

**Document No:** A672700

**Report To: Council**



**Meeting Date:** 27 June 2023

**Subject:** **Presentation – Waitomo Caves Discovery Centre – Reporting against Multi-Year Community Partnership Grant Agreement**

**Type:** Information Only

## Purpose

- 1.1 The purpose of this business paper is to advise that Dr Bridget Mosley, Museum Director, Waitomo Caves Discovery Centre will attend the meeting at 9.00am to present and speak to the Waitomo Caves Discovery Centre's Multi-Year Community Partnership Grant Agreement.

## Background

- 2.1 Waitomo Caves Discovery Centre (WCDC) supports arts, culture and heritage in the Waitomo District by operating a museum which focuses on the Waitomo areas community, landscape, environment and history. WCDC also provides services for the i-SITE Visitor Information Centre located in Waitomo Caves Village.
- 2.2 The 2021-2024 Community Partnership Grant Agreement between the parties provides that reporting to Council will take place twice a year with a focus on the key performance indicators below:
- To provide counter/phone enquiry and booking activities for visitors to the Waitomo Village;
  - To provide and maintain a website, distribute brochures and provide signage and advertising that promotes the Waitomo Caves Discovery Centre;
  - To develop and promote the existing museum;
  - To provide training to local guides on the Waitomo District attractions;
  - To participate in regional and local tourism groups and advocate for Waitomo Caves and the Waitomo District;
  - To provide information promoting attractions of the Waitomo District;
  - To provide information relating to the heritage of the Waitomo Caves region;
  - To archive, document and store items of heritage value;
  - To provide the Ministry of Education Learning Experiences outside of the classroom; and
  - To provide access to public facilities including four public toilets, one of which will be open 24 hours per day, and access to 3 rubbish receptacles through the grounds.

## Suggested Resolutions

The Presentation from Waitomo Caves Discovery Centre – Reporting against Multi-Year Community Partnership Grant Agreement be received.

A handwritten signature in blue ink that reads "H. Beever".

HELEN BEEVER  
**GENERAL MANAGER – COMMUNITY SERVICES**

June 2023

**Document No:** A673278

**Report To: Council**



**Meeting Date:** 27 June 2023

**Subject:** **Deputation – Waitomo Sister City Incorporated**

**Type:** Information Only

### **Purpose**

- 1.1 The purpose of this business paper is to advise that Kevin Ikin, Janis MacDonald and one of the travelling students (on behalf of Waitomo Sister City Incorporated) will be in attendance at 9.15am to brief Council on the recent visit to Waitomo's Japanese Sister City – Tatsuno.

### **Suggested Resolutions**

The Deputation from Waitomo Sister City Incorporated be received.

A handwritten signature in blue ink that reads "H. Beever".

HELEN BEEVER  
**GENERAL MANAGER – COMMUNITY SERVICES**

June 2023

## WAITOMO DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON THURSDAY 18 MAY 2023 AT 9.00AM

**PRESENT:** Deputy Mayor Allan Goddard, Council Members Dan Tasker, Eady Manawaiti, Gavin Todd and Janette Osborne

**IN ATTENDANCE:** Submitters:

Phil Brodie  
 Kyle Barnes and John Ash (Tere Waitomo Community Trust)  
 Oliver Goulden (CCS Disability Action Waikato) via Zoom;  
 Frances Casey via Zoom, Chris Irons and Jacqui Hahn (Federated Farmers)

Media:

1 Member of the Media (Andy Campbell, King Country News)

Staff:

Chief Executive, Ben Smit; Manager – Governance Support, Michelle Higgle; General Manager – Strategy and Environment, Alex Bell; General Manager – Community Services, Helen Beever; Manager – Strategy and Policy, Charmaine Ellery and Senior Strategy and Policy Advisor, Alice Tasker and General Manager – Infrastructure Services, Shyamal Ram

<b>1. Karakia Tuwhera</b>
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<b>2. Hearing of Submissions to the draft Annual Plan 2023/2024</b>
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Fances Casey (Federated Farmers) and Oliver Goulden (CCS Disability Action Waikato) joined the meeting via Zoom.

9:00am **Phil Brodie** ..... **Submission No. 1**

Phil Brodie spoke in support of his written submission.

9:10am **Tere Waitomo Community Trust (Kyle Barnes and John Ash)** .... **Submission No. 4**

Kyle Barnes and John Ash spoke in support of the written submission from Tere Waitomo Community Trust.

Phil Brodie, Kyle Barnes and John Ash left the meeting at 9.27am.

9:28am **CCS Disability Action Waikato (Oliver Goulden)** ..... **Submission No. 6**

Oliver Goulden attended the Hearing via Zoom and spoke in support of the written submission from CSS Disability Action Waikato.

Oliver Goulden left the meeting at 9.35am

Chris Irons and Jacqui Hahn entered the meeting at 9.35am.

9:35am **Federated Farmers New Zealand** ..... **Submission No. 8**  
**(Frances Casey and Chris Irons)**

Frances Casey attended the meeting via Zoom and Chris Irons and Jacqui Hahn attended in person and they spoke in support of the written submission from Federated Farmers New Zealand.

Added to the written Federated Farmers Submission verbally were the following:

- Bristle Grass  
 Federated Farmers request Council not to mow roadside verges where bristle grass is present and allow local farmers to eradicate it with appropriate spray programmes.
- Paper Roads  
 There are problems with some paper roads being identified on Google Maps which are inaccessible due to unsuitable terrain, blackberry, etc. so people end up lost and roaming around farm properties.

Frances Casey, Chris Irons and Jacqui Hahn left the meeting at 10.00am.

### Resolution

- 1 The business paper on Hearing of Submissions to the Draft 2023/2024 Annual Plan be received.
- 2 Council note the verbal submissions made by the following Submitters:

Sub No.	Submitter Name
1	Phil Brodie
4	Tere Waitomo Community Trust
6	CCS Disability (Oliver Goulden)
8	Federated Farmers New Zealand

- 3 The verbal submissions be noted for consideration as part of the deliberations process.

Robertson/Manawaiti      Carried

### 3. Deliberation of Draft Annual Plan 2023/2024 Submissions

Council considered a business paper providing an analysis of the submissions received to the Draft Annual Plan 2023/24.

#### Declaration of Conflicts of Interest

##### Cr Osborne

Councillor Osborne noted potential conflicts of interest with the following Submissions:

- Tere Waitomo Community Trust (Member)
- Waitomo Caves Museum (Council Appointee)
- Federated Farmers (paid up Member)

After Council discussion it was agreed that the only potential conflict for Councillor Osborne is with Tere Waitomo Community Trust and Councillor Osborne advised that she would not participate in any consideration of the Tere Waitomo Community Trust submission.

Council requested the Chief Executive to prepare a briefing paper on historical considerations and decisions made by previous Councils relating to the Waitomo Village Water and Wastewater Services.

The meeting adjourned for morning tea at 10.40am and reconvened at 10.57am.

Council worked through the analysis of submissions included in the business paper and discussed the content of the commentary for Submitter response letters.

### **Resolution**

- |   |  |                     |         |
|---|--|---------------------|---------|
| 1 | The business paper on Deliberation of Draft Annual Plan 2023/24 Submissions be received.   |                     |         |
| 2 | Council receive and acknowledge submissions including the verbal submissions made at this meeting.   | Robertson/Osborne   | Carried |
| 3 | Council serve notice to the Ruapehu District Council that funding for the Timber Trail will cease from 30 June 2023.   | Robertson/Manawaiti | Carried |
|   | <i>Councillors New and Osborne opposed Resolution 3 and requested their opposition be noted in the Minutes.</i>  |                     |         |
| 4 | The suggested treatment for Submissions and commentary for Submitter responses be approved subject to finalisation of individual response letters by the Mayor.  |                     |         |
| 5 | The Chief Executive be delegated the authority to ensure that Council directions arising from the consideration of submissions are reflected in the Submitter responses and all changes are made to the final Annual Plan 2023/2024 prior to adoption. | Robertson/Tasker    | Carried |

<b>4. Karakia Whakamutunga</b>
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There being no further business the meeting closed at 11.27am

Dated this        day of May 2023

JOHN ROBERTSON  
**MAYOR**

## WAITOMO DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 30 MAY 2023 AT 9.00AM

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

**IN ATTENDANCE:** Chief Executive, Ben Smit  
Manager – Governance Support, Michelle Higgie  
General Manager – Strategy and Environment, Alex Bell (for part only)  
Manager – Strategy and Policy, Charmaine Ellery (for part only)  
Senior Strategy and Policy Advisor, Alice Tasker (for part only)  
Chief Financial Officer, Tina Hitchen (for part only)  
Senior Accountant, Wayne La Roche (for part only)  
General Manager – Infrastructure Services, Shyamal Ram (for part only)  
General Manager – Community Services, Helen Beever (for part only)  
Placemaking and Development Lead, Rangiwihua Ngatai (for part only)  
Manager – Community Development, Sarah McElroy (for part only)  
Manager – Customer Services, Kat Brown-Merrin (for part only)  
Property and Facilities Manager, Liz Riley (for part only)  
Roading Services Contractor (Pinnacles), Ryan Stanley (for part only)  
Three Waters Manager, David Karrol (for part only)

<b>1. Karakia Tuwhera</b>
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<b>2. Declarations of Member Conflicts of Interest</b>
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Councillor New, as Chairperson of Legendary Te Kuiti, declared an interest in Item 23 - Community and Partnerships Activity Update Report (Paragraphs 3.42 - 3.47).

<b>3. Confirmation of Minutes: 26 April 2023</b>
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The Manager – Governance Support advised that in the event of the Public Excluded Minutes needing correction, that consideration must be referred to the public excluded portion of the meeting for consideration by the Council.

**Resolution**

The Minutes of the Waitomo District Council meeting of 26 April 2023, including the public excluded Minutes be confirmed as a true and correct record.

Robertson/Tasker                      Carried

<b>4. Receipt of Unconfirmed Appointments and Chief Executive Relationship Committee Minutes – 10 May 2023</b>
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**Resolution**

The Minutes of the Waitomo District Council Unconfirmed Appointments and Chief Executive Relationship Committee Minutes – 10 May 2023, including the public excluded Minutes be received.

Robertson/Goddard                      Carried

## 5. Verbal Reports: Elected Member Roles and Responsibilities

Elected members gave verbal reports on their individual portfolio roles and responsibilities as follows:

### Councillor Gavin Todd

1. King's Coronation - Tree Planting Ceremony
2. Eketone Street Site Visit
3. Mokau Domain Meeting

### Deputy Mayor Allan Goddard

1. Benneydale Hall Meeting
2. King's Coronation - Tree Planting Ceremony
3. Busit Launch Ceremony
4. Kopaki Bridge Opening

### Councillor Eady Manawaiti

1. 2 x Whare Hui re Māori Ward Options
2. Maara Kai – Education Entity Hui
3. Te Nehenehenui JMA Hui with Chief Executive
4. Kopaki Bridge Opening
5. Hui with Mokau resident about a rates issue
6. Follow-up Hui with Grace Everitt following the NZ Police Presentation to Council
7. Rora Street Site Visit re Location of Legends Gallery

### Councillor Janette Osborne

1. Funding Workshop at Community House run by Community Waikato
2. King's Coronation - Tree Planting Ceremony
3. Regional Transport Committee
4. Waitomo Sister City Meeting
5. Community Hui re Local Crime
6. Creative Communities
7. Brook Park adjacent Residents

### Councillor Dan Tasker

1. Hui re Māori Wards at Te Tokonganui-a-Noho Marae
2. Kopaki Bridge Opening
3. Legendary Te Kuiti
4. Constituent Meetings re Brook Park consultation
5. Community Hui re Local Crime

### Councillor Janene New

1. Community Hui re Local Crime
2. Creative Communities Meeting
3. Busit Launch
4. Meeting with Angela Roberts (Labour MP) and Legendary Te Kuiti
5. Kopaki Bridge Opening
6. Meeting with Deputy Mayor and a resident from adjacent Brook Park

### **Resolution**

The verbal reports be received.

Robertson/Osborne

Carried

## 6. Mayor's Report – May 2023

Council considered the Mayor's Report for May 2023.

### **Resolution**

The Mayor's Report – May 2023 be received.

Robertson/Todd

Carried

<b>7. Endorsement of Appointment to Waikato Plan Leadership Committee</b>
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Council considered a business paper seeking endorsement of the appointment of Mayor John Robertson to the Waikato Plan Leadership Committee to represent the Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council.

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

**Resolution**

- 1 The business paper on Endorsement of Appointment to Waikato Plan Leadership Committee be received.
- 2 Council endorse the appointment of Mayor Robertson to represent Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council on the Waikato Plan Leadership Committee for the remainder of the current triennium.

Osborne/Goddard      Carried

<b>8. Review of Committee Structure (Membership)</b>
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Council considered a business paper recommending a review of Council's Committee Structure, and in particular the membership of its Committees so as to share the workload of elected members more evenly.

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

**Resolution**

- 1 The business paper on Review of Committee Structure (Membership) be received.
- 2 Council change the membership of the Audit and Risk Committee to consist of –

Independent Chairperson Bruce Robertson  
 Mayor John Robertson  
 Deputy Mayor Allan Goddard  
 Councillor Janene New  
 Councillor Janette Osborne  
 Councillor Gavin Todd

Robertson/Todd      Carried

<b>9. Terms of Reference - Te Raangai Whakakaupapa Koorero (Māori Relations Committee) – Recommended Amendment</b>
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Council considered a business presenting the Terms of Reference adopted by Council on 29 November 2022 for the Te Raangai Whakakaupapa Koorero (Māori Relations Committee), marked up with a proposed amendment recommended by the Committee.

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

**Resolution**

- 1 The business paper on Terms of Reference - Te Raangai Whakakaupapa Koorero (Māori Relations Committee) – Recommended Amendment be received.
- 2 The Terms of Reference for Te Raangai Whakakaupapa Koorero (Māori Relations Committee) be amended to enable the Committee to meet on an as required basis.

