

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 24 MARCH 2026 AT 9.00AM

- PRESENT:** Mayor John Robertson
Deputy Mayor Eady Manawaiti
Councillor Olivia Buckley
Councillor Allan Goddard
Councillor Janette Osborne
Councillor Dan Tasker
Councillor Isaiah Wallace
- SUBMITTERS:** Submission No 30 Jahmin Waikato
Submission No 35 Ross Herewini
Submission No 55 Keiran Chandler on behalf of Libby & Pete Chandler (Spellbound Ltd)
Submission No 66 Ata Te Kanawa
Submission No 75 Raymond Cribb
Submission No 79 Denise Marshall (Te Wharekura o Maniapoto)
Submission No 50 Benjamin Murray (Graymont)
- OTHER SPEAKERS:** Te Wharekura o Maniapoto Students (x6)
Les Koroheke
Lyn Cribb
Shannon Manawaiti
Mihi Tuheke
- PUBLIC:** 23 Supporters and Submitters to the Proposed Oparure Road Speed Limit Change
- STAFF:** Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
General Manager – Strategy and Environment, Alex Bell
Manager – Strategy and Policy, Charmaine Ellery
General Manager – Community Services, Helen Beaver
Manager – Community Development, Sarah McElroy
Manager – Customer and Digital Services, Kat Merrin-Brown
Customer Services Team Leader, Louise Wells
Policy Advisor, Rajeshwari (Raj) Mahadevappa
General Manager – Infrastructure Services, Shyamal Ram
Property and Facilities Manager, Liz Riley
Solid Waste Lead, Komal Devi
Acting Roading Manager, Richard Shailer

1. Karakia Tuwhera

2. Apologies

No apologies.

3. Hearing of Submissions for 2026 Consultation on Oparure Road Speed Limit Change

Council heard Submitters speak in support of their written submissions to the proposed Speed Limit Change on Oparure Road.

Copies of all written submissions received have been distributed separately and form part of this business paper.

Submission No 55 – Libby & Pete Chandler (Spellbound Ltd)

Keiran Chandler spoke in support of Submission No 55 on behalf of Libby and Pete Chandler (Spellbound Ltd) supporting a 50km speed limit.

Submission No 30 – Jahmin Waikato

Jahmin Waikato spoke in support of her written submission supporting a 50km or lower speed limit.

Submission No 35 – Ross Herewini

Ross Herewini spoke in support of his written submission supporting a 50km speed limit.

Submission No 75 – Raymond Cribb

Ray Cribb spoke in support of his written submission supporting a 50km speed limit and resubmitted the petition gathered in 2023.

Te Wharekura o Maniapoto Students (x6)

Students from Te Wharekura o Maniapoto spoke in support of reducing the speed limit to 50km.

Submission No 50 – Benjamin Murray (Graymont)

Ben Murray spoke in support of the Graymont submission supporting the community stance of a 50km speed limit through Oparure Village.

Submission No 79 – Denise Marshall (Te Wharekura o Maniapoto)

Denise Marshall spoke in support of her written submission on behalf of Te Wharekura o Maniapoto supporting a 50km speed limit.

Les Koroheke

Spoke in support of a 50km speed limit and recommending School signage be erected.

Submission No 66 – Ata Te Kanawa

Ata Te Kanawa spoke in support of her written submission supporting a 50km speed limit.

Lyn Cribb

Lyn Cribb spoke in support of a 50km speed limit and highlighted the dangers of accessing Oparure Road from residential driveways.

Shannon Manawaiti

Shannon Manawaiti, Te Kūiti Pa Chairman was in attendance to support the Oparure Marae submission for a 50km speed limit, noting that safety is the key issue.

Mihi Tuheke

Mihi Tuheke reminded elected members of an accident that occurred near the Troopers Road intersection between a school bus and truck which took the lives of two children being delivered home after school and supporting a 50km speed limit.

The Mayor summarised the discussion as follows, noting that the consultation process has highlighted areas of concern to be considered over and above the proposed speed limit change:

- Speed Limit – support for 50km
- Signage – upgrading is required – make recognisable to public, not just locals
- Footpath establishment consideration
- Slip / Road Slump
- Driveways – safe access onto road carriageway
- Intersection with Boddies Road
- Village Signage

The meeting adjourned for morning tea at 10.21am.

The General Manager – Strategy and Environment and Manager – Strategy and Policy left the meeting at 10.21am.

The Submitters and Supporters left the meeting at 10.30am.

The meeting reconvened at 10.36am.

The General Manager – Community Services, Manager – Community Development, Manager – Customer and Digital Services and the Customer Services Team Leader entered the meeting at 10.36am.

Resolution

- 1 The business paper on Hearing of Submitters – Oparure Road Speed Limit Change 2026 be received.
- 2 Council note the verbal submissions made by the following Submitters:

Submission No	Submitter Name
55	Libby & Pete Chandler (Spellbound Ltd)
30	Jahmin Waikato
35	Ross Herewini
66	Ata Te Kanawa
75	Raymond Cribb
79	Denise Marshall (Te Wharekura o Maniapoto)
50	Benjamin Murray (Graymont)
	Te Wharekura o Maniapoto Students (x6)
	Les Koroheke
	Lyn Cribb
	Shannon Manawaiti (Te Kūiti Pa)
	Mihi Tuheke

- 3 The verbal submissions be noted for consideration at the Council Meeting on Tuesday 14 April 2026 as part of the submission deliberations process.

Manawaiti/Tasker Carried

4. Declarations of Member Conflicts of Interest

No declarations made.

5. Confirmation of Minutes: 24 February 2026

Resolution

The Minutes of the Waitomo District Council meeting held on 24 February 2026, including the public excluded Minutes, be confirmed as a true and correct record.

Robertson/Manawaiti Carried

6. Bi-Monthly Activity Report: Community and Partnerships

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

The General Manager – Community Services supported by the Manager – Community Development, Manager – Customer and Digital Services and Customer Services Team Leader expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The Bi-Monthly Activity Report: Community and Partnerships be received.
- 2 In accordance with Clause 7.3 of the Waitomo District Dog Control Bylaw 2023, Council approve 20 registered farm dogs to operate on Rora Street Te Kuiti with the team managing the sheep run at the Great New Zealand Muster on 11 April 2026 from 0800 until 1500 hours.

Osborne/Wallace Carried

The General Manager – Community Services, Manager – Community Development, Manager – Customer and Digital Services and Customer Services Team Leader left the meeting at 10.56am.

7. Mayor's Report – March 2026

Council considered the Mayor's Report for March 2026 including progress of the various Steering Groups established by Council on 25 November 2025 as follows:

Inframax Board Liaison	Mayor (Lead), Cr Goddard
Les Munro Centre	Mayor (Lead), Cr Tasker, Cr Wallace
Local Roding Network	Mayor (Lead), Cr Buckley, Cr Goddard
One "King Country" Council	Mayor (Lead),
Te Kūiti Aerodrome (Industrial Park)	Mayor (Lead), Cr Tasker, Deputy Mayor Manawaiti
Waikato University Clinical Training	Mayor (Lead), Cr Buckley
Waitomo District Landfill and Solid Waste	Cr Goddard (Lead), Mayor, Cr Osborne

The Mayor, Councillor Goddard and Councillor Buckley expanded verbally on progress with relevant Steering Groups.

Councillor Osborne noted her objection to Suggested Resolution 9 as it is worded in the business paper as, if passed, the resolution binds Council's support to a concept of which the detail has never been presented to the Council for consideration.

Councillor Goddard agreed with Councillor Osborne in that while he too supports the promotion and lobbying for one "rural" council, until a detailed concept is developed and presented for consideration, Council should not make any formal resolution on a concept.

Resolution

The Mayor's Report – March 2026 be received.

- 1 The Mayor's Report – March 2026 be received.
- 2 Council notes the engagement by the Waitomo District Landfill and Solid Waste Steering Group with the Executive on the future of the Landfill and the transfer station.
- 3 Council notes the engagement by the Local Roding Network Steering Group set up to review Council's local roding network with the Executive.
- 4 Council notes the engagement by the Waikato University Clinical Training Steering with the University of Waikato regarding the proposals to place students from the Graduate School of Medicine into rural communities, including the development of a Clinical Community Learning Centre,
- 5 Council notes that the Les Munro Centre Steering Group set up to review the use of the Les Munro Centre will revisit the plans workshopped by the previous Council.
- 6 Council notes that the Te Kūiti Aerodrome (Industrial Park) Steering Group set up to advance the development of an industrial park beside Te Kuiti Aerodrome will review plans workshopped by the previous Council and consider whether preparatory works should be undertaken.

- 7 Council notes the preliminary infrastructure work planned at Te Kuiti Aerodrome to improve drainage and the entranceway off Tuariri Road will complement work proposed for the proposed industrial park.
- 8 Council notes the work underway by the Waikato Mayoral Forum to consider the form and function of local government in the Waikato region.

Robertson/Osborne Carried

- 9 Council supports a concept of one "King Country" Council and the Mayor's promotion of this.

Robertson/Tasker Carried

Cr Osborne and Cr Goddard noted their objection to Resolution 9 for the reasons stated.

8. Triennial Agreement – Waikato Region 2025-2028

Council considered a business paper presenting for consideration and to obtain the Council's approval the proposed 2022-2028 Waikato Region Triennial Agreement and to authorise the Mayor to sign the Agreement on behalf of the Council.

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

Resolution

- 1 The business paper on Waikato Triennial Agreement 2025-2028 be received.
- 2 Council note the endorsement of the Waikato Mayoral Forum of the Waikato Triennial Agreement 2025-2028.
- 3 Council approves the Waikato Triennial Agreement 2025-2028 as presented and authorises the Mayor to sign the Agreement on behalf of Council.

Goddard/Buckley Carried

9. Triennial Agreement – Manawatu-Whanganui Region 2025-2028

Council considered a business paper presenting the Manawatu-Whanganui Region Triennial Agreement for the 2025-2028 period or until such time as the Agreement is either amended by agreement of all parties or is renewed following the 2028 local authority elections and before 1 March 2029.

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

Resolution

- 1 The business paper on Manawatu-Whanganui Triennial Region Agreement 2025-2028 be received.
- 2 Council approve the Manawatu-Whanganui Region Triennial Agreement 2025-2028 for signature by the Mayor.

Osborne/Manawaiti Carried

10. Local Government New Zealand – Remits Process

Council considered a business paper providing a brief on the process for submitting remits to the Local Government New Zealand Annual General Meeting.

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

Resolution

The business paper on Local Government New Zealand – Remits Process be received.

Manawaiti/Tasker Carried

11. CoLab – Draft 2026-27 Statement of Intent and Half Annual Accounts

Council considered a business paper presenting the Half-year Report to 31 December 2025 for Co-Lab and the Draft 2026 Statement of Intent.

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

Resolution

- 1 The business paper on Co-Lab Half-year Report to the 31 December 2025 and the Draft 2026 Statement of Intent be received.
- 2 The Co-Lab Half-year Report to 31 December 2025 be published on Council’s website.
- 3 No changes are suggested to the Draft 2026 Statement of Intent for Co-Lab.

Manawaiti/Tasker Carried

12. Inframax Construction Limited - Half Annual Accounts and draft Statement of Intent 2026-27

Council considered a business paper presenting the Half Annual Report to 31 December 2025 and the draft Statement of Intent for Inframax Construction Ltd for the year ending 30 June 2027.

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

Resolution

- 1 The business paper on Inframax Construction Ltd – Half Annual Report to 31 December 2025 and the draft Statement of Intent for year ending 30 June 2027 be received.
- 2 The Inframax Construction Limited – Half Annual Report to 31 December 2025 be published on Council’s website.
- 3 No changes are suggested to the Inframax Construction Ltd draft Statement of Intent for the year ending 30 June 2027.

Robertson/Goddard Carried

13. Waikato Waters Limited - Half Yearly Report to 31 December 2025
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Council considered a business paper presenting the first half yearly report for Waikato Waters Limited (WWL).

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

Resolution

The business paper on Waikato Waters Limited - Half Yearly Report to 31 December 2025 be received and the Half Yearly Report be published on Council’s website.

Manawaiti/Osborne Carried

14. Solid Waste Bylaw Review - Adoption of Statement of Proposal for Consultation
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Council considered a business paper seeking Council's approval of the Statement of Proposal for Consultation on Draft Waitomo District Council Solid Waste Bylaw.

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

Resolution

- 1 The business paper on Solid Waste Bylaw Review - Adoption of Statement of Proposal for Consultation be received.
- 2 Council adopts the Statement of Proposal, which includes the Draft Waitomo District Solid Waste Bylaw 2026 for public consultation.
- 3 Council approves that the public consultation period begins on 30 March 2026 and concludes on 30 April 2026.
- 4 Council authorises the Chief Executive to make editorial and/or layout changes to the Statement of Proposal that may be necessary before it is made publicly available.

Manawaiti/Goddard Carried

The General Manager – Strategy and Environment, Manager – Strategy and Policy and Policy Advisor entered the meeting at 11.52am.

15. Proposed 2026-2027 Dog Registration Fees and Charges Schedule for Adoption

Council considered a business paper presenting for consideration and adoption the proposed Dog Registration Fees and Charges Schedule 2026-2027.

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

Council noted that the Gold Cardholders fee which is to have an 11% discount should apply to both urban dogs and spayed or neutered dogs.

Resolution

- 1 The business paper on Proposed 2026-2027 Dog Registration Fees and Charges schedule for adoption be received.
- 2 The Proposed Dog Registration Fees and Charges for 2026-2027 be adopted as amended.

Osborne/Buckley Carried

16. Adoption of the Consultation Document and the Supporting Information for the 2026-27 Draft Annual Plan

Council considered a business paper presenting for consideration and adoption for public consultation -

- 1 Draft Consultation Document Annual Plan 2026-27
- 2 Supporting Information
- 3 Proposed Fees and Charges Schedule 2026-2027

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

Resolution

- 1 The business paper on Adoption of the Consultation Document and the Supporting Information for the 2026-27 Draft Annual Plan be received.

- 2 The following supporting information for the 2026-27 Draft Annual Plan be adopted for public consultation:
- (a) Prospective Statement of Funding Sources
 - (b) Prospective Whole of Council Funding Impact Statement
 - (c) Summary Prospective Financial Statements
 - (d) Financial Reporting and Prudence Benchmarks
 - (e) Rating Examples
 - (f) Draft Revenue and Financing Policy 2026
 - (g) Draft Significance and Engagement Policy 2026
 - (h) Draft Policy on Appointment of Directors to Council Controlled Organisations 2026
- 3 The Proposed Fees and Charges for 2026-27 Draft Annual Plan be adopted for public consultation.
- 4 The Consultation Document for the 2026-27 Draft Annual Plan be adopted for public consultation.
- 5 The Chief Executive be delegated authority to make any final editorial amendments to the Consultation Document and the supporting information, if required, prior to commencement of the consultation period.

