Agenda
Council Hearing

Submissions to:

Proposal to revoke the Public Amenities Bylaw 2015 and adopt the Cemeteries Bylaw 2026

17 November 2026
9.00am

Council Chambers
15 Queen Street
TE KUITI

Waitomo District Council is committed to conducting its business in a manner that is open, transparent and facilitates accountability and public participation. Any member(s) of the public wishing to address the Council at a Meeting or Workshop are asked to make arrangements through the Mayor's Office at least three clear working days before the scheduled Meeting or Workshop.

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council 's website. Every care will be taken to maintain individuals' privacy; however, attendees are advised they may be recorded as part of the general meeting proceedings.

Doc No 1019808

NOTICE OF MEETING

A HEARING OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 17 NOVEMBER 2026 AT 9.00AM FOR THE PURPOSE OF HEARING OF SUBMITTERS TO COUNCIL'S PROPOSAL TO REVOKE THE PUBLIC AMENITIES BYLAW 2015 AND ADOPT THE CEMETERIES BYLAW 2026

COUNCIL MEMBERS

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

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

ORDER PAPER

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PLEASE NOTE

1. The business papers attached to this Order Paper set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Council policy until such time as they might be adopted by Council resolution.
2. This Order Paper may be subject to amendment either by the addition or withdrawal of items contained therein.
3. This Meeting will be webcast in real time to the Waitomo District Council website and will also be available for viewing on demand as soon as reasonably practicable following the meeting.

Schedule of Submitters to be Heard

Tuesday 17 November 2026

Time	Submitter Name	Submission Numbers
9:00am	Janene New (Waitomo Funerals Ltd t/a V J Williams & Sons)	Sub No. 002

Document ID: 1019809

Report To: Council

Meeting Date: 17 November 2026

Subject: **Hearing of Submitters to Council's proposal to revoke the Public Amenities Bylaw 2015 and adopt the Cemeteries Bylaw 2026**

Type: Decision Required

Author(s): Michelle Higgie
Manager – Governance Support

1 Purpose of Report

1.1 The purpose of this business paper is for Council to hear Submitters speak in support of their written submissions to Council's proposal to revoke the Public Amenities Bylaw 2015 and adopt the Cemeteries Bylaw 2026.

2 Suggested Resolutions

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

1 The business paper on Hearing of Submitters to Council's proposal to revoke the Public Amenities Bylaw 2015 and adopt the Cemeteries Bylaw 2026 be received.

2 Council note the verbal submissions made by the following Submitters:

Submitter Name	Submission Number(s)
Janene New (Waitomo Funerals Ltd t/a V J Williams & Sons)	Sub No 002

3 The verbal submission be noted for consideration at the Council Meeting on Tuesday 24 November 2026 as part of the submission deliberations process.

If any late submissions are received -

4 Council accept the late submission(s) and include them for consideration as part of the deliberations at the Council Meeting on Tuesday 24 November 2026.

3 Notes

3.1 The Submissions circulated to elected members are "Not for Public Circulation". The Submissions published on Council's website have personal information redacted (private addresses, personal phone numbers and personal email addresses).

3.2 This is a Hearing for the purposes of Section 82(1)(d) of the Local Government Act 2002 i.e. to provide the opportunity for submitters to present their views in a manner and format appropriate to the preferences and needs of those submitters. Members must not to enter into any debate with Submitters, but may ask questions for clarification purposes.

3.3 Elected Members must consider all submissions without any pre-determination and with an open mind. This does not mean that Members' cannot have an opinion – it simply means that as an elected member you must be prepared to listen to alternative views and to change your own views should you be convinced to do so.

4 Commentary

CONSULTATION

4.1 The consultation period for this proposal was undertaken from 1 October to 30 October 2026.

4.2 As per historical practice, all submissions received up until the morning of Monday 2 November 2026 have been accepted as received being within the consultation period and not treated as late submissions.

4.3 At the consultation closing deadline three submissions were received.

4.4 Although not a formal submission, we have also included for Council's consideration a copy of feedback received on the Waitomo District Council Facebook Page.

LATE SUBMISSIONS

4.5 At the time of preparing this Agenda, no late submissions have been received.

4.6 In the event any late submissions are received, these will be circulated to the Council under separate cover and Council must decide whether or not to accept those late submissions and include them for consideration as part of its deliberations.

4.7 Historically, Council has accepted all late submissions received up until the time of the deliberations meeting.

HEARINGS PROCESS

4.8 Once Council has heard the Submitter speak in support of their written submission, a resolution is required to refer the verbal submission for deliberation at the Council Meeting on Tuesday 24 November 2026.

