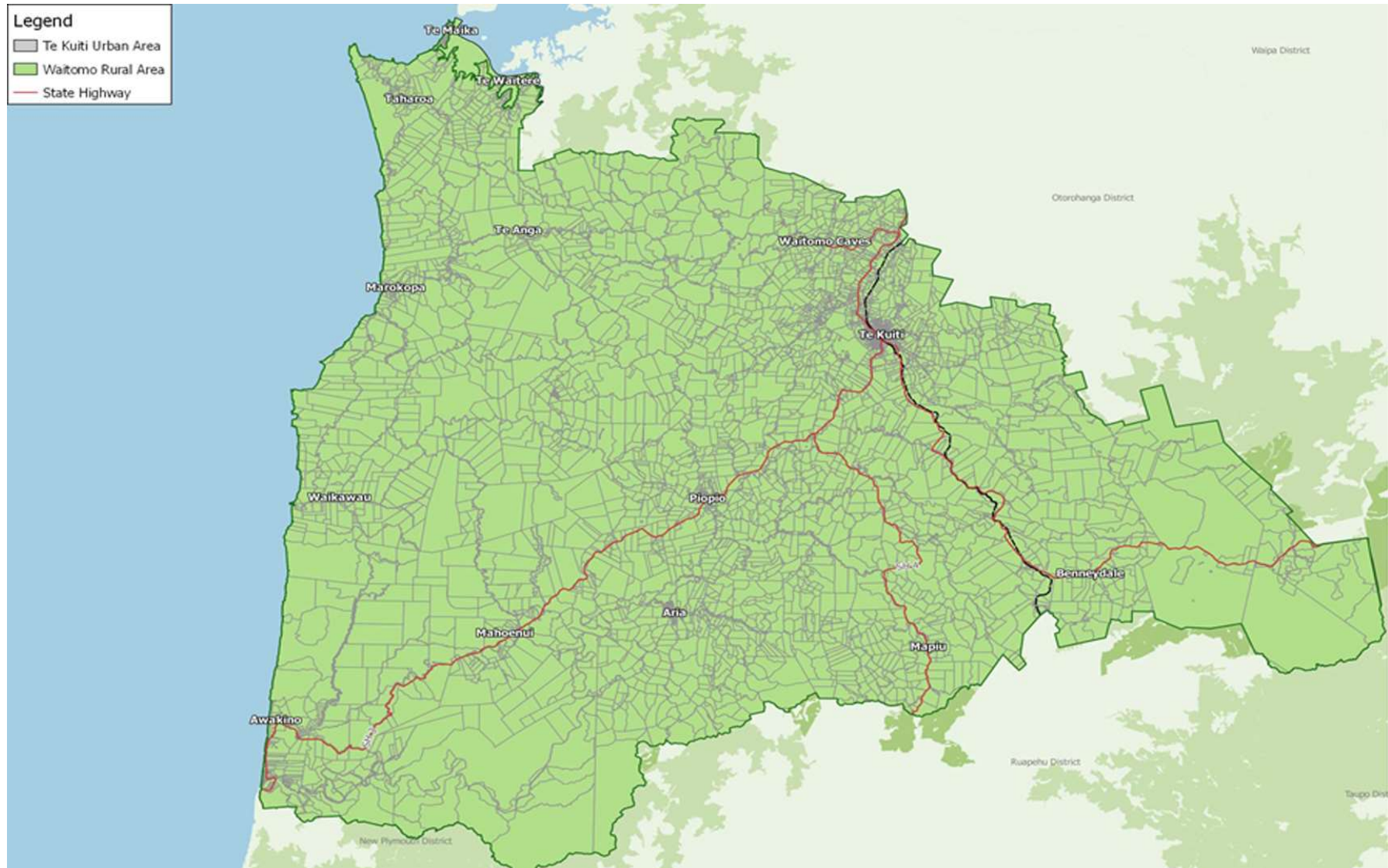
The following location definitions for the respective rating areas and maps will apply:

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

TE KŪITI URBAN RATING AREA

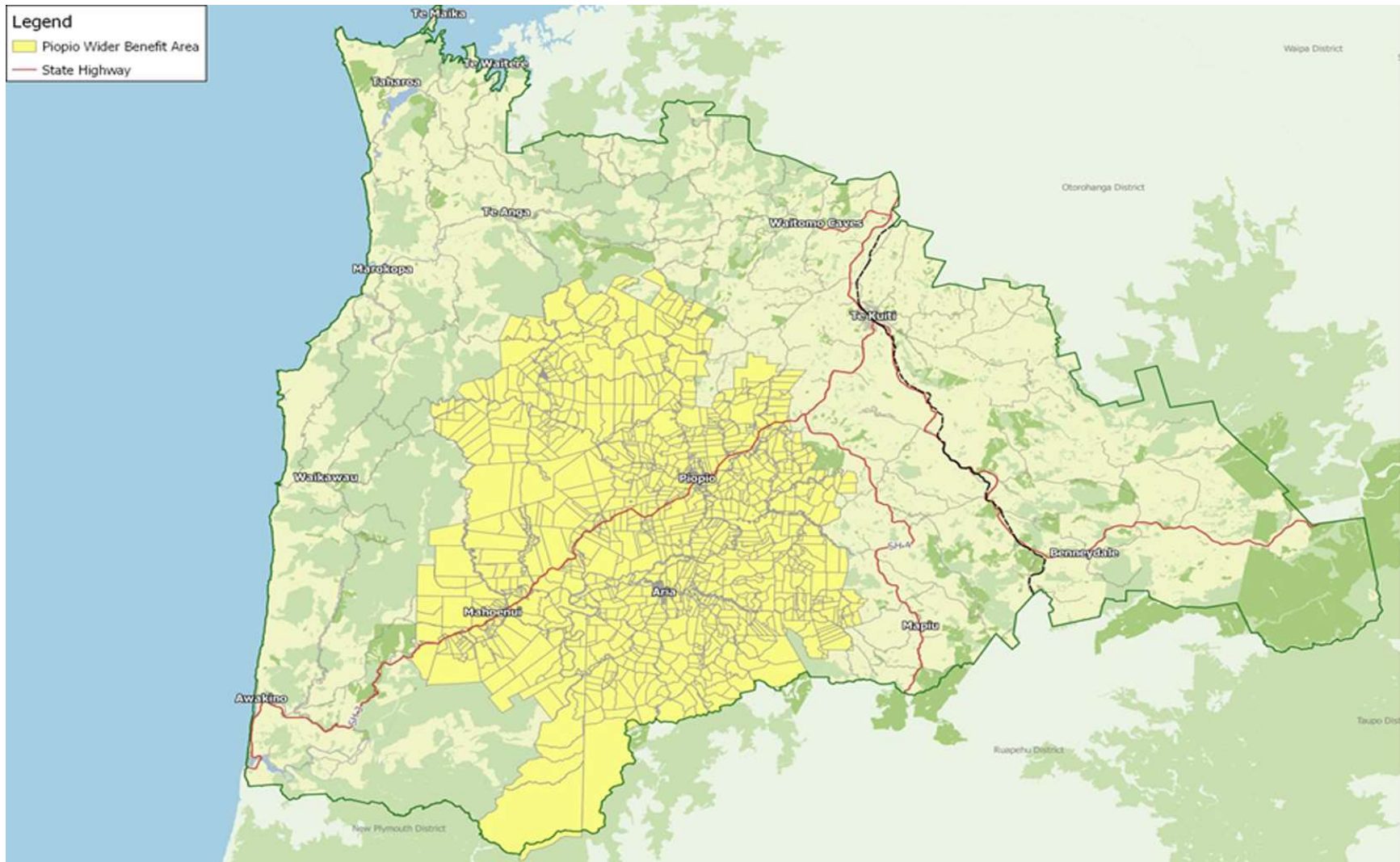


### RURAL RATING AREA





## PIOPIO WIDER BENEFIT AREA



## Differentials and factors of liability

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

## Differential Category Definitions

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

### a) District Roding Rate - General

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

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

### b) District Roding Rate -Forestry Exotic

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

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

### Properties with a mixed use

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

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

## 3.1 District Roding Rates

Council will set a differential TR on every rating unit within the district differentiated on the basis of use. The TR will be assessed as a rate per \$100 of capital value to part fund the Roads and Footpaths Activity. The rationale for use of this rate is contained in the Revenue and Financing Policy.