Wallace/Manawaiti Carried

17. Long Term Plan 2027-2037 - Development Process and Timeframes
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Council considered a business paper providing an overview of the work programme for the Long Term Plan 2027-2037 Project.

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

Resolution

- 1 The business paper on Long Term Plan 2027-2037 Development Process and Timeframes be received.
- 2 The key milestones and indicative timeframes for the development of LTP 2027-2037 be approved.

Council Touchpoint	Key Milestones	Date
LTP Workshop 1	Project Structure and Timeframes	10 March 2026 - completed
Council Meeting	Endorsement of Project development process and anticipated timeframes	24 March 2026
LTP Workshop 2	<ul style="list-style-type: none"> Review of Council's Strategic direction including (including New LG purpose) Community outcomes Focus areas Context Setting: Business we are in Waikato Waters Limited – Transition impacts Pre-engagement LTP 2024-34 Submissions 	14 April 2026
LTP Workshop 3 (full day)	<ul style="list-style-type: none"> Groups of Activities Structure Rating considerations <ul style="list-style-type: none"> – General Rate – UAGC – Targeted – Stormwater – Forestry Performance measurement framework 	5 May 2026

Council Touchpoint	Key Milestones	Date
	<ul style="list-style-type: none"> • LOS / AMP Roading #1 (back-up June) • LOS / AMP Stormwater #1 (back-up June) • Infrastructure + Stormwater Strategies #1 (back-up June) • Non-financial assumptions • Pre-engagement content (if required) 	
Council Meeting	Council's Strategic direction community outcomes and focus - Adoption	26 May 2026
LTP Workshop 4 (full day)	<ul style="list-style-type: none"> • Financial Strategy #1 • Revenue and Financing Policy (RFP) #1 • Financial forecasting assumptions • Rating structure review • Rate increase appetite • Rates remission #1 • Draft Public Amenities Bylaw 	7 July 2026
LTP Workshop 5	<ul style="list-style-type: none"> • Financial Strategy #2 • Revenue and Financing Policy (RFP) #2 • Infrastructure and Stormwater strategies #2 • LOS / AMP Roading #2 • LOS / AMP Stormwater #2 • S&E Policy review • Community Insurance Policy • Review of the Community Development Fund Policy 	4 August 2026
LTP Workshop 6 (full day)	<ul style="list-style-type: none"> • Treasury Policy • Solid Waste AMP • LOS/ AMP Parks and Reserves • LOS / AMP Recreation and Culture • LOS / AMP Public Amenities • LOS/ AMP Housing and Property • LOS / AMP Community and Partnerships • LOS / AMP Information Services • LOS / AMP Regulatory / Resource Management 	18 August 2026
LTP Workshop 7	<ul style="list-style-type: none"> • Business cases for new projects 	6 October 2026
LTP Workshop 8	<ul style="list-style-type: none"> • Development of capital programme • Performance measures – outcome of reviews • Review of inflation forecast and DIA rate targets 	20 October 2026
LTP Workshop 9	<ul style="list-style-type: none"> • Post election review • Review of CapEx Programme • Revenue and Financing Policy and Financial Strategy – Analysis and discussion of issues • Confirm Assumptions (Financial and Non-Financial) • Consultation topics • LTP Policies 	17 November 2026
LTP Workshop 10	<ul style="list-style-type: none"> • Revenue and Finance Policy #3 • Financial Strategy #3 • Confirm Rate Appetite • Confirm Rate Structure • Rates remission #2 • Roading AMP and Infrastructure Strategy (NZTA numbers) • Stormwater Strategy • Draft Budget Forecasts • Strategic Financial Issues • Confirm topics and options to be included in CD 	1 December 2026
LTP Workshop 11	<ul style="list-style-type: none"> • Draft Financial Forecasts #2 • Draft CD – 1st review • Final Draft Policies 	9 February 2027

Council Touchpoint	Key Milestones	Date
LTP Workshop 12	<ul style="list-style-type: none"> Finalising draft LTP Consultation Document Preliminary Draft Financial Forecasts 	23 February 2027
Council Meeting	<ul style="list-style-type: none"> Adopt Consultation Document for Audit Adopt Draft Financials for Audit Adopt supporting information for Audit 	4 March 2027
	AUDIT	8-12 March
	AUDIT (hot review)	15-17 March 2027
Council Meeting - Adoption of Supporting Information	Adopt for Consultation: <ul style="list-style-type: none"> Consultation Document Supporting Information Supporting Information on proposals Financial Statements LoS and Performance Measures Infrastructure Strategy Stormwater Strategy Financial Strategy Revenue and Financing Policy Rates Remission Policy Planning Assumptions Treasury Policy Significance and Engagement Policy 	30 March 2027
Public Notification		2 April 2027
Consultation Period		2 April – 3 May 2027
Council Meeting		27 April 2027
Council Hearings	Hearing of Submitters LTP	11 May 2027
Council Meeting	Deliberation of Submissions LTP	25 May 2027
Council Meeting	Adoption LTP	29 June 2027

Robertson/Manawaiti Carried

18. Te Kūiti Transfer Station Development

Council considered a business paper providing a brief on the redevelopment of the Te Kūiti Transfer Station.

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

The General Manager – Infrastructure Services, Property and Facilities Manager, Solid Waste Lead and Acting Roading Manager entered the meeting at 12.08pm.

Resolution

The business paper on Update on Transfer Station Development be received.

Goddard/Buckley Carried

The General Manager – Strategy and Environment, Manager – Strategy and Policy and Policy Advisor left the meeting at 12.09pm

19. Bi-Monthly Activity Report – Infrastructure Services

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

The General Manager - Infrastructure Services, Acting Roading Manager, Solid Waste Lead and Property and Facilities Manager expanded verbally on the business paper and answered Members questions.

The Acting Roading Manager left the meeting at 12.19am.

The Mayor and Deputy Mayor noted this is the last Council meeting that the General Manager – Infrastructure Services, Shyamal Ram will be attending and acknowledged his service over the last four years.

Resolution

The Bi-Monthly Activity Report: Infrastructure Services be received.

Robertson/Tasker Carried

The Solid Waste Lead and Property and Facilities Manager left the meeting at 12.27pm

20. Motion to Exclude the Public

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

Resolution

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

General Subject	Reason for passing this resolution	Section 48(1) grounds for the passing of this resolution
1. Update - Performance of Recently Installed Three Waters Infrastructure	Section 7(2) (g) To maintain legal professional privilege. and (i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
2. Update - Te Kuiti Water Supply Resilience Improvements	Section 7(2) (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

General Subject	Reason for passing this resolution	Section 48(1) grounds for the passing of this resolution
3. Te Tari Whakatau - Request	Section 7(2) (h) To enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
4. Verbal Briefing - CLM	Section 7(2) (h) To enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
5. Waikato Waters Limited – Accession Deeds and Guarantee	Section 7(2) (g) To maintain legal professional privilege. and (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	Section 48(1) (d) that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

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

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

Robertson/Wallace Carried

The meeting adjourned for lunch at 12.30pm
Mayor Robertson left meeting at 12.30pm
The meeting reconvened at 1.03pm

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

Resolution

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

1 Update – Performance of Recently Installed Three Water Infrastructure

The Resolution only be made public as follows:

Resolution

The business paper on Update - Performance of Recently Installed Three Waters Infrastructure be received.

Manawaiti/Tasker Carried

2 Update - Te Kūiti Water Supply Resilience Improvements

The Resolution only be made public as follows:

Resolution

The business paper on Te Kuiti Water Supply Resilience Improvements Update be received.

Buckley/Wallace Carried

3 Te Tari Whakatau - Request

Resolution 1 only be made public as follows:

Resolution

1 The business paper on Te Tari Whakatau - Request be received.

Wallace/Tasker Carried

4 Verbal Briefing - CLM

Resolution 1 only be made public as follows:

Resolution

1 The Verbal Briefing be received.

Tasker/Goddard Carried

5 Waikato Waters Ltd - Accession Deeds and Guarantee

Resolutions 1 and 2 only be made public as follows:

Resolution

1 The business paper on Waikato Waters Ltd - Accession Deeds and Guarantee be received.

2 Council approve the Local Government Funding Agency Guarantee and the Global Guarantee on terms consistent with those set out in the business paper and attachments.

Manawaiti/Goddard Carried

22. Karakia Whakamutunga

There being no further business the meeting closed at 2.23pm.

Dated this day of

JOHN ROBERTSON
MAYOR

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WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 14 APRIL 2026 AT 9.00AM

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

STAFF: Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgle
Manager – Strategy and Policy, Charmaine Ellery
Policy Advisor, Rajeshwari (Raj) Mahadevappa

1. Karakia Tuwhera

2. Deliberation of Submissions – Proposed Oparure Road Speed Limit Change

Council considered a business paper presenting the submissions received on the Oparure Road Speed Limit Consultation for deliberations and seek a decision from Council to complete the alternate speed method proposal to be submitted to the Director of Land Transport.

The Mayor recommended that Council delegate authority to the Chief Executive to prepare and submit a submission and that it is not necessary for the submission to come back to Council for approval.

Deputy Mayor Manawaiti recommended that the Marae and Whare be informed when the submission is lodged and be provided with a copy of the submission.

Resolution

- 1 The business paper on the Deliberation of Submissions - Proposed Oparure Road Speed Limit Change be received.
- 2 Council receive and acknowledge the submissions.
- 3 Council supports the making of a submission on the alternate speed method proposal to the Director of Land Transport recommending that a speed limit change of 50km/h be implemented on the section of Oparure Road set out in Appendix 1 to this business paper.
- 4 That the Mayor and Chief Executive be delegated authority to approve the final submissions.
- 5 Elected members and WDC staff would like to thank everyone who engaged in the consultation including those from the local community and Whare Kura and Marae and acknowledge the time and effort involved in making submissions.

Goddard/Manawaiti

Carried

Document ID: 968712

Report To: Council



Meeting Date: 28 April 2026
Subject: Mayor's Report – April 2026
Type: Information Only
Author(s): John Robertson
 Mayor

1. Purpose of Report

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

2. Suggested Resolution

- 2.1 The following is a suggested resolution only and does not represent Council policy until such time as it is adopted by formal resolution.
- 1 The Mayor's Report – April 2026 be received.
 - 2 That Council supports the concept of hosting a function in the middle year of the election cycle at which the contribution of volunteers in our district is acknowledged.

3. Purpose of Report

- 3.1 The 2026 New Zealand Shearing Championship, the Muster, and the Running of the Sheep events were once again extremely successful. Behind this success is the work of organisers and volunteers.
- 3.2 Council staff played their parts, and for that elected members are extremely grateful. The Shearing Committee once again put in the hard yards. The Running of the Sheep happens because farms are prepared to supply sheep and shepherds prepared to look after them.
- 3.3 I fear naming individual contributors and sponsors, for I will inadvertently miss some. But we know that volunteer effort that takes place to deliver these events is massive.
- 3.4 So too are the efforts that volunteers in our communities contribute to other events and community outcomes.
- 3.5 Most volunteers do not seek praise, but they deserve it. They are often quietly working away behind the scenes.
- 3.6 Those who benefit from these efforts often want to pass on their thanks, but there hasn't been a forum in the district to do so.
- 3.7 In many communities, Councils put on an event to recognise volunteers. Over the past few years elected members and staff have discussed options about how we might do this.
- 3.8 Prior to COVID, Council held an annual event where volunteers were acknowledged. The form of the event required a degree of judgement, a selection process.
- 3.9 I prefer an approach that does not have a selection process overseen by Council or a committee set up by Council, but instead leaves this part of the process to community groups.

3.10 My suggestion is that we ask the Executive to develop an approach that incorporates the following methodology:

1. That in the middle of the electoral term, Council holds a function (morning or afternoon tea) presided over by the Mayor at which Council acknowledges the contribution of volunteers in our district.
2. That in order to select those deserving of recognition, Council invites community groups to nominate up to two individuals for special recognition.
3. That community groups invited to nominate include service clubs, marae, emergency service organisations, town and village promotion / support groups, hall committees, early childhood centres and schools. (This list would be established by the Executive and reviewed by elected members to make sure we haven't missed any group).
4. That the nominated volunteers be invited to bring to the function up to six people, including friends and whanau, and leaders from the nominating organisation.

Document ID: 968669

Report To: Council

Meeting Date: 28 April 2026
Subject: Chief Executive's Report – April 2026
Type: Information Only
Author(s): Ben Smit
 Chief Executive

1. Purpose of Report

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

2. Suggested Resolutions

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

- 1 The Chief Executive Report – April 2026 be received.

3. Commentary

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

FINANCIAL		SIGNATURE PROJECTS	OPERATIONS	
Net Operating Position YTD	Available in March report	Report is a "Work in Progress" subject to development of the Project Management Framework	Leadership	Water Services transition to Waikato Waters
Variance to Revised Budget	Available in March report		Community/Partners	Organisation structure final implementation
Capital Spend YTD % of Revised Budget	Available in March report		Recreation/Property	Annual Plan
Total YTD Capital Spend to	Available in March report		Regulatory	District Plan
Loan \$M at	Available in March report		Resource Management	Landfill closure, Solid Waste contracting and planning
			Solid Waste	Te Kuiti Water Resilience project
			Stormwater	Stormwater futures planning
			Wastewater	Roading team structure implementation
			Water	
			Roading	

KEY DECISIONS / DISCUSSIONS	TOP OF MIND
<p>To be made by Council for input</p> <ul style="list-style-type: none"> • Finance and Bi-monthly reports • Policy and Bylaw approvals 	<p>Areas of focus or concern for CEO</p> <ul style="list-style-type: none"> • Development of Waikato Waters transition and continued implementation of organisational change • Solid Waste landfill closure and contract implementation • Roothing team and stormwater future delivery • Tradewaste agreements' structure

BIG WINS / LEARNING
<ul style="list-style-type: none"> • Waikato Waters Limited – great progress on other agreements and transition processes. Staff job offers in place. • Annual Plan budgets progress

HEALTH & SAFETY
<p>Incidents, Accidents and Near Misses</p> <ul style="list-style-type: none"> • Nothing significant to report. <p>Staff Wellbeing</p> <ul style="list-style-type: none"> • Difficult times for all staff as organisation structure changes impact and roles are recast. • Recruitment: Roothing Engineer, Transfer station operator

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

Document ID: 968668

Report To: Council



Meeting Date: 28 April 2026

Subject: **Bi-Monthly Activity Report: Corporate and Finance**

Type: Information Only

Author(s): Tina Hitchen
Chief Financial Officer
Adrian Lindsay
Legal Officer
Michelle Higgin
Manager – Governance Support
Ben Smit
Chief Executive

1. Purpose of Report

- 1.1 The purpose of this business paper is to update Council on activities that form part of the Leadership/Governance Group including Finance.
- 1.2 Council will note the name change of this Bi-Monthly report as a result of the recent organisation restructure.