Goddard/Tasker      Carried



<b>10. Electoral System Review</b>
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Council considered a business seeking Council's direction on a review of Council's Electoral System and providing content, outlining the steps involved in the review of Māori representation and a representation review.

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

**Resolution**

- 1 The business paper on Electoral System Review be received.
- 2 Council resolves to maintain the status quo and continue with the FPP electoral system for the next two local body elections, in 2025 and 2028, and any associated elections.
- 3 Public notice be made notifying the public of the resolution and their right to demand a poll.

Manawaiti/Todd          Carried

<b>11. Resignation of the Waitomo District Licensing Committee Chairperson</b>
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Council considered a business advising the Council of the resignation of the Chair of the Waitomo District Licensing Committee, Sara Grayson, and seek approval to appoint a new Chair and Alternate Chair.

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

**Resolution**

- 1 The business paper on the resignation of the Waitomo District Licencing Committee Chairperson be received.
- 2 Pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Tegan McIntyre be appointed Commissioner (Chairperson) of the Waitomo District Licensing Committee.
- 3 Pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Michael Cameron be reappointed as the Alternate Commissioner (Chairperson) of the Waitomo District Licensing Committee.
- 4 All appointments shall continue to the end of the current five year term to 21 November 2026.

Goddard/Osborne          Carried

<b>12. Review of Council's Gambling Venues Policy</b>
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Council considered a business paper seeking a decision on the review of Council's current Policy on Gambling Venues.

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

**Resolution**

- 1 The business paper on Review of Council's Gambling Venues Policy be received.
- 2 Council resolve to retain the existing policy, with changes made to the formatting of the policy, the addition of a scope, and bringing the language in line with the updated Act.

Robertson/Tasker          Carried

The General Manager – Strategy and Environment, Manager – Strategy and Policy and Senior Strategy and Policy Advisor entered 9.31am

### **13. Review of Council’s Use of Remotely Piloted Aircraft Systems (Drones) Policy**

Council considered a business paper seeking a decision from Council on the review of current Council Policy on Gambling Venues (‘the Policy’).

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

#### **Resolution**

- 1 The business paper on Review of Council’s Gambling Venues Policy be received.
- 2 Council resolve to retain the existing policy, with changes made to the formatting of the policy, the addition of a scope, and bringing the language in line with the updated Act.

Robertson/Manawaiti Carried

### **14. Release of Council Property for Housing Development – Eketone Street, Te Kuiti**

Council considered a business paper providing a summary of Council’s considerations to date regarding the release of a Council owned property at Eketone Street, Te Kuiti for housing development purposes.

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

#### **Resolution**

- 1 The business paper on Release of Council Property for Housing Development – Eketone Street, Te Kuiti be received.
- 2 The confirmed public excluded Council Minutes of 28 March 2023, Item 1 “Proposal to Release Council Properties for Housing Development”, Resolution 2 be corrected as follows:

*Council authorise the Chief Executive to proceed with the development of housing opportunities for the ~~Te Kumi Road~~ Eketone Street, Te Kuiti property.*

Goddard/Osborne Carried

- 3 Council authorise the Chief Executive to investigate and report back on the following three options for the Eketone Street, Te Kuiti property:

Option 1: Do nothing

Option 2: The development of housing opportunities for the entire Eketone Street, Te Kuiti property.

Option 3: The development of a plan and costings for the subdivision of four sections only at the bottom of the site adjacent to Eketone Street.

- 4 Council request the Chief Executive to provide advice on the process and cost of transferring the remaining Council owned land into the Brook Park Reserve.

Goddard/Robertson Carried

<b>15. Purchase of 88 Rora Street, Te Kuiti</b>
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Council considered a business paper advising that the purchase of 88 Rora Street, Te Kuiti has now been completed.

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

**Resolution**

The business paper on Purchase of 88 Rora Street, Te Kuiti be received.

Osborne/Manawaiti                      Carried

<b>16. Adoption of Reserve Management Plan</b>
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The General Manager – Strategy and Environment explained that this matter will be deferred until the next meeting to enable Mokau Ki Runga to carry out further consultation.

**Resolution**

The verbal update be received.

Robertson/Tasker                      Carried

<b>17. Key Performance Indicators Report for period ending 31 March 2023</b>
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Council considered a business paper providing an update on Waitomo District Council’s delivery performance on non-financials for the period ending 31 March 2023.

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

**Resolution**

The business paper on Key Performance Indicators Report for period ending 31 March 2023 be received.

Robertson/Manawaiti                      Carried

The Chief Financial Officer, Senior Accountant and General Manager – Infrastructure Services entered the meeting at 9.56am

<b>18. Treasury Management Report</b>
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Council considered a business paper providing an update on WDC’s debt position and compliance with borrowing limits for the period ended 31 March 2023.

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

Members thanked the Chief Financial Officer for such a detailed and useful report.

**Resolution**

The business paper on Treasury Report for period ended 31 March 2023 be received.

Goddard/Todd                      Carried

The Senior Accountant left the meeting at 10.00am

### 19. Amendments to Treasury Policy (including the Draft Treasury Policy May 2023)

Council considered a business paper seeking Council's consideration of required amendments to the Treasury Policy to reflect recent organisational changes.

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

#### Resolution

- 1 The business paper on Amendments to the Treasury Policy (including the Draft Treasury Policy May 2023) be received.
- 2 Council agree to the amendments to the Treasury Policy as presented (Doc A667248).

Osborne/Manawaiti          Carried

### 20. CoLab – Receipt of Annual Report

Council considered a business paper presenting the Annual Report 2021/22 for Co-Lab, the Council's Controlled Organisation.

Mayor Robertson noted that the Chief Executive is a Board Member of CoLab.

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

#### Resolution

- 1 The business paper on the Co-Lab Annual Report 2021/22 be received.
- 2 The Co-Lab Annual Report 2021/22 be received.
- 3 The Co-Lab Annual Report 2021/22 be published on Council's website.

Tasker/Osborne          Carried

The Chief Financial Officer left the meeting at 10.03am.

### 21. Adoption of Council's Strategic Direction for the Long Term Plan 2024-2034

Council considered a business presenting an updated strategic direction for adoption which will underpin the development of Council's 2024-2034 Long Year Plan.

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

#### Resolution

- 1 The business paper on 'Adoption of Council's Strategic Direction for the Long Term Plan' be received.
- 2 The suggested Vision Statement, Community Outcomes, and Priority areas be approved for adoption into the Long Term Plan 2024-2034 as follows, subject to confirmation of the translation of the Vision Statement into te reo:

#### Vision Statement



Te hanga tahi o tatou Takiwa  
Shaping our District together

### **Community Outcomes**

#### **A district for all people.**

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

#### **A prosperous district.**

We enable a thriving and sustainable economy to create greater benefits for everyone.

#### **A district that values culture.**

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

#### **A district that cares for its environment.**

We ensure the wise use and management of all land and resources now and for future generations.

### **Key Priorities**

#### **Strengthening Relationships**

We will continue to shape our relationships with all our community, iwi, and mana whenua groups to build partnerships that will benefit the district.

#### **Preparing for the future**

We will ensure we are ready for the future by adapting to changes at a global, national, and local level. Demonstrating great leadership to support all the services we deliver.

#### **Effective management of resources**

We manage all of our resources effectively delivering value to our community, we keep sustainability and affordability at the forefront of what we do.

Todd/Tasker                      Carried

The General Manager – Community Services, Placemaking and Development Lead, Manager – Community Development and Manager – Customer Services entered the meeting at 10.05am.

The General Manager – Strategy and Environment, Manager – Strategy and Policy and Senior Strategy and Policy Advisor left the meeting at 10.10am.

## **22. Community and Partnerships Activity Update Report**

Council considered a business paper presenting an update on Community and Partnerships activities.

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

The General Manager – Community Services also gave a verbal update on the Waitomo District Youth Council.

#### **Resolution**

The Community and Partnerships Activity Update Report be received.

Tasker/New                      Carried

The Property and Facilities Manager, Roding Services Contractor (Pinnacles) and Three Waters Manager entered the meeting at 10.12am

The General Manager – Community Services, Placemaking and Development Lead, Manager – Community Development and Manager – Customer Services left the meeting at 10.20am.

<b>23. Infrastructure Services Group Activity Update Report</b>
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Council considered a business paper presenting an update on Infrastructure Services activities.

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

**Resolution**

The Infrastructure Services Group Activity Update Report be received.

Robertson/Osborne Carried

The Property and Facilities Manager, Roading Services Contractor (Pinnacles) and Three Waters Manager left the meeting at 10.27am

<b>24. Motion to Exclude the Public</b>
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public and/or staff from the whole or any part of a meeting on one or more of the grounds contained within that Section.

**Resolution**

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Annual Report and Summary Annual Report 2022/23 – Audit Engagement, Service Plan and Timeline	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)(a)(1)
2. Progress Report – Audit Findings for Year Ended 2022	Section 7(2)(c)(h) – To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Strategy and Environment	Portfolio Holder
Manager – Strategy and Policy	Portfolio Holder
Chief Financial Officer	Portfolio Holder
Senior Strategy and Policy Advisor	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/Goddard Carried

The meeting adjourned at 10.30am and reconvened with the public excluded at 1.00pm.

The Manager – Strategy and Policy, Chief Financial Officer and Senior Strategy and Policy Advisor re-entered the meeting at 1.00pm.

<b>25. Consideration of Public Excluded Items to be made public following Council's decision taking</b>
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**Resolution**

Following Council's consideration and decision taking of the public excluded items of business, Council agreed:

**1 Annual Report and Summary Annual Report 2022/23 – Audit Engagement, Service Plan and Timeline**

The resolutions only be made public at this time as follows:

**Resolution**

- 1 *The business paper on Annual Report and Summary Annual Report 2022/23 – Audit Engagement, Plan and Timeline be received.*
- 2 *The Deloitte Audit Engagement Letter be accepted as presented.*
- 3 *The Deloitte Draft Confirmation of Engagement – Limited Independent Assurance Report in respect to the Waitomo District Council's Debenture Trust Deed be accepted as presented.*
- 4 *The Deloitte Audit Planning Report be accepted as presented.*
- 5 *In accordance with the delegation contained in the Terms of Reference of the Audit and Risk Committee, the Chief Executive be delegated authority to sign on behalf of the Waitomo District Council –*
  - a *The Deloitte Audit Engagement Letter; and*
  - b *The Deloitte Confirmation of Engagement – Limited Independent Assurance Report in respect to the Waitomo District Council's Debenture Trust Deed.*

Robertson/Osborne Carried

**2 Progress Report – Audit findings for year ended 2022**

The resolutions only be made public at this time as follows:

**Resolution**

*The business paper on Progress Report – Audit findings for year ended 2022 be received.*

Robertson/Osborne Carried

Tasker/Manawaiti Carried

**26. Karakia Whakamutunga**

There being no further business the meeting closed at 1.30pm.

Dated this        day of June 2023

JOHN ROBERTSON  
**MAYOR**



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**Document No:** A672677

**Report To: Council**



**Meeting Date:** 27 June 2023

**Subject:** Mayor's Report – June 2023

While almost all regions in the country experienced another drop in house prices in May, Waitomo District bucked the trend with an increase of 53.4%.

This is related in part to a skewing of data because of the small number of sales – just seven properties. However, there may also be an element of price increases due to demand. Demand growth is welcome, for this signals population growth.

Elected members have noted the importance of putting measures into place that help turn around decades of population decrease in our District. Retailers need customers. Without them town centres die. Our seventeen schools need roll growth. Without this they are threatened with closure. And so it goes on.

In general, vibrant districts have population growth. Stagnant districts have population decline.

Our District is positioned to secure growth. We are well located, not far from New Zealand's largest city where a third of New Zealand's population live. New public bus services have increased our connectivity to the Waikato region and Hamilton City. We have many job vacancies. And we have landscapes that are magnificent.

Te Kuiti is at the centre of the King Country, with a public hospital, an upgraded retirement home, and a new indoor sports facility. The Council continues to invest. We are currently shifting our customer services team to Rora Street. This will bring more business to the town centre. And Centennial Park is on our radar for a significant refresh.

Te Kuiti must play its part in attracting population growth. But so too must our villages. And so we are investing in these villages also – to enable access to Taharoa by road, upgrading parking areas in Benneydale, Mokau and Piopio, and reviewing signage to Waitomo Village.

We need the private sector and Central Government to respond also, by investing alongside us.

- In Te Kuiti, we are calling for further investment in housing and in buildings that remain in disrepair in the town centre.
- In Taharoa, we need increased contributions from the mining enterprise and the iron sand beneficiaries on roading.
- In Mokau, Hangatiki, Waitomo Village, Kopaki, and Piopio, Central Government through Waka Kotahi is an important partner.

We are seeing some response. New housing is being built and in Te Kuiti shops on the northern end of Rora Street look good. Shops in Piopio have been done up and are all full. Waka Kotahi recently delivered the replacement Kopaki Bridge.

Attracting people to live in Waitomo is important. We have turned the corner from slow population decline to slight population growth. We all need to keep pressing the buttons that enable and encourage growth.

A handwritten signature in blue ink, appearing to read "John Robertson".

JOHN ROBERTSON, QSO  
**MAYOR**

**Document No:** A672699**Report To:** Council**Meeting Date:** 27 June 2023**Subject:** Maru Energy Trust – Endorsement of Appointment**Type:** Decision Required

### Purpose of Report

- 1.1 The purpose of this business paper is for Council to endorse the appointment of Ruapehu District Mayor, Weston Kirton, as a Trustee of the Maru Energy Trust representing the Otorohanga, Ruapehu, Taupo and Waitomo District Councils jointly.