District Roding Rates (TR)	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
District Roding Rate – General	0.13184	5,725
District Roding Rate – Forestry Exotic	0.39553	251

## 3.2 Piopio Retirement Village Contribution TFR

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

*Requirement in 2024/25 (incl. GST)*

Piopio Retirement Village Contribution (TFR)	Charge per Rating Unit	Total Revenue Requirement (\$000)
Piopio Wider Benefit Rating Area and Piopio Township	\$20	15

## 3.3 Rural Stormwater TFR

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

*Requirement in 2024/25 (incl. GST)*

<b>Rural Stormwater (TFR)</b>	<b>Charge per SUIP</b>	<b>Total Revenue Requirement (\$000)</b>
Rural Rating Area	\$20	69

### 3.4 Te Kuiti Urban Stormwater TFR and Targeted Rate

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

*Requirement in 2024/25 (incl. GST)*

<b>Te Kuiti Urban Stormwater (TFR)</b>	<b>Charge per rating unit</b>	<b>Total Revenue Requirement (\$000)</b>
Te Kuiti Urban Rating Area	\$187	344

<b>Te Kuiti Urban Stormwater Targeted Rate (TR)</b>	<b>Rate per \$100 Capital Value</b>	<b>Total Revenue Requirement (\$000)</b>
Te Kuiti Urban Rating Area (excluding rating units not using network)	0.08424	643

### 3.5 Water Supply Rates

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

*Requirement in 2024/25 (incl. GST)*

<b>Water Supply (TFR)</b>	<b>Charge</b>		<b>Total Revenue Requirement (\$000)</b>
	<b>Per connected SUIP</b>	<b>Per serviceable SUIP</b>	
Te Kuiti	\$856	\$428	1,835
Piopio	\$1,202	\$601	299
Maniaiti/Benneydale	\$1,202	\$601	148
Mokau	\$1,202	\$601	267

### 3.6 Extraordinary Water Supply Rate

Council set a TR under section 19 of the Local Government (Rating) Act 2002 per cubic metre of water consumed over and above an annual consumption of 292m<sup>3</sup> per SUIP, differentiated by supply area that has been fitted with a water meter and/or is defined as having an extraordinary supply (in accordance with Council's Water Services Bylaw). The rates are:

*Requirement in 2024/25 (incl. GST)*

Water Supply Rate (TR)	2024/25 Charge per cubic metre (including GST) above 292m <sup>3</sup>
Te Kuiti	\$3.94
Piopio	\$4.30
Maniaiti/Benneydale	\$4.74
Mokau	\$6.30
Total Revenue Requirement (\$000)	\$1,439

*Metered Water Supply Due Dates*

	Reading Period	Due Date
Te Kuiti Meat Companies	Monthly	15 <sup>th</sup> of the month following invoice
Te Kuiti, Piopio, Mokau and Maniaiti/Benneydale	Jul – Dec 2024 Jan – Jun 2025	15 <sup>th</sup> of the month following invoice

### 3.7 District Wide Benefit Rate for Water Supply

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

*Requirement in 2024/25 (incl. GST)*

District Wide Benefit Rate for Water Supply (TFR)	Charge per Rating Unit	Total Revenue Requirement (\$000)
All Rating Units in the District	\$61	283

### 3.8 Wastewater Rates

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

*Requirement in 2024/25 (incl. GST)*

Wastewater (TFR)	Charge		Total Revenue Requirement (\$000)
	Per connected SUIP	Per serviceable SUIP	
Maniaiti/Benneydale	\$1,111	\$555	127
Te Waitere	\$1,111	\$555	22
Te Kuiti	\$1,111	\$555	1,942
Piopio	\$1,111	\$555	232



## 3.9 Wastewater rates for non-residential properties in Te Kuiti

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

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

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

### Base Charge:

*Requirement in 2024/25 (incl. GST)*

Non- Residential Targeted Rate (TFR)	Base Charge per SUIP (up to 4 pans)	Per serviceable SUIP	Total Revenue Requirement (\$000)
Category 1	\$555	\$555	113
Category 2	\$555	\$555	25
Category 3	\$1,111	\$555	19

### Pan Charge:

*Requirement in 2024/25 (incl. GST)*

Non- Residential Targeted Rate (TFR)	Number of pans	Charge per pan (Pan Charge)	Total Revenue Requirement (\$000)
Category 1	5th pan and over	\$777	80
Category 2	5-10 Pans	\$333	5
	Over 10 Pans	\$222	27
Category 3	5th pan and over	\$777	47

## 3.10 Trade Waste Contribution TFR

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

*Requirement in 2024/25 (incl. GST)*

Trade Waste Contribution (TFR)	Charge Per rating unit	Total Revenue Requirement (\$000)
All Rating Units in the District	\$41	188

## 3.11 District Wide Benefit Rate for Wastewater

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

*Requirement in 2024/25 (incl. GST)*

District Wide Benefit Rate for Wastewater (TFR)	Charge Per Rating Unit	Total Revenue Requirement (\$000)
All rating units in the District	\$63	293

## 3.12 Solid Waste Collection Rate

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

*Requirement in 2024/25 (incl. GST)*

Solid Waste Collection (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
Te Kuiti	\$66	137
Waitomo	\$69	48
Piopio	\$146	34
Mokau	\$158	45

## 3.13 Solid Waste Rate

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

*Requirement in 2024/25 (incl. GST)*

Solid Waste (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
All rating units in the District	\$276	1,538

## 4 RATES PAYMENTS

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

1st Instalment	30 August 2024 (Friday)
2nd Instalment	29 November 2024 (Friday)
3rd Instalment	28 February 2025 (Friday)
4th instalment	30 May 2025 (Friday)

### Note

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

## 5. RATES REMISSIONS AND POSTPONEMENTS

Council has developed a rates remissions policy as per LGA (section 102 (3)(a), 108 and 109) and LGRA (Section 85). Remission categories include Properties Used Jointly as a Single Unit, Community Organisations and Clubs and Societies, Organisations Providing Care for the Elderly, New Residential Subdivisions, Maori Freehold Land, Cases of Land Affected by Natural Calamity, Cases of Financial Hardship, New Businesses, Penalties, and Rates and/or penalties following a Rating Sale or Abandoned Land Sale. The estimated value of these remissions is \$178,000 for the 2024/25 year.

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

## 6. PENALTIES

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

- (a) A penalty charge of 10 percent (10%) on any part of an instalment that has been assessed for the financial year commencing 1 July 2024 and which remains unpaid after 5pm on the due date for payment of that instalment, to be added on the penalty dates below:

Instalment 1	3 September 2024
Instalment 2	3 December 2024
Instalment 3	4 March 2025
Instalment 4	4 June 2025

- (b) A further penalty charge of 10 percent (10%) on any part of any rates assessed before 1 July 2024 that remains unpaid on 1 July 2024, to be added on 5 July 2024.
- (c) No penalties will be charged where a ratepayer is paying rates by direct debit or where there is an approved payment arrangement in place.



CHARMAINE ELLERY  
**MANAGER - STRATEGY AND POLICY**



TINA HITCHEN  
**CHIEF FINANCIAL OFFICER**

12 June 2024

Separate Enclosure: Final Draft of the Long Term Plan 2024-2034

**Document No:** A726281

## **Report To: Council Meeting**



**Meeting Date:** 25 June 2024

**Subject:** Adoption Fees and Charges Schedule 2024/25

**Type:** Decision Required

### **Purpose of Report**

- 1.1 The purpose of this business paper is to present to the Council the Fees and Charges Schedule for adoption to come into effect 1 July 2024.

### **Background**

- 2.1 Council's Revenue and Financing Policy (RFP) provides information on funding sources that are available to Waitomo District Council and provides the rationale for the use of each funding source. Fees and Charges (FCs) are a legitimate source for funding activities (or parts of activities), and the rationale for their use in funding certain activities is set out in detail in the RFP.
- 2.2 Council must set FCs in a manner set by section 150 of the Local Government Act 2002 (LGA), namely that the FCs must represent the recovery of fair and reasonable costs incurred by Council in the matter for which the fee is charged. There are other legislative requirements for specific fees and charges as defined in the Resource Management Act 1991, Sale and Supply of Alcohol Act 2012, Food Act 2014, Dog Control Act 1996 and the Building Act 2004.
- 2.3 FCs are one funding source evaluated as part of the construction of the annual planning and budgeting process. This annual review provides the opportunity to reflect the changing circumstances in the operating environment.
- 2.4 Most FCs can be adopted by Council resolution without the need to undertake the special consultative procedure (SCP). However, Council is required to undertake a special consultative procedure when amending fees and charges under the Food Act 2014 (Food Act) and the Resource Management Act 1991 (RMA).

### **Commentary**

- 3.1 An annual review of the FCs has been undertaken by staff. The outcome of this review was that due to the increase in operating costs, most fees and charges were required to be increased by 5% to ensure that actual costs are recovered to ensure that Council services are not subsidised further by rates. There have also been additional FCs that have been increased by more than the above percentage, where staff noted that the current FCs were not sufficient to cover the increased staff time or higher contractor costs for delivering these services.
- 3.2 The Council elected to undertake consultation on all FCs for the 2024/25 year by using the SCP under section 83 of the LGA. This consultation period was done in conjunction with the Long Term Plan 2024-34 consultation which ran from 16 April to 17 May 2024.
- 3.3 The following commentary provides key details of the proposed changes to the fees and charges excluding Animal and Dog Control and Food Act 2014 charges which were adopted on 4 June 2024. However, please note that for completeness these charges are included in the full FC schedule being put forward for adoption.

## 3.4 **BUILDING CONSENT**

3.5 An allowance for the increase in Objective Build (consent software) charges has increased as have a number of the building fees.

3.6 Travel costs set at the IRD Tier 1 mileage rate of 95 cents per km for 2024.

3.7 Pool inspection fee per inspection to cover staff and administration costs.

3.8 Additional workload for accredited and regulatory associated costs has been applied to some fees.

## 3.9 **ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING**

3.10 The majority of fees are set by the relevant legislation, some correction has been made to where some amounts in the schedule were not correct.

## 3.11 **HAWKERS, MOBILE SHOPS AND STALLS**

3.12 New fees have been established for stalls, while making allowance for non-commercial stalls such as raffles and street collections to be exempt from paying the fee.