2. Suggested Resolutions

- 2.1 The following is a suggested resolution only and does not represent Council policy until such time as it is adopted by formal resolution.
- 1 The Bi-Monthly Activity Report: Corporate and Finance be received.

3. Background

- 3.1 This report incorporates commentary (on an as required basis) on activities including:
- Finance
 - Leadership/Governance
 - Legal Matters (including official information requests)
 - Inframax Construction Limited
 - CoLab
 - Council Owned Quarries
 - Fleet

4. Finance

CURRENT ACTIVITY

- 4.2 The preparation of the information requests for the Waikato Waters Ltd (WWL) Finance and Commercial workstream continue along with discussions on the billing services post transfer of water assets.
- 4.3 Work continues in the debt collection area to resolve outstanding arrears and engage with our customers. An update on the receivables is included elsewhere in the agenda as part of the Financial Report.

LOOKING FORWARD – THE NEXT 3 MONTHS

- 4.5 The preparation of the draft Annual Plan document will commence.

- 4.6 Preparation and planning will continue for the valuation of roads and solid waste assets and the valuation of the investment in Inframax Construction Ltd. The final valuations will be audited and included in the 2026/27 annual report.
- 4.7 The development of the draft Long Term Plan will commence with preparation for the early LTP workshops.
- 4.8 The finance team will continue to support the workstream for transition of water assets to WWL. Work also continues in the debt collection area with further abandoned land and rating sales planned for the next three months.

5. Leadership/Governance

5.1 CURRENT ACTIVITY

5.2 ELECTED MEMBER INDUCTION PROCESS

- 5.3 The Induction Programme for the current triennium is almost complete with the last of the Induction Tours (Waitomo Valley/West Coast) scheduled for Thursday 23 April.

5.4 FLEET RENEWAL

- 5.5 Planning is already commencing for the 2026/2027 Fleet Renewal programme. There will be a significant reduction in the fleet with the nine water services utilities being transferred to Waikato Waters Ltd from 1 July and the sale of another couple of surplus vehicles as a result of the organisation restructure and with Aotahi's Rangitahi Pathways programme coming to an end.

- 5.6 All vehicles to be disposed of are sent to Turners Auto Retail Division in Hamilton. This process of disposing of surplus vehicles meets the requirements of Council under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009.

- 5.7 The aim is to replace vehicles after four years or 100,000km on the odometer, whichever comes first.

5.8 LGOIMA REQUESTS

- 5.9 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.

- 5.10 The following table provides a year-on-year comparison of LGOIMA requests received:

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026 as at April
25	35	73	96	85	75	70	50	86	85	75	24

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

5.11 LOOKING FORWARD – THE NEXT THREE MONTHS

5.12 RISK MANAGEMENT

- 5.13 Staff will continue working with the Audit and Risk Committee Chair and our representative from AON (David Dobson) to look at the current strategic risks and develop workstreams to consider the practical impact and mitigation of these risks. Currently an assurance review for IT/IS/IM is being developed

5.14 SIGNIFICANT ORGANISATION-WIDE PROJECTS

- 5.15 Waikato Waters transition planning; 2027-37 Long Term Plan and final implementation components of the organisational change, Stormwater Modelling and Upgrade Planning, Waitomo District Landfill closure and waste management contracts, and development of the Annual Report 2025/26 continue to be a lot of work for the wider Senior Management Team.

Document ID: Type Document Number Here

Report To: Council



Meeting Date: 28 April 2026
Subject: **Review of Governance Statement**
Type: Decision Required
Author(s): Michelle Higgin
 Manager – Governance Support

1 Purpose of Report

- 1.1 The purpose of this business paper is to present Council's Governance Statement for review and adoption.

2 Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Review of Governance Statement be received.
 - 2 The draft Governance Statement be adopted with/without the inclusion of Member photographs.

3 Background

3.1 Legislative Requirement

- 3.2 Section 40 of the Local Government Act 2002 requires every local authority to prepare and make publicly available, within six months after a triennial election, a local governance statement which must include the matters set out in subsection 40(1). The intention is to ensure that the principles relating to local authorities, governance principles, and obligations relating to contributions to decision-making processes, are set out in a transparent manner.
- 3.3 The Governance Statement can be adopted by ordinary resolution and is separate from the obligations to prepare a long-term plan and the annual plan, which both require the special consultative procedure to be followed.

40 Local governance statements

- (1) *A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—*
- (a) *the functions, responsibilities, and activities of the local authority; and*
 - (b) *any local legislation that confers powers on the local authority; and*
 - (ba) *the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under [section 158](#) or [159](#); and*
 - (c) *the electoral system and the opportunity to change it; and*
 - (d) *representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and*
 - (e) *members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and*

- (f) *governance structures and processes, membership, and delegations; and*
 - (g) *meeting processes (with specific reference to the applicable provisions of the [Local Government Official Information and Meetings Act 1987](#) and standing orders); and*
 - (h) *consultation policies; and*
 - (i) *policies for liaising with, and memoranda or agreements with, Māori; and*
 - (j) *the management structure and the relationship between management and elected members; and*
 - (ja) *the remuneration and employment policy, if adopted; and*
 - (k) *equal employment opportunities policy; and*
 - (l) *key approved planning and policy documents and the process for their development and review; and*
 - (m) *systems for public access to it and its elected members; and*
 - (n) *processes for requests for official information.*
- (2) *A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.*
- (3) *A local authority must update its governance statement as it considers appropriate.*

4 Commentary

- 4.1 Since the Governance Statement was last reviewed by Council following the 2022 Triennial Elections, there have been no legislative amendments impacting on the content of local governance statements.
- 4.2 WDC's Governance Statement has been amended to reflect –
- The new Council for the 2052-2028 Triennium
 - Other minor amendments i.e. Bylaw adoption and review dates and descriptions (amended as a result of reviews completed during the 2022-2025 period)
 - Governance Structures (including external organisation appointments) as adopted by Council following the 2025 Triennial Election
 - Updated WDC Management Structure
- 4.3 A draft copy of the amended Governance Statement is attached to and forms part of this business paper.
- 4.4 Due to the fact that the content of a Governance Statement is clearly defined by legislation, this draft Governance Statement has not been referred to Council for workshopping purposes as the Council itself is relatively limited in any influence it may have on the actual content of the document.
- 4.5 Historically, Council has resolved not to include Elected Member photographs in the Governance Statement. Council's guidance is requested as to whether or not it wishes to continue this practice. Other councils' Governance Statements vary considerably in this area. Some contain photographs, written briefs and full contact details for elected Members, others contain names and contact details only.

5 Attachments/Separate Enclosures

Attachments:

- 1 Draft Governance Statement (April 2026) (Doc # 968382)

Waitomo District Council

Governance Statement April 2026

DRAFT

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INTRODUCTION | KUPU ARATAKI

The Local Government Act 2002 (the LGA) is a re-write of previous legislation, designed to shift councils toward governing for the long-term well-being of their communities – and away from being involved in the day-to-day operational decisions that distract elected members from strategic thinking and planning.

That is to say that the legislation now makes mandatory, the requirement for councils to always consider the future well-being of their communities and to consider the whole community above individuals or individual sectors.

What is Governance Statement?

A Governance Statement is a collection of information summarising how a council engages with its communities, how it makes its decisions and how residents and ratepayers can become involved in those processes. It is a requirement of Section 40 of the LGA, which reads as follows:

40 Local governance statements

- (1) *A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—*
 - (a) *the functions, responsibilities, and activities of the local authority; and*
 - (b) *any local legislation that confers powers on the local authority; and*
 - (ba) *the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and*
 - (c) *the electoral system and the opportunity to change it; and*
 - (d) *representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and*
 - (e) *members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and*
 - (f) *governance structures and processes, membership, and delegations; and*
 - (g) *meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and*
 - (h) *consultation policies; and*
 - (i) *policies for liaising with, and memoranda or agreements with, Māori; and*
 - (j) *the management structure and the relationship between management and elected members; and*
 - (ja) *the remuneration and employment policy, if adopted; and*
 - (k) *equal employment opportunities policy; and*
 - (l) *key approved planning and policy documents and the process for their development and review; and*
 - (m) *systems for public access to it and its elected members; and*
 - (n) *processes for requests for official information.*
- (2) *A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.*
- (3) *A local authority must update its governance statement as it considers appropriate.*

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

Functions, Responsibilities and Activities of Council

Purpose of Local Government

The LGA defines the purpose of local government as providing for democratic and effective local government that recognises the diversity of New Zealand communities; and, to that end the LGA —

- (a) states the purpose of local government; and
- (b) provides a framework and powers for local authorities to decide which activities they undertake and the manner in which they will undertake them; and
- (c) promotes the accountability of local authorities to their communities; and
- (d) provides for local authorities to play a broad role in promoting the social, economic, environmental, and cultural well-being of their communities, taking a sustainable development approach.

Translated, Council is obliged to ensure that –

1. Decision-making is transparent and engages the community enabling community democracy; and
2. The needs of communities for infrastructure, community services and regulatory functions are met in a manner that is both efficient and effective and is also appropriate to present and anticipated future circumstances.

The Role of Council

The LGA further defines that the role of any local authority is specifically to give effect to the purpose of local government and to carry out the duties within the rights and powers conferred on it by the LGA.

Status and Powers

1. A local authority is a Territorial Local Authority (TLA) with perpetual succession in terms of its legal definition.
2. For the purposes of performing its role, a TLA has, subject to the LGA, any other enactment, and the general law:
 - a. the full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction; and
 - b. the full rights, powers, and privileges for the purposes of paragraph (a),
3. A TLA must exercise its powers under the LGA wholly or principally for the benefit of its District and community.
4. That said, nothing in the LGA prevents two or more local authorities engaging in a joint undertaking, a joint activity, or a co-operative activity; or prevents a transfer of responsibility from one local authority to another in accordance with the LGA or restricts the activities of a council-controlled organisation.

The LGA also contains a number of other provisions that dictate what a TLA may or may not do.

POLICY | KAUPAPA HERE

1.0 Principles Relating to Local Authorities

Council **must** act in accordance with the following principles.

- Conduct its business openly, transparently and in a democratically accountable manner.
- Pursue and achieve identified priorities and goals efficiently and effectively.
- Be aware and take notice of the view of all its constituent communities.
- Make decisions that take account of the diversity of the community, and the community's interests, within its district or region.
- Take account of the interests of future as well as current communities.
- Measure and have regard to, the impact of any decision in terms of achieving the economic, social, cultural and environmental well-being of the District.
- Provide opportunity for Māori to contribute to the decision-making processes of Council.
- Collaborate and co-operate with other local authorities and relevant organisations.
- Employ sound and acceptable good business practices in its operation.
- Ensure that the resources and assets of the District are managed prudently for the good of the community, present and future. The Council is given the responsibility of looking after key services and assets such as roads, water supplies and sewerage to ensure such services are there for future communities in a well-kept state.
- Pursue development of the community in a way that is sustainable in the future.

2.0 Principles of Governance

Council is required to ensure:

- The public and elected members are aware and understand what local governance means to its community.
- The public and elected members fully appreciate how an elected member is expected to conduct themselves.
- That governance organisations (i.e. Council, Community Boards, etc.) and the way in which they work, are effective, efficient, open and transparent.
- That wherever possible, the management of Council's regulatory responsibilities is kept separate from service activities.
- That Council acts as a "good employer".
- That the relationship between the elected members and management of the WDC organisation is understood, respected and appreciated by everyone in the community.

3.0 Legislation

3.1 General

3.1.1 Local government operates in a highly regulated environment and there is a range of national legislation that applies to all Territorial Local Authorities.

3.1.2 The key Acts are listed below. For more information visit www.legislation.govt.nz

- Animal Welfare Act 1999
- Arts Council of New Zealand Toi Aotearoa Act 2014
- Biosecurity Act 1993
- Building Act 2004
- Building Research Levy Act 1969
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Citizenship Act 1977
- Civil Defence Emergency Management Act 2002
- Disabled Persons Community Welfare Act 1975
- Dog Control Act 1996
- Fencing Act 1978
- Food Act 2014
- Freedom Camping Act 2011
- Gambling Act 2003
- Government Rooding Powers Act 1989
- Hazardous Substances and New Organisms Act 1996
- Health Act 1956
- Health and Safety at Work Act 2015
- Heritage New Zealand Pouhere Taonga Act 2014
- Impounding Act 1955
- Land Drainage Act 1908
- Land Transfer Act 2017
- Land Transport Act 1998
- Land Transport Management Act 2003
- Litter Act 1979
- Local Authorities (Members' Interests) Act 1968
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- New Zealand Library Association Act 1939
- Nga Wai o Maniapoto (Waipa River Act) 2012
- Privacy Act 1993
- Property Law Act 2007
- Prostitution Reform Act 2003
- Protected Disclosures Act 2000
- Public Records Act 2005
- Public Works Act 1981
- Racing Act 2003
- Rates Rebate Act 1973
- Rating Valuations Act 1998
- Reserves Act 1977
- Residential Tenancies Act 1986
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Te Ture Whenua Māori Act 1993
- Trespass Act 1980
- Unit Titles Act 2010
- Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
- Waste Minimisation Act 2008
- Weathertight Homes Resolution Services Act 2006.

3.2 Local Legislation

3.2.1 Local legislation is law made by Central Government relating specifically to a localised area. There is currently no such legislation in existence pertaining solely to the Waitomo District. However, the following acts relate to the Waitomo District as well as other TLAs:

- Waikato-Tainui - Waikato Raupatu Claims Settlement Act 1995
- Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
- Nga Wai o Maniapoto (Waipa River Act) 2012
- Rereahu - Maraeroa A and B Blocks Claims Settlement Act 2012
- Raukawa Claims Settlement Act 2014
- Ngāti Tūwharetoa - Ngāti Tūwharetoa Claims Settlement Act 2018
- Maniapoto Claims Settlement Act 2022

4.0 Bylaws

Pursuant to the Local Government Act 2002 (LGA) a TLA may make bylaws for its district for one or more of the following purposes:

- protecting the public from nuisance:
- protecting, promoting, and maintaining public health and safety:
- minimising the potential for offensive behaviour in public places.

Section 158 of the LGA requires that Council must review any bylaw, made under the LGA, no later than five years after the date on which the Bylaw was made, and once that initial five year review is completed, bylaws are then required to be reviewed at a minimum on a 10 year cycle. If bylaws are not reviewed as detailed above, they cease to have effect two years after the date on which the Bylaw was required to be reviewed.

Historically WDC had a large number of Bylaws. A full review was completed in the period 2008-2011, where Council consolidated the many old Bylaws into "new" Bylaws.