### Background

- 2.1 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:
- A. Developing and implementing educational programmes to help households and the community understand how to better manage their energy use.
  - B. Identifying households within the community who would benefit from advice and assistance regarding their energy use.
  - C. Facilitate physical modifications to the home and environment to improve energy use.
  - D. Securing funding to support the charitable purposes of the Trust; and
  - E. Undertaking any other purpose that benefits households or the community in keeping with the charitable purposes of the Trust.
- 2.2 The Trust Board must comprise of at least three and no more than eight Trustees appointed in accordance with the Trust Deed.
- 2.3 One Trustee is to be appointed to represent the Otorohanga, Ruapehu, Taupo and Waitomo District Councils jointly. The term of this Trustee is three years.

### Commentary

- 3.1 Since the Trust's inception, the joint councils representative has been agreed between the Mayors of the four councils.
- 3.2 During the last triennium, Don Cameron (former Mayor of Ruapehu) was the appointed representative. Weston Kiron, the current Mayor of Ruapehu District has been nominated with support of the other three Mayors.
- 3.3 Council's endorsement is now sought for this appointment.

### Suggested Resolutions

- 1 The business paper on Maru Energy Trust – Endorsement of Appointment be received.
- 2 Council endorse the appointment of Ruapehu District Mayor, Weston Kirton, as the joint representative on the Maru Energy Trust for the Otorohanga, Ruapehu, Taupo and Waitomo District Councils jointly.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

**Document No:** A672673

**Report To:** Council



**Meeting Date:** 27 June 2023

**Subject:** Local Government New Zealand – 2023 Annual General Meeting: Election of President and Vice-President and Consideration of Remits

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is for Council to determine how it wishes to vote at the 2023 LGNZ AGM on the election of President and Vice President and on remits received.

## Commentary

- 2.1 The 2023 LGNZ AGM and Conference is being convened in Christchurch over the period Wednesday 26 July to Friday 28 July 2023.

- 2.2 Mayor Robertson and the Chief Executive will be attending. For voting purposes, Mayor Robertson has been registered as Council's presiding delegate and the Chief Executive as alternate.

### **2.3 ELECTION OF PRESIDENT AND VICE PRESIDENT**

#### **2.4 President**

- 2.5 Three nominations have been made for the position of LGNZ President as follows:

- Mayor Sam Broughton – Selwyn District Council
- Mayor Dan Gordon – Waimakariri District Council
- Mayor Neil Holdom – New Plymouth District Council

#### **1.2 Vice President**

- 1.3 Two nominations have been made for the position of LGNZ Vice President as follows:

- Mayor Campbell Barry – Lower Hutt
- Mayor Paula Southgate – Hamilton City Council

- 1.4 Full candidate information for both positions has been circulated by LGNZ and is attached to and forms part of this business paper as Attachment 1.

### **2.6 2023 LGNZ REMITS**

- 2.7 Proposed remits, other than those relating to the internal governance and constitution of LGNZ, should address only major strategic "issues of the moment". They should have a national focus articulating a major interest or concern at the national political level.

- 2.8 LGNZ's Remits Screening Policy includes the criteria that remits must have formal support from at least one Zone or Sector Group meeting, or five councils, prior to their being submitted, in order for the proposer to assess support and clarity of the proposal.

- 2.9 LGNZ has screened and distributed the eleven Remits to be considered at the 2023 LGNZ AGM to enable Council's to consider how they wish to vote on each.

- 2.10 A summary of the Remits is as follows:

<b>1</b>	<p><b>ALLOCATION OF RISK AND LIABILITY IN THE BUILDING SECTOR</b></p> <p><b>Remit:</b> That LGNZ</p> <ul style="list-style-type: none"> <li>Engage directly with the Minister for Building and Construction to advocate for a change to the current joint and several liability framework, including examination of the MBIE policy position statement Risk, Liability and Insurance in the Building Sector.</li> <li>Make the case for alternatives and changes to joint and several liability through updating policy advice and engaging with industry groups.</li> </ul> <p><b>Proposed by:</b> Queenstown Lakes District Council</p> <p><b>Supported by:</b> LGNZ Metro Sector</p>
<b>2</b>	<p><b>RATES REBATE</b></p> <p><b>Remit:</b> That LGNZ</p> <ul style="list-style-type: none"> <li>Raise the income threshold for rates rebate eligibility to enable more low and fixed income property owners access to the rebate.</li> <li>Adjust the rebate amount in line with inflation and the cost of living.</li> <li>Investigate options to make rates rebates more accessible for residents by implementing an income data sharing process similar to that of Horowhenua District Council and Levin MSD office. This will enable Councils to obtain benefit income on behalf of the ratepayer and make it easier to apply for the rates rebate.</li> <li>Investigate options for data sharing between Councils, Internal Affairs and Ministry of Social Development to proactively identify households that qualify for rates rebate rather than waiting for people to apply.</li> </ul> <p><b>Proposed by:</b> Horowhenua District Council</p> <p><b>Supported by:</b> LGNZ Zone 3</p>
<b>3</b>	<p><b>ROADING/TRANSPORT MAINTENANCE FUNDING</b></p> <p><b>Remit:</b> That LGNZ</p> <ul style="list-style-type: none"> <li>Publicly lobby all political parties to increase Crown funding for state highway and local road maintenance budgets.</li> <li>Consider and pursue other avenues including the Office of the Auditor General to seek resolution of the issues facing the country in relation to the systemic rundown of our national roading infrastructure.</li> </ul> <p><b>Proposed by:</b> New Plymouth District Council</p> <p><b>Supported by:</b> Kāpiti Coast District Council, Whanganui District Council, Palmerston North City Council, Grey District Council, Waipā District Council, Matamata-Piako District Council, Rotorua Lakes Council, Thames-Coromandel District Council, Masterton District Council, Whakātane District Council, Far North District Council, South Taranaki District Council, Rangitīkei District Council, Tasman District Council, Wairoa District Council, Waimakariri District Council, South Waikato District Council, Kaikōura District Council, Waikato District Council, Hamilton City Council, Mackenzie District Council, Central Hawke's Bay.</p>

<b>4</b>	<b>LOCAL ELECTION ACCESSIBILITY</b>
<b>Remit:</b>	That LGNZ ensure Local Government Elections are fully accessible by advocating to central government to make local government candidates eligible for the Election Access Fund.
<b>Proposed by:</b>	Whangārei District Council
<b>Supported by:</b>	LGNZ Zone 1
<b>5</b>	<b>ABILITY FOR CO-CHAIRS AT FORMAL MEETINGS</b>
<b>Remit:</b>	That LGNZ explores and promotes options that enable councils to make greater use of cochair arrangements for standing committees, joint committees and sub committees.
<b>Proposed by:</b>	Northland Regional Council
<b>Supported by:</b>	LGNZ Zone 1
<b>6</b>	<b>PARKING INFRINGEMENT PENALTIES</b>
<b>Remit:</b>	That LGNZ advocate to central government to enable councils to determine penalties for parking infringements.
<b>Proposed by:</b>	Whangārei District Council
<b>Supported by:</b>	LGNZ Zone 1
<b>7</b>	<b>RURAL AND REGIONAL PUBLIC TRANSPORT</b>
<b>Remit:</b>	That LGNZ: <ul style="list-style-type: none"> <li>• Acknowledges the Government stated support for a major uplift in all urban bus networks nationwide under New Zealand’s first emission reduction plan.</li> <li>• Calls on the Government and opposition parties to commit to increasing investment in public transport for rural and regional communities to support access to essential services and amenities, vibrant rural communities and just transition to a low emission transport system.</li> </ul>
<b>Proposed by:</b>	Waikato Regional Council
<b>Supported by:</b>	Zone 2 Meeting May 2023. Remit discussed and received unanimous support.
<b>8</b>	<b>ESTABLISHING RESOLUTION SERVICE</b>
<b>Remit:</b>	That LGNZ: <ul style="list-style-type: none"> <li>• Investigates the creation of an LGNZ independent, national process to handle complaints or concerns, ensuring fairness, protection, and accountability in local government.</li> <li>• Works with the Local Government Commission to implement findings from its September 2021 Report – Local Government Codes of Conduct.</li> </ul>
<b>Proposed by:</b>	Hutt City Council & YEM
<b>Supported by:</b>	Invercargill City Council, Far North District Council, Hauraki District Council, Central Otago District Council, Hutt City Council, Selwyn District Council, Porirua District Council
<b>9</b>	<b>EARTHQUAKE PRONE BUILDINGS</b>
<b>Remit:</b>	That LGNZ investigate and report to members on ways to help councils and communities that are struggling with the time frames in the Earthquake Prone Building (EPB) sections of the Building Act and council policies pertaining to Priority Thoroughfares.
<b>Proposed by:</b>	Manawatū District Council
<b>Supported by:</b>	LGNZ Zone 3

<b>10</b>	<b>KIWISAVER CONTRIBUTIONS FOR ELECTED MEMBERS</b>	
	<b>Remit:</b>	That LGNZ ask the Government to amend the law to enable councils to make contributions to an elected members' KiwiSaver scheme.
	<b>Proposed by:</b>	Hamilton City Council & promoted by CBEC
	<b>Supported by:</b>	Queenstown Lakes District Council, Palmerston North City Council, New Plymouth District Council, Kāpiti Coast District Council. Far North District Council
<b>11</b>	<b>AUDIT NZ FEES</b>	
	<b>Remit:</b>	That LGNZ calls on central government to take action to reduce council audit fees by: <ul style="list-style-type: none"> <li>• Revisiting the scope and requirements of reporting and auditing on councils.</li> <li>• Conducting a review on the practice of audit in councils and work on best practice guidance to streamline this process. This review should examine whether the reporting and audit requirements of councils are consistent with the level of reporting and audit that is required of other public entities.</li> </ul>
	<b>Proposed by:</b>	Whanganui District Council
	<b>Supported by:</b>	New Plymouth District Council, Horizons Regional Council, Palmerston North City Council, Stratford District Council, Selwyn District Council

### Recommendation

- 3.1 It is recommended that Council resolve its support/opposition to the remits so that the Mayor can vote accordingly at the 2023 LGNZ AGM.

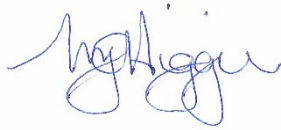
### Suggested Resolutions

- 1 The business paper on Local Government New Zealand – 2023 Annual General Meeting: Election of President and Vice-President and Consideration of Remits be received.
- 2 Mayor Robertson be authorised to vote in support/opposition of the Remits to be considered at the 2023 Local Government New Zealand Annual General meeting as follows:

	<b>Remit</b>	<b>Support / Oppose</b>	<b>Comments</b>
1	Allocation of Risk and Liability in the Building Sector		
2	Rates Rebate		
3	Roading/Transport Maintenance Funding		
4	Local Election Accessibility		
5	Ability for co-chairs at Formal Meetings		
6	Parking Infringement Penalties		
7	Rural and Regional Public Transport		



Remit	Support / Oppose	Comments
8 Establishing Resolution Service		
9 Earthquake Prone Buildings		
10 KiwiSaver Contributions for Elected Members		
11 Audit NZ Fees		



MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

Attachments:

- 1 Candidate Information for President and Vice President Candidates
- 2 2023 LGNZ AGM Remits



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# PRESIDENT & VICE PRESIDENT CANDIDATE INFORMATION

## President

### Mayor Sam Broughton – Selwyn District Council

Tēnā koutou | Tuhia ki te rangi | Tuhia ki te whenua | Tuhia ki te ngākau ō ngā tangata | Ko te mea nui | Ko te aroha | Tihei mauri ora! - Write it in the Sky | Write it in the Land | Write it in the Hearts of all People | The greatest thing is Love | Behold there is life!

I love Aotearoa New Zealand and am fortunate to have been born into a family that had me grow up and now reside in Selwyn. I am husband to Liz and father to Elliott and together we live in Darfield, a town of about 3500 people half an hour west of Christchurch on SH73. I am grateful to my community who have repeatedly supported me to be their Mayor through the last 7 years following two terms as councillor, and to my council and colleagues around the country who supported me as Chair of Zone 5, Chair of the Canterbury Mayoral Forum, to be the current Vice President of LGNZ (since December 2022) and who endorse me standing for the President's election now.

I love the people on our newly elected National Council and am excited by the opportunity to act as President as we work together to serve, encourage and improve Local Government for New Zealand. I believe in making decisions for future generations and in combatting short termism and I'm super proud of what councils across the country do for our communities day in and day out.

We all know there are a number of head winds blowing from the climate crisis to sustainable funding, to Central Government growing an ever-larger magnet to draw all things to the centre. Each council is unique and yet each council has so much in common. It is this diversity and commonality that I believe is our greatest strength. We need to be able to understand and acknowledge the divisions that grew between people, families, communities and Councils over the past 3 years so that we can heal and repair, grow and thrive.

I like bringing people together, encouraging participation, connecting the various nuances of tasks and problems, making decisions and cracking on with delivering. We get the best outcomes when we work together. I believe that tomorrow can be better than today, however we will only achieve betterment if we work collaboratively to advance the opportunities that lay before us.

As your president I will visit, listen, advocate and advance the matters we agree are important. I will also be a leader who challenges, expects, and encourages growth amongst our members as we shape LGNZ and support Councils and Boards to collectively do our best for New Zealand. Please message, call, email or otherwise contact me if you'd like to chat about this or the Blackcaps.

Thank you for reading this and I would appreciate your vote of support at the AGM.



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## President

### Mayor Dan Gordon – Waimakariri District Council

With the full support of my Council, I am standing for LGNZ President because as the only organisation representing the views of local government it is vital that LGNZ is united and effective.

To be this, it needs to regain the trust of its membership. LGNZ represents us and must reflect our views.

If elected, my priority would be to ascertain your views on significant issues before National Council makes any commitments.

Although National Council must govern, it is a mistake to do so without informing itself of membership views. First and foremost, LGNZ is a membership organisation.

My record shows that I am prepared to stand up for the things that matter.

I helped set up Communities 4 Local Democracy – a 3 Waters advocacy group born out of frustration that LGNZ signed an agreement with the Government that affected our ability to engage and shape this reform. It did this without obtaining a mandate from members. This must never happen again.

There is benefit in being connected to Wellington, but you need to avoid ‘capture by the Crown’.