3.13 Mobile shops and traders now have daily, monthly, and annual fee options to provide better cost recovery while giving flexibility for traders.

## 3.14 **RESOURCE MANAGEMENT**

3.15 Increase in some fees to fully recover staff costs and to align with other councils.

3.16 Some fees remain unchanged as costs are being recovered and additional costs can be on-charged if required.

## 3.17 **RECREATION AND PROPERTY – HALL HIREAGE**

3.18 Hireage of the Les Munro Centre has been simplified to include the use of electronic systems and other items (crockery, tables, chairs, etc.). A commercial rate has been set to recover the cost of hireage for a full day and an hourly rate. A community rate at half the commercial rate has been set to support community groups bringing beneficial events to our district.

3.19 Bonds for all hall hireage are now by way of a credit card hold. The Les Munro Centre has 3 bond levels based on numbers attending.

3.20 The Les Munro Centre has a cancellation fee of 50% if cancelled within 5 working days and a minimum hireage of 2 hours.

3.21 Piopio Hall and Railway Building 3 now both have full day and hourly rates and a minimum 2-hour hireage.

3.22 A new fee of \$50.00 will be imposed for pre-inspections of venues if hirer fails to attend within 15 minutes of agreed meeting time.

## 3.23 **ELDERLY PERSONS HOUSING**

3.24 Currently the weekly rentals were being increased by \$5.00 per annum with the objective of moving towards the elderly persons housing becoming cost neutral, this approach would've taken at least another LTP cycle to achieve. Applying the relative operational cost increases (including rates, overheads and additional renewals) the room prices were proposed at \$150 for a small single, \$160 for a large single, and \$140 for a bed-sit.

## 3.25 **TE KUITI AERODROME**

- 3.26 New set fees were proposed for ground lease fees of >200sqm and <200sqm sites and for both commercial and aeroclub landing fees. These will be applied if an annual landing fee for users cannot be negotiated.

## 3.27 **WAITOMO DISTRICT LIBRARY**

- 3.28 Most library fees have increased by inflation, with some retained as appropriate.
- 3.29 The DVD collection is about to be removed and it is proposed to offer DVDs at no charge to encourage use of the collection before it is discontinued. This may also encourage people to go to the library by offering something for free.
- 3.30 New services, board games and 3D printing have been added.
- 3.31 Overdue charges for magazines and board games are to encourage quick returns of these popular items.

## 3.32 **CORPORATE SERVICES**

- 3.33 A photocopying and laminating service is now only offered at the Library. Postage and Courier services are not offered at the Customer Services Centre, as this service is offered by Paper Plus (across the road from the Customer Services Centre).

## 3.34 **3 WATERS CONNECTIONS**

- 3.35 Connection fees for water, wastewater and stormwater include a provision to charge actual costs for pipe length installations past 8 metres. The standard connection fee covers costs of up to 8 metres, after this, material costs and day rates are to be applied by the contractor which will be passed on to the applicant.

## 3.36 **WATER SUPPLY**

- 3.37 Metered water rates are also impacted by cost increases. The new rates per m<sup>3</sup> above 292m<sup>3</sup> proposed are:

- Te Kuiti \$3.94 (currently \$3.31)
- Piopio \$4.30 (currently \$3.61)
- Maniaiti/Benneydale \$4.74 (currently \$3.98)
- Mokau \$6.30 (currently \$5.29)

## 3.38 **BULK WATER**

- 3.39 A new administration fee and annual fee have been added for the taking of bulk drinking water. This covers the cost associated with management of hydrant standpipes, contractors, volume of water take calculation and annual calibration of water meter and testing of non-return valves.

## 3.40 **TRADE WASTE**

- 3.41 Tankered trade waste costs need to be increased to fully recover the cost of disposal of solids, staff time, and transport costs. Fees are higher for out of District waste to discourage additional waste coming into the Wastewater Treatment Plant.

## 3.42 **SOLID WASTE MANAGEMENT**

3.43 An increase in charges (per tonne) to a number of waste types at the District Landfill due to Emission Trading Scheme charges and an increase in the waste levy (\$60 per tonne as of 1 July 2024) is proposed.

3.44 The following types of waste are affected by this increase:

- General Refuse moves from \$310 to \$336
- Green Waste moves from \$200 to \$220
- Timber Waste moves from \$171 to \$190
- Contaminated Soil moves from \$353 to \$381
- Contaminated Waste moves from \$396 to \$426

3.45 The official and unofficial rubbish bags are also proposed to be increased by \$0.20 to \$5.00 in keeping with the increased General Refuse tonnage price. This is consistent with other councils.

3.46 The minimum waste charge is proposed to increase to \$12 to cover the increases in operational costs but also to help encourage the Landfill to be used for larger waste volumes. Small waste volumes are more efficiently collected by kerbside collection and reduced traffic volumes help alleviate Health and Safety issues at the Landfill site.

3.47 Some items no longer accepted have been removed from the schedule such as shredded tyres and tyres removed from the rim. This reduces the risk of bulk tyre disposals. Limestone fines, chip and aggregate are also no longer supplied so have been removed.

## 3.48 **COMMUNITY CONSULTATION**

3.49 The consultation period was open from 16 April to 17 May 2024. Information and links were prominent on WDC website, posts were made on the WDC Facebook page. Hardcopies were distributed to prominent local businesses in Te Kuiti, Piopio, Maniaiti/Benneydale, Waitomo Village, and Mokau. Te Kuiti District Library, WDC Customer Service on Rora Street, WDC Queen Street office centre also had hardcopies available at the front reception areas.

3.50 There were 14 submissions received on the FCs during the consultation period. Seven of these submissions related only to the draft Long Term Plan (LTP) and are being considered as submissions to the LTP, while seven other submissions – in part or whole – related to FCs, so are being considered through Fees and Charges submissions.

3.51 None of the submissions related to Animal and Dog Control or Fees and Charges under the Food Act 2014, so these were able to be adopted on 4 June 2024.

3.52 The submissions specific to FCs covered discounted rates for public facilities, negotiation of building consent fees and the aerodrome/airport fees.

## 3.53 **DELIBERATION**

3.54 Deliberation of the submissions to the FCs were held on 4 June 2024 following the LTP deliberations, responses to the submissions were provided to elected members. Further discussion of the aerodrome FCs particularly the landing fees resulted in the following resolution:

*Council allows the Chief Executive the right to use his discretion to use either landing charges as set out in the Schedule of Fees and Charges, or an Annual Fee for members of the Te Kūiti Aero Club and Commercial users.*

- 3.55 Staff are also continuing work on a more cost effective recording system to reduce the cost implications of the aerodrome operations.
- 3.56 The setting of the Elderly Persons Housing (EPH) was considered as an LTP proposal, Council noted the submission summary, analysis and commentary, and agreed no change to the proposal as per the LTP.

## Considerations

### 4.1 **RISK**

- 4.2 There are no significant risks associated with approving the proposed changes to these fees and charges for the 2024/25 year as the community have been consulted on all the proposed changes.
- 4.3 The majority of the fees and charges are proposed to move in keeping with inflation to ensure cost recovery as per legislation. Where significant cost increases have been identified changes have been proposed.

### 3.57 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 4.4 The proposed fees and charges for the 2024/25 year are consistent with, and are required to fund delivery of, current Council plans or policies, specifically the Revenue and Financing Policy and the draft LTP 2024-34.

### 3.58 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 4.5 Council elected to undertake consultation on all FCs for the 2024/25 year by using the Special Consultative Procedure under section 83 of the LGA. This was done in conjunction with the draft LTP 2024-34 consultation which ran from 16 April to 17 May 2024.
- 4.6 The community have had the opportunity to submit their views through the consultation process, therefore the proposed changes to the FCs for 2024/25 are taken as appropriate by the community.

## Analysis of Options

- 5.1 Council is required by the LGA to adopt its fees and charges prior to 1 July.
- 5.2 Council can choose to adopt the fees and charges for Animal and Dog Control and the Food Act 2014 now, so that the public can be made aware of these, so that they can be operational by 1 July 2024. The remainder of the FCs can be adopted at the meeting on 25 June.
- 5.3 The Council can choose to adopt all FCs together at the meeting on 25 June 2024, but that will not give enough time to inform the community before fees and charges for Animal and Dog and the Food Act 2014 are due to be paid.

## Recommendation

- 6.1 It is recommended that Council adopt the fees and charges for the 2024/25 financial year to become effective from 1 July 2024, as set out in the Schedule attached to this paper, as **Attachment 1**.



## Suggested Resolutions

- 1 The business paper on 'Adoption of Fees and Charges Schedule 2024/25' be received.
- 2 Council adopt the Fees and Charges Schedule for the 2024/25 Financial Year to become effective on 1 July 2024.