Set out in the table below is the timeline for each (currently adopted) Bylaw, including the statutory review date.

Bylaw	Bylaw Adoption Date	5 Year Review Adoption	Other Reviews	10 Year Review Adoption Date
Alcohol Fees	30/06/2025	30/06/2030		
Dog Control	22/02/2005	16/12/2008	15/12/2025 25/06/2019 - Minor amendments 30/06/2025 - 10 Yr Review	06/2035
Freedom Camping	27/11/2018	06/2022	11/2023	11/2033
Land Transport	10/02/2010	02/2015	25/02/2025 - 10 Yr Review	02/2035
Public Amenities	10/02/2010	10/02/2015	02/2019 - minor amendments to align with Freedom Camping Bylaw	02/2025 02/2027 (Refer Note 1)
Public Health and Safety	03/11/2009	25/06/2014	02/2019 - minor amendments to give effect to changes to the Food Act 2014 11/2023	11/2033
Public Places	24/03/2009	25/06/2014	02/2011 - amend Sched B Liquor Control 09/2018 - minor amendments to align with Freedom Camping Bylaw 11/2023 - 10 Yr Review	11/2033
Solid Waste	03/11/2009	25/06/2014		03/2024 03/2026 (Refer Note 2)
Trade Waste	26/07/2006	26/07/2011	28/06/2016	06/2026
Water Services	10/02/2010	10/02/2015		02/2025 02/2027 (Refer Note 3)

Notes:

- 1 On 17 December 2024 Council resolved that a review of the current Public Amenities Bylaw will be undertaken once the Proposed Waitomo District Plan is Operative, and if required, a new Bylaw will be developed at that time and the existing Bylaw revoked.
- 2 On 17 December 2024 Council resolved that a review of the current Solid Waste Bylaw be undertaken once Council makes a decision on the future of the Waitomo District Landfill to ensure ongoing consistency with Council's Waste Management Policies and Practices, and if required a new Bylaw be developed at that time and the existing Bylaw be revoked.
- 3 On 17 December 2024 Council resolved that a review of the current Water Services Bylaw will be undertaken once the Local Government Water Services Bill is enacted, and if required, a new Bylaw will be developed at that time and the existing Bylaw revoked.

4.1 Dog Control Bylaw

4.1.1 The purpose of the bylaw is:

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

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

4.2 Freedom Camping Bylaw

4.2.1 The purpose of this bylaw is to control freedom camping in the District in order to:

- (a) Protect local authority areas;
- (b) Protect the health and safety of people who may visit local authority areas;
- (c) Protect access to local authority areas.

Note: This bylaw applies only to the areas under the control of the Waitomo District Council. Compliance with this Bylaw does not remove the need to comply with all applicable Acts, regulations, bylaws, and rules of law. This includes complying with any parking or other traffic restrictions in any area, any restrictions on keeping of animals, not littering, not lighting fires in breach of any fire ban, not making excessive noise, and complying with the directions of enforcement officers. This Bylaw should also be read alongside the Freedom Camping Act 2011.

4.3 Land Transport Bylaw

4.3.1 The purpose of this bylaw is to manage, control and protect all of the roading corridors including unformed "paper" roads in the District, other than state highways which are controlled by the New Zealand Transport Agency and which the relevant powers have not been delegated to the Waitomo District Council.

4.4 Public Amenities Bylaw

4.4.1 The purpose of this bylaw is to control a diverse range of activities in public amenities to ensure that acceptable standards of convenience, safety and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the District.

4.4.2 In particular this bylaw addresses conduct which may have an adverse effect on other users at public amenities such as:

- Libraries
- Reserves
- Aerodrome
- Public Parking Areas
- Public Toilets
- Swimming Pools
- Beaches
- Other Public Buildings
- Cemeteries

4.4.3 The Local Government Act 2002 and other relevant Acts e.g. Reserves Act 1977, outline some of the powers and requirements of the Council in regard to public places and reserves. Areas of control so prescribed by that legislation is not necessarily repeated within this bylaw, and therefore the relevant sections of the Local Government Act, 2002 and other legislation should be read in conjunction with the bylaw.

4.5 Public Health and Safety Bylaw

4.5.1 The purpose of this bylaw is to control a diverse range of activities to ensure that acceptable standards of public health and safety are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district.

4.5.2 In particular this bylaw addresses a wide range of issues that could have an adverse effect on the health and safety of the public by regulating:

- Scaffolding and Deposit of Building Materials
- Fire Prevention
- Keeping of Animals
- Food Safety
- Body Piercing
- Hostels
- Prostitution

4.5.3 The LGA 2002 and other relevant Acts e.g. Forest and Rural Fires Act 1977, Health Act 1956 and Prostitution Reform Act 2003 outline some of the powers and requirements of the Council in regard to public health and safety. Areas of control so prescribed by that legislation are not

necessarily repeated within this bylaw and therefore the relevant sections of these acts should be read in conjunction with the Bylaw.

4.6 Public Places Bylaw

4.6.1 The purpose of this bylaw is to control a diverse range of activities to ensure that acceptable standards of convenience, safety, visual amenity and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district.

4.6.2 In particular this bylaw addresses damage to public facilities which may have an adverse effect on other users such as:

- Roads
- Grass Verges
- Garden Places and Reserves

4.6.3 The Local Government Act 2002 and other relevant Acts e.g. Reserves Act 1977, outline some of the powers and requirements of the Council in regard to public places and reserves. Areas of control so prescribed by that legislation is not necessarily repeated within this bylaw, and therefore the relevant sections of the Local Government Act, 2002 and other legislation should be read in conjunction with the bylaw.

4.7 Solid Waste Bylaw

4.7.1 The purpose of this bylaw is to:

- (a) Ensure that household waste is reduced, collected and disposed of in the interests of public health and in an efficient and cost effective manner; and
- (b) Provide for the efficient collection and recovery of recyclable waste; and
- (c) Ensure that the obstruction of streets and roads by waste for collection is minimised; and
- (d) Manage waste management facilities for the optimum disposal or recycling of waste.

4.8 Trade Waste Bylaw

4.8.1 The purpose of this bylaw is to provide for the:

- (a) Acceptance of long-term, intermittent, or Temporary Discharge of Trade Waste to the Sewerage System;
- (b) Establishment of five grades of Trade Waste: Exempted, Permitted, Conditional, Controlled and Prohibited;
- (c) Evaluation of individual Trade Waste discharges to be against specified criteria;
- (d) Correct storage of materials in order to protect the Sewerage System from spillage;
- (e) Installation of flow meters, samplers or other devices to measure flow and quality of the Trade Waste discharge;
- (f) Pre-treatment of waste before it is accepted for discharge to the Sewerage System;
- (g) Sampling and monitoring of Trade Waste discharges to ensure compliance with the bylaw;
- (h) Inspection of points on a property from where Trade Waste is or could be discharged;
- (i) Council to accept or refuse a Trade Waste discharge;
- (j) Charges to be set to cover the cost of conveying, treating and disposing of, or reusing, Trade Waste and the associated costs of administration and monitoring;
- (k) Administrative mechanisms for the operation of the bylaw; and
- (l) Establishment of waste minimisation and management programmes (including sludge's) for Trade Waste producers.

Note - While this bylaw has a District wide application, its main focus is in relation to trade waste discharges to the Te Kuiti Sewerage System, principally from the two local abattoirs - Universal Beef Packers Ltd (UBP) and Te Kuiti Meat Processors Ltd (TKM). Other, smaller, trade waste dischargers include the Te Kuiti Stock Yards and the Lime Haulage truck-washing facility at Te Kuiti.

4.9 Water Services Bylaw

4.9.1 The purpose of this bylaw is to:

- (a) protect the public health and the security of the public water supply;
- (b) detail the responsibilities of both the Council and the consumers with respect to the public water supply and other water related services;
- (c) ensure the safe and efficient creation, operation, maintenance and renewal of all public water services, sewerage and stormwater drainage networks;
- (d) ensure proper hazard management to prevent or minimise flooding and erosion;
- (e) minimise adverse effects on the local environment particularly freshwater ecological systems and beach water quality, and assists in maintaining receiving water quality;
- (f) ensure that watercourses are properly maintained;
- (g) ensure the protection of Council's water services, sewerage and stormwater drainage assets and the health and safety of employees;
- (h) set out acceptable types of connection to public water services, sewerage and stormwater networks.

5.0 The Electoral System

The Local Electoral Act 2001 (LEA) and the Local Electoral Amendment Act 2002 govern local authority elections.

In the past Council has employed a 'First Past the Post' (FPP) electoral system for triennial general elections. Under FPP, electors vote by indicating their preferred candidate, and the candidate with the most votes is declared the winner, regardless of the proportion of votes that candidate obtained.

The alternative system permitted under the LEA is the Single Transferable Vote system (STV). Under STV, electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The number of candidates required to fill all vacancies is achieved:

- By counting all of the first preferences and electing those candidates who reach the quota, then
- by a transfer of spare votes (over the quota) from elected candidates in proportion to all their voters' second preferences, then
- by excluding the lowest polling candidates and transferring these votes to the voters' second preferences.

These steps continue until enough candidates have reached the quota and have been elected.

5.1 Changing the Electoral System

5.1.1 Section 27 of the LEA allows for the electoral system to be changed, provided that any change is made not later than 12 September in the year that is two (2) years before the year in which the next triennial general election is to be held. However such change must remain in effect for the following two triennial elections.

5.1.2 Pursuant to the LEA the public also has a right to demand a poll that the electoral system be changed, but in doing so must meet criteria as set out in the LEA.

5.1.3 Council will commence a full review of representation arrangements (including the electoral system) in 2023 to take effect at the 2025 Election.

6.0 Representation

The Waitomo District is currently separated into two constituencies known as wards (Urban Ward and Rural Ward). Three Councillors are elected for each ward (total six councillors), and a Mayor is elected by the whole District (i.e. "at large").

Council is required to review its representation arrangements at least once every six years through a public engagement process. This review must include:

- The number of Elected Members,
- Whether the Elected Members (other than the Mayor) shall be elected by the entire District (at large), or whether the District will be divided into wards for electoral purposes, or whether there will be a mix of at large and ward representation,
- If the election by wards is preferred then the boundaries and names of those wards and the number of members that will represent each ward,
- Whether or not to have separate wards for electors on the Māori roll,
- Whether to have community boards and if so, how many, their boundaries and membership and whether to further subdivide a community for electoral purposes.

Council must follow the procedure and timelines set out in the LEA when conducting this review and should also follow the guidelines published by the Local Government Commission.

Council completed a full review of representation arrangements (including the Māori representation) in 2023 which took effect at the 2025 Election.

7.0 Elected Members' Role and Conduct

7.1 The Members

Mayor John Robertson

Email WDC:

Mayor@waitomo.govt.nz

Phone:

0275 992 780

Deputy Mayor Eady Manawaiti

Email WDC:

Eady.Manawaiti@waitomo.govt.nz

Phone:

0211 029 519

Allan Goddard

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Phone:

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Dan Tasker

Email WDC:

Daniel.Tasker@waitomo.govt.nz

Phone:

021 544 615

Olivia Buckley

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Olivia.Buckley@waitomo.govt.nz

Phone:

021 037 6250

Janette Osborne

Email WDC:

Janette.Osborne@waitomo.govt.nz

Phone:

021 890 933

Isaiah Wallace

Email WDC:

Isaiah.Wallace@waitomo.govt.nz

Phone:

022 355 1787

7.2 Role of an Elected Member

7.2.1 Members of a Local Authority are elected to bring effect to the purpose of local government as set out elsewhere in this Statement, including:

- Developing and adopting Council policy
- Monitoring the performance of Council against its stated objectives, policies and identified community outcomes
- Representing the interests of the people of the Waitomo District
- Employment of the Chief Executive (pursuant to the LGA, a local authority employs the Chief Executive, who in turn employs all other staff on its behalf)

7.2.2 The manner and process by which Council Members must meet their responsibilities is widely prescribed in the LGA, particularly terms of Schedule 7.

7.3 Role of the Mayor

7.3.1 The Mayor, as one of the elected members, shares the same role as other members including, but not limited to, the following:

- 1) To provide leadership to—
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.
- 2) To lead the development of the territorial authority's plans (including the long term plan and annual plan), policies, and budgets for consideration by the members of the territorial authority.

7.3.2 Pursuant to the LGA, the Mayor also has the following powers:

- (a) to appoint the deputy mayor:
- (b) to establish committees of the territorial authority:
- (c) to appoint the chairperson of each committee established (and may make the appointment before the other members of the committee are determined; and may appoint himself or herself)

Note: The LGA also provides for the Council to

- (a) remove a deputy mayor appointed by the mayor
- (b) discharge reconstitute a committee established by the mayor
- (c) discharge a chairperson appointed by the mayor

7.4 Conduct of an Elected Member

7.4.1 Elected members have specific obligations as to their conduct as outlined in the following legislation:

- Schedule 7 of the LGA, which includes obligations for Council to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct (refer section below) and Standing Orders.
- The Local Authorities (Members' Interests) Act 1968, which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910 prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts and the use of official information for private profit.

7.5 Code of Conduct

7.5.1 All Councils must adopt a Code of Conduct as a requirement of the LGA. The Code of Conduct sets out Council's understanding and expectations of how the Mayor and elected members will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by, or is in the possession of, elected members, and contains details of the sanctions that council may impose if an individual member breaches the code.

Note: In 2025 the Minister of Local Government referred to the Local Government Commission the task of developing a standardised Code of Conduct for all local authorities. The Commission completed that work, and the standardised Code of Conduct and accompanying report were submitted to the Minister in February 2026. To date no further information has been received from the Minister of Local Government regarding implementation of that standardised code. In the interim, Waitomo District Council continues to operate under the Code of Conduct adopted in 2022.

8.0 Governance Structures and Processes, Membership and Delegated Authorities

8.1 Council

8.1.1 The Mayor and Council Members are elected by the people of the Waitomo District from the Council. The Council is responsible for the overall governance of the District and ensuring that Council acts in the best interests of its residents and ratepayers.

8.1.2 The Mayor presides over meetings of the Council. An Independent Chairperson presides over the Council's Audit and Risk Committee. That Independent Chair is currently Jaydene Kana, an experienced Chair who is also the independent chair for a number of other TLA Audit and Risk Committees and is a Director on the Board of Waikato Waters Limited.

8.1.3 Council adopts a Meeting Schedule for the calendar year in December/January each year. The Council currently meets on a monthly basis on the last Tuesday of each month, except where such a meeting coincides with a public holiday or is required to be deferred for unforeseen reasons. The commencement time of these meetings varies depending on the amount of business to be considered. Council meetings and commencement times are publicly notified in the King Country News, and the Agendas are available to the public via Council's Website.