I will ensure that LGNZ stays close to its members and concentrates on advocating for your interests. Standing constructively for your principles builds respect. Consequently, I am seeking your support to bring LGNZ back to its core role.

I am a candidate for change. I will build strong relationships across the political spectrum and work hard to re-unite the sector. LGNZ needs to regain trust and show that we can make a difference.

We are stronger as a united voice. This is why I sought election as the Zone 5 Representative to National Council and am standing for President.

LGNZ should be an advocate, thought leader and partner of communities. We need to use local knowledge and expertise to solve the problems facing the country rather than being a delivery mechanism for unfunded Wellington-led decision making.

I was born and bred in Canterbury. I studied law and art history at Canterbury University. It was there that I became politically active and rose through the ranks of a youth political organisation, becoming the New Zealand President. In 2001 I helped run a successful Mayoral Campaign and in 2002 I stood for Parliament.

Those leadership experiences grew my interest in local government as being where you can make a real difference. I have since worked in and around politics and pride myself on being open-minded and able to work across the political spectrum.

I was elected to the Waimakariri District Council in 2004 at 28 years old and am now in my 7th term on Council. I bring the best of both worlds – youth and experience – and was recently re-elected Mayor of Waimakariri.



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I would be honoured to be elected as your President, and I would work hard to represent your views, be accessible and available to you, and ensure we are an effective group that stands for localism, the importance of local decision making, and provides real value for members.




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## President

### Mayor Neil Holdom – New Plymouth District Council

Dear colleagues and peers,

Right now, both as a sector and membership organisation, we are shrinking. Our communities need us to grow.

Speaking to our peers it is clear that to achieve growth, the status quo must change.

United, we are a force to be reckoned with. But to reach our potential we have to be focused, more credible, more professional and be the champion of subsidiarity in the face of growing centralisation.

By concentrating our efforts on key objectives we can agree on, we will be far more likely to achieve our goals. One of those goals must be reengaging with councils who have left LGNZ or are considering leaving to earn back their trust and demonstrate the value of our collective.

We have the ability to get ahead of Wellington, focusing on what we do well in our various sectors and driving our agenda in areas where we have strong agreement like transport, climate resilience, environmental science, economic development, spatial planning, housing and placemaking.

Where we don't agree, we should objectively quantify, document and communicate the diversity of views our sector holds and the drivers behind those views clearly to demonstrate credibility and transparency.

LGNZ needs to become a more cohesive, strategic and independent voice. To do that we have to rebuild trust with our membership and credibility across the political spectrum. It's clear our new national council is ready for change and I would like to be a part of that change.

There are three strategic objectives that will amplify our impact:

#### Connect:

- Connect members and key partners through high quality engagements building relationships, knowledge and influence
- Implement relationship management strategies for all political parties, key crown entities, DPMC, Treasury, DIA, Waka Kotahi, MBIE, Tourism, Art Culture Heritage, Police, MSD and our iwi chairs...
- Increased collaboration and standardisation of systems and processes across councils with a focus on being easy to do business with.

#### Perform:

- Benchmarking our organisations to identify best practice and share knowledge
- Lift governance standards and drive management accountability
- Commit to collective design and procurement strategies and shared standards to deliver efficiencies
- Focus on lifting asset management maturity and transparency through collaboration
- Streamline LGNZ's Governance model.



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**Influence:**

- Drive our vision for the future of local government to grow the level of local decision making and lift our share of public expenditure
- Clear strategic plan, endorsed by membership, aligned with Taituara
- A respected contributor to balanced, data-driven, quality policy
- Become a trusted, credible, proactive partner, independent and apolitical
- Focus on standardising relationships with government to increase collaboration, investment and efficiency.

I'm committed to doing my share of the heavy lifting as you've seen with my work in 3W and Transport.

I've worked to build positive relationships with all political parties, key ministers and opposition spokespeople and government agencies with a view to being a constructive and credible contributor.

Let's focus on the areas where we can agree and make a difference while also accepting we won't agree on everything.

Yours sincerely

Neil Holdom



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## Vice President

### Mayor Campbell Barry – Lower Hutt

Tēnā koutou,

It is a real privilege to stand for Vice-President of LGNZ. To tell you a bit about myself; I'm in my second term as Mayor of Lower Hutt and have served on the council since 2010. I am in the unique position of being one of the youngest elected members around the table, but at the same time 'the old hand' as the longest serving member!

I grew up in Wainuiomata, and that's where my wife Laura and I currently live with our array of dogs, cats, sheep, chickens and alpacas. I completed a Bachelor of Arts at Victoria University, and have had a range of public and private sector roles while serving in local government over the past 13 years. I'm also an active rugby referee and play club cricket.

I'm currently on LGNZ's National Council as the Zone 4 representative. As a first time National Council member, I have prioritised helping build a stronger relationship between councils within Zone 4 and LGNZ.

As an urban Mayor, I've made a conscious effort to get out to our rural and provincial areas to better understand the different types of issues councils across the zone face, so I can be an effective advocate for everyone on National Council. This is an approach I would continue if elected as your Vice President.

As you know, local government is going through change and uncertainty like never before. I see the next five years as critical in deciding what the next 30-50 years will look like for us. This is on top of the significant pressure councils across New Zealand already face on a day-to-day basis.

This context makes the role of LGNZ more important than ever.

While we won't always have complete unity on issues across our membership (and nor should we), it's vital that National Council is well connected to its members, so we can understand all views, work constructively, and ultimately be moving forward together.

I also see one of the key parts of the Vice President role as one of support for the President.

We have three strong candidates for the presidency, and I've had the pleasure of working constructively on a range of issues with all of them. I'm confident this would continue in any President/Vice President combination if I am elected.

To finish up, I thought I'd share with you a bit about my style.

My mum taught me at a pretty young age that we have two ears, and one mouth, so that we can listen twice as much as we speak!



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Being a good active listener has served me well in life, as an elected member, and it's how you can expect I will engage and represent our membership if elected as Vice President. If you would like to know more about me or have any questions, please don't hesitate to get in touch with me direct.

Thank you for considering my nomination — I respectfully ask for your support.





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## Vice President

### Mayor Paula Southgate – Hamilton City Council

Tena koutou. Greetings everyone.

I am pleased, and grateful, to have been nominated for the role of Vice President and seek your support to serve you in this role. Local government is vital to the wellbeing of communities, big and small, across New Zealand. We are closer to our communities than Central Government and bring a collective wealth of knowledge.

We are in uncertain and fast-changing times, and the pressures on us are bigger than ever. The issues we share across the country (in a variety of different ways) can be complex and the future cost burdens are significant. Despite this, Central Government needs all parts of our nation to play their part in helping all people and the economy thrive. This means enabling all voices to be heard.

I see the primary role of the Vice President as supporting the President in their leadership of the Sector and sharing in the heavy workload as appropriate.

This includes:

- Working closely with the President and staff to provide strong and respected communication and advocacy to Central Government and Industry
- Supporting the President and staff to communicate with, and hear from, the wider membership of Local Government in timely and appropriate way
- Supporting other Elected Members to have their needs met as required
- Gathering feedback and informing the strategic approaches of LGNZ as appropriate
- Supporting the President at a personal level to provide sustainable and quality leadership.

I was first elected in 2001 to Waikato Regional Council. Over 15 years I held a number of portfolio leads in the Environment, Transport, Biosecurity and Policy before becoming overall Chair. In these years I was also a fully accredited Hearings Commissioner (Chair Level). I sat on or chaired resource consent hearings plus significant plan changes.

This enabled me to develop knowledge and experience across a wide variety of legislation, policies and strategies.

I then was elected to Hamilton City Council and became Mayor in 2019 after 3 years as Chair as Community.

In my time in Local Government, I have sat on a number of advisory groups that included Policy and Strategy, Governance and LGNZ Conference.

I feel privileged to have had this broad experience and feel that enables me to support LGNZ and its President over the next 3 years.



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With your support I offer an accessible, team approach focused on enabling your chosen President to deliver the best outcomes, creating a strong reputation and a strong, effective, leadership in Wellington and across the country.

I am passionate about New Zealand and Local Government and bring a people-focused lens to the work I do and will do.

Nga mihi, my thanks, Paula



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# REMITTS

// 2023 Annual General Meeting



Please note that this document is not the full set of papers for this year's AGM. It just includes the remits going forward to the AGM so members can decide how they will vote on them. The full set of AGM papers will be shared no later than 10 working days before the AGM.

## // 01

**Allocation of risk and liability in the building sector**

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**Remit:** *That LGNZ:*

- *Engage directly with the Minister for Building and Construction to advocate for a change to the current joint and several liability framework, including examination of the MBIE policy position statement Risk, Liability and Insurance in the Building Sector.*
- *Make the case for alternatives and changes to joint and several liability through updating policy advice and engaging with industry groups.*

**Proposed by:** Queenstown-Lakes District Council

**Supported by:** LGNZ Metro Sector

**Why is this remit important?**

This remit is important because the current joint and several liability approach to building defects sees councils/Building Consent Authorities (BCAs) often being the only party left to compensate homeowners, known as the ‘last party standing’.

Ratepayers are therefore bearing a disproportionate burden, affecting the ability of councils throughout Aotearoa New Zealand to carry out core services. Councils are having to borrow money to pay for significant claims to cover the failures of other parties because they are the last party standing, reducing their ability to invest in other council services (e.g. infrastructure, community services etc). There is a presumption in the current system that ratepayers are able to bear these costs that is not tenable.

**Background and Context**What has caused this issue?

When there are claims by property owners relating to weather tightness and other building defects, the existing joint and several liability rule places the risk of insolvency or lack of insurance of one party onto other parties. This arbitrarily increases the liability of remaining parties (defendants) above their proportionate responsibility.

It is Queenstown Lakes District Council’s (QLDC) position that requiring ratepayers to pay compensation where defendants are missing is unjust. QLDC is not unsympathetic to the need for losses to be recovered, but risk management is a shared responsibility. It is important that all participants in the system have clear accountabilities and not be able to escape their share of responsibility by ceasing to operate or liquidating.

Weather tightness and other building defect claims are a national problem.

The joint and several liability system has significant impacts including:

1. Rates increases. The settlement of large defective building claims has led to higher borrowing and interest costs for QLDC. The annual cost of the borrowing required to fund the settlements made in the past two years is \$5.3M and the increase in interest costs for

2. 2023-24 is \$4.4M, which has a rates effect of 4.03% for the year. The legal and financial challenges facing councils from these claims are ongoing and more costs can be anticipated in the future; it is not an issue that is diminishing.
3. Reduced ability to invest in community development. The subsequent effects of funding legal claims through the joint and several liability system include a loss in borrowing capacity, that could result in the reduction of investment in community assets such as parks, libraries, performing arts and recreation facilities.
4. A more cautious and demanding building consent function. The risk of being left liable has a negative impact on BCA performance and also creates higher compliance costs for the building sector. It also reduces willingness to consider non-standard solutions which potentially have a higher chance of failure. This negatively affects market performance and innovation that is vital in an era of climate adaptation.

#### Proposed changes

It is recommended that the liability framework should change to one of proportionate liability. This would reflect the roles and responsibilities of the parties involved and encourage those best placed to manage the risk (building practitioners) to actively manage it. This should be accompanied by a system of compulsory home warranty guarantee (that is effective) and/or insurance products. The homeowner interest would then be protected and there would no longer be an impediment to moving to proportional liability.

In the alternative, if the joint and several approach to liability remains, it is recommended that there should be a cap on BCA liability. A limit of 20% would be proportionate to the supervisory role BCAs perform under the Building Act 2004 and current apportionments underpinned by meaningful warranties and insurance (with a government underwrite if necessary) for residential properties and significant alterations.

#### What QLDC has already done to address this issue and bring about the proposed change

Alongside a vigorous defense of claims, QLDC is also advocating for a change to the process to address the inequitable outcomes of the current system for rate payers. It is doing this by advocating to central government, partnering with LGNZ in drafting submissions and discussion via the Metro Sector Mayors forum.

MBIE are currently reviewing the building consent process. They have refused to consider or address the impacts of the current liability settings. LGNZ (and QLDC reps in particular) have lobbied to broaden this scope, and the wider industry also seems sympathetic. It is time to escalate the issue with central government beyond officials.

### **How does this remit relate to LGNZ's current work programme?**

LGNZ is engaged in the MBIE Review of the Building Consent System through submissions and participation on the Sector Reference Group but does not have a broader advocacy work programme of its own beyond this. And to date, LGNZ's advocacy to political leaders on the issue has been minimal.

Adopting this remit will give LGNZ a stronger and more specific mandate to progress this issue, particularly at the political level, which may assist with achieving greater traction given MBIE officials

have taken the position that the joint and several liability regime is outside the scope of building consent sector reform programmes.

### **How will the proposing council help LGNZ to make progress on this remit?**

This is an acute issue for QLDC, but it affects any council that has a BCA function. QLDC is committed to advocating for a change to the current regime, and continuing to work alongside LGNZ, providing policy and strategy support and expertise where needed.

### **Is the remit relevant to local government as a whole?**

Yes. This remit is about the BCA function of councils, which includes all unitary and territorial authorities.

### **Is the remit of a major policy nature?**

Yes. This remit deals with joint and several liability within the building sector.

## // 02

**Rates Rebate**

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**Remit:** *That LGNZ advocate to Central Government to:*

- *Raise the income threshold for rates rebate eligibility to enable more low and fixed income property owners access to the rebate*
- *Adjust the rebate amount in line with inflation and the cost of living*
- *Investigate options to make rates rebates more accessible for residents by implementing an income data sharing process similar to that of Horowhenua District Council and Levin MSD office. This will enable Councils to obtain benefit income on behalf of the ratepayer and make it easier to apply for the rates rebate*
- *Investigate options for data sharing between Councils, Internal Affairs and Ministry of Social Development to proactively identify households that qualify for a rates rebate rather than waiting for people to apply.*

**Proposed by:** Horowhenua District Council

**Supported by:** LGNZ Zone Three

**Why is this remit important?**

Rates rebates are an important mechanism to assist low- and fixed-income ratepayers to pay their annual rates. In this cost of living crisis we are experiencing, more low and fixed income people are experiencing poverty and extreme hard times.