CHARMAINE ELLERY

**MANAGER - STRATEGY AND POLICY**



ALEX BELL

**GENERAL MANAGER – STRATEGY AND ENVIRONMENT**

17 June 2024

Attachment: Fees and Charges Schedule 2024/25

# FEES AND CHARGES 2024/25

---

**Effective from 1 July 2024**

*All Fees and Charges are inclusive of GST,  
with the exception of bonds, penalties and residential housing*

## INDEX

<b>COMPLIANCE .....</b>	<b>3</b>	<b>RECREATION AND PROPERTY .....</b>	<b>12</b>
Building consent fees .....	3	Cemeteries (Public Amenities Bylaw Clause 8) ....	12
Solid Fuel Heaters .....	3	Hall Hire – Les Munro Centre .....	12
Other Regulatory Fees and Charges .....	4	Community Halls.....	12
Building Act 2004 – explanatory note.....	5	Elderly Persons Housing - Tenancy arrangement.	13
<b>COMPLIANCE .....</b>	<b>5</b>	Parks and Reserves .....	13
Land Information Memorandum (LIM).....	5	District Aquatic Centre .....	13
Animal and Dog Control Fees.....	5	Te Kuiti Aerodrome.....	13
Impounding (Poundage) Fees .....	5	<b>COMMUNITY AND PARTNERSHIPS .....</b>	<b>13</b>
<b>ENVIRONMENTAL HEALTH AND ALCOHOL</b>		Waitomo District Library .....	13
<b>LICENSING.....</b>	<b>6</b>	<b>CORPORATE SERVICES .....</b>	<b>14</b>
Health Act Licence Fees .....	6	Official Information .....	14
Fees for Functions under the Food Act 2014.....	6	GIS System – Generating and Printing of Maps/ Plans.....	14
Hawkers, Mobile Shops, and Stalls (Public Places Bylaw Clause 11) .....	7	Email and digital .....	15
Licensing – Alcohol.....	7	<b>ASSETS .....</b>	<b>15</b>
Licensing – Other .....	7	Roading .....	15
Parking Infringement Fees .....	8	Sewerage Extraction, Treatment and Disposal.....	15
Other Parking Offences.....	8	Piopio Wastewater .....	15
Towage Fees.....	8	Trade Waste.....	16
Litter Infringement Fee .....	8	Stormwater .....	16
<b>RESOURCE MANAGEMENT .....</b>	<b>9</b>	Water Supply (Water Services Bylaw 2015) .....	16
General.....	9	Bulk Water (tankers/hydrant etc).....	16
Land use consents .....	9	Solid Waste Management .....	16
Notified resource consents .....	9	Landfill and Transfer stations .....	17
Subdivision Consents .....	9	Landscape Supplies.....	17
Subdivision processes (post approval).....	9		
Other resource management activities .....	9		
Designations.....	9		
Heritage orders .....	10		
Plan Change application (to amend the District Plan) .....	10		
Compliance and monitoring.....	10		
Miscellaneous charges .....	10		
Hearings .....	10		
Request for information/supply of resource management documents .....	10		
Officer’s hourly charge out rates .....	10		
Mileage.....	11		
Hazardous Activities and Industries List (HAIL) determinations.....	11		
Resource Management - explanatory notes.....	11		

COMPLIANCE	
Description	2024/25 fee or charge (\$)
<b>Building consent fees</b>	
Building Consent cost includes Inspection fee (\$200) and Code Compliance Certificate (\$160) All fees are payable on application.	
<b>Record of title</b>	30.00
<b>Production of Project Information Memorandum (PIM)</b>	315.00
<b>Solid Fuel Heaters</b>	
Freestanding (1 inspection)	555.00
Insert (2 inspections)	780.00
<b>Minor Works (1 inspection)</b> Garden Sheds Basic Warning System Marquees Plumbing or Drainage Swimming pools/Spa pool fence only	650.00
<b>Minor Building Works (2 inspections)</b> Carports Demolitions Decks Swimming Pools over 35,000 litre capacity (includes fence)	1060.00
<b>Other Buildings (2 Inspections)</b> Garages Hay Barns Implement Sheds Bridges	1060.00
<b>Detached habitable buildings, no plumbing or drainage (5 inspections)</b> Sleep Out Office Studio Additions/alterations up to 30m <sup>2</sup> Internal alterations to dwellings	1730.00
<b>Detached habitable buildings, with plumbing or drainage (6 inspections)</b> Sleepout with toilet/shower Additions/alterations up to 60m <sup>2</sup> with plumbing and drainage Internal alterations to dwellings	2050.00
<b>Additions/alterations up to 60m<sup>2</sup> (6 inspections)</b>	2050.00
<b>Other new buildings up to 60m<sup>2</sup> excluding dwellings and commercial buildings (6 inspections)</b> <i>Note: For other building work over 60m<sup>2</sup> the below dwelling and commercial/ industrial fees apply.</i>	2050.00
<b>Dairy Sheds (3 inspections)</b>	2170.00
<b>Re-sited Dwellings (3 inspections)</b>	2435.00
<b>Re-sited dwellings with additions or alterations (includes 6 inspections)</b>	3510.00
<b>Dwelling Single Storey up to 100m<sup>2</sup> (8 inspections)</b>	3460.00
<b>Dwelling Single Storey up to 250m<sup>2</sup> (9 inspections)</b>	3778.00
<b>Dwelling Single Storey larger than 250m<sup>2</sup> (9 inspections)</b>	4150.00
<b>Dwelling Two Storey or more up to 250m<sup>2</sup> (9 inspections)</b>	4270.00
<b>Dwelling Two Storey or more larger than 250m<sup>2</sup> (9 inspections)</b>	4690.00
<b>Commercial /Industrial up to 300m<sup>2</sup> (9 inspections)</b>	4600.00
<b>Commercial/Industrial - Basic kit-set type building, no services or internal fit-out (3 inspections)</b>	2015.00
<b>Commercial/Industrial larger than 300m<sup>2</sup> (9 inspections)</b>	5175.00
<b>Commercial - Internal Alterations (3 inspections)</b>	2015.00
<b>Inspection Fee (compliance inspection/ etc.) per inspection</b>	200.00
<b>Travel costs – applies to inspections in excess of 5km from the Waitomo District Council Queen Street office</b>	Tier 1 rate per km – 95 cents
<b>Inspection fee – swimming / spa pools</b>  <i>Note: The first triennial inspection is undertaken at no charge. This fee covers all subsequent inspections.</i>	160.00
<b>Amendments - project value over \$20,001</b>	500.00
<b>Amendments – minor works with project value up to \$20,000</b>	275.00
<b>Compliance Schedules</b>	
New Compliance Schedule (Section 102 Building Act 2004)	400.00
Amendments to existing Compliance Schedule (Section 106 and 107 Building Act 2004)	295.00

COMPLIANCE	
Description	2024/25 fee or charge (\$)
<b>Request for Extension of Time for a Building Consent – work start or CCC</b>	168.00
<b>Application for exemption from requirement to carry out seismic work under section 133AN – includes 1 inspection.</b>	715.00
<b>Applications for waivers or modifications to means of restricting access to residential pools under section 67A – includes 1 inspection.</b>	715.00
<b>Code Compliance Certificate - CCC</b>	160.00
<b>Processing of Section 71/77 Certificate</b>	265.00
Plus on-charge of Solicitors fee to prepare and register certificate. (Actual Cost)	Actual Cost
<b>Certificate of Acceptance - Section 41(c) (1 inspection)</b> Any building work in respect of which a building consent cannot practicably be obtained in advance because the building work has to be carried out urgently.	990.00
<b>Certificate of Acceptance - Section 96(1)(a) (1 inspection)</b> (i) the work was done by the owner or any predecessor in title of the owner; and (ii) a building consent was required for the work but not obtained. (In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work).	2000.00
<b>Certificate of Public Use (1 inspection)</b>	685.00
<b>Certificate of Public Use – reissue for extension of time (1 inspection)</b>	350.00
<b>Notice to Fix (1 inspection)</b>	475.00
<b>Accreditation Levy (consents valued over \$20,000)</b>	1.75 per \$1,000
<b>Building Research Levy</b> For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable	1.00 per \$1,000
<b>MBIE Levy</b> For every building consent with an estimated value of \$65,000 and over, \$1.75 per \$1,000 is payable	1.75 per \$1,000
<b>Lapsed or Refused Building Consents</b> Refunds will be paid to the person(s) who paid the fees on application. <i>Note: Refund will have an administration fee deducted (see below)</i>	Refund of BRANZ and MBIE levies, CCC and unused inspection fees, and less administration fee
<b>Administration fee for refund on refused or lapsed consents</b>	210.00
<b>Peer Review of Specific Designs by External Agents</b>	Actual Cost
<b>Any additional costs incurred in processing a building consent shall be recoverable on actual and reasonable basis.</b>	170.00 per hour
<b>Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value over \$20,001.</b> <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	555.00
<b>Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value up to \$20,000</b> <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	265.00
<b>Application for an exemption to carry out seismic work (1 inspection)</b> Process application for exemption from requirement to carry out seismic work on a building subject to an earthquake-prone building notice (Section 133AN Building Act 2004)	630.00
<b>Other Regulatory Fees and Charges</b>	
Overseas investment certificates – for determining and issuing	330.00
Section 348 – Right of way (ROW) application – processing application for ROW under the Local Government Act 1974	680.00
Sale and Supply of Alcohol Certificates for Building Certification	220.00
Record of Title search	30.00
Fee for uplifting building line restrictions. <i>Note: It is not guaranteed that the building line restriction will be approved. The application fee is non-refundable.</i> <i>Note: There are legal fees associated with having the BLR removed from the Record of Title. These legal fees are not included in this fee. Please enquire with your solicitor or conveyancer regarding their fees.</i>	700.00

## Building Act 2004 – explanatory note

- These fees and charges become operative on 1 July 2024 and will apply for all work carried out and decisions issued on or after 1 July 2024, irrespective of when the application was lodged with the Council.
- The charges set out in this schedule are pursuant to Subpart 9, Section 281 A, B and C of the Building Act 2004.
- All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.
- Where a fixed charge is in any particular case inadequate pursuant to section 281B to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

### Charge-out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- Are fixed charges;
- If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
  - if the fixed charge which has been paid in advance is greater by more than \$50.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
  - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).