5 Attachments/Separate Enclosures

Attachments:

1 Submission No 001 – Karl Pompey
2 Submission No 002 – Janene New (Waitomo Funerals Ltd t/a V J Williams & Sons)
3 Submission No 003 – WDC Louise Wells
4 Facebook Feedback 001

Submission No. 001
Doc No 1011582

From: noreply@gurudigital.nz
Sent: Thursday, 8 October 2026 11:29 am
To: haveyoursay
Subject: The Form 'Submission Form: Proposed Cemeteries Bylaw 2026' was submitted

This sender is trusted.

Submission for Submission Form: Proposed Cemeteries Bylaw 2026

Form Results

Full Name
Kale Pompey

Organisation

Postcode
3910

Email
[redacted]

Do you agree with this proposal to revoke the Public Amenities Bylaw 2015 and adopt the Cemeteries Bylaw 2026 and the updated definitions?

Yes

Is there anything else you would like us to consider regarding the management of Council owned and operated cemeteries?

Thanks for the opportunity to submit on this, I request that Waitomo District Council maintain provisions that recognise actual qualifying war service or service recognised as war service by the Minister of Veterans' Affairs, rather than making membership of the Returned and Services Association (RSA) a requirement for eligibility.

The distinction is important.

A Servicemen's section exists primarily to recognise and honour the service and sacrifice of the individual who served, particularly those who served in circumstances where they placed their lives and personal safety at risk in defence of our country and the freedoms enjoyed by subsequent generations.

Membership of the RSA and military service are not the same thing. A person may have served their country with distinction and have never been a member of the RSA. Conversely, membership of an organisation should not, in itself, be the basis upon which a person is considered eligible for recognition within a Servicemen's section.

The existing Waitomo provisions appropriately recognise this distinction by providing that eligibility is based upon a person having had war service, or service defined by the Minister of Veterans' Affairs as war service.

I believe this principle should be carried directly into the proposed Cemeteries Bylaw 2026.

From: noreply@gurudigital.nz
Sent: Tuesday, 27 October 2026 1:45 pm
To: haveyoursay
Subject: The Form 'Submission Form: Proposed Cemeteries Bylaw 2026' was submitted

This sender is trusted.

Submission for Submission Form: Proposed Cemeteries Bylaw 2026

Form Results

Full Name
Janene New

Organisation
Waitomo Funerals Ltd t/a V J Williams & Sons

Postcode
3910

Email
office@vjwilliams.co.nz

I wish to speak to Council about my submission.
Yes

Do you agree with this proposal to revoke the Public Amenities Bylaw 2015 and adopt the Cemeteries Bylaw 2026 and the updated definitions?

No

Is there anything else you would like us to consider regarding the management of Council owned and operated cemeteries?

We forward our submission to info@waitomo.govt.nz

Submission No. 002

Waitomo Funerals Limited trading as

V J Williams & Sons

funerals & headstones

33 King Street West
P O Box 241
Te Kuiti 3941

phone 07 878 6100
fax 07 878 6115
email office@vjwilliams.co.nz

28 October 2026

The Chief Executive
Waitomo District Council
160 Rora Street
Te Kuiti

Dear Sir

Re: **Proposed Cemeteries Bylaw 2026**

Thank you for the opportunity to feedback on the abovenamed bylaw. We largely support the Bylaw however provide comments for your consideration as follows:

1. **Application for Burial**. We support the proposed changes noting the requirement of a Burial Warrant following the Application for Interment.
2. **Exclusive Right of Burial**. We support the proposed changes.
3. **Burial Plots:** No Exclusive Right of Burial. We support the proposed changes.
4. **Burial of Ashes**. We agree that no changes are required.
5. **Provisions for All Interments.**

5.1. We support the change of wording.

5.3. We request the option for families to back fill the grave, for ceremonial purposes, with the supervision of the sexton or their assistants. In practice the depth from the casket has been 1.3mtrs.

5.3.1. We suggest clarity for the interment of ashes be added to this clause or made as an additional clause i.e. *"No person other than the Sexton or their assistants, or any other person for the time being duly authorised by WDC, shall open the ground for interment of ashes in any part of any cemetery. Family and whanau may fill in after the interment has occurred. The minimum depth of cover over any ashes urn shall be 400 millimetres."* .

5.4. Publicly Funded Interments. b) We do not support this clause. Additional costs incurred to bury a person without means include transportation, storage, preparation*, provision of a casket, registration of death and administration. These costs are borne by the funeral director engaged and are partially off-set by the Work & Income Funeral Grant. Section 49 of Burial and Cremation Act 1964 entitled Burial and cremation of poor persons reads *"A local authority having the control and management of a cemetery and any person or body of persons (including a local authority) having the control and management of a crematorium may, and*

upon an order signed by a Justice shall, permit the body of any poor person, and of any person from any hospital, prison, or other public institution, on the request of the person in charge of such institution, to be buried in the cemetery or cremated in the crematorium free of charge:

provided that every Justice, before signing any such order, shall satisfy himself that the deceased person has not left sufficient means to pay the charge, and that his relatives and friends are unable to pay the same." For context, to our knowledge, there has been one burial for a person without means where WDC provided the plot and interment in the last approximately 20 years. Another case, within this timeframe, the plot was made available from the Exclusive Right of Burial and only the interment was provided by WDC free of charge. Our suggestion is clause b) be removed.