To support and assist all eligible ratepayers, the process should not be onerous, it should be streamlined, accessible and able to be carried out in a way where applicants' dignity is upheld.

**Background and Context**

Available from the Department of Internal Affairs, a rates rebate is a partial rebate for eligible, low-income ratepayers who pay rates on their home to a Council.

The Rates Rebates Scheme provides a rebate for eligible applicants who need to apply each year and:

- Provide the total household income, before tax;
- Complete the rates rebate application form;
- If applicable, complete the retirement village or company-share declaration form; and
- Return their application to the relevant Council by 30 June each year.

To apply for the rebate, applicants must be:

- Living in their own home on 1 July of the current rating year
- Listed as the ratepayer in the Council's Rating Information Database (RID).



Looking to streamline the application process for a rates rebate, in 2022, Horowhenua District Council worked with the Levin Ministry of Social Development (MSD) office to implement a 'Rates Rebate MSD Wavier Form'. This form was designed to provide Council with customer income details to assist with the rates rebate application process. Once the form was signed by the property owner, it was lodged with MSD who then confirmed income details with Council. This removed the need for the applicant to travel to the MSD, as well Council, to provide proof of income, which can be a burden to the process and it made the process smarter and less time consuming.

As this is currently a process unique to the Horowhenua District Council and Levin MSD, it is proposed that this process and any income/data sharing initiatives be implemented into the application process country-wide.

It is also proposed that enhancements to data sharing between Councils, the Department of Internal Affairs and MSD be investigated with the aim of streamlining the process and ensuring that those who are eligible, receive the rebate, through using available incomes and rates information.

Further, it is proposed that the threshold for eligibility is lowered to enable more low- and fixed-income property owners access to the rebate. With high inflation and household costs rising over the past two years, more households are struggling including those on low and fixed incomes. An increase in the eligibility for a rates rebate, by lowering the income threshold would assist those who are potentially most vulnerable in our community.

### **How does this remit relate to LGNZ's current work programme?**

This remit is aimed at advancing a similar remit passed at the 2020 AGM:

*"That LGNZ works with the Government to lift the level of rates rebates available for low- and fixed-income property owners – with yearly increases taking into account the cost for inputs into local government services."*

LGNZ is still to make substantial progress on the 2020 remit.

### **How will the proposing council help LGNZ to make progress on this remit?**

A member of the Horowhenua District Council Executive Leadership Team and members of the Finance Team with rates rebates expertise are open to working with LGNZ to progress this work for the benefit of New Zealand's low-income ratepayers.

### **Is the remit relevant to local government as a whole?**

Yes.

### **Is the remit of a major policy nature?**

Yes: rates rebates are an important mechanism to assist low- and fixed-income ratepayers to pay their annual rates. Due to the cost-of-living crisis, more low- and fixed-income ratepayers are experiencing financial difficulty.

## // 03

**Roading/Transport Maintenance Funding**

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**Remit:** *That LGNZ:*

- *Publicly lobby all political parties to increase Crown funding for state highway and local road maintenance budgets.*
- *Consider and pursue other avenues including the Office of the Auditor General to seek resolution of the issues facing the country in relation to the systemic rundown of our national roading infrastructure.*

**Proposed by:** New Plymouth District Council**Supported by:** Kāpiti Coast District Council, Whanganui District Council, Palmerston North City Council, Grey District Council, Waipā District Council, Matamata-Piako District Council, Rotorua Lakes Council, Thames-Coromandel District Council, Masterton District Council, Whakātane District Council, Far North District Council, South Taranaki District Council, Rangitīkei District Council, Tasman District Council, Wairoa District Council, Waimakariri District Council, South Waikato District Council, Kaikōura District Council, Waikato District Council, Hamilton City Council, Mackenzie District Council, Central Hawke's Bay District Council**Why is this remit important?**

The current state of national highways is unacceptable. Sufficient increase in funding is required to achieve a national average for remaining seal life of no less than 3.6 years (pre-2010 levels) across the state highway network. This needs to be done within the next 10 years, in partnership with councils, and with corresponding asset health improvements on local roads, to ensure the safety of all New Zealanders. Other avenues to seek resolution from include the Auditor-General, relevant Ministers and the Transport and Infrastructure Select Committee.

**Background and Context**

Waka Kotahi's maintenance and renewal programme has clearly been insufficient to maintain asset health measured via the average remaining seal life. There are numerous media reports about the issues being faced across New Zealand.

Graph 1 (attached in Appendix #) shows the average remaining seal life of state highways by region. This information was obtained under the Official Information Act 1982 from Waka Kotahi. It shows the significant decline in the average seal life of state highways. Nationally, the average remaining life in 2010 was 3.6 years. In 2018 this declined to around 1.8 years and remains steady. However, at a regional level there are large discrepancies.

In 2010 every region had an average remaining life of between 2.9 and 4.4 years (a range of 1.5 years difference). By 2023 the range was from -0.6 to 3.3 years (a range of 3.9 years) with four regions having a seal age of less than one year, including Hawke's Bay which recorded its seventh year with an average of less than zero.

The issue nationally is predominantly with chipseal roads rather than asphalt mix, with some exceptions. In 2023, across chipseal roads, five regions have an average remaining life of less than one year, with Hawke's Bay's roads again below zero. Within asphalt roads, Southland set an unfortunate record with an average remaining life of -2.5 years. Graph 2 (attached) shows the average remaining life of different surface types by region today.

Last year LGNZ commissioned Infometrics to undertake a report into trends in road transport funding<sup>1</sup>. That report noted that funding for roads per kilometre travelled only increased by 0.8% p/a in the five years to 2021, whilst construction costs increased 1.1% p/a in the same five years. That report ended its analysis in 2021. With considerable cost inflation over the past two years and decreased land transport revenue due to Covid, it is almost certain that the funding gap has grown even further. Inflation for Heavy and Civil Engineering Construction peaked at 15.1% pa in the September 2022 quarter<sup>2</sup>.

That increased funding gap to roads is likely to result in even further pressure on state highway maintenance and lifespans. The national stabilisation of the average remaining life of state highways may falter in the coming years, seeing further downward movement. Such a decrease will see more parts of the state highway network fail.

This year the Government is developing its next Government Policy Statement on Land Transport (the GPS). The GPS sets the funding buckets for Waka Kotahi. Influencing the development of the next GPS is one key way in which to ensure regional state highways do not continue to deteriorate. The Land Transport Management Act specifically states the Minister must regard the views of LGNZ. This remit therefore proposes a position for LGNZ.

## **How does this remit relate to LGNZ's current work programme?**

Following the commissioning of the Infometrics report, there is further work to be done to ensure New Zealand's roading infrastructure reaches an acceptable quality level. LGNZ need to have input into the development of the next GPS and undertake a much wider advocacy role by:

- Seeking further investigations from the Auditor-General on state highway maintenance and asset management practices. This will build on the 2020 investigation into the Network Outcomes Contracts<sup>3</sup> which highlighted poor performance measures for network performance.
- Meeting with relevant Ministers (including Transport, Infrastructure and Finance) on issues with the funding, renewals and asset management of state highways, to highlight the outlined issues.
- Meeting with the Transport and Infrastructure Select Committee and its members at appropriate times to highlight these issues, such as during the annual review of Waka Kotahi.

Progressing this remit would form part of LGNZ's existing, broader advocacy work on transport.

<sup>1</sup> <https://www.lgnz.co.nz/assets/PDFs/Analysing-trends-in-road-transport-funding-November-2022.pdf?vid=3>

<sup>2</sup> <https://www.stats.govt.nz/information-releases/business-price-indexes-december-2022-quarter/>

<sup>3</sup> <https://oag.parliament.nz/2020/nzta-contracts>

**How will the proposing council help LGNZ to make progress on this remit?**

New Plymouth District Council would be available in an advocacy/committee member capacity to provide input and feedback as LGNZ undertake the tasks outlined in this remit.

**Is the remit relevant to local government as a whole?**

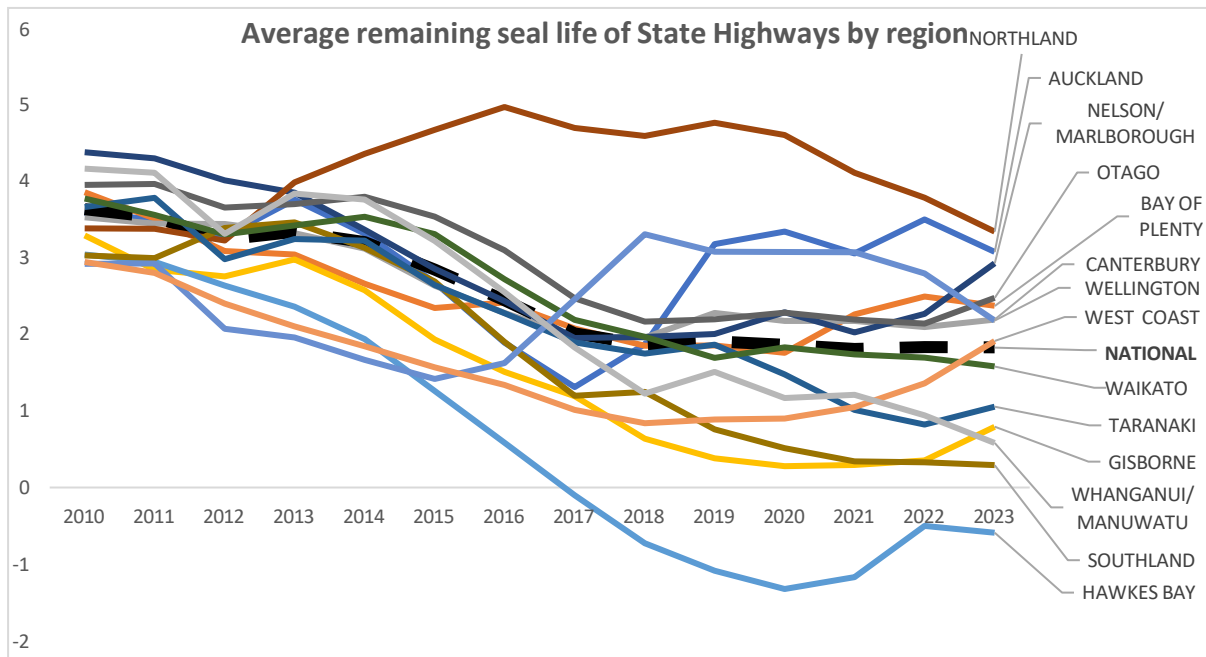
Yes. This remit is about addressing the rundown of our national roading infrastructure and increasing the funding available for the network as a whole. The 23 councils that supported it represent five out of six LGNZ zones, showing it's an issue across local government.

**Is the remit of a major policy nature?**

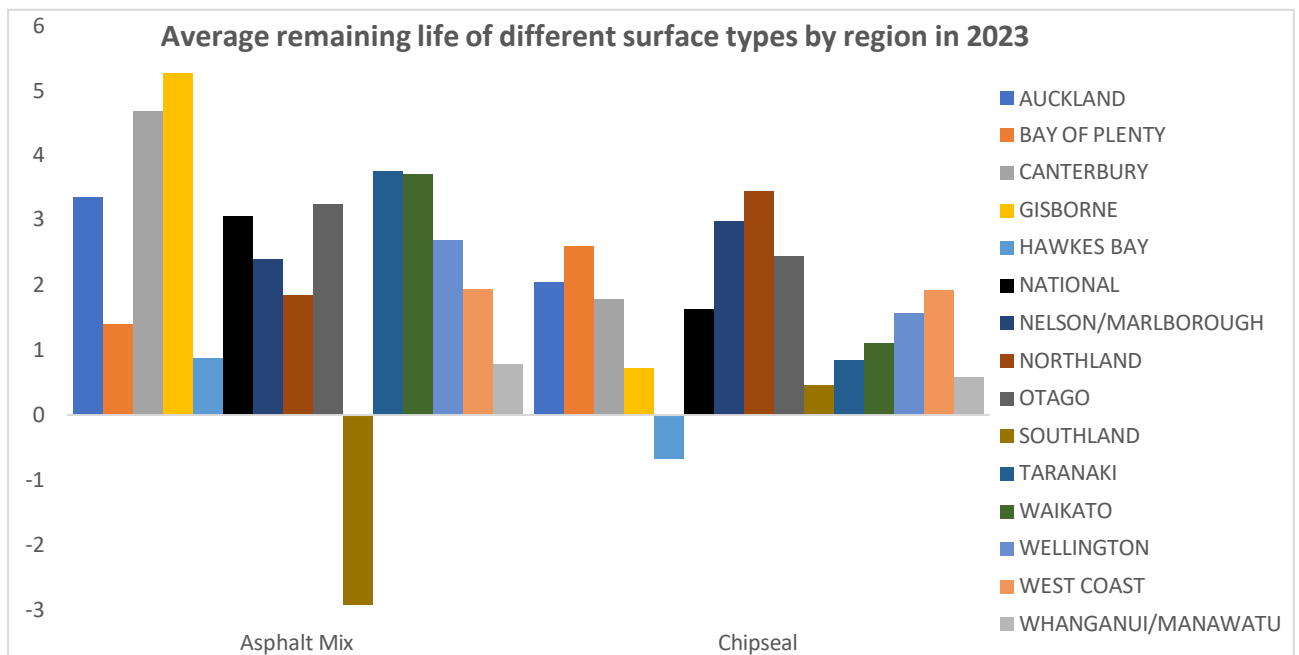
Yes. This remit deals with national funding and a large, system-wide issue that affects the safety of our roads for all New Zealanders.

**Supporting Document**

Graph 1



Graph 2



## // 04

**Local election accessibility**

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**Remit:** *That LGNZ ensure Local Government Elections are fully accessible by advocating to central government to make local government candidates eligible for the Election Access Fund.*

**Proposed by:** Whangārei District Council

**Supported by:** LGNZ Zone 1

**Why is this remit important?**

This remit aims to ensure Local Government Elections are fully accessible to disabled people who decide to stand as a candidate.