8.2 Committees

8.2.1 Council may create committees of Council as it sees fit. A Committee Chairperson is responsible for presiding over meetings of a Committee and ensuring that the Committee acts within the powers delegated by Council. Committees are groups appointed by Council for specific functions.

8.2.2 Pursuant to the LGA, a committee includes, in relation to a local authority,

- a committee comprising all the members of that local authority; and
- a standing committee or special committee appointed by that local authority; and
- a joint committee appointed under clause 30 of Schedule 7; and
- any subcommittee of a committee described in paragraph (a) or paragraph (b) or paragraph (c)

Details	Appointment
Waitomo District Council Committees and Steering Groups	
Audit and Risk Committee The purpose of the Audit, Risk and Finance Committee is to provide guidance, assurance and assistance to Waitomo District Council on matters specific to risk, compliance, controls and external accountabilities (both financial and non-financial).	Independent Chair - Jaydene Kana Mayor Robertson Deputy Mayor Manawaiti Councillor Osborne Councillor Buckley

Details	Appointment
Waitomo District Council Committees and Steering Groups	
<p>Te Raangai Whakakaupapa Koorero The purpose of the Committee is to provide guidance, assistance and support to Waitomo District Council (WDC) on matters specific to Iwi and Mana Whenua relationships.</p>	Chair - Deputy Mayor Manawaiti Mayor Robertson Councillor Tasker Councillor Wallace
<p>District Licensing Committee <u>Note:</u> A TA's DLC established pursuant to s186 of the Sale and Supply of Alcohol Act 2012 is not a Committee of Council under the LGA. Therefore a DLC is not discharged following a General Election.</p> <p>Under Section 186 of the Sale and Supply of Alcohol Act 2012 (the Act), Council is required to appoint a District Licensing Committee (DLC) (with a quorum of three members, one of whom must be the Chairperson).</p> <p>Section 192(1)(b) of the Act requires that TAs together with 1 or more other territorial authorities establish, maintain and publish a "list" of persons jointly approved by the TAs to be members of the TA's DLC.</p> <p>Since 2013, Waitomo, Otorohanga and Waipa DCs have been sharing resources for its DLC and maintain a joint list.</p> <p>The DLC is responsible for considering applications made under the Act.</p>	<p><i>Council Resolution 26 October 2021</i> Tegan McIntyre (Commissioner/ Chair) Guy Whitaker Ross Murphy Patsi Davies Dr Michael Cameron (Alt Commissioner/Chair) Roy Johnstone John Gower <u>Note:</u> All appointments were made for a 5 year period (ending 21/11/2026) <i>Council Resolution 26 August 2025</i> Truc Tran (Alternate Commissioner/ Chair) (for a period ending 21/11/26)</p>
Te Kūiti Aerodrome (Industrial Park) Steering Group	Mayor (Lead)
Les Munro Centre Steering Group	Mayor (Lead)
Waitomo District Landfill and Solid Waste Steering Group	Councillor Goddard (Lead)
Local Water Done Well Steering Group	Mayor (Lead)
Local Roding Network Steering Group	Mayor (Lead)
Waikato University Clinical Training	Mayor (Lead), Cr Buckley
Inframax Board Liaison	Mayor (Lead), Cr Goddard
One "King Country" Council	Mayor (Lead)

8.3 Regional and Sub-Regional Appointments

Details	Appointment
Regional and Sub-Regional Appointments (including Joint Committees)	
<p>Taranaki Regional Council – State Highway 3 Working Party The SH3 Working Party was formed by the Taranaki Regional Council in 2002. The purpose of the Working Party is to liaise, monitor, co-ordinate, advocate and collate information on the section of State Highway 3 between Piopio and the SH3/3A junction north of New Plymouth, with a view to formulating recommendations to promote the integrity and security of this section of the state highway network in recognition of its strategic importance.</p> <p>WDC is represented on the Working Party by both an elected representative and a staff member.</p>	Councillor Buckley Alternate – Mayor
<p>Waikato Civil Defence Emergency Management Joint Committee Pursuant to the Civil Defence Act, Civil Defence throughout the Waikato Region is overseen at a political level by a Joint Committee known as the Civil Defence Emergency Management Group (CDEMG).</p> <p>Civil Defence Emergency Management Groups (CDEM Groups) are responsible for the implementation of local CDEM in an efficient and effective</p>	Deputy Mayor Alternate - Mayor

Details	Appointment												
Regional and Sub-Regional Appointments (including Joint Committees)													
<p>manner.</p> <p>CDEM Groups are formed from local authorities that work together and with other organisations to provide co-ordinated CDEM planning for reduction, readiness, response, and recovery.</p> <p>The Joint Committee is a local government committee with one elected representative from each council. The role of the joint committee is to provide political oversight and governance to ensure that the functions and obligations of the Waikato Civil Defence Emergency Management Group are fulfilled.</p> <p>The members of the Waikato CDEM Joint Committee are:</p> <table border="0"> <tr> <td>Hamilton City Council</td> <td>Hauraki District Council</td> </tr> <tr> <td>Matamata-Piako District Council</td> <td>Otorohanga District Council</td> </tr> <tr> <td>South Waikato District Council</td> <td>Taupo District Council</td> </tr> <tr> <td>Thames-Coromandel District Council</td> <td>Waikato District Council</td> </tr> <tr> <td>Waikato Regional Council</td> <td>Waipa District Council</td> </tr> <tr> <td>Waitomo District Council</td> <td></td> </tr> </table>	Hamilton City Council	Hauraki District Council	Matamata-Piako District Council	Otorohanga District Council	South Waikato District Council	Taupo District Council	Thames-Coromandel District Council	Waikato District Council	Waikato Regional Council	Waipa District Council	Waitomo District Council		
Hamilton City Council	Hauraki District Council												
Matamata-Piako District Council	Otorohanga District Council												
South Waikato District Council	Taupo District Council												
Thames-Coromandel District Council	Waikato District Council												
Waikato Regional Council	Waipa District Council												
Waitomo District Council													
<p>Waikato Mayoral Forum</p> <p>Pursuant to Section 15 of the Local Government Act 2002, not later than 1 March after each triennial general election of members, all local authorities within each Region must enter into an agreement (Waikato Triennial Agreement) containing protocols for communication and co-ordination among them during the period until the next triennial general election of members.</p> <p>In March 2012, the Regional Triennial Forum governing body (which undertook reviews of the Regional Triennial Agreement at that time) recommended the formation of a Regional Governance body with appropriate delegated authority to provide Regional leadership and representation on matters of strategic importance for the Waikato in accordance with the Triennial Agreement, including completing future reviews of the Triennial Agreement in accordance with the LGA 2002.</p> <p>As a result, in 2012 the Waikato Mayoral Forum (WMF) was established.</p> <p>Since its formation, the Waikato Mayoral Forum has been collaboratively and successfully pursuing its goal of collaborating and working together to develop tangible benefits for the Region through greater local government co-operation.</p> <p>The Forum – made up of Mayors and the Regional Council Chair – has initiated a series of work streams aimed at improving joint planning, economic development and local government efficiency generally.</p> <p>Two of these work streams have now become standalone, independent processes:</p> <ul style="list-style-type: none"> • A joint committee of council representatives is overseeing the creation of a common Waikato Plan to guide the region’s future • A business-led governance body is implementing the Waikato Means Business economic development strategy. • Other work streams covering the key areas of policy and bylaws, water services and roading have also been delivering tangible results in the areas of cutting red tape, positioning councils for major water savings and significant efficiencies on roading services. <p>All this work dovetails with related efforts by councils through the jointly owned Waikato Local Authority Shared Services company to drive savings and other efficiencies.</p>	<p>Mayor Alternate - Deputy Mayor</p>												
<p>Waikato Regional Council – Regional Transport Committee</p> <p>The RTC is a WRC Committee, and its purpose is to plan and coordinate land transport and road safety and to recommend WRC's policy on land transport.</p> <p>The RTC also prepares the Regional Land Transport Strategy and Regional Land Transport Programme.</p>	<p>Councillor Osborne Alternate – Councillor Tasker</p>												
<p>Waikato River Authority</p> <p>The Waikato River Authority is an independent statutory body under the</p>	<p>?</p>												

Details	Appointment
Regional and Sub-Regional Appointments (including Joint Committees)	
<p>Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.</p> <p>The purpose of the of the Authority is to set the primary direction through its Vision and Strategy to achieve the restoration and protection of the health and wellbeing of the Waikato River and Waipā River for future generations.</p> <p>The Authority covers a catchment of 11,000 km² comprising the Waikato River (from Huka Falls to Te Pūaha o Waikato), and the Waipa River (from its source to its connection with the Waikato River) including both rivers' catchments.</p> <p>The Authority has 10 board members – five appointed from each river iwi (Tainui, Te Arawa, Tuwharetoa, Raukawa, and Maniapoto) and five Crown-appointed members. The Regional Council nominates one Crown member, and one is nominated by the territorial authorities. The Minister for the Environment appoints one of two co-chairpersons; iwi choose the other.</p>	Await nominations
<p>Waipa Joint Management Agreement <i>Nga Wai O Waipa Co-Governance Forum</i> <i>(Waikato, Waipa, Otorohanga and Waitomo Districts)</i></p> <p>In June 2012, Council resolved to enter a new era of co-management for the Waipa River between Council and the Maniapoto Māori Trust Board through the Nga Wai o Maniapoto (Waipa River Act) 2012.</p> <p>The Act provides that a Joint Management Agreement (JMA) be developed between Council and the Maniapoto Māori Trust Board as part of the co-management arrangements.</p> <p>To assist the JMA process the Nga Wai o Waipa Joint Committee was established involving all local authorities (whose boundaries fall within the legislated boundaries provided for in the Act) as a collective and the Maniapoto Māori Trust Board. This collective approach also satisfies Council's legislative obligation to form a joint committee and also provides for a holistic and collaborative co-governance model for the JMA.</p>	Mayor Alternate – Deputy Mayor

8.4 Trusts providing for Council nomination/application

Details	Appointment
Trusts Providing for Council Nomination/Appointment	
<p>Maru Energy Trust</p> <p>Maru Energy Trust is a not-for-profit charitable trust, established in August 2018 by The Lines Company. The Trust provides support to improve the energy efficiency of households and wellbeing of the occupants including:</p> <ol style="list-style-type: none"> Developing and implementing educational programmes to help households and the community understand how to better manage their energy use. Identifying households within the community who would benefit from advice and assistance regarding their energy use. Facilitate physical modifications to the home and environment to improve energy use. Securing funding to support the charitable purposes of the Trust; and Undertaking any other purpose that benefits households or the community in keeping with the charitable purposes of the Trust. <p>Core activities of the Trust are facilitating and co-funding the installation of insulation and heat pumps making use of EECA's Warmer Kiwi Homes Funding.</p> <p>The Trust Board must comprise of at least three and no more than eight Trustees appointed in accordance with the Trust Deed.</p> <p>One Trustee is to be appointed to represent the Waitomo, Otorohanga, Taupo and Ruapehu District Councils jointly. The term of this Trustee is</p>	<p>Previously Ruapehu Mayor Weston Kirton</p> <p>Await nominations</p>

Details	Appointment
Trusts Providing for Council Nomination/Appointment	
<p>three years.</p> <p>North King Country Development Trust The North King Country Development Trust (NKCDT) was established in 1993 as part of reforms to the electricity industry to administer a Trust Fund (resultant of the electricity reforms) for the benefit of residents living within the area over which the former Waitomo Electric Power Board was authorised to supply electricity.</p> <p>The Settlers of the Trust were the Waitomo and Otorohanga District Councils. The Trust Deed (Part 2, Clause 1(a)) provides that Waitomo, Otorohanga and Taupo District Councils (the Councils) jointly, are an Appointor for the Trust and are to appoint two Trustees.</p> <p><i>Note</i> Historically the Councils' appointees have been either Mayors or Chief Executives, but there is nothing within the Trust Deed requiring an appointee to be either an employee or elected member of the Councils.</p> <p>The Term of Office is four years from the date of appointment and Trustees shall be eligible for reappointment.</p> <p>Part 1, Clause 3.2(d) of the Trust Deed provides that a Trustee shall cease office if the Appointor which appointed that Trustee gives a notice under Rule 3.5 removing that Trustee from his office as Trustee.</p> <p>Rule 3.5 of the Trust Deed states:</p> <p><i>"From the date of this Deed the Appointors referred to in Part 2 of this Schedule shall each be entitled, by notice to the Secretary or Chairperson, to appoint the number of Trustees referred to in Part 2 and to remove that Trustee or Trustees and appoint another in his or her or their place or fill any vacancy should the Trustee or Trustees appointed by them cease for any reason to hold office as Trustee."</i></p>	<p>Mayor Robertson</p> <p><u>Note:</u> Mayor Robertson was first appointed in August 2020 and at the end of his four year term was re-appointed in 2024 with the support of both the Otorohanga and Taupo District Councils.</p> <p>Mayor Robertson's current four year term does not expire until 2028, so no action is required by Council at this time.</p>
<p>Te Kūiti Community House TKCH is a registered Charitable Trust.</p> <p>The purpose of the TKCHT is to support the Te Kuiti community to develop and grow by facilitating appropriate services in the promotion of the well-being of the people living and working in the community including:</p> <ol style="list-style-type: none"> 1. Reduce social isolation 2. Reduce Family violence 3. Strengthening our Community 4. Support for youth and Rangatahi 5. Support for families and whanau 6. Community interaction and cooperation to create a vibrant caring <p>The TKCHT Deed provides under Section 6 –</p> <p><i>"At all times at least one trustee shall be the nominee of the Waitomo District Council."</i></p> <p>There is nothing within the Trust Deed requiring the Council nominated Trustee to be either an employee or elected member of the Council.</p>	<p>Deputy Mayor</p>
<p>Waitomo Catchment Trust Board The Waitomo Catchment Trust Board is a registered charity (CC33433).</p> <p>The Trust focuses on catchment restoration projects within the Waitomo area, with the aim of improving the health and management of the Waitomo area's waterways and land. The Trust's work is part of wider efforts to manage and protect the Waikato River catchment, and in particular the Upper Waipa catchment.</p> <p>The Trust works in partnership with other organisations including Waikato Regional Council and the Queen Elizabeth Trust and also involves engagement with the community and stakeholders in the Waitomo District. One trustee is to be appointed by the Waitomo District Council in accordance with the Trust's Constitution.</p>	<p>Mayor</p>