6. Enhancement of Plots

6.3. We advise the standard base of a burial granite monument is 380mm. More frequently families are requesting bronze plaques to be installed in front of existing headstones.

Monuments

6.5. For context we provide the volume of installations and maintenance conducted in the WDC cemeteries from January – September 2026.

Te Kuiti – 37 new headstones or plaques, 10 refurbishments, 3 extra inscriptions, 1 reface and 1 clean only.
Piopio – 6 new headstones or plaques
Aria – 1 new headstone or plaque
Te Waitere – 2 new plaques
Mokau -nil

6.8. This measurement of 450mm is not practical. The wedge, (the concrete foundation to level the monument) together with the granite base, and or plinth needs to be considered as well as the height of the plate (headstone). We suggest limiting the height of the plate to a maximum of 750mm.

6.9. We would like further consideration of this clause. Monuments are also made of concrete with bronze or Permanite plaques. Some families have elected to have local limestone installed with bronze plaques affixed.

6.10. Does this clause duplicate clause 6.6?

7. Plaque Lawn Cemeteries: Structures, Plaques, Tablets and Flowers on Plots.

7.1. (c) (iii) We do not support this clause. It is common practice to add a further plaque as a spouse or family member is memorialised.

8. Disinterment. This changes to this clause are acceptable.

9. Soliciting of Orders. We support these clauses.

10. Vehicles.

10.2. We suggest extending this clause to include parking during a burial. We shall be seeking authorisation to park on grassed areas when installing monuments and conducting a burial.

11. Animals. We support this clause.

12. Safe Work Practice.

12.6. We require clarification of when a deposit may be required.

13. Cemetery Maintenance.

13.2. The following maintenance is currently carried out in cemeteries. Please advise which of these WDC require prior approval.

13.2.1. Extra inscription. This requires removal of the plate to add the dates of the spouse or partner.

13.2.2. Reface. This requires removal of the plate to complete the reface.

13.2.3. Refurbishment. This may or may not require removal of the plate to repaint the wording.

13.2.4. Clean. This is done on site to remove dirt, lichen and moss.

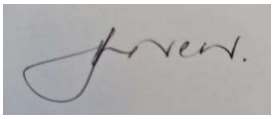
14. Removal of Fences, Headstones, Plants etc. We support these clauses.

15. Vases or Containers.

15.1. We appreciate the intent of the clause.

To support our submission, we have included some photographs of monuments. We request the opportunity to speak to our submission and look forward to hearing from you. We also make ourselves available to discuss with officers of WDC the processes in practice.

Yours faithfully



Janene New
Director
Waitomo Funerals Ltd
t/a V J Williams & Sons


Nate & Ninnie
Forever part of us
Nathan Charlie Anselmi
(Nate)
26 NOVEMBER 2017 - 15 JUNE 2022
When we think of you we think of joy,
You're missed every minute of everyday.
"We love you so much then you"
LOVED AND TREASURED SON OF
RYAN AND EMMA
AND THE MOST LOVED
LITTLE BROTHER OF EVA
"The Sunshine Song"
You are my Natey, my precious Natey,
I love you so much yes I do.
You are my best boy in the whole world
and I love you so much yes I do.
Love always Mum


IN LOVING MEMORY OF
MARGARET ANNE BUTTIMORE
21 FEBRUARY 1930 – 14 NOVEMBER 2017
87 YEARS OF AGE
WIFE OF KEITH
MOTHER OF GARY AND ROBERT
GRANNY TO HER GRANDCHILDREN AND
GREAT GRANDCHILDREN
NEW ZEALAND REGISTERED NURSE
(GRADUATED 1951)
SERVICE BEFORE SELF
231


JAMES
DIED 20th NOV 1984
AGED 75
LOVED PARENTS OF
COLLEEN, PEGGY
MAX & PATRIC
R.I.P.
IN
LOVING MEMORY OF
IVAN DENNIS
DIED 12TH APRIL 1979 AGED 55
LOVED HUSBAND OF
NOELINE FAYE
DIED 16TH APRIL 2002 AGED 70
LOVED PARENTS OF
GREGORY, JOANNE AND KAREN
GRANDPARENTS OF
CHINEMOA - MARIE
CAWTE
STANLEY ROBERT
17TH NOVEMBER 1959
—
24TH DECEMBER 1977
NAVY
ABLE SEAMAN
629148
CARTER
ERIC WILLIAM ALBERT
8TH JUNE 1946
—
19TH DECEMBER 2016
Soulmates Forever Together
CARTER
VALERIE JOAN ESMA
8TH JUNE 1935
—
16TH FEBRUARY 2017
CAWTE
ALEC
15TH SEPTEMBER 1929
—
3RD APRIL 2014
Here their bodies lie, their spirits dance above, it's time to say goodbye, to those we forever love
Shirley, Nigel and Robin