This requires action as disabled people make up 25% of New Zealand's population, which makes it the largest minority group. Yet there is almost no representation of people with disabilities in both central and local government.

**Background and Context**

Local government elections have been inaccessible to candidates with disabilities.

The Election Access Fund (the Fund) currently operates for disabled people who are standing for parliament in the general elections. At present, the Fund does not extend to disabled people standing for local elections.

The disability community tend to have lower disposable incomes than the rest of the population. This makes access to council positions extremely difficult. It is a non-accessible environment, and the general cost of campaigning and other council-associated expenses are prohibitive.

The Fund can be used to pay for disability related costs during selection or campaigning, such as, accessible transport to events or meetings, or New Zealand Sign Language Interpreters.

At the time of the establishment of the Fund, while there was extensive consultation with disability organisations, the disability community expressed deep disappointment that the fund was limited to general elections. The rationale for the exclusion is unclear.

There is no good reason for such exclusion, and it diminishes the principle of enabling disabled people to stand for political roles and undermines New Zealand's commitment to Article 29 of the United Nations' Convention on the Rights of Persons with Disabilities.

We know that representation is critical for creating change for any group of people. As the largest minority in New Zealand and in the world, disabled people lack political representation, which leads to poor outcomes.

Having a voice in local government provides a different lens on various issues and has the potential to make a significant difference to disabled people and the wider community.

Whangārei District Council feel that this remit is an obvious extension of a provision that is already in place at central government level.

**How does this remit relate to LGNZ's current work programme?**

LGNZ's vision is to create the most active and inclusive local democracy in the world. Therefore this proposed remit fits squarely in the space of ensuring inclusive participation in local government. Progressing this work could form part of the work LGNZ is already doing to promote greater diversity, equity and inclusion in local government.

**How will the proposing council help LGNZ to make progress on this remit?**

Whangārei District Council will support the implementation of the remit to ensure that local accessibility issues are addressed, to enable inclusivity throughout the local government election cycle.

**Is the remit relevant to local government as a whole?**

Yes.

**Is the remit of a major policy nature?**

Yes.



**Supporting Document**

## LGNZ Remit – Election Access Fund for Local Elections

**Submission:** The Disability Advisory Group request that Whangarei District Council (alongside other Northland councils) supports and submits a remit to LGNZ for the Election Access Fund to be extended to local body elections.

Disabled people make up 25% of New Zealand’s population, which makes it the largest minority group. Yet there is almost no representation in both central and local government.

It is important that people with lived experience of disability receive the support they need to run in both general and local body elections. Disabled people have a different lens to many issues and lack representation.

There is no reason why this access fund should not be applicable to local government elections. New Zealand ratified the United Nation Convention on the Rights of Persons with Disability (UNCRPD), in 2008. Article 29 of the Convention is Participation in political and public life. The fund is a direct response to that Article.

**Background:** The Election Access Fund currently operates for disabled people who are standing for parliament in the general elections. At present, this fund excludes disabled people standing for local elections.

*“The purpose of the Fund is to reduce cost barriers faced by disabled people by covering disability-related costs which non-disabled candidates do not face. The Fund covers both seeking selection to be a candidate, and campaigning as a candidate. The Fund will enable the Commission to pay for additional costs that candidates incur because of their disability when organising and preparing to stand for Parliamentary elections.*

*The Fund does not cover local body elections.”*

Retrieved from the Electoral Commission website: [elections.nz](http://elections.nz)

The disability community tend to have lower disposable incomes than the rest of the population. This makes access to council positions extremely difficult. It is a non-accessible environment, and the general cost of campaigning and other council-associated expenses are prohibitive.

The Fund can be used to pay for disability related costs during selection or campaigning. For example, accessible transport to events or meetings, or New Zealand Sign Language Interpreters.

At the time of the establishment of the fund, while there was extensive consultation with disability organisations, the disability community expressed deep disappointment that the fund was limited to general elections. The rationale for the exclusion is unclear.

There is no good reason for such exclusion, and it diminishes the principle of enabling disabled people to stand for political roles and undermines NZ's commitment to Article 29 of the UNCRPD.

We know that representation is critical for creating change for any group of people. As the largest minority in NZ and in the world, disabled people lack political representation, which leads to poor outcomes. Northland elected members should also note that their region has the second highest rate of disability at 29% according to the 2013 Disability Stats (which is being conducted again this year).

Having a voice in local government provides a different lens on various issues and has the potential to make a significant difference to disabled people and the wider community.

## // 05

**Ability for co-chairs at formal meetings**

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**Remit:** *That LGNZ explores and promotes options that enable councils to make greater use of co-chair arrangements for standing committees, joint committees and sub committees.*

**Proposed by:** Northland Regional Council

**Supported by:** LGNZ Zone 1

**Why is this remit important?**

There is currently a lack of clarity around what arrangements councils can adopt to enable co-chairs for standing committees, joint committees and sub-committees. This is despite growing emphasis on increasing diversity in our governing arrangements, including by the Future for Local Government Review. Enabling councils to easily appoint co-chairs is one way to increase diversity and inclusion by providing opportunities for under-represented groups, including Māori, to take a more active role in local governance. More clarity is needed for councils on how to adopt effective co-chairing arrangements.

**Background and Context**

The Northland Regional Council (NRC), like many councils in New Zealand, has been continually looking at the different ways it can work effectively with its Te Tiriti o Waitangi partners. To deliver on that commitment it has established a number of joint committees and working parties, for example a Joint Climate Change Adaptation Committee. This committee was established in 2021 by the four Northland councils to ensure an effective, efficient, and equitable response to the impacts of climate change. The joint committee has 50/50 membership with each council appointing an elected member and an iwi/hapu representative. It believes that this committee would benefit from a co-chairing arrangement.

There is currently a lack of clarity around whether joint committees, standing committees and sub-committees can have co-chairs. Making it easier for councils to adopt co-chair arrangements would help to increase diversity and inclusion in local government decision-making.

Co-chair arrangements can also be a helpful way of building knowledge and skills amongst new elected members who may have little experience of local government – especially representatives from sectors of communities who are often under-represented, such as youth and migrant communities. Working alongside existing chairs can help to de-mystify council processes and support councils and communities to develop a more diverse and inclusive group of future leaders.

This remit would give LGNZ scope to explore current barriers to co-chair arrangements, find ways to overcome those barriers, and undertake work to support councils to make greater use of co-chair arrangements, for example providing guidance and/or sharing best practice examples.

### **How does this remit relate to LGNZ's current work programme?**

The particular issue the remit raises is not currently part of LGNZ's work programme. However, it aligns with two of LGNZ's goals: that more people value and participate in local government, and stronger Te Tiriti-based partnerships between local government and Māori. The remit also aligns with LGNZ's focus on increasing diversity and inclusion in local government, and the Future for Local Government Review's focus on increasing participation in local government. This remit proposes taking action that would enhance that existing work.

### **How will the proposing council help LGNZ to make progress on this remit?**

NRC would be advocates, alongside LGNZ, for any necessary changes in legislation required to provide the ability for Co-Chairs on council standing committees, joint committees and sub committees.

### **Is the remit relevant to local government as a whole?**

Yes

### **Is the remit of a major policy nature?**

Yes: the remit provides an option for increasing diverse and inclusive participation in council decision-making processes. This would also help to ensure local governance practice reflects the content and spirit of Te Tiriti o Waitangi.

## // 06

### Parking infringement penalties

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**Remit:** *That LGNZ advocate to central government to enable councils to determine penalties for parking infringements.*

**Proposed by:** Whangārei District Council

**Supported by:** LGNZ Zone 1

### Why is this remit important?

Currently penalties for parking infringements are set by legislation and are not appropriate for the cost of resourcing the infringements, nor set at a level that is appropriate for the infringement.

### Background and Context

Currently the Land Transport (Offences and Penalties) Regulations 1999, Schedule 1B Part 1 sets the amount for parking infringements and the Transport (Towage fees) Notice 20204 sets the towage fees.

Whangārei District Council is currently charging the allowable amounts under this legislation but is unable to recover actual public land towing costs from the vehicle owner.

This remit advocates for penalties to be able to be set at a local level so that they are appropriate to the costs, with particular focus on:

- ensuring that clearway towing fees allow councils to recover full costs associated with towing on clear ways, and
- allowing councils to consider increases to infringement fees for misuse of disability parking spaces.

### How does this remit relate to LGNZ's current work programme?

LGNZ is not currently working on this particular issue. However, this remit aligns with LGNZ's priority to campaign for greater local decision-making and localism, in that it advocates for councils setting parking infringement penalties at a local level that resonate with the local community - to ensure rate payers are not subsidising these activities and that those misusing services are contributing appropriately.

### How will the proposing council help LGNZ to make progress on this remit?

Whangārei District Council will support any proposed changes to the legislation that will allow for parking infringements to be set at a local level, and will also provide support if the preferred approach is to update legislation to ensure parking infringements are in line with current resourcing costs for these infringements.

**Is the remit relevant to local government as a whole?**

Yes. This remit calls for legislative change to the Land Transport (Offences and Penalties) Regulations 1999 to allow all councils to determine penalties for parking infringements and towage fees appropriate to their local area.

**Is the remit of a major policy nature?**

In part. This remit is calling for legislative change, but it is a relatively narrow request and we need to test members' level of interest further.

## // 07

**Rural and regional public transport**

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**Remit:** *That LGNZ:*

- *Acknowledges the Government stated support for a major uplift in all urban bus networks nationwide under New Zealand's first emission reduction plan.*
- *Calls on the Government and opposition parties to commit to increasing investment in public transport for rural and regional communities to support access to essential services and amenities, vibrant rural communities and just transition to a low emission transport system.*

**Proposed by:** Waikato Regional Council

**Supported by:** Zone 2 Meeting May 2023. Remit discussed and received unanimous support.

**Why is this remit important?**

Improving public transport is both an opportunity to reduce transport emissions and support a just transition to a low emission economy by providing a cheap alternative to increasing costs of owning and running a conventionally fuelled car.

A lack of explicit support for rural and regional public transport services means these communities will be exposed to the wider suite of policy shifts supporting a transition to a low emission transport system, without any meaningful alternative transport options.

Many of New Zealand's rural and regional communities have high proportions of people on low and fixed incomes and for whom the financial or practical barriers to owning an electric vehicle will be too great.

Sustainable funding for these rural and regional public transport solutions will be important to provide rural and regional communities the confidence that they will not be left behind as New Zealand transitions to a low emission transport system.

**Background and Context**

The Government's emission reduction plan (2022) and subsequent policy and transport funding opportunities including Climate Emission Reduction Fund opportunities, are targeted at optimising investment in terms of carbon emission reductions.

Meanwhile several policies that were specifically intended to support a just transition have been recently abandoned and investment signals for rural and regional public transport have been muted.

Investing in rural and regional public transport is a strategic and sustainable way to improve the quality of life and economic opportunities for people living outside urban areas. Rural and regional public transport can provide multiple benefits, such as:



- Access for people on fixed incomes: Many rural residents, especially the elderly, disabled, and low-income groups, do not have access to private vehicles or cannot afford to use them frequently. Public transport can offer them a more affordable and reliable way to access essential services, such as health care, education, shopping, and social activities. Public transport can also reduce their isolation and enhance their well-being.
- A just transition to a low carbon transport system: Public transport can help reduce greenhouse gas emissions and air pollution by shifting people away from using private cars. Public transport can also support the development of renewable energy sources, such as biofuels, solar, geothermal, and wind power, by providing the infrastructure and demand for them. Public transport can also contribute to climate change adaptation by improving the resilience of rural communities to extreme weather events and natural disasters.
- Support for local economies: Public transport can link people with essential services such as healthcare. Public transport can also be an important force in supporting local economies by connecting residents (especially non-drivers) with local businesses and job opportunities. Public transport can also attract tourists and visitors to rural areas, creating more income and employment opportunities.

It is important to note public transport does not just mean a 30-seater bus. Public transport authorities like the Waikato Regional Council are becoming increasingly innovative with the services they provide and support – be they community transport services or on-demand mini-bus services, the solutions being increasingly tailored to needs of local communities.

### **How does this remit relate to LGNZ’s current work programme?**

Transport affordability and accessibility is already a part of LGNZ’s policy and advocacy work programme, but there’s no current work to gain cross-party support for better public transport for rural and regional communities. Work to progress this remit could be integrated into LGNZ’s broader transport advocacy work programme.

### **How will the proposing council help LGNZ to make progress on this remit?**

Waikato Regional Council did not specifically outline how it might work with LGNZ on progressing this remit in its application form but noted:

Many public transport authorities such as the Waikato Regional Council are already providing some rural and regional public transport services in the form of Total Mobility (subsidised taxi fares), support for community transport service providers, and some more traditional bus-based public transport.

These have been highly valued by those communities, providing many people with affordable access to essential services and amenities.

Demand for these services is growing, however the ability to afford the council or National Land Transport Fund shares is increasingly constrained.

**Is the remit relevant to local government as a whole?**

Yes. This remit is most relevant to rural and regional councils but aims to reduce New Zealand's transport emissions overall. Improved regional public transport will also benefit provincial and metropolitan councils.

**Is the remit of a major policy nature?**

Yes. This remit is dealing with public transport investment and a just transition to a low carbon transport system.

## // 08

**Establishing resolution service**

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**Remit:** *That LGNZ:*

- *Investigates the creation of an LGNZ independent, national process to handle complaints or concerns, ensuring fairness, protection, and accountability in local government.*
- *Works with the Local Government Commission<sup>4</sup> to implement findings from its September 2021 Report – Local Government Codes of Conduct<sup>5</sup>*

**Proposed by:** Hutt City Council & YEM

**Supported by:** Invercargill City Council, Far North District Council, Hauraki District Council, Central Otago District Council, Hutt City Council, Selwyn District Council, Porirua District Council

**Why is this remit important?**

This remit is critically important as it addresses the pressing issue of a lack of a proportionate, flexible, responsive, and independent process/service for handling complaints and concerns in councils and escalating issues within local government.