## COMPLIANCE

Description	2024/24 fee or charge (\$)
<b>Land Information Memorandum (LIM)</b>	
Land Information Memorandum (LIM)	330.00
Administration Fee for refund on cancelled LIM (note where substantial work has been completed on the LIM a refund will not be given; where substantial work has not been completed, the LIM fee will be refunded minus the administration fee).	55.00
Hardcopy LIM	25.00
<b>Animal and Dog Control Fees</b>	
<b>All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.</b>	
Urban Fee (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	130.00
Spayed or Neutered Dogs in the Urban Area	98.00
Selected Owner (Dog Control Policy) Dogs	77.00
Gold card discount of 10% for urban dogs	117.00
Rural Dogs	55.00
Rural Dogs > 5	Multiple rural dog discount
For every 5 rural dogs you register the 6th dog registration is free if paid on or before registration date.	
Late registration fee	50% of the fee that would have been payable if that dog had been registered on the first day of the registration
Dangerous Dogs registration fee	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.
Disability Assist Dog registration fee	No charge
<i>Note: To be eligible, the dog must be certified as a disability assist dog in accordance with Schedule 5 of the Dog Control Act 1996.</i>	
Replacement Registration Tag	5.25
<b>Impounding (Poundage) Fees</b>	
The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees irrespective of the fate of the dog.	
Seizure Fee (per dog seized)	68.00
First Impounding (registered dog)	75.00
First Impounding (unregistered dog)	110.00
Second Impounding	150.00

COMPLIANCE	
Description	2024/24 fee or charge (\$)
Third and subsequent impounding	220.00
Plus Sustenance fees - per day	18.00
<b>Re-Homing Fee</b> Re-homing of unwanted/ unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro-chipping fee <b>and all other reasonable associated costs.</b>	Applicable costs
Surrender/disposal fee (in addition to applicable impounding charges and sustenance)	80.00
Micro-chipping Fee	30.00
Consent to keep more than 2 dogs in the urban area. Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection.	60.00
Barking collars	40.00
Batteries for barking collars	6.00
<b>Stock Poundage Fee - Excluding dogs</b>	
<b>First impounded animal</b>	125.00
Per animal thereafter (impounded at the same time as the first impounded animal)	45.00
<b>Subsequent Impounding</b> – within any 24 month period involving animals owned by the same person/organisation	245.00
Per animal thereafter (impounded at the same time as the subsequently impounded animal)	45.00
<b>Driving charges</b> – (per hour, per officer) - leading, driving or conveying stock (pursuant to section 14 of the Impounding Act 1955) plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of any after-hours response	140.00
Grazing (per day) – horses, cattle, mules, ass, deer, pigs plus costs of any hard/ supplementary feeds i.e. hay, grain	10.00
Grazing (per day) – sheep, goats, and any others plus costs of any hard/ supplementary feeds i.e. hay, grain	5.00
Advertising costs (pursuant to the Impounding Act 1988)	Actual cost

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING	
Description	2024/25 fee or charge (\$)
<b>Health Act Licence Fees</b>	
<b>Amusement Device Permits</b> (Section 11 Amusement Device Regulations 1978)	
1. First Device (first 7 days or part thereof)	10.00
2. Each additional Device (first 7 days or part thereof)	2.00
3. Each device for further period of 7 days or part thereof	1.00
<b>Fees for Functions under the Food Act 2014</b>	
All administration and verification activities including annual verification, reporting, non-conformance visits and any activity not specified in the schedule below	185.00
<b>Fees applicable to Template Food Control Plans</b>	
Application for new registration of Template Food Control Plan (plus hourly rate of 185 after the first hour)	450.00
Application for renewal of registration of Template Food Control Plan (plus hourly rate of 185 after the first hour)	360.00
Application for a significant amendment (section 45(3)) of registration of Template Food Control Plan, or move from Template Food Control Plan to National Programme (plus hourly rate of 185 after the first hour)	180.00
Application for a minor amendment (section 45(2)) of registration of Template Food Control Plan. <i>Note: Minor changes constitute changes to details such as contact information (email, phone, day to day manager, and postal address).</i>	80.00
Voluntary suspension of Template Food Control Plan (plus hourly rate of 185 after the first hour)	90.00
<b>Fees applicable to National Programmes</b>	
Application for new registration of premises under a National Programme (plus hourly rate of 185 after the first hour)	450.00
Application for renewal of registration of premises under a National Programme. (plus hourly rate of 185 after the first hour)	360.00
Application for significant amendment (section 81) of registration under a National Programme or move from National Programme to Template Food Control Plan during the registration year. (plus hourly rate of 185 after the first hour)	180.00
Application for a minor amendment of registration under a National Programme, such as a change in	180.00

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING	
Description	2024/25 fee or charge (\$)
contact information, trading name.	
Voluntary suspension of National Programme. (plus hourly rate of 185 after the first hour)	90.00
Issue of improvement notice, or review of an improvement notice. (plus hourly rate of 185 after the first hour)	170.00
Application for statement of compliance. (plus hourly rate of 185 after the first hour)	170.00
Copy of Food Control Plan folder and documents.	30.00
Cancelling an audit or verification within 24 hours of the scheduled date and time of audit.	110.00
Administration fee for refund on cancelled applications pursuant to the Food Act (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee).	55.00
<b>Hawkers, Mobile Shops, and Stalls (Public Places Bylaw Clause 11)</b>	
<b>Hawkers</b>	
Note: Some applicants may be eligible for a fee waiver -to check for eligibility please enquire with WDC Customer Services.	66.00
Street stalls, raffle days, street collections - non commercial	Free
Street Stalls day	20.00
Street Stalls month	60.00
<b>Mobile Shop</b>	
Mobile Shop 1 day rate	40.00
Mobile shop 1 month rate	80.00
Mobile shop annual fee	400.00
Mobile Trader 1 day rate	40.00
Mobile trader 1 month rate	80.00
Mobile Trader annual fee	400.00
<b>Impounding of Stereo</b>	
<i>Impounding Charges for Stereo (RMA 1991 sec 336). Note: Impounded stereo will be sold after six months if not claimed and impounding fees not paid.</i>	198.45
<b>Licensing – Alcohol (Ref: Sale and Supply of Alcohol (Fees) Regulations 2013)</b>	
<b>New Licenses, Renewals and Variations</b>	
Existing premises - Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	157.50
New or altered premises - Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	262.50
Off/On/Club Application Fee – Very Low Risk	368.00
Off/On/Club Application Fee – Low Risk	609.50
Off/On/Club Application Fee – Medium Risk	816.50
Off/On/Club Application Fee – High Risk	1,023.50
Off/On/Club Application Fee – Very High Risk	1,207.50
<b>Annual Fees</b>	
Off/On/Club Application Fee – Very Low Risk	161.00
Off/On/Club Application Fee – Low Risk	391.00
Off/On/Club Application Fee – Medium Risk	632.50
Off/On/Club Application Fee – High Risk	1,035.50
Off/On/Club Application Fee – Very High Risk	1,437.50
Managers Certificate – New and Renewal	316.25
Temporary Authority	296.70
<b>Special Licences</b>	
Class 1	575.00
Class 2	207.00
Class 3	63.25
Administration fee for refund on cancelled sale and supply of alcohol applications (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee)	53.00
<b>Licensing – Other</b>	
Transfer of Certificates of Registration or Licence <i>Note: This covers transfer of certificates of registration or licence due to change in ownership of the business.</i>	100.00
Offensive Trades – Registration Fees	
Saleyards – Registration Fees	265.00
Hairdressers – Registration Fees	265.00
Funeral Director – Registration Fees	265.00



## ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2024/25 fee or charge (\$)
Mortuary Premises – Registration Fees	265.00
Camping Grounds – Registration Fees	265.00
Skateboarding impounding fee	66.00
Application for Lease of Airspace	110.00
Lease of Airspace	Charge will be assessed on a site by site basis
<b>Parking Infringement Fees</b>	
<b>Excess Parking</b> – For parking on a road in breach of the provisions of Waitomo District Council's Land Transport Bylaw 2015, in excess of a period fixed by the bylaw or otherwise where the excess is:	
Not more than 30 minutes	12.00
More than 30 minutes but not more than 1 hour	15.00
More than 1 hours but not more than 2 hours	21.00
More than 2 hours but not more than 4 hours	30.00
More than 4 hours but not more than 6 hours	42.00
More than 6 hours	57.00
<b>Other Parking Offences</b>	
Parking on designated bus stop	40.00
Parking on designated loading zone	40.00
Parking on a footpath	40.00
Parking contrary to parking signage	40.00
Parking on ornamental verge	40.00
Parking within 1 m of a vehicle entrance	40.00
Parking on or within 6m of an intersection	60.00
Inconsiderate parking	60.00
Double parking	60.00
Parking on a yellow broken line	60.00
Parking in a designated space for disabled persons	150.00
<b>Towage Fees</b>	
Towage fees are additional to the above fines.	Actual Cost
<b>Litter Infringement Fee</b>	
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent – First Offence	110.00
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00
Litter, of more than 1 litre and less than or equal to 20 litres <sup>1</sup> , left in a public space, or on private land, without the occupier's consent – First Offence	165.00
Litter, of more than 1 litre and less than or equal to 20 litres <sup>1</sup> , left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00
Litter, of more than 20 litres <sup>1</sup> and less than or equal to 120 litres <sup>2</sup> , left in a public space, or on private land, without the occupier's consent – First Offence	275.00
Litter, of more than 20 litres <sup>1</sup> and less than or equal to 120 litres <sup>2</sup> , left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00
Litter, of more than 120 litres <sup>2</sup> left in a public space, or on private land, without the occupier's consent – First Offence	400.00
Litter, of more than 120 litres <sup>2</sup> left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00
Hazardous <sup>3</sup> or offensive litter <sup>4</sup> left in a public space, or on private land without the occupier's consent – First Offence	400.00
Hazardous <sup>3</sup> or offensive litter <sup>4</sup> left in a public space, or on private land without the occupier's consent – Second or Subsequent Offence within a Year	400.00

<sup>1</sup>– 20 litres is the approximate maximum capacity of two standard supermarket bags in normal conditions.