In Loving Memory
MEADS
COLIN EARL KNZM MBE
'PINETREE'
All Black #583
3 JUNE 1936 — 20 AUGUST 2017
DEARLY LOVED HUSBAND OF
VERNA CLAIRE NEE LANG
LOVED DAD
OF KAREN, KELVIN, RHONDA, GLYNN AND SHELLEY
TREASURED GRANDAD
OF THE GRANDCHILDREN AND GREAT GRANDCHILDREN


We Remember With Love
Our Beautiful and Gentle Soul
MICHAEL WILLIAM O'CONNELL
12th January 1970 — 23rd July 2018
Infinitely loved Son of ROBYN
nee Cribb
Devoted and cherished Dad
to CALUM and GEORGIA
Adored and loved Brother of ANNE
Loved Son of KEVIN
Treasured Grandson
of Nana and Poppa Cribb


In Loving Memory of
Ngaere Laura Parsons (nee May)
5th September 1924 – 1st September 2020
Loved wife of
Pete (Harry)
6th July 1924 – 6th July 1985
Adored Mum and Dad of
Beverley, Peter and their families


MICHAEL JOSEPH
YOUNGMAN
24 APRIL 1964 - 2 FEBRUARY 2021
56 YEARS OLD
HUSBAND AND SOULMATE OF LEANNE
LOVED FATHER OF CHLOE, MATT, PATRICK AND SAM
DEVOTED GRANDAD (HIHI) OF HIS PRECIOUS GRANDCHILDREN
SPECIAL FATHER IN LAW, BROTHER, UNCLE AND FRIEND
"I'LL WAIT FOR YOU, SHOULD I FALL BEHIND WAIT FOR ME"
Rex Pitcon
MASTERS

From: noreply@gurudigital.nz
Sent: Friday, 30 October 2026 3:22 pm
To: haveyoursay
Subject: The Form 'Submission Form: Proposed Cemeteries Bylaw 2026' was submitted

This sender is trusted.

Submission for Submission Form: Proposed Cemeteries Bylaw 2026

Form Results

Full Name
Louise Wells

Organisation
Waitomo District Council

Postcode
3909

Email
louise.wells@waitomo.govt.nz

I wish to speak to Council about my submission.
No

Do you agree with this proposal to revoke the Public Amenities Bylaw 2015 and adopt the Cemeteries Bylaw 2026 and the updated definitions?
Yes

Is there anything else you would like us to consider regarding the management of Council owned and operated cemeteries?
Clause 1.9 – Notice period for interments

The proposed notice period of 9 working hours before a funeral is not enough time for office staff and the sexton to complete the required work, particularly for burials at our rural cemeteries. I propose this is increased to 12 working hours.
For burials on weekends and public holidays, the proposed 12 working hours' notice is also insufficient. Council staff may need to travel some distance to complete the work, I propose this is increased to 16 working hours.

Clause 2.1 – Terms and conditions, and duration of the Exclusive Right of Burial

Clause 2.1 states that burial plots are subject to the terms and conditions set by Council. Please clarify where these terms and conditions are documented, and consider referencing them in the Bylaw so they are easy for the public to find.
Clause 2.1 also states that the Exclusive Right of Burial "may be granted for a limited period as determined by Council". Please clarify:
• what the limited period is
• where it is recorded
• what happens when the period ends, for example whether the right can be renewed and what happens to the plot if it has not been used
Plot purchasers and staff answering their enquiries need this information to be clear.

Clause 4.2 – Burial of ashes

Clause 4.2 Allows up to four urns per plot. This does not reflect the capacity of Council's ashes walls:

- Kiritehere ashes wall – can accommodate two urns only
- Te Kūiti ashes wall – can accommodate two urns only
- Piopio – Current ashes wall can accommodate two urns only, space is currently limited

I suggest the Bylaw distinguishes between burial plots, garden of memories and ashes walls, and sets out the capacity limits for ashes walls (or refers to where these are specified).

Clause 5.1 – Hours for interments

I propose removing the words "unless agreed upon by WDC" so that interment hours are applied consistently. There are two reasons for this:

- Staff need reasonable time to travel to and from the district's rural cemeteries. Interments outside the set hours make this difficult to manage.

The Bylaw should state clearly that burials are not offered on Sundays. The table lists Monday to Saturday only, but the words "unless agreed upon by WDC" could be read as allowing Sunday burials by arrangement.

Facebook Feedback