**Background and Context**

The proposing and support councils and the Young Elected Members' Committee acknowledge that issues arise across local government that require a range of interventions – from education, mentoring, support, facilitation, mediation, inquiry, investigation, or review.

The absence of a national, standardised and independent process that triages complaints and concerns provides the right intervention for the issue, and managing escalation for complaints within local government has led to the pressing need for action. Currently, councils oversee their own problems on an ad-hoc basis, leaving many complaints unanswered and individuals hesitant to come forward. This lack of a clear and impartial process undermines transparency, accountability, and public trust in local government. It also fails to provide legal protection for complainants and increases the risk of defamation. The Code of Conduct inquiry is often very expensive and results in sanctions (if approved by a majority of Councillors in some cases) in what can only be called the “wet bus ticket”.

The intense scrutiny placed on local body governance by the community emphasises the need for regular external support to drive positive change. Without such support, unresolved issues can

<sup>4</sup> Referred to as LCG for the balance of this remit

<sup>5</sup> *Local Government Codes of Conduct/ Ngā tikanga whanonga Kāwanatanga ā-Rohe, Report to the Minister of Local Government, September 2021, Wellington [report found here](#).*

ultimately lead to the involvement of the DIA and the appointment of a commissioner, representing a worst-case scenario.

Relevant legislation, policy, or practice has not adequately addressed this issue, resulting in gaps and inconsistencies in handling complaints. Code of Conduct process enables the issue to be escalated to the Chief Executive. Informal conduct complaints are to be escalated to the Mayor, however if the Mayor is part of the problem this doesn't provide for a safe environment.

If a councillor is to escalate to a Code of Conduct complaint, often this results in a very public fight which also generally results in a public apology that doesn't really resolve anything.

It appears that where there is no national process or independent forum in which to take these issues, issues have been left to escalate or fester leading to governance breakdowns.

The absence of legal protection for complainants further exacerbates the problem, discouraging individuals from raising legitimate concerns.

We acknowledge that the process of investigation opens local government up to media scrutiny and often fails to protect the complainants coming forward. While this is keenly felt by the communities in which it is occurring, it also does a disservice to local democracy and local government generally.

Given the degree of intense community scrutiny on local body governance, regular and external support is often necessary to shift the dial.

Many terms of reference used to investigate complaints often fail to address the core issues comprehensively. Consequently, the necessary outcomes required to restore confidence in councils or individuals are not adequately addressed, resulting in slow progress and ongoing dissatisfaction.

By establishing a comprehensive framework that includes a complaints/issues/support/mediation forum and a tiered escalation process, this remit aims to promote fairness, protect complainants, restore public confidence, strengthen local democracy, and ensure timely and effective issue resolution as well as being cost effective for councils.

Taking action is crucial to uphold good governance, address grievances, and maintain the integrity of local government institutions.

### **How does this remit relate to LGNZ's current work programme?**

While there have been some conversations about the need for a national service for addressing complaints about member conduct (including with central government), and LGNZ does provide support to councils, including on an "as requested" basis and by providing a model Code of Conduct at the start of each triennium, work to develop a national, independent process/service is not one of LGNZ's current work priorities.

Work on this remit would align with LGNZ's vision of New Zealand being the most active and inclusive local democracy in the world, and LGNZ's goal that more people value and participate in local government.

**How will the proposing council help LGNZ to make progress on this remit?**

The proposing and supporting councils and Young Elected Members' Committee have all expressed a willingness to support LGNZ with work to progress this remit, including sharing relevant experience and assisting with engaging with Ministers, officials and the Local Government Commission.

**Is the remit relevant to local government as a whole?**

Yes.

**Is the remit of a major policy nature?**

Yes: At some stage, virtually all councils will have faced the issue of member misconduct. The tools currently available for dealing with such issues are widely seen as inadequate. There is a need for a proportionate, flexible, responsive, and independent process/service for handling complaints and concerns in councils and an approach that is consistent across all councils.

## // 09

**Earthquake prone buildings**

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**Remit:** *That LGNZ investigate and report to members on ways to help councils and communities that are struggling with the time frames in the Earthquake Prone Building (EPB) sections of the Building Act and council policies pertaining to Priority Thoroughfares.*

**Proposed by:** Manawatū District Council

**Supported by:** LGNZ Zone 3

**Why is this remit important?**

Timeframes to strengthen or demolish earthquake prone buildings (EPBs) range from 50 years in low earthquake risk zones in New Zealand to 7.5 years in high-risk zones where councils have implemented Priority Thoroughfares. As the clock has been ticking for a while, that 7.5 years is already down to less than 5 years. These building owners have been issued notices under the Building Act to strengthen or demolish by a certain date.

While some strengthening has, and is taking place, it is clear that many EPBs will not be strengthened or redeveloped within the required short timeframes. These communities face the prospect of vacant sites, and worse still, abandoned buildings.

In many cases these EPBs have stood through many earthquakes for 70 – 140 years and they have considerable heritage value, but not necessarily with any real heritage protection, and they add positively to the character and aesthetic quality of towns and cities.

EPB owners have major concerns about what will happen in March 2028 when their 7.5 years is up, and other dates in other communities. In many cases they either can't afford to strengthen in the timeframe, or it is not currently financially viable to do so in the current commercial real estate marketplace. There are many cases where the property value is Land Value only, or Land Value less the cost of demolition. The buildings currently provide no added value to the value of the land.

This remit aims to address the timeframes of Priority Thoroughfares in particular, which were imposed as policy by councils, and which triggered the issuing of Building Act notices to strengthen or demolish by a certain date. The issuing of these notices seems to be more difficult to change than amending Priority Thoroughfare policies.

Manawatū District Council is concerned that town and city centres may be destroyed by legislative and policy decisions, rather than by an actual earthquake.

**Background and Context**

Some towns and cities with low commercial rents and low commercial property values are struggling with the financial viability and affordability of either earthquake strengthening or redeveloping within the short timeframes. These towns and cities have lower pedestrian counts, and therefore earthquakes are of lower risk to human life than in larger cities with higher rents and values, and where both strengthening and redeveloping is more viable.

The legislation gave no criteria in terms of pedestrian or traffic count for Priority Thoroughfares. It was left for councils to decide, and some councils implemented Priority Thoroughfares and some with similar town centres did not. Communities have building owners who are prepared to make progress with strengthening if a longer timeframe existed but are not prepared to commence strengthening knowing that they can't complete all of the work required within the short timeframe required. This is an unforeseen consequence of the short timeframes of the legislation and Priority Thoroughfare policies. Instead of the buildings becoming safer over time, the short timeframe has meant that no safety improvements are taking place in many cases.

An example of this is a prominent two-storey Hotel in Feilding, being a reasonably large Edwardian building built using unreinforced masonry, as are many of Feilding's EPBs. This is a most attractive building voted by the Manawatū community to be their favourite Feilding town centre building. The rent is circa \$70,000 P/A, and the cost to strengthen is circa \$2,000,000 with likely another \$2,000,000 required for renovation. The current use and rental doesn't justify the investment within 5 years. Another use or uses will be required to justify the investment and this will likely happen in the future, but such changes take time.

This remit hopes that compromise solutions, that remove the risk to human life in a timely manner, but in affordable and viable ways will be explored, such as extending the timeframe for strengthening lower-risk parts of buildings. The proposing council recognises that a range of options may be appropriate – including legislative and policy options – and so is keen that these are looked at.

Manawatū District Council has done a lot to help get EPBs strengthened. It has organised subsidised engineering reports through Heritage Equip, held seminars, sought advice, found a strengthening company that offers a fixed price package deal at a good price and without the need for occupants to vacate the building. Along with a few other councils Manawatū District Council has achieved a change in the regulations that lifted the financial threshold for relatively minor work before the full provisions of the Building Act are triggered. It has advocated to MPs from all political parties.

### **How does this remit relate to LGNZ's current work programme?**

LGNZ is not currently actively working on this issue but has done work around EPB legislative and policy settings in the past. LGNZ has access to political parties, central government officials and other national stakeholder organisations that could help local government to make progress on this issue.

### **How will the proposing council help LGNZ to make progress on this remit?**

Several members of Manawatū District Council will assist in any way possible (including participating in working groups, providing case studies and practical examples and experience when engaging with political parties) and will continue with their own efforts and share any useful information.

### **Is the remit relevant to local government as a whole?**

The problem of EPBs affects many councils and communities throughout New Zealand, and particularly those in high- and medium-risk earthquake zones. With less than five years to go for some councils, there is an urgent need to find a compromise solution.

**Is the remit of a major policy nature?**

Yes



## // 10

**KiwiSaver contributions for elected members**

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**Remit:** *That LGNZ ask the Government to amend the law to enable councils to make contributions to an elected members' KiwiSaver scheme.*

**Proposed by:** Hamilton City Council & promoted by CBEC

**Supported by:** Queenstown Lakes District Council, Palmerston North City Council, New Plymouth District Council, Kāpiti Coast District Council. Far North District Council

**Why is this remit important?**

Currently, elected members are treated as independent contractors, with no entitlement to employer KiwiSaver contributions, or KiwiSaver deductions. This could be viewed as a disadvantage and a barrier to people standing for election, as the loss in KiwiSaver employer contributions can be in the tens of thousands by the time someone retires from public politics. This leaves elected members without employer contribution support for their retirements, which is provided to most other New Zealanders.

**Background and Context**

Currently, elected members are considered independent contractors, rather than employees of Council. As such, they are expected to set aside their own KiwiSaver contributions and do not receive any employer contribution.

Members of Parliament became eligible for KiwiSaver, but local government elected members are not. The Remuneration Authority Report on Members of Parliament Remuneration (July 2021) states 'MPs elected after 1992 are entitled to a superannuation subsidy contribution. The scheme can be KiwiSaver or registered retirement savings...'

Hamilton City Council is advocating for changes to the Employment Relations Act 2002 to allow KiwiSaver deductions to be taken from elected members' remuneration, and for employer contributions to be allocated.

The topic of elected member remuneration has been addressed in the draft report *He mata whāriki, he matawhanui*, prepared as part of the Review into the Future for Local Government, resulting in the key recommendations 17 and 18 as set out below:

- 17 - That central and local government, in conjunction with the Remuneration Authority, review the criteria for setting elected member remuneration to recognise the increasing complexity of the role and enable a more diverse range of people to consider standing for election.
- 18 - That local government develops a mandatory professional development and support programme for elected members; and local and central government develop a

shared executive professional development and secondment programme to achieve greater integration across the two sectors.

Hamilton City Council strongly believe that as a sector we should continue to advocate for changes to remuneration (such as those outlined above) to ensure local governance roles remain attractive.

### **How does this remit relate to LGNZ's current work programme?**

This proposed remit aligns with LGNZ's strategy and policy priorities, including its vision that New Zealand is the most active and inclusive local democracy in the world, and its goal that more people value and participate in local government.

While the issue of KiwiSaver deductions and employer contributions has been highlighted in various submissions LGNZ has made in the past, there has been no official communication to the Minister of Local Government about the implications of elected members not being eligible for KiwiSaver deductions or employer contributions from councils.

### **How will the proposing council help LGNZ to make progress on this remit?**

Hamilton City Council will continue to advocate for these changes.

### **Is the remit relevant to local government as a whole?**

Yes.

### **Is the remit of a major policy nature?**

Yes: remuneration is a critical factor that citizens consider when deciding to stand or not for election.

## // 11

### Audit NZ Fees

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**Remit:** *That LGNZ calls on central government to take action to reduce council audit fees by:*

- *revisiting the scope and requirements of reporting and auditing on councils*
- *conducting a review on the practice of audit in councils and work on best practice guidance to streamline this process*

*This review should examine whether the reporting and audit requirements of councils are consistent with the level of reporting and audit that is required of other public entities.*

**Proposed by:** Whanganui District Council

**Supported by:** New Plymouth District Council, Horizons Regional Council, Palmerston North City Council, Stratford District Council, Selwyn District Council

### Why is this remit important?

While reporting and audit requirements are important for transparency and accountability, the scope of them are constantly inflating as council work programmes and rates intakes increase over time. These costs are then passed back to the ratepayer during a cost-of-living crisis and with food and housing insecurity steadily increasing. The scale and content of reporting and auditing needs to be reviewed to ensure that they are being conducted efficiently, relate to information that is relevant to the community and to council fulfilling its statutory duties, and is not overly onerous on under-resourced councils.

### Background and Context

Local authorities have significant reporting requirements under the Local Government Act 2002 (LGA). These include annual reports, which review financial and service performance for the preceding financial year, and Council-Controlled Organisation (CCO) reports, and audits of Long-Term Plans and Long-Term Plan amendments. In the interests of transparency and accuracy, these reports are required to be audited under the LGA.

The Auditor General is the auditor of all public entities and they determine who will audit specific organisations. Council audits are conducted by Audit New Zealand. We understand that some councils' CCOs have permission to seek other audit providers, but for the vast majority of councils Audit New Zealand is the only allowable provider.

Councils are legally required to conduct an audit but do not have the ability to choose between multiple organisations to conduct it, which prevents competition on cost. Further, there are barriers to the timing and efficiency of the annual audit due to only being able to use one provider. While Whanganui District Council (Council) agrees that the audit is a critical function that provides assurance on information contained within our reports, it questions whether the financial and staffing costs of audits are now exceeding the benefit provided to our communities.

Reporting and auditing are a key part of local democracy. Reporting is a necessary factor for transparency and accountability both to central government and to the communities that councils

serve. Audits ensure that the information being reported is full, accurate, and meets all its requirements under legislation.

Whanganui District Council is also aware of the technical difficulty of conducting audits. Even when conducted by organisations with extensive experience, auditing council financial reports involves working through a significant amount of financial information and highly technical analysis and close familiarity with the accounting standards financial reports are held to.