Details	Appointment
Trusts Providing for Council Nomination/Appointment	
<p>Waitomo Caves Museum Society Incorporated Also known as Waitomo Caves Museum & Discovery Centre Founded in 1973 and operated as an Incorporated Society, the Waitomo Caves Museum Society Incorporated not only manages the Discovery Centre but also serves as the community's information hub. Alongside its museum collections of fossils, photos, moa bones, and Māori artefacts, the Centre provides ticket sales for local caves and activities, educational programmes, retail services, NZ Post, a library, and community facilities including public toilets.</p> <p>Section 7.6(iv) of the Rules of the Society provide that WDC shall be entitled to appoint (1) representative to the Executive Board of the Society.</p>	Councillor Osborne

8.5 **External Funding Partners (Administered by Council)**

Details	Appointment
External Funding Partners – Administered by Council	
<p>Creative Communities WDC administers a local Creative Communities Assessment Committee consisting of two Councillors and community representatives having knowledge of the arts in the Waitomo District, to join the Creative Communities Assessment Committee. The Committee meets twice yearly, in June and November, to distribute funds made available by Creative New Zealand to support community based arts activities in the Waitomo District.</p>	Councillor Osborne Councillor Tasker
<p>DC Tynan Trust The DC Tynan Trust is an outlier in respect to Trusts. Firstly, it is not a registered Trust. Secondly, the Trust falls into the category of an External Funding Partner administered by Council and thirdly, it is also classified as a Council Controlled Organisation (CCO) under the Local Government Act 2002, section 7(3) because the power to appoint and remove trustees is vested with the Council.</p> <p>This Trust was established in 1982 for the purpose of making disbursements from a very generous bequest made to the former Borough of Te Kuiti by the late Daniel Tynan. In terms of his will, it was Mr Tynan's wish that his bequest be utilised for such social, cultural, educational or recreational purposes within the former Borough of Te Kuiti as the trustees think fit.</p> <p>Delivery of the Trust Deed rests with four Trustees, three of which are the Waitomo District Council urban Councillors (as the purpose of the Trust is limited to the Urban ward). The funds of the Trust are held in a Trust Account with Forgeson Law and Diane Forgeson is the fourth Trustee.</p>	3 Urban Ward Councillors
<p>Sport New Zealand The Sport New Zealand (SNZ) (formerly SPARC) Rural Travel Fund's objective is to help subsidise travel for junior teams participating in local sport competition. The allocation of the fund's based on a population density formula for territorial authorities that have fewer than 10 people per square kilometre. Council administers one SNZ Rural Travel funding round per year, usually in October. The SNZ Rural Travel Assessment Committee consists of two Council staff, two Councillors, one NZ Police representative and a Sport Waikato representative.</p>	Councillor Tasker Councillor Buckley

8.6 Other Representation Appointments

Details	Appointment
Other Representation Appointments/Portfolios	
Community Youth Connections Examples: <ul style="list-style-type: none"> • TUIA Programme • Mayor's Taskforce for Jobs • Employment Partnerships 	Mayor Councillor Wallace
Piopio Wastewater Community Liaison Group Pursuant to Clause 34 of the Environment Court "Order of Court", Council as the Consent Holder shall establish and service a Community Liaison Group to be known as the Piopio Wastewater Community Liaison Group.	Mayor Councillor Buckley
Te Kuiti and District Historical Society In July 2011, the Historical Society wrote to Council advising they had a vacancy on their Committee and sought appointment of a WDC Representative. The general objects of the Society are to preserve, by photographic means, historical information including landmarks and buildings, to record historical research and to stimulate and guide public interest in matters of historical importance to the District.	Councillor Tasker

Waitomo Rural Ward Portfolios

The portfolio representation of these areas will include Councillor representation for liaison purposes at community activities, attending community events in these areas, and being the point of contact for residents and ratepayers within these areas of the District.

Examples of representation/portfolios are listed beneath the relevant area below.

Note: This is not a comprehensive list.

Rural Northwest (incorporating old Waitomo/Te Anga Rural Wards)

- Marokopa Recreation Ground Committee
- Tere Waitomo Community Trust

Councillor Osborne

Rural Southeast (incorporating old Aria/Mangaokewa Wards)

- Benneydale Hall
- Mokauti Hall
- Rangitoto Hall

Councillor Goddard

Rural Southwest (incorporating old Paemako/Tainui Wards)

- Piopio Retirement Board
- Mokau Residents and Ratepayers Association
- Tainui Wetere Domain Board

Councillor Buckley

8.7 Delegations

- 8.7.1 Under the LGA and other legislation, Council has considerable ability to delegate its powers, functions and duties to committees and staff. These delegations enable the Council to operate efficiently and effectively. The delegations made by Council are maintained in a Delegations Register which is subject ongoing review and required updates are referred to Council for approval.

9.0 Meetings of Elected Members

The legal requirements for Council's meetings are set down in the LGA, the Local Government Official Information and Meetings Act 1991 (LGOIMA) and the Standing Orders adopted by Council. Meetings of the Council must be publicly notified and the agenda made available to the public pursuant to the criteria set out in the LGOIMA.

All Council and Committee meetings are open to the public unless there is a reason to consider some item with the "public excluded", which means that these items are deemed to be

confidential, and members of the public will be asked to leave the meeting until discussion on the item has been completed. Section 48 LGOIMA outlines reasons for excluding the public from meetings. The most common reasons are as follows:

- For the protection of personal privacy
- To prevent disclosure of legally privileged information
- To prevent disclosure of commercially sensitive information
- To ensure the maintenance of public health and safety

Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Mayor.

All Council and Committee meetings are livestreamed, and the recordings are available on Councils website.

10.0 Consultation Policies

Council is obliged to consult with its community on many matters and deems it advisable to do so regardless of legislative requirements. Council will seek to engage the community on any matter of significance or material interest to their well-being.

Specifically, Council will comply with all consultation requirements set down in relevant legislation and particularly those conditions set out in the LGA and the Resource Management Act.

11.0 Relationships with Māori

The Local Government Act 2002 includes a specific requirement for Council to set out the steps it intends to take which might foster Māori capacity to contribute to the decision making processes of Council. In the Waitomo District 45.3% of people identify in the census as belonging to the Māori ethnic group, compared with 17.8 percent for all of New Zealand. Therefore, it is important that we have effective mechanisms in place for promoting Māori involvement in decision-making.

Council's current processes to involve Māori in decision making are as follows:

- Meet with local Māori specifically during formal consultation processes at a location convenient to them, to seek their feedback.
- Invite Māori representatives to be part of any groups established by Council where feedback for the purpose of seeking community feedback or understanding community views.
- Iwi and Hapu representatives are consulted to discuss specific proposals which may involve a significant decision in relation to land or a body of water.

The ways in which Council has been fostering the development of Māori capacity is as follows –

- Re-establishing the Te Raangai Whakakaupapa Koorero Committee for the 2025-2028 triennium to continue to develop more formally Council's relationship with iwi, mana whenua and Māori in general.
- Commitment to developing a Memorandum of Understanding with Ngāti Rora so as to enhance Council's relationship with Ngāti Rora and to enable them to put their thoughts and ideas forward. Council staff have monthly hui with Ngāti Rora to discuss collaboration and the sharing of information.
- Maintaining an open and approachable relationship between Waitomo District Council and Te Nehenehenui over and above the requirements of the Settlement Agreement. Council staff, including the Executive, have regular scheduled meetings with Te Nehenehenui.
- Co-management of the Waipa River with Tangata Whenua through the Joint Management Agreement.

- Consultation, particularly on Resource Management Planning and Town Concept Planning, with Regional Marae Committees.

Participation levels in decision-making forums, including elections, are an important measure of legitimacy for democratic institutions such as local government. As such securing Māori participation should be an important point for consideration by local government. This aspect, combined with the obligations of the Treaty of Waitangi, places a clear responsibility on local government to secure Māori participation to uphold both the Treaty and its own democratic legitimacy.

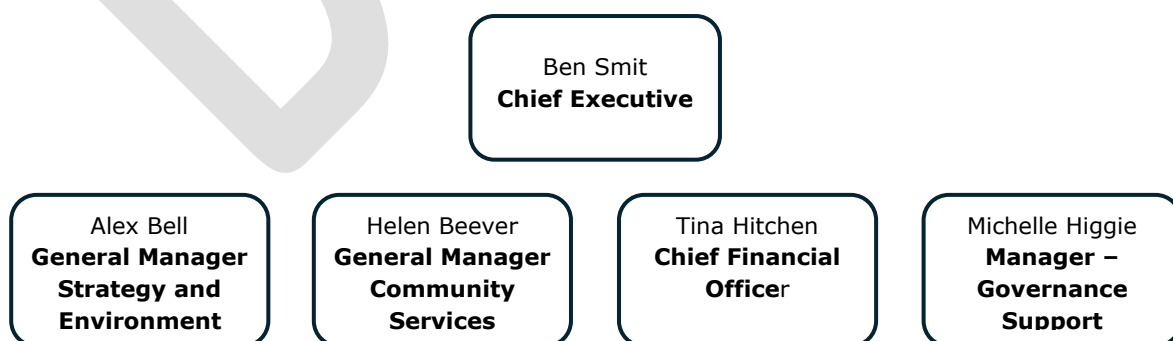
12.0 Management Structure and Relationship between Management and Elected Members

12.1 Relationship between Management and Elected Members

- 12.1.1 The roles of the elected Council and that of the Chief Executive (management) are distinct and prescribed by the LGA despite the employer/employee relationship. In simple terms, Council's role is to decide "what" at Principal Activity sub-level (refer Schedule 10 LGA, LTP and Annual Plans) and the Chief Executive's role is to execute, effectively and efficiently, Council's decisions – i.e. the "how".
- 12.1.2 The only direct employee of the Elected Council is the Chief Executive who is consequentially responsible for all staff. A number of terms and conditions relevant to the Chief Executive relationship are determined by the LGA in addition to a contractual agreement which sets out the employment relationship in detail.
- 12.1.3 The Chief Executive reports to the Council. All staff report to and are employed by the Chief Executive.
- 12.1.4 Management is obliged to provide information to elected members' that is relevant to their function in bringing effect to the purpose of local government and management recognises that Council decision-making is largely dependent on sound information and advice.
- 12.1.5 Elected members are entitled to access information held by the Council for the purpose of carrying out their role as an elected member, however in their private capacity their rights to accessing information held by Council are the same as those of a member of the public.

12.2 Management Structure

- 12.2.1 The following diagram sets out Council's senior management structure:



- 12.2.2 The responsibilities of each Group are set out below:

Chief Executive

- Contract Supervision
- Design and Investigation
- Roading
- Stormwater Services
- Tender Evaluation
- Waste Minimisation
- Wastewater Services *(until 30/6/26)*
- Water Supplies *(until 30/6/26)*

Strategy and Environment

- Animal Control
- Annual Planning
- Building Control
- Civil Defence
- Community Consultation
- Compliance and Enforcement
- District Plan – Administration
- District Plan – Monitoring
- District Plan – Review
- Environmental Health
- General Inspections
- Long Term Plan
- Policy Preparation
- Resource Management Implementation
- Resource Management Policy

Community Services

- Communication Systems
- Computer Systems
- Council's Central Records System
- District Library Services
- District Promotion
- Economic Development Promotion
- Health and Safety
- Human Resources
- Parks and Reserves
- Property
- Public Amenities
- Recreation and Community Facilities
- Visitor Information Centres

Financial

- Accounting Services
- Financial Services
- Revenue Services (including Rates)

Governance Support

- Citizenship Ceremonies
- Civic Functions
- Council Secretary
- Executive Assistance to Chief Executive
- Executive Assistance to Mayor and Council
- Fleet Management

13.0 Elected Member Remuneration (Sensitive Expenditure) Policy

At the end of 2001, Parliament agreed to transfer the authority for setting elected members' remuneration from the Minister of Local Government to the Higher Salaries Commission (renamed the Remuneration Authority). The authority uses a formula to determine the total amount available for elected member remuneration in each council and must approve each council's proposal for its allocation.

The Mayor and Elected Members receive remuneration as determined by the Remuneration Authority and in accordance with the Council's Elected Members Allowances and Recovery of Expenses Policy which forms part of Council's Sensitive Expenditure Policy.

Council's current Sensitive Expenditure Policy was amended to align with the Remuneration Authority Determination 2025-2026 on 29 July 2025.

The policy sets out rules on the claiming of allowances and expenses by elected members and the resources that will be available to them during their term of office.

The policy covers the Mayor and Elected Members of the Council and for the purpose of reimbursement of expenses and mileage, any Council appointed representative acting on behalf of the Council.

14.0 Equal Employment Policy

Waitomo District Council is committed to actively supporting the principles of equal opportunities through its employment, training, and development of staff.

Waitomo District Council will actively ensure there is no discrimination on the grounds of race, colour, ethnic or national origin, gender, ethnic beliefs, marital status, sexual orientation, family status, political opinion, employment status, age, disability (including illness), or religion.

15.0 Key approved Planning and Policy Documents

The Waitomo District Council is required to comply with various legislation in respect of planning; however Council regards the legislation as a minimum requirement for it to make a meaningful contribution to the community's future well-being.

In an effective organisation, planning follows a hierarchy of plans ranging between a high level vision for the future and action plans that deliver day-to-day results that progress toward the vision.

Council's key planning/policy documents are as follows:

Plan Title	Process for formulating the Plan	Review Process
Long Term Plan	Project plan formed by Council Informal community consultation – extensive Draft plan formulated Formal community consultation (esp. Māori) Final Consideration and adoption Total timeframe approx. 12 months	Every three years. May be varied at any time provided that a due process is followed.
Annual Plan	Draft plan formulated taking account LTP and Council's own strategies Formal community consultation (esp. Māori) Final Consideration and adoption Total timeframe approximately six months	New annual plan each year creates a continual review of all services and activities.
Annual Report	Comparison of Council's actual performance with the proposed performance set out in the Annual Plan or LTP. Produced within four months of end of financial year. Must contain an audited financial statement, set of accounts and annual financial report assessing Council's financial performance and position against budget.	New Annual Report required each year.
District Plan	Resource management issues documents prepared. Consultation with key stakeholders Public notification of draft plan Submissions on draft plan considered by Council and publicly notified Preparation of proposed plan	Review required no later than 10 years after plan becomes operative. Council may vary at any time to suit changing circumstances.
Asset Management Plans	To comply with the Local Government Act 2002 key requirements of which include the preparation of a long term financial strategy and the recognition of changes in the service potential of assets, which are outputs of AM plans.	Reviewed and Updated Annually
Water and Sanitary Assessment	There is a legislative requirement under the Local Government Act to, from time to time, assess the provision of water services and other sanitary services. The assessment must include the provision of water and other sanitary services within the District including, but not limited to, how drinking water is provided, how sewage and stormwater are disposed of, identified risks to the community and estimated future demands.	It is considered best practice to review the Water and Sanitary Services Assessment on a three year basis to coincide with development of the LTP.