<sup>2</sup>– 120 litres is the approximate maximum capacity of a standard mobile garbage bin in normal conditions (for example the red lid 'wheelie bin' used for domestic refuse collection in the Waitomo area).

<sup>3</sup>– Hazardous litter includes broken glass, barbed wire, jagged metal, medicines, hazardous waste etc.

<sup>4</sup>– Offensive waste includes rotting food, animal remains, faeces including discarded nappies etc.

RESOURCE MANAGEMENT		
Description		2024/25 fee or charge (\$)
<b>General</b>		
Pre application	Pre application meeting	Actual staff time
Lodgment meeting	To lodge any consent	Actual staff time
Pre-hearing meeting	For any meeting or mediation held (s99)	Actual staff time
Deemed Boundary Activity (s87BA)	Consider and issue notice	Fixed 420.00
Marginal or temporary rule breaches / exemptions(s87BB)	Consider and issue notice (if applicable)	Fixed 700.00
<i>Note: please discuss this with Council's Planner prior to application</i>		
<b>Land use consents</b>		
Application or land use consent	All land use consents, except as otherwise provided below	Deposit 1500.00
<b>Notified resource consents</b>		
Limited notified consent	<b>Any</b> resource consent application that requires limited notification	Deposit 6,500.00
Notified consent	<b>Any</b> resource consent application that requires public notification	Deposit 10,000.00
<b>Subdivision Consents</b>		
Application for subdivision consent	Creating 9 lots or less where no road/reserves proposed	Deposit 3,000.00
Application for subdivision consent	Creating 10 lots or more, or any subdivision where a road/reserve is proposed	Deposit 4,500.00
Application for joint subdivision and land use consent	For any joint subdivision and land use consent application	Deposit 4,500.00
<b>Subdivision processes (post approval)</b>		
Section 223 certification	for subdivisions < 2 Lots	300.00
Section 223 certification	For subdivisions > 3 Lots	600.00
Section 224C certification		500.00
Section 241	Cancellation/partial cancellation of amalgamation condition	Fixed 550.00
Section 221	Consent notice – preparation, authorisation, change or cancellation	Fixed 350.00
Cross lease	Amendments to flats plans	Deposit 630.00
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time
<b>Other resource management activities</b>		
Section 127	Application to change or cancel condition(s) of consent (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 1500.00
Section 125/126	Applications for extensions of consent periods	Deposit 600.00
Section 124	Exercise of resource consent while applying for new consent	Deposit 1,500.00
Section 128-132	Review of consent conditions (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 800.00
Section 134	Transfer of holders interest in a consent (fixed fee)	Deposit 150.00
Section 139A	Existing use right determination	Deposit 2,000.00
Section 138	Application to surrender a resource consent	Deposit 500.00
Section 139	Application for Certificate of Compliance	Deposit 1,000.00
Section 357	Objection pursuant to sections 357(A) or (B)	Deposit 450.00
NES	Confirmation of compliance with National Environmental Standard	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	Deposit 1,500.00
<b>Designations</b>		
Public or limited notified	Notice of Requirement for Designation	Deposit 10,000.00
Non-notified	Notice of Requirement for Designation	Deposit 5,000.00
Sections 181, 182	Requirement for alteration or removal/partial removal of designation	Deposit 1,500.00
Section 184/184A	Application to determine designation lapsing	Deposit 2,500.00
Section 180	Transfer of rights and responsibilities for designations	Deposit 1,500.00
Sections 177, 178	Request to the requiring authority responsible for an earlier designation. Application to do anything which would prevent or hinder the public work or project	Deposit 600.00
Section 176	Application for outline plan	Deposit 800.00
Section 176A (2)	Waiver of requirement for outline plan	Deposit 250.00

RESOURCE MANAGEMENT		
Description		2024/25 fee or charge (\$)
<b>Heritage orders</b>		
Sections 189/189A, 196, 177	Requirement for a heritage order. Requirement for removal of heritage order. Request to requiring authority responsible for the earlier heritage order.	Deposit 1,500.00
<b>Plan Change application (to amend the District Plan)</b>		
1st schedule	Processing, considering and determining a private plan change application.	Deposit 30,000.00
<b>Compliance and monitoring</b>		
General	Administration, review, correspondence.	Actual staff time
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions.	150.00 per inspection
Engineering	For any inspection required.	Actual staff time
<b>Miscellaneous charges</b>		
Legal instruments	Search for easement documents, covenants, encumbrances, or any other document registered on Certificates of Title.	Actual staff time + LINZ costs
Affixing council's seal/authorising document	For administrative costs incurred in affixing council's seal and/or signature to any document where a charge is not otherwise listed.	Fixed 250.00
Variation/cancellations	Variation or cancellation of any legal document/ instrument not otherwise listed.	Fixed 450.00
Public notice	Costs associated with public notices.	Actual staff time + advertisement fees
Signs	Affixing signs on site.	Fixed 35.00 per sign
Delegated approvals	Staff decision on application, acting under delegated authority.	Actual staff time
Bonds – excluding engineering	Preparation, release and signing of any bond (excluding engineering).	Fixed 1000.00
Bonds - engineering	Preparation, release and signing of any bond - engineering (roading and servicing works).	Fixed 1000.00
Consultants	The applicant will reimburse council for any fees paid by council to any consultants.	Actual consultant costs + actual costs
Noise control (for the return of equipment seized under the RMA)	For the return of equipment seized under the RMA.	Fixed 180.00
<b>Hearings</b>		
Attendance	A charge will be made for the costs of all staff and/ or consultants required to attend a hearing.	Actual staff/ consultant time
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs
Hearings by commissioner(s) where requested pursuant to s100A of the RMA	1. Where applicant requests (whether or not also requested by a submitter(s))	Actual costs to be paid by applicant
	2. Where requested by a submitter(s): (a) The applicant shall pay the amount WDC estimates it would cost for the applicant to be heard and decided if the request was not made. (b) The submitter(s) who made the request will pay equal shares of any amount by which the cost of the application being heard/decided exceeds the amount payable by the applicant (i.e. in (a) above).	Actual costs As per 2(a) and (b)
Note: applies to applicants and Requiring Authorities		
Hearing by Council	A charge will be made per councillor, as set by the Remuneration Authority, including time spent on site visits.	\$93 for Hearing Member \$116 for Hearing Chair
Postponement/withdrawal or cancellation	If the applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing.	Actual Costs
Venue	Hiring a venue for the hearing	Actual Costs
<b>Request for information/supply of resource management documents</b>		
Providing information	Any request to provide information in respect of the District Plan or any consent.	Actual staff time
Providing copies	Copying information relating to consents and Council's functions under section 35 of RMA and the supply of any document.	Actual staff time + photocopying costs
Waitomo District Plan	Full printed copy of text and planning maps.	200.00 per copy
<b>Photocopying – charged as per Council's corporate rate</b>		
<b>Officer's hourly charge out rates</b>		
General Manager – Strategy and Environment		200.00 per hour
Managers – any other		185.00 per hour
Principal / Senior Planner		185.00 per hour

RESOURCE MANAGEMENT	
Description	2024/25 fee or charge (\$)
Planner	175.00 per hour
Engineer	170.00 per hour
Technical staff – any other	170.00 per hour
Team Leader Monitoring and Compliance/ Officer	160.00
Environmental Health Officer	185.00 per hour
Administrator (any) and any other staff member not listed	100.00 per hour
Consultant	Actual costs
<b>Mileage</b>	
For each kilometre travelled	1.35 per km
<b>Hazardous Activities and Industries List (HAIL) determinations</b>	
Investigation fee	157.00
Resource Management - explanatory notes	
<p>These fees and charges become operative on 1 July 2024 and will apply for all work carried out and decisions issued on or after 1 July 2024, irrespective of when the application was lodged with the Council.</p> <p><b>Fixed charges</b></p> <ul style="list-style-type: none"> <li>The charges set out in this schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).</li> </ul> <p>All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.</p> <ul style="list-style-type: none"> <li>All fixed charges are payable in full in advance. Pursuant to Section 36AAB (2) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.</li> </ul> <p><b>Note:</b> Documentation or certificates will not be issued until payment of charges have been cleared.</p> <p><b>Additional charges</b></p> <p>Where a fixed charge is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.</p> <p>The following may also be included as additional charges:</p> <ul style="list-style-type: none"> <li>If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;</li> <li>If any legal fees are incurred by the Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge;</li> <li>If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.</li> </ul> <p><b>Purpose</b></p> <p>The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.</p> <p><b>Charge out rates for council officers and mileage</b></p> <p>Charge out rates for Council officers are set out in this schedule and:</p> <ul style="list-style-type: none"> <li>Are fixed charges;</li> <li>If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;</li> <li>The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that: <ul style="list-style-type: none"> <li>if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and</li> <li>if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred)</li> </ul> </li> </ul> <p><b>Remission of fees</b></p> <p>Staff with delegated authority may decide to reduce any charges Section 36AAB(1) of the RMA.</p>	