16.0 Public Access to Council

16.1 Contact Details for Waitomo District Council

Main Office:	Queen Street, Te Kuiti 3910
Postal Address:	PO Box 404, Te Kuiti 3941
Phone (Main Office):	(07) 878 0800
Freephone:	0800 932 4357
Internet:	www.waitomo.govt.nz
Email:	info@waitomo.govt.nz

16.2 Contact Details for Mayor and Councillors

16.2.1 Contact details for the Mayor and Councillors are contained in the "Elected Members' Role and Conduct" section of the Statement.

16.3 Access to Key Planning and Policy Documents

16.3.1 Key approved planning and policy documents are made available to the public through a variety of channels. Key documents are available on Council's website or by request at Council offices.

16.3.2 Where legislation requires consultation, Council engages with the community through local newspapers, social media, public meetings and direct written communication. Identified stakeholders in the process receive a copy of the planning documents.

16.3.3 Key public documents that do not require special consultation are made available at Council offices and are sent to identified stakeholders.

16.4 Access to Council Meetings

16.4.1 Meetings are open to the public and are publicly notified, although Council often requires the exclusion of the public for a portion of a meeting. Council meetings are generally held on the last Tuesday of the month, with the exception of December and January. Any member of the public can attend a Council meeting, however, a member of the public wishing to speak at a meeting must gain prior approval from the Mayor or Chairperson.

16.4.2 All Council and Committee meetings are livestreamed and are available via the Council's website.

17.0 Requests for Official Information

Requests for information from the public may be made under Local Government Official Information legislation. All requests must be in writing and addressed to the Chief Executive and clearly state that they are a request under Local Government Official Information and Meetings Act (LGOIMA).

The Chief Executive will decide whether the request is to be granted and notify the requester of that decision within 20 working days of receiving the request. Specific charges may apply to a request, details of which are set out in the Council's fees and charges available on Council's website.

Where Council receives a request for information under the LGOIMA, the Chief Executive or authorised employee may extend the time limit set, for a reasonable time. This may occur if the request is for a large quantity of information or necessitates a search through a large quantity of information, or if consultations are needed before making a decision on the request and meeting the original time limit would unreasonably interfere with the operations of the local authority.

Reasons for withholding information requested under the LGOIMA, mainly relate to the protection of the privacy or interests of other parties who would be affected by the disclosure of information, or where the information in question should remain confidential to protect commercial interests.

If an applicant is dissatisfied with Council's decision in respect to a request for information under the LGOIMA, the applicant has the right to make a complaint to the Ombudsman, to seek an investigation and review of the Council's decision.

Document ID: 961991

Report To: Council



Meeting Date: 28 April 2026

Subject: **Presentation: Water Services Authority – Taumata Arowai**

Type: Information Only

Author(s): Michelle Higgin
Manager – Governance Support

1 Purpose of Report

- 1.1 The purpose of this business paper is to inform Council that Tim Cadogan, Engagement Specialist for the Water Services Authority – Taumata Arowai will be in attendance online at 10.30am to present the Authority's "Water 101" presentation focusing on:
- The role of the Authority
 - Drinking Water safety basics
 - Update on the Authority's recent mahi, including the first National Wastewater Standards
- 1.2 The presentation will also provide information for councils transitioning from the role of governors to the owners of a water organisations.

2 Suggested Resolutions

- 2.1 The following is a suggested resolution only and does not represent Council policy until such time as it is adopted by formal resolution.
- 1 The Presentation from the Water Services Authority – Taumata Arowai be received.

Document No: 961806

Report To: Council



Meeting Date: 28 April 2026

Subject: **Adoption of Dangerous, Affected and Insanitary Buildings Policy 2026**

Author(s): Raj Mahadevappa
Policy Advisor

Charmaine Ellery
Manager - Strategy and Policy

Alex Bell
General Manager – Strategy and Environment

1 Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Dangerous, Affected and Insanitary Buildings Policy 2026 for adoption.

2 Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Adoption of Dangerous, Affected and Insanitary Buildings Policy 2026 be received.
 - 2 The Council adopt the Dangerous, Affected and Insanitary Buildings Policy 2026 as presented.
 - 3 The Chief Executive be authorised to make any final editorial amendments that may be necessary.

3 Background

- 3.1 On 24 February 2026, Council adopted the Statement of Proposal for Consultation for the Draft Dangerous, Affected and Insanitary Buildings Policy 2026.
- 3.2 Consultation started on 26 February 2026 and closed on 31 March 2026. One submission was received and no hearing was requested. Council considered this submission during deliberations at the Council Meeting on 14 April 2026, and no change was proposed to the policy.
- 3.3 The draft Policy is enclosed as **Attachment 1**.

4 Commentary

4.1 Draft Dangerous, Affected and Insanitary Buildings Policy 2026

- 4.2 We received one submission from Health New Zealand. The following themes were identified in the submission response.

Table 1 : Themes – Draft Dangerous, Affected and Insanitary Buildings Policy

Submission Points - Summary	Analysis Summary
<p>The proposed policy includes provisions for scheduled heritage buildings, noting the importance of recognising any special traditional or cultural aspects of the building. There could also be an opportunity to recognise the land and buildings, that are not scheduled but that have important cultural and spiritual significance to Iwi/hapū in Waitomo.</p> <p>Ensuring active involvement of Te Tiriti partners in the implementation of this policy is a way for council to further meet its Te Tiriti obligations, which has the potential to contribute to improved health and wellbeing outcomes for Māori.</p>	<p>The Dangerous, Affected and Insanitary Buildings Policy is prepared under the Building Act 2004 and is intended to describe how Council will exercise its statutory functions under that Act. While Council may work with other agencies and may use other legislation such as the Health Act 1956 where appropriate, this policy is not intended to be a broader public health, housing or social policy document. Many of the recommendations relate to operational practices or wider social and public health matters which fall outside the statutory purpose of a policy prepared under sections 131–132 of the Building Act 2004.</p> <p>Also, Council will consider heritage and cultural values when determining appropriate actions for dangerous or insanitary buildings where those buildings are identified as having heritage or cultural significance.</p>

5 Analysis of Options

- 5.1 The following options are available to the Council with regard to the adoption of Draft Dangerous, Affected and Insanitary Buildings Policy 2026.
- 5.2 OPTION 1**
- 5.3 Council adopt the Policy as presented that addresses the IANZ audit recommendations.
- 5.4 OPTION 2**
- 5.5 Council does not adopt the Policy.
- 5.6 Option 2 poses a risk as the current policy does not fully address some requirements under the Building Act 2004, which is why Option 1 is the preferred option.

6 Considerations

- 6.1 **RISK**
- 6.2 No risks have been identified as a consequence of the adoption of the Policy.
- 6.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 6.4 There are no inconsistencies with Council’s direction, existing plans, and policies.
- 6.5 **SIGNIFICANCE AND COMMUNITY VIEWS**
- 6.6 The Council’s Significance and Engagement Policy require the Council to assess the degree of significance of proposals and decisions, which informs the appropriate level of engagement.
- 6.7 The degree of significance was assessed to be of medium significance for the people of the district, which corresponds to the ‘consult’ level of engagement.
- 6.8 The public consultation was undertaken in accordance with the requirements of the LGA and its Significance and Engagement Policy, one submission was received and considered as part of the review
- 6.9 Officers will by way of a formal letter reply to the submitter covering our response as described in Table 1.

7 Recommendation

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

8 Attachments/Separate Enclosures

Dangerous, Affected and Insanitary Buildings Policy 2026 (925982)

DRAFT

Waitomo District Council

**Dangerous, Affected and
Insanitary Buildings Policy**

First Adopted:	25 July 2006
Review History:	2011, 2016, 2021, April 2026
Date of Next Review:	July 2031
Responsibility:	GM Strategy and Environment
Adopted by:	Council (28 April 2026)

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INTRODUCTION | KUPU ARATAKI

The Building Act 2004 (the Act) requires councils to adopt a policy that addresses the identification, assessment, and management of any dangerous and insanitary buildings within its District. The policy must also consider buildings that may be affected by a nearby dangerous or insanitary building, as well as detailing how the policy provisions will be applied to historical buildings.

The Dangerous, Affected and Insanitary Buildings Policy (the Policy) is adopted under section 131 of the Act. Sections 121-130 of the Act provide the specific powers and duties of council relating to dangerous, insanitary, and affected buildings.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. The purpose of this Policy is to:
 - a) Reduce the potential risk posed to residents in the District by dangerous, affected and insanitary buildings; and
 - b) Provide a clear framework for how Council will manage dangerous, affected, insanitary and heritage buildings.
2. The Policy sets out:
 - a) The approach Waitomo District Council takes in performing its functions under the Building Act 2004;
 - b) Waitomo District Council priorities in performing those functions; and
 - c) How the Policy applies to dangerous, affected, insanitary and heritage buildings.
3. This Policy applies to all buildings within the Waitomo District Council territorial authority district.

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Affected Building	Defined in section 121A of the Act as a building that is adjacent to, adjoining, or nearby: <ol style="list-style-type: none"> (a) A dangerous building as defined in section 121 of the Act; or (b) A dangerous dam within the meaning of section 153 of the Act.
Authorised officer	has the same meaning as section 222 of the Act and means an officer of a territorial authority to whom either or both of the following applies: <ol style="list-style-type: none"> (a) he or she is authorised to carry out inspections; or (b) he or she is authorised to enter the land by this Act; or by an order of the District Court made under section 227 of the Act.
Owner	Owner in relation to any land or buildings on the land, <ol style="list-style-type: none"> (a) means the person who – <ol style="list-style-type: none"> (i) is entitled to the rack rent from the land; or (ii) would be so entitled if the land were let to a tenant at a rack rent; and (b) includes – <ol style="list-style-type: none"> (i) the owner of the fee simple of the land; and (ii) for the purposes of sections 32,44,92, 97 and 176 (c) of the Act any person who has agreed in writing, whether conditionally or

unconditionally, to purchase the land or any leasehold estate or interest in the land, or to take a lease of the land, and who is bound by the agreement because the agreement is still in force.

Council	Means the Waitomo District Council
Dangerous Building	<p>Defined in section 121 of the Act as a building that is dangerous if;</p> <p>(a) in the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause –</p> <p style="padding-left: 40px;">(i) injury or death (whether by collapse or otherwise) to any persons in it or to persons on other property; or</p> <p style="padding-left: 40px;">(ii) damage to other property; or</p> <p>(b) in the event of fire, injury or death to any persons in the building or to persons on other property is likely.</p>
Heritage Building	<p>Defined in section 7 of the Act and means a building that is included on:</p> <p>(a) the New Zealand Heritage List / Rarangi Korero maintained under section 65 of the Heritage New Zealand Pouhere Taonga Act 2014; or</p> <p>(b) the National Historic Landmarks / Ngaa Manawhenua o Aotearoa me onaa korero Tuturu list maintained under section 81 of the Heritage New Zealand Pouhere Taonga Act 2014.</p> <p>(c) a place, or part of a place, that is subject to a heritage covenant under section 39 of the Heritage New Zealand Pouhere Taonga Act 2014 and is registered under section 41 of that Act; or</p> <p>(d) a place, or part of a place, that is subject to a heritage order within the meaning of section 187 of the Resource Management Act 1991; or</p> <p>(e) a place, or part of a place, that is included in a schedule of a district plan because of its heritage value;</p> <p>(f) elsewhere in the Act, a building referred to in paragraph (a) or (b) above.</p>
Immediate danger	<p>Defined in section 129 of the Act:</p> <p>(1) This section applied if, because of the state of the building;</p> <p style="padding-left: 40px;">(a) Immediate danger to the safety of people is likely in terms of section 121 or 123; or</p> <p style="padding-left: 40px;">(b) Immediate action is necessary to fix insanitary conditions.</p>
Insanitary Building	<p>Defined in section 123 of the Act:</p> <p>A building is insanitary for the purposes of the Act if the building:</p> <p>(a) is offensive or likely to be injurious to health because of how it is situated or constructed; or it is in a state of disrepair; or</p> <p>(b) has insufficient or defective provisions against moisture penetration so as to cause dampness in the building or in any adjoining building; or</p> <p>(c) does not have a supply of potable water that is adequate for its intended use; or</p> <p>(d) does not have sanitary facilities that are adequate for its intended use.</p>
Property file and register	A record of legal information the Council is required to maintain in terms of section 216 of the Act.

Territorial Authority Within the context of this Policy means Waitomo District Council.

The Act The Building Act 2004

POLICY | KAUPAPA HERE

1. Council's Role

- 1.1. Buildings may become dangerous or insanitary due to a number of reasons, such as unauthorised alterations being made, from a fire, from a natural disaster, or as a result of its use or neglect by an owner or occupant.
- 1.2. Council has a statutory responsibility to act promptly to ensure the safety of persons or property when buildings that may be dangerous or insanitary come to the Council's attention. Council is also required to consider whether any other buildings may be affected by a dangerous building and if so, what action, if any, is appropriate.
- 1.3. If a building is found to be dangerous, affected or insanitary, the Council will work with the building owner(s), and if necessary, use powers it has available, to ensure appropriate action is taken to make the building, its occupants and the public safe.
- 1.4. Where a state of emergency has been declared (or following a state of emergency, when a transition period has been declared) the Council may choose to exercise powers under the Civil Defence Emergency Management Act 2002 instead of or in addition to powers under the Building Act 2004.

2. Councils approach to dangerous, affected or insanitary buildings

- 2.1. Council will not proactively inspect all buildings within the District, but will make it a priority to quickly and efficiently respond to information received regarding potentially dangerous, affected or insanitary buildings.
- 2.2. To identify whether a building is dangerous, affected or insanitary, Council will use any of the following information:
 - a) the observations of employees or contractors,
 - b) information or complaints received from the public or members of professional bodies such as Engineering New Zealand,
 - c) notification from Ministry of Business, Innovation and Employment (MBIE) or from Fire and Emergency New Zealand (FENZ),
 - d) An application for a building consent under sections 112 to 116A of the Act.
- 2.3. Likely sources of information will be building occupants, neighbours, or following an inspection by Council officers, the Police, FENZ, or other agencies authorised to inspect buildings.

3. Heritage Buildings

- 3.1. This Policy applies to Heritage buildings in the same way it applies to all other buildings.
- 3.2. Where Council receives information regarding buildings which have a heritage classification under Heritage New Zealand Pouhere Taonga, in addition to consulting with affected owners, Council will consider seeking advice from Heritage New Zealand

Pouhere Taonga. Council recognises heritage buildings as important infrastructure that add character and history to the District.

- 3.3. A number of heritage buildings are listed with the New Zealand Historic Places Trust and/or are listed in the Heritage section of the District Plan.

When considering heritage buildings under this Policy, consideration will be given to:

- a) The importance of recognising any special traditional and cultural aspects of the building and the intended use of a building, and
- b) The need to facilitate the preservation of buildings of significant cultural, historical or heritage value.

4. Assessment Procedure

- 4.1. When Council receives information about a potential dangerous, affected, or insanitary building it will actively undertake an inspection and assessment of the buildings condition in terms of the Act, and will consider the following:

- a) The details of the property against Council records;
- b) Have an authorised officer undertake a full and extensive inspection of the building in question;
- c) Where necessary, seek advice from the FENZ or any other professional or organisation deemed appropriate by Council;
- d) Prioritise the issue in light of the perceived risks around the building; and
- e) Prepare an inspection record.

- 4.2. All inspections of potentially dangerous, affected or insanitary buildings will involve assessment of the condition of the building in terms of the definitions in sections 121, 121A and 123 of the Act. Inspection records will be prepared to document any inspection.

- 4.3. Authorised officers are not required to inform or obtain approval for inspections to determine whether or not a building is dangerous or insanitary, unless the building is a household unit. In these circumstances Council must either obtain consent of the occupier of the household or an order from a District Court, unless a state of emergency applies.

- 4.4. Council may engage a subject matter expert to assist with determining whether a building is dangerous, affected or insanitary, and/or the course of action to rectify the issue if it is.

4.5. Criteria for determining priority of issue

- 4.6. A building is less likely to be classified as dangerous, affected or insanitary if it is unoccupied; however, the risk to the public and other properties must still be considered. Council will carefully consider these issues and determine whether they warrant immediate action to prevent injury or death. Each case will be considered on its own merits.

5. Immediate Danger

- 5.1. Where a building is determined to be dangerous, affected or insanitary, Council will work with the building owners to find a mutually acceptable plan of action before exercising its powers under the Act. Council will, however, exercise its statutory powers under

section 129 the Act where action is required to avoid immediate danger or fix insanitary conditions or in circumstances where an acceptable solution cannot be negotiated with the building owner.

6. Actions for dangerous, affected or insanitary buildings

- 6.1. Taking action to resolve any dangerous and/or insanitary building is the responsibility of the building owner(s). However, there may be circumstances that require Council to take action or carry out work (e.g. immediate danger as above). If Council does have to take action or carry out work in accordance with sections 126 or 129 of the Act:
- (a) The owner of the building is liable for the costs of the work or action taken; and
 - (b) Council may recover those costs from the owner; and
 - (c) The amount recoverable by the Council becomes a charge on the land on which the building is situated, or the work was carried out.
- 6.2. The priority for action for a dangerous, affected or insanitary building will be decided after the initial assessment of the building.
- 6.3. Council may do any or all of the following if a building is deemed dangerous, affected or insanitary:
- a) Consult with the owners of the relevant building to further determine the circumstances and decide on an appropriate course of action. This may include voluntary rectification by the owner.
 - b) Except for an affected building, attach a notice to the building (sections 124 & 125 of the Act) requiring the owner to undertake building work to reduce or remove the danger, or prevent the building from remaining insanitary. This may include demolishing all or part of the building.
 - c) Put up a hording or fence to prevent people from approaching the building nearer than is safe.
 - d) Issue a notice (section 124(2)(d) of the Act) restricting entry to the building for particular purposes or restricting entry to particular people or groups of people. The notice may be issued for a maximum of 30 days and only re-issued once for a further period of 30 days (section 125(1A) of the Act). A copy of a notice must be issued to all people listed under section 125(2) of the Act.
 - e) Take any action that is necessary to remove any immediate danger to the safety of people, or immediate action that is necessary to fix insanitary conditions (sections 129 and 130 of the Act). The owner is liable for the Council's costs in doing so, and the amount recoverable becomes a charge on the land.
- 6.4. Where a notice requiring building work to be undertaken has been attached to a dangerous or insanitary building, Council:
- a) Will contact the owner at the end of the time period set down in the notice to gain access to the building and check whether the notice has been complied with.
 - b) If the required work has not been carried out in accordance with the notice, may carry out the required work itself following application to the District Court (section 126 of the Act). The owner is liable for the costs, and the amount recoverable becomes a charge on the land.
- 6.5. May pursue further enforcement action under the Act if the requirements of the notice are not met within a reasonable period of time, or for any other noncompliance

matters (e.g. if the danger or insanitary conditions are as a result of unconsented building works).

- 6.6. May consider any other enforcement options available to it, including the Health Act 1956 and Resource Management Act 1991.

6.7. Working with building owners

- 6.8. Where there is an agreement between the Council and the building owner to rectify any deficiency, the Council may choose not to issue a formal notice but will retain details of the building in the property file.
- 6.9. Where an acceptable agreement between the building owner and the Council cannot be obtained or where more urgent action is required, the Council may exercise its powers and issue a notice under section 124 of the Act. The section 124 notice will outline the danger to be removed and a timeframe to achieve the necessary result.

7. Council's Priorities

- 7.1 Council will prioritise action based on:
- a) Risk to life and public safety – Buildings posing immediate danger to occupants or the public will be addressed urgently.
 - b) Vulnerability of occupants – Priority will be given to buildings occupied by children, elderly, or other vulnerable groups.
 - c) Public access and use – Buildings with high public use (e.g. schools, community centres) will be assessed and managed promptly.
 - d) Heritage considerations – Heritage buildings will be assessed with input from Heritage New Zealand, balancing safety with preservation.
 - e) Environmental and health impacts – Insanitary buildings that pose health risks or environmental hazards will be addressed swiftly.
 - f) Resource availability – Council will allocate resources to ensure timely and effective responses, with flexibility to escalate urgent cases.

8. Cost To Owners

- 8.1 The owner of a building which is determined to be a dangerous, affected or an insanitary building, will bear all costs incurred in meeting the requirements of the Act. These costs include assessment and enforcement costs incurred by Council.
- 8.2 The Council may issue a notice under section 124(2)(c) of the Act requiring work to be carried out on a dangerous or insanitary building to reduce or remove the danger, or to prevent the building from remaining insanitary. If work required under such a notice issued is not completed or proceeding with reasonable speed, the Council may use its powers under Section 126 of the Act and apply to the District Court to gain authorisation to carry out the building work required in the notice.
- 8.3 If the Council carries out building work, under section 126 of the Act or under a warrant issued under section 129, it is entitled to recover costs associated with that work from the building owner.

9. Council Records

- 9.1. Council will keep a record of all dangerous, affected and insanitary buildings noting the status of requirement for improvement or the results of improvements as applicable. All information relating to dangerous, affected or insanitary buildings will be filed on the relevant property file.
- 9.2. The Local Government Official Information and Meetings Act 1987 (section 44A) requires the Council to include information concerning any consent, certificate, notice, order, or requisition affecting the land or any building on the land previously issued by the territorial authority on the Land Information Memorandum (LIM) for a property.
- 9.3. In particular, the Council will include information relating to notices that have been issued by Council regarding dangerous and insanitary conditions, or affected building status that are not resolved.
- 9.4. The Council is required (under section 216 of the Act) to hold a summary of any written complaint concerning alleged breaches of the Act, and the Council's response. This information will be provided upon request, subject to the requirements of section 217 of the Act

10. Review

- 10.1 This Policy will be reviewed no less than once every five years. Any amendments will be done in accordance with the special consultative procedure as set out in section 83 of the Local Government Act 2002.

Document ID: 968722

Report To: Council



Meeting Date: 28 April 2026

Subject: **Bi-Monthly Activity Report: Strategy and Environment Group Update Report**

Type: Information only

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

1. Purpose of Report

- 1.1 The purpose of this business paper is to update the Council on work programmes that form part of the strategy and environment group.

2. Suggested Resolutions

- 2.1 The following is a suggested resolution only and does not represent Council policy until such time as it is adopted by formal resolution.
1. The business paper on Bi-Monthly Regulatory Update Report be received.

3. Background

- 3.1 At its meeting of 28 February 2023, the Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 3.2 A reporting schedule was agreed, with bi-monthly reports being one month for Strategy and Environment Group, Finance and Chief Executive Report and Community Services and Infrastructure Services (Solid Waste, Roading and Stormwater) and Wastewater and Water services on the other month.
- 3.3 This report incorporates commentary on the present activities, short-term planned work and the associated gains and/or risks involved with the work undertaken by the Strategy and Environment portfolios.

4. Commentary

- 4.1 The activities undertaken by the Regulatory Services are governed and directed by legislation, national, regional and local policies and bylaws. We undertake many activities that contribute to keeping our community and district a safe place to be.
- 4.2 Day to day operations include building control, alcohol licensing, environmental health, bylaw administration, animal and dog control, planning and district planning (Proposed District Plan). The functions of these activities were set out in the business paper on 27 June 2023 (528339).
- 4.3 The activities of these units are 'business as usual' in that the activities undertaken are prescribed in the various legislation and planning / policy documents, which control the day-to-day operations.

4.4 **RISKS AND OPPORTUNITIES**

4.5 In terms of risks and opportunities, the primary risk relates to our capacity to continue delivering regulatory functions in accordance with the statutory frameworks administered by the Group. As reported in my last bi-monthly paper, we currently have a vacancy in our Building Control team. However, we are still assessing options to manage these vacancies, including leveraging existing shared services arrangements, utilising the CoLab Building Services processing hub, or recruiting additional resource, as building activity is still reasonably stagnant in the District. All other teams within the Group remain fully staffed.

4.6 **LAND INFORMATION MEMORANDUM, RESOURCE CONSENTS AND BUILDING CONSENTS**

4.7 Below is a table that sets out the trends for Land Information Memorandums (LIMS), resource consents and building consents for the calendar years.

	2024	2025	2026 (to 1 April 2026)
LIMS	119	166	50
Building consents	136	153	30
Resource consents	41	43	16

4.8 **LOOKING FORWARD NEXT 3 MONTHS**

4.9 **ANIMAL CONTROL**

4.10 Animal Control staff are still pursuing the minimal number of outstanding unregistered dogs from the previous registration year. Staff are otherwise engaged with their business as usual activities.

4.11 In the next month we will start the process of sending our dog registrations for the next registration year.

4.12 **BUILDING CONTROL**

4.13 Building Control staff are making good progress in preparation for our bi-annual IANZ assessment, which is scheduled for June this year.

4.14 We are continuing to provide assistance to Waipa District Council for building consent inspections and Otorohanga District Council for Bylaw support.

4.15 **PROPOSED WAITOMO DISTRICT PLAN**

4.16 The Decisions Version of the Proposed Waitomo District Plan was publicly notified on 19 June 2025. The appeals period closed on 1 August 2025. We received 5 appeals and 18 section 274 notices on those various appeals. These appeals and section 274 notices can be found by following the link – <https://www.waitomo.govt.nz/council/district-plan-review/appeals/>.

4.17 Since I last reported on this in February, we have reached an agreement to resolve the Waikato Regional Council appeal with all of the relevant parties. Staff are now preparing the necessary documentation to be submitted to the Environment Court to resolve this appeal.

4.18 In terms of the outstanding appeals. Please see the update below.

- Royal Forest and Bird – Council staff and its solicitor met with Forest and Birds legal counsel on 17 March to discuss their appeal. Good progress was made during this meeting to narrow the issues on appeal. Both Council and Forest and Bird are now working on agreed actions from this meeting, which we hope will enable resolution of this appeal. However, we note that

there are a number of section 274 parties who have an interest in this appeal, so we will need to discuss with them any potential resolution.

- Roy Wetini Whaanau Trust – awaiting a decision from the Court on jurisdictional and scope issues.
- Te Ruunanga o Ngaati Mahuta ki te Hauaauru Trust – awaiting a decision from the Court on jurisdictional and scope issues.

4.19 **EMERGENCY MANAGEMENT**

4.20 A full Emergency Operating Centre (EOC) was established at the Te Awamutu Council Chambers on 12 April 2026 in response to Cyclone Vaianu. The EOC was established at 0700 in preparation for the potential impacts on the Western Waikato area. However, given that we did not receive any significant impacts the EOC was closed at 1730 on the same day.

4.21 Council staff and Western Waikato Civil Defence Emergency Management Staff are currently working with staff at Te Nehenehenui (TNN) to formalise an arrangement that would see TNN staff perform the Pouaarahi (iwi liaison) function for the Waitomo District in the Emergency Operating Centre (EOC). This role would be utilised in a state of emergency or if we stood up our EOC. We will also ensure that there are regular meetings and training sessions held to embed this involvement within our EOC processes.

4.22 **STRATEGY AND POLICY**

4.23 The Strategy and Policy team are currently developing, reviewing or amending the following policies:

- Revenue and Financing policy
- Appointment of directors to CCOs
- Significance and Engagement
- Procurement policy
- Sensitive expenditure
- LGOIMA Policy
- Drone Policy
- Dangerous and Insanitary Buildings Policy

4.24 These policies are being developed on various timelines.

4.25 The team are also working on the following Bylaws

- Solid waste - under review
- Public Amenity - commence once PDP confirmed
- Water Services – on hold, WWL to progress
- Trade Waste – WWL to progress

4.26 **TE KUMI STATION ROAD RENAMING**

4.27 On 27 March a blessing ceremony was held for the renaming of Te Kumi Station Road to Tuariri Road. The sign was installed on the same day.

4.28 **RESIDENT SATISFACTION SURVEY**

4.29 We have engaged Key Research to carry out this year's resident satisfaction survey. This is the same provider that we used last year. The survey will be carried out over the month of May.

4.30 **ANNUAL PLAN 2026/2027 AND FEES AND CHARGES 2026/2027 CONSULTATION**

4.31 Consultation for the Annual Plan 2026-27 and Fees and charges 2026-27 started on 30 March 2026 and closes on 30 April 2026. A public meeting was held in Mokau on 8 April 2026 to discuss

the proposal to consider relocating the Awakino Transfer Station to 2 Oha Street in Mokau. This meeting was well attended, and a range of feedback was received.

- 4.32 A hearing will be held in May if any submitters wish to be heard in relation to their submission on either the annual plan or the fees and charges with both documents to be adopted at the June 2026 Council Meeting.
- 4.33 The team are also starting to prepare for the upcoming Long Term Plan workshops and continue to monitor legislation changes and understand the impacts of those changes.

Document ID:**Report To: Council**

Meeting Date: 28 April 2026
Subject: **Motion to Exclude the Public**
Type: Decision Required
Author(s): Michelle Higgle
 Manager – Governance Support

1. Purpose of Report

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

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

2. Suggested Resolutions

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

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

General Subject	Reason for passing this resolution	Section 48(1) grounds for the passing of this resolution
1. Road Stopping Proposal – Waihohonu Road, Waitomo	Section 7(2) (i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
2. Te Kūiti Water Supply Resilience Improvements Update	Section 7(2) (h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

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

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

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

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

3. Commentary

- 3.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right, by resolution, to exclude the public from the whole or any part of the proceedings of any meeting, only on one or more of the grounds contained within that Section.