## RECREATION AND PROPERTY

Description	2024/25 fee or charge (\$)
<b>Cemeteries</b> (Public Amenities Bylaw Clause 8)	
<b>Te Kuiti Cemetery</b>	
<b>Plot Purchase (Berm and Lawn Cemetery)</b>	
Adult	1793.00
Child (under 12 years)	754.00
<b>Ashes Plot</b>	
Ashes Wall	381.00
Garden of Memories	509.00
RSA	
<b>Interment Fees Te Kuiti</b>	
Adult	1378.00
Child (under 12 years)	715.00
Ashes interment	289.00
Stillborn	153.00
<b>Rural Cemeteries: Piopio, Mokau, Te Waitere and Aria</b>	
<b>Plot Purchase</b>	
Adult	1330.00
Child (under 12 years)	557.00
Ashes Plot	231.00
<b>Interment Fees</b>	
Adult	1467.00
Child (under 12 years)	726.60
Ashes interment	404.00
Stillborn	227.00
<b>Sundry (for all cemeteries in the District)</b>	
Extra for breaking concrete	180.60
Additional depth	253.00
Extra Saturday	243.00
Extra Public Holiday	485.00
Fixing of Plaque	181.00
<b>Disinterment Fees (all Cemeteries)</b>	
An estimate will be provided to customer, actual cost will be charged	
Burial	Actual Cost Plus 10% Administration
Ashes	Actual Cost Plus 10% Administration
<b>Non-Residents (out of district burials)</b>	Add 60% to plot purchase
<b>Research Fees</b>	66.00
<b>Hall Hire – Les Munro Centre</b>	
Full day - Commercial	960.00
Full Day - Community Group*	480.00
Hourly Rate - Commercial	120.00
Hourly Rate - Community Group*	60.00
Funeral Rate	480.00
Booking Fee	5.00
<b>Bond - Credit card hold</b>	50.00
Bookings of less than 50 people - card holder bond \$50.00. Bookings of more than 50 people and less than 100 people - card holder bond \$250.00. Bookings of more than 100 people - card holder bond of \$500.00	250.00
Cancellation Fee - 50% of the hire cost if canceled within 5 working days	50% of hire cost
A minimum hire duration of 2 hours applies to Les Munro Centre, Railway Building 3 and Piopio Hall, a fee of \$50.00 will be imposed for pre-inspections if hirer fails to attend within 15 minutes of agreed meeting time.	
*Community Group means a not-for-profit organisation that has the primary objective to provide programmes, services or activities that benefit any or all of the social, cultural, economic, and environmental wellbeing of communities.	
<b>Community Halls</b>	
<b>Piopio Hall</b>	
Complex hire	
Full day	160.00
Hourly rate	20.00
PA system	No charge

## RECREATION AND PROPERTY

Description	2024/25 fee or charge (\$)
Bond – Credit card hold of \$100.00	100.00
<b>Te Kuiti Railway Station Buildings 3</b>	
Full day	140.00
Hourly rate	32.00
Bond - Credit card hold of \$100.00	100.00
<i>Community Groups may be eligible for a subsidy for hall hireage. To check for eligibility please enquire with WDC Customer Services.</i>	
<b>Elderly Persons Housing - Tenancy arrangement</b>	
Small single bedroom - per week	150.00
Large single bedroom - per week	160.00
Bedsit - per week	140.00
<b>Parks and Reserves</b>	
Commercial Users Only – All Parks	
Ground Hire (per day)	366.00
Bond	525.00
Application fee for an Activity Requiring Authorisation pursuant to the Reserve Management Plan	168.00
Application fee for a variation to an existing Activity Requiring Authorisation pursuant to the Reserve Management Plan	168.00
Application fee for an allowed activity pursuant to the Reserves Management Plan	30.00
<b>District Aquatic Centre</b>	
Adult	5.00
Adult swimmer with an under 5	3.50
Seniors	3.50
Disability/health (green script of letter from health professional required)	2.10
Child	2.50
Students	3.50
Under 5's	
Spectators	1.00
Learn to Swim Classes (per lesson)	13.50
Hire of whole complex (per hour) under 50 swimmers + 31.00 for lifeguard per hour	110.00
Hire of whole complex (per hour) over 50 swimmers + 31.00 per lifeguard per hour e.g. 300 people would require 6 lifeguards	110.00
Lane Hire (per lane per hour)	17.50
Lane Hire for Swimming Club (per lane per hour)	13.20
Schools Base Fee (per hour)	39.00
31.00 per lifeguard per hour	
BBQ Hire (per hour) a refundable cleaning bond of 22.00	33.00
<b>Te Kuiti Aerodrome</b>	
Visiting Aircraft Landing Fee	15.00
Touch and go First	15.00
Te Kuiti Aeroclub Members Landing Fee	15.00
Commercial Users	20.00
Annual Plane Storage (casual)	562.00
Ground lease fees (annual) >200sqm	\$3.18/sqm
Ground lease fees (annual) <200sqm	\$6.61/sqm

## COMMUNITY AND PARTNERSHIPS

Description	2024/25 fee or charge (\$)
<b>Waitomo District Library</b>	
Rentals (Fiction) – Books up to 4 years old (Rental 21 Days)	0.60
Rentals (Fiction) – Books over 4 years old (Rental 21 Days)	No charge
Bestseller Collection - 14 day hire	5.50
Classic DVDs - 1 week hire	No charge
DVDs - 1 week hire	No charge
Electronic Games - 1 week hire	2.00
Magazines - 1 week hire	1.60
Jigsaw Puzzles (21 days)	2.20
Children's Wooden Puzzles (21 days)	No charge

# File 1 - Page 175

## COMMUNITY AND PARTNERSHIPS

Description	2024/25 fee or charge (\$)
Rental Talking Books	1.70
Board games	2.50
Kit Collection (3 Days)	6.10
Kit Collection (3 Days) – high value kits	11.00
Kit Collection (1 week)	11.00
Lost or Damaged Items	Replacement Cost Plus 7.30
Books by Mail - postage fee (per item)	6.30
Requests to other Libraries (per item) where reciprocal agreement exists	6.30
Requests to other Libraries (per item) where no reciprocal agreement exists	26.50
International Requests to other Libraries (per item)	55.10
Aotearoa Peoples Network (APNK) internet/computer charges	No charge
Items requests/hold, per request	No charge
Annual Non-Resident Fee (excluding Ōtorohanga and Ruapehu District)	49.60
Membership Card (initial)	No charge
Temporary membership bond	22.00
Lost Membership Card replacement	5.50
Covering Books (Small)	5.50
Covering Books (Large)	6.60
Scanning (per request)	0.6
Binding documents	5.50
Sale of Books	0.90
Sale of Books - Fill a Bag	3.30
Library Bags	6.30
<b>Overdue Charges</b>	
Overdues – (per day per book) Book collection	No charge
Over dues - All DVDs and Games (per day, per item)	No charge
Magazines – Overdues – Magazine (per day)	0.10 per day
Overdues - Board Games (per day)	0.50 per day
Overdues - Kit Collection per day	1.50 per day
<b>3D printing service</b>	
3D printing	2.00 Service fee + 0.30 per gram of filament.
<b>Photocopying</b>	
A4 Black and White printing/photocopying – Per side	0.20
A4 Colour printing/photocopying – Per side	0.40
<b>Laminating</b>	
A4, per page	3.40
A3, per page	6.70

## CORPORATE SERVICES

Description	2023/24 fee or charge (\$)
<b>Official Information</b>	
Handling of enquiries - charge per half hour plus actual and reasonable costs (first hour free of charge)	38.00
Supply of property records (Hardcopy property files accessed by a customer)	11.00
Record of Title	30.00
<b>GIS System – Generating and Printing of Maps/ Plans</b>	
A4 (Plan)	0.50
A4 (Aerial)	0.70
A3 (Plan)	1.10
A3 (Aerial)	2.10
A2 Plotter (plan)	5.30
A2 Plotter (aerial)	11.00
A1 Plotter (plan)	8.60
A1 Plotter (aerial)	13.30
A0 Plotter (plan)	16.30
A0 Plotter (aerial)	20.50
Creation of non-standard maps / plans (cost is per half hour plus printing fees)	52.50



## CORPORATE SERVICES

Description	2023/24 fee or charge (\$)
Supply of data in digital form by email (cost is per half hour)	52.50
<b>Property number, allocation only (urban and rural RAPID number)</b>	No charge
<b>Email and digital</b>	
Supply of data in digital format by email. Includes producing a document by computer and sending via email to customer. (per half hour plus actual and reasonable costs)	52.50
Supply of information regarding Rating Information Database to commercial entities (per half hour plus actual and reasonable costs – minimum charge one hour)	52.50
<b>Community Owned Facility Insurance</b>	
Administration fee	110.00

## ASSETS

Description	2024/25 fee or charge (\$)
<b>Roading</b>	
<b>Traffic Management Plans (TMP) – Processing Fee</b>	
Vehicle crossing and minor works	157.50
Major works 5+ days or pavement excavation	315.00
Event minor less 1000 people	157.50
<i>Does not include Road Closure Fee - Traffic Management Coordinator may use discretion to waive Road Closure Fee dependent on complexity of TMP.</i>	
Urban/CBD major works / Major Events (1000+ people)	525.00
<i>Does not include Road Closure Fee - Traffic Management Coordinator may use discretion to waive Road Closure Fee dependent on complexity of TMP.</i>	
Road Closure Application Fee	569.00
<i>Fee includes administration and the cost of one advertisement; two adverts are required. Council will cover the cost of one advertisement</i>	
Entrance way Inspection	273.00
Annual License to Occupy a Roding Reserve (minimum)	275.10
Application fee to process a License to Occupy a Roding Reserve	126.00
<b>Road Damage Deposit</b>	
Bond (deposit refundable)	6279.00
Road Opening Notice	219.50
Road Encroachment	264.60
<b>Rapid Number</b>	
New	176.40
Replacement	88.20
<b>Overweight</b>	
Overweight Permit	305.60
Overweight Permit Renewal	259.40
<b>No Spray Zone Application</b>	264.60
<b>Roding Information</b>	
Land Information Request	74.00
Engineering Consent	86.10
<b>High Productivity Motor Vehicle (HPMV) Permit</b>	
HPMV Permit	385.40
HPMV Permit up to 10 identically configured HPVM vehicles, belonging to the same company	394.80
HPMV Permit Renewal	259.40
<b>Sewerage Extraction, Treatment and Disposal</b>	
Administration fee for new connections	251.00
Connection (Te Kuiti, Te Waitere, Maniaiti/Benneydale - All Council supplies excluding Piopio)	
Connection length - up to 8 meters to sewermain. Client will be charged actual costs for installation of pipe length past 8 meters.	2415.00
<i>This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective of existing infrastructure. Traffic Management Plan approval and implementation to be charged at actual cost.</i>	
Disconnection	250.00
<b>Piopio Wastewater</b>	
Connection involving retrofitting of an existing approved septic tank	11214.00
Connection (including new septic tank)	
Connection length - up to 8 meters to council sewermain. Client will be charged actual costs for installation of pipe length past 8 meters.	23888.00
<i>Traffic Management Plan approval and implementation to be charged at actual cost.</i>	



ASSETS	
Description	2024/25 fee or charge (\$)
<b>Trade Waste</b>	
<b>Administrative Charges</b>	
Required Trade Waste Application Fee	177.00
Non-compliance Re-inspection Fee	136.00
<b>Annual Trade Waste Consent Charges</b>	
Exempt Trade Waste Licence	134.00
Permitted Trade Waste Licence	266.00
Conditional Trade Waste licence (includes disposal from cleaning of separator unit x2 per annum)	748.00
<b>Tankerred Trade Waste Charges</b>	
Receipt treatment and disposal of liquid trade wastes per m <sup>3</sup> (1,000 litres) at Te Kuiti Waste Water Treatment Plant:	
Septage disposal from within Waitomo District per m <sup>3</sup> (1,000 litres)	267.00
<i>Septage is septic tank waste including partially treated sludge that accumulates in a septic tank</i>	
Greywater per m <sup>3</sup> (1,000 litres)	41.50
Grease Trap waste per m3 (1,000 litres)	294.00
All out of Waitomo District tankerred waste per m <sup>3</sup> (1,000 litres) casual users	345.00
<i>Note: Tankered trade waste compromising a mixed waste load will be charged at the higher rate</i>	
<b>Stormwater</b>	
Connection	3502.00
Connection length - up to 8 meters to stormwater pipemain. Client will be charged actual costs for installation of pipe length past 8 meters.	
This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective of existing infrastructure. <i>Traffic Management Plan approval and implementation to be charged at actual cost</i>	
Kerb Connection	1250.00
<b>Water Supply (Water Services Bylaw 2015)</b>	
<b>Water Supply Rates</b>	
Cost per m <sup>3</sup> above 292m <sup>3</sup> - Water rates set by RFP new rate calculated annually through rate setting process.	
Te Kuiti	3.94
Piopio	4.30
Maniaiti/Benneydale	4.74
Mokau	6.30
<b>Bulk Water (tankers/hydrant etc.)</b>	
Bulk Water take (tankers/hydrant etc.) Cost per m <sup>3</sup>	13.00
General Administration fee cover cost per invoice received	35.00
Annual Fee - this covers the cost associated with management of hydrant standpipe, contractors, volume of water take calculation and annual calibration of water meter and testing of non-return valve.	170.00
Administration fee	251.00
Connection Fee Te Kuiti, Piopio, Mokau, Maniaiti/Benneydale (All council supplies)	3150.00
Connection length - up to 8 meters to stormwater pipemain. Client will be charged actual costs for installation of pipe length past 8 meters.	
This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective if a connection has already been laid. <i>Traffic Management Plan approval and implementation to be charged at actual cost.</i>	
Disconnection Fee	568.00
<b>Testing Meters Fee</b>	
Domestic 15 mm and 20 mm	488.00
40 mm large connection	580.00
50 mm and 100 mm bulk	891.00
Reconnection	568.00
Water Permit (standpipe) Hire	238.00
Water Take Application Fee	177.00
Toby/ Valve locates	159.00
Water Meter Reading Fee 10% administrative costs	
• Te Kuiti	125.00
• Mokau	215.00
• Maniaiti/Benneydale	146.00
• Piopio	128.00
<b>Other Charges</b>	
For identification of underground services or any other operation deemed to differ from the normal fees and charges line item	Cost Recovery Basis Plus 10% administrative costs
<b>Solid Waste Management</b>	
<b>Kerbside Collection</b>	

ASSETS	
Description	2024/25 fee or charge (\$)
Purchase of WDC Rubbish Bags - Residents (each)	5.00
<b>Landfill and Transfer stations</b>	
<b>Waitomo District Landfill</b>	
<i>(Note: most charges are per 1 tonne (1,000kgs). There is no charge to dispose of official WDC Refuse Bags at Landfill)</i>	
<b>Purchase of Recycle Bin (Green Bin, each)</b>	16.00
<b>General Refuse</b>	
General Refuse (per tonne), 10kg and above (see below)	336.00
General refuse minimum charge (under 10kg)	12.00
<i>*Note: refer to example of weighbridge charges below</i>	
<b>Green Waste</b>	
Green Waste (per tonne)	220.00
<b>Special Refuse</b>	
Concrete and Bricks (per tonne)	95.00
Fibreglass (per tonne)	300.00
Clean Fill (per tonne)	59.00
Clay (per tonne)	47.00
Whiteware – each	35.00
Television - each	24.00
Computer - each	21.00
Household kitchen appliances	9.00
Oil, paint – per litre	7.00
Lead Cell Batteries (each)	36.00
Gas Cylinders (each)	17.00
Metal (scrap only, per tonne)	103.00
Polystyrene (per tonne)	1491.00
Timber Waste (per tonne)	190.00
Burial (per unit)	77.00
<b>Tyres</b>	
Car	18.00
4x4	23.00
Light Truck	23.00
Truck	28.00
Tractor	69.00
<b>Contaminated Soils</b>	381.00
<b>Contaminated Waste</b>	426.00
<b>Bulk Liquid Wastes will not be accepted</b>	
<b>Rural Transfer Stations</b> <i>Charges are per refuse item: Van (each). If the amount of general refuse is over and above the standard item, additional charges will be applied.</i>	
<b>General Refuse</b>	
Disposal of Unofficial rubbish bags - (if the size of the unofficial bag used is similar or smaller than WDC rubbish bag)	5.00
Wheelie Bin	37.00
Car boot	40.00
Van	70.00
Ute	80.00
Trailer	80.00
Special Refuse (E.g. Whiteware)	35.00
Televisions – each	24.00
Computer – each	21.00
Household kitchen appliances	9.00
<b>Landscape Supplies</b>	
<b>Riverstone (per tonne)</b>	
Riverstone 19mm Rolys	123.00
Riverstone 25-65mm Rolys	134.00
Riverstone 65-200mm Rolys	150.00
Riverstone Builder Mix	134.00

\*Waitomo District Landfill example of weighbridge charges:

6kg - **\$12.00**      11kg - **\$12.34**      19kg - **\$15.02**      22kg - **\$16.03**

**Document No:** A725541

**Report To:** Council



**Meeting Date:** 25 June 2024

**Subject:** Motion to Exclude the Public

**Type:** Decision Required

## Purpose

- 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.

## Commentary

- 2.1 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.

## Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
Riverview Heights Subdivision	Section 7(2)(c)(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)(a)(i)
Chief Executive's Annual Performance Review – Setting of Remuneration for 2024/2025	Section 7(2)(a) - To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(i)

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

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

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

A handwritten signature in blue ink, appearing to read 'M Higgie', is positioned above the printed name.

MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**