The amount of work needed to complete an audit also increases over time in line with the amount and complexity of information going into council reports. Councils have increasing expenditure and increasing workloads over time, both internally as a result of work undertaken on behalf of their communities, and externally as outside pressures such as economic conditions, legislation and pressing issues like housing require more direct local investment and management.

### **How does this remit relate to LGNZ's current work programme?**

This is an issue for the entire sector, with many councils expressing concern over the extent of fees required for obligatory audits of our reporting. It aligns with responsiveness to the needs of local government by taking action on a mandatory cost that local government bodies have no control over.

Advocacy on this issue aligns with LGNZ's commitment to localism and championing local voice on issues that are having significant impact at the local level.

LGNZ is aware of members' concerns about audit fees and has been having a number of conversations with Audit New Zealand, the Minister and central government officials. However, this remit would add further weight to the importance of the issue.

### **How will the proposing council help LGNZ to make progress on this remit?**

Whanganui District Council will submit on consultations run by either central government or LGNZ.

### **Is the remit relevant to local government as a whole?**

Yes: all councils are currently required to pay audit fees.

### **Is the remit of a major policy nature?**

Yes.

**Document No:** A673279

**Report To: Council**



**Meeting Date:** 27 June 2023

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

**Type:** Information Only

**Purpose of Report**

- 1.1 The purpose of this business paper is to update Council on activities of Finance, Information Services and Leadership / Governance.

**Background**

- 2.1 At its meeting of 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 2.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly agenda and Business Support and Leadership / Governance and Regulatory reporting on the other month.
- 2.3 The Finance, Information Services and Leadership / Governance report incorporates commentary and its activities, along with commentary on the Information Services, Finance, Inframax Construction, CoLab, Council Owned Quarries and Fleet.

**Finance, Information Services and Risk**

- 3.1 The group of activities incorporates –
- Finance
  - Information Management
  - Information Technology
  - Risk Management
- 3.2 **CURRENT ACTIVITY**
- 3.3 **Finance**
- 3.4 The focus of the Finance team over the last two months has been on the migration to the new payroll software, development of the Long Term Plan, maintenance of the rating information database in readiness for the rates strike, and preliminary planning for the Annual Report.
- 3.5 The parallel testing phase of the migration of the payroll software is underway with staff reviewing variance reports and checking data between the two systems as well as training on the new software. The Go-Live date has been re-scheduled to 16 July.
- 3.6 During June, finance staff completed some user acceptance testing of finance modules in preparation of the move to the cloud. This included initial sessions with Magiq staff with further testing opportunities available for follow up testing in the test environment.
- 3.7 The interim audit was undertaken in early June. The audit progressed well and included revenue and expenditure review, fixed assets, payables and payroll and reconciliations. The majority of audit requests have been completed with some remaining information to be provided over the coming week.
- 3.8 With the change in financial reporting schedule, finance staff have undertaken training sessions to assist budget managers and administrators on the monthly reporting process.

3.9 The six-monthly water meter billing process is also underway with invoices for this billing round to be sent out in late June.

3.10 **Information Technology**

Three major projects are progressing:

- **Cloud Migration**

- Payroll migration has commenced and is progressing to plan.
- Initial planning for MagiQ (financial system) is underway. It has a preliminary go-live date set for early October.
- Records Management filing structure is currently being reviewed so that any changes can be incorporated into the migration to the cloud. It is anticipated the migration of Objective will commence in November 2023.

- **Council Chamber Audio Visual upgrade**

- The design and subsequent quote have been accepted with the installation of the upgrade planned for early June.

- **Les Munro Centre Audio Visual installation**

- The design and subsequent quote have been accepted with the installation planned for early June.

3.11 **RISK AND OPPORTUNITIES**

3.12 **Finance**

3.13 Two vacancies in the team have put stress on delivery of business-as-usual work as well as development work in terms the implementation of a new payroll system, user acceptance testing for Magiq Enterprise in preparation for the move to the cloud, involvement in business case analysis, preparing and reviewing information for the National Transition Unit for 3 waters, the completion of the Annual Plan and the development of the Long Term Plan. A new Financial Accountant starts in early July and we are currently interviewing for the Management Accountant role.

3.14 Information on new values for consents and subdivisions coming through from the valuation service provider is currently delayed as the valuation services provider works through a backlog. The new values will be used for rating purposes from 1 July, with valuation notices being sent to property owners once the new values are received.

3.15 Capitalisation of assets continues to be delayed due to the availability of staff resources. Progress on capitalisation will continue to be monitored and will be prioritised where possible.

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

3.17 The preparation of the end of year financials and Annual Report as well as the development of the Long Term Plan budgets will be a major focus for the Finance Team.

3.18 The final audit is scheduled to commence in mid-September, with adoption of the annual report in October.

3.19 Insurance cover information will be reviewed, and declarations completed in preparation for the insurance renewals in October.

3.20 Rates strike is scheduled for late July with the first instalment rates invoices to be sent out at this time. Payment arrangement and direct debit recalculation will also be completed during August with letters to be sent out to customers.

3.21 A new payroll system Go-Live is set for 16 July. Training will be provided to staff on the new system which includes electronic leave applications and timesheets.

3.22 A review of accounts in arrears will also be undertaken during the July-September quarter, with final notice letters to be sent out and accounts progressed to external debt collection agency where required.

- 3.23 Cloud migration, the development of improved Information management structures and processes, the development of the Business Improvement activity (now that we have Business Analysis staff) the implementation of new systems (such as a new payroll system) will be a focus for the Information Services team.
- 3.24 Staff we look at the current strategic risks and develop staff and Councillor workshops to consider the practical impact and mitigation of these risks.

## Leadership / Governance

### 4.1 CURRENT ACTIVITY

#### 4.2 Other Leadership and Governance

4.3 A heavy workload with the development of the Long Term Plan, workshop and council agendas, the development of systems and quality improvement activities post the realignment of staff has kept this area busy.

4.4 A Citizenship Ceremony was facilitated by Mayor Robertson at the Les Munro Centre on Thursday 22 June 2022 with six candidates receiving New Zealand citizenship.

4.5 Significant organization-wide projects ('3 Waters' Reform, landfill, Aerodrome Business Plan, speed management, quarries, Māori representation and service reviews) have meant a lot of work for the wider Senior Management Team.

### 4.6 RISK AND OPPORTUNITIES

4.7 There is always a risk of starting too many change processes at once. This is a fine balancing act as staff look to improve service delivery and try to reduce costs.

### 4.8 LOOKING FORWARD – THE NEXT 3 MONTHS

4.9 Completion of a number of the organization-wide projects including landfill, Marokopa campground future.

4.10 An analysis of options for the future operational and financial management of Council owned quarries is being undertaken now in preparation of a new tendering round for the roading services contracts. These new roading contracts start in July 2024.

## Suggested Resolution

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

TINA HITCHEN  
**CHIEF FINANCIAL OFFICER**

SAEED JOUZDANI  
**CHIEF INFORMATION OFFICER**

BEN SMIT  
**CHIEF EXECUTIVE**

**Document No:** A672656

**Report To:** Council



**Meeting Date:** 27 June 2023

**Subject:** Vibrant Waitomo Strategy and Action Plan

**Type:** Decision Required

### Purpose of Report

- 1.1 The purpose of this business paper is to present to the Council the Vibrant Waitomo Strategy and Action Plan.

### Background

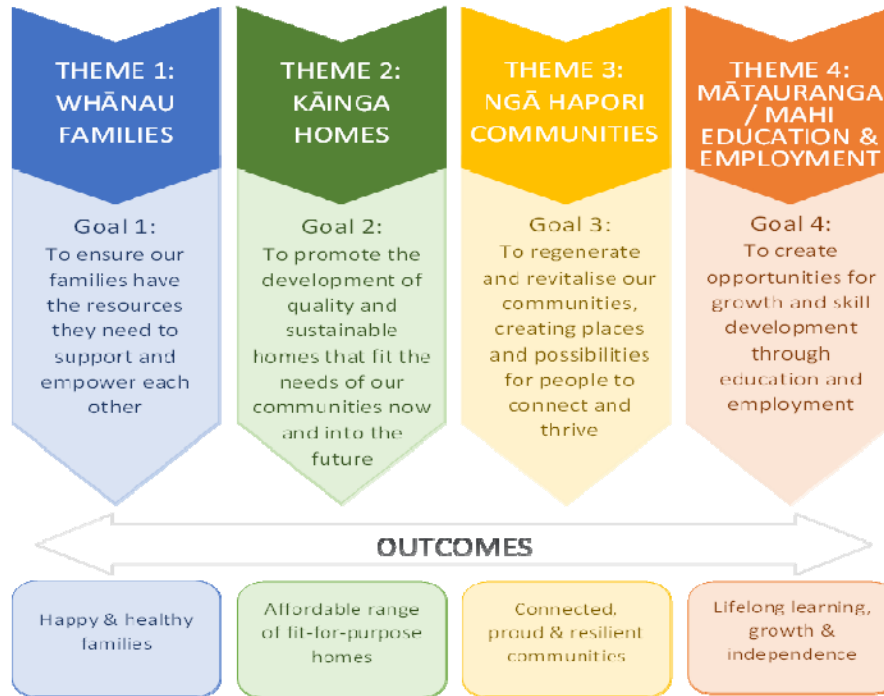
- 2.1 In 2017, place shaping and place making became a focus for the Council. This was influenced by the Waikato Plan and LGNZ's 2017-2019 Policy Statement 'a vibrant and prosperous New Zealand' which encouraged councils to provide social services within their communities, referencing community safety, youth training and employment, crime prevention, and CBD revitalisation.
- 2.2 The Safe Communities Foundation New Zealand (the Foundation) was also, at the time, supporting communities to work together, using a model which is 'owned' by the community. The Foundation supported the development of Vibrant Safe Waitomo (VSW) and its Strategy and an Action Plan which outlined what it would deliver.
- 2.3 A Regional Coalition Group was established, and the Council adopted the Coalition's Terms of Reference (TOR). The Coalition was made up of representatives from ACC, MoE, MSD, MP for Taranaki-King Country, Police, Sport Waikato, DHB, Maniapoto Māori Trust Board, Oranga Tamariki, FENZ, Waikato Integrated Safety Response, Health Promotion Agency, and Waitomo District Council (WDC).
- 2.4 It was intended that an Advisory/Community Representative Group would be formed at a later date, following establishment, and settling in of the Regional Coalition. This group would be "on the ground" local providers of services to the community such as Te Kuiti Community House, Number 12, Maniapoto Family Violence Intervention Network, etc. To date, this Group has not been formed.
- 2.5 Staff interviewed service providers, surveyed residents, and looked at existing data sets to understand issues. This information was used to identify needs and determine three broad focus areas for the group, these were: Whanau/Families, Mahi/Work and Hākinakina/Recreation.
- 2.6 More specific focuses within these themes included: youth, drugs and alcohol, falls, injuries (home and workplace), family violence, suicide, and crime.
- 2.7 Unfortunately, just as the Coalition was getting going, Covid-19 hit. In May 2020, the Council supported VSW to incorporate a response to Covid-19 into its TOR and include this as a focus area.
- 2.8 In early 2022, Safe Communities Foundation NZ ceased operations, and their support for Regional Coalitions like VSW ended.
- 2.9 In the latter parts of 2022, it was agreed by the Coalition that a refresh of VSW was timely as the focus had moved away from Covid-19 response. Work on reviewing the Strategy commenced.
- 2.10 The revised Strategy and Action Plan 2023-2024 was discussed with Council at a Workshop held on 13 June 2023.



**Commentary**

3.1 The revised Strategy has introduced a new name from Vibrant Safe Waitomo to Vibrant Waitomo. The vision and themes have also been updated, as follows:

**4 Vision: A Vibrant Waitomo - where our communities are thriving**



3.2 A copy of the Vibrant Waitomo Strategy 2023 and Action Plan 2023-2024 is attached to this business paper for Council’s reference.

3.3 The Strategy has retained the Regional Coalition (with some changes to membership) and introduced a wider scope for the Advisory/Community Representative Group, to be named the Community Connectors Group.

Regional Coalition	Community Connectors
<ul style="list-style-type: none"> <li>• Accident Compensation Corporation (ACC)</li> <li>• Kāinga Ora</li> <li>• Ministry of Education (MOE)</li> <li>• Ministry of Social Development (MSD)</li> <li>• MP for Taranaki – King Country (or representative)</li> <li>• MP for Te Tai Hauāuru Māori Constituency (or representative)</li> <li>• New Zealand Police</li> <li>• Oranga Tamariki Ministry for Children</li> <li>• Sport Waikato (regional representative)</li> <li>• Te Whatu Ora Waikato</li> <li>• Waitomo District Council (WDC)</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol and Other Drug Team Lead for Maniapoto Whānau Ora Centre</li> <li>• Aotahi Ltd</li> <li>• Fire and Emergency New Zealand (FENZ)</li> <li>• Integrated Safety Response</li> <li>• Kokiri Trust</li> <li>• Legendary Te Kūiti</li> <li>• Local community service clubs and groups as appropriate</li> <li>• Mana Whenua</li> <li>• Maniapoto Marae Pact Trust</li> <li>• MSD Representative (TBC)</li> <li>• Number Twelve</li> <li>• Rural Support Trust</li> <li>• Sport Waikato (local representative)</li> <li>• Te Kuiti Community House</li> <li>• Te Kuiti Family Health Centre</li> <li>• Te Whatu Ora/Te Kuiti Rural Hospital Manager</li> <li>• Tuia Representative</li> <li>• Violence Free Maniapoto</li> <li>• Waitomo Arotahi Kāhui Ako</li> <li>• Waipā Waitomo Women’s Refuge</li> <li>• WDC Community Development Manager</li> <li>• Whānau Ora Centre</li> </ul>

- 3.4 The Coalition has developed the new strategic Action Plan with an intentional shift away from the preceding Action Plan (which had a large number of actions). The intention of this approach is to invite broad collaboration through targeted actions. Alongside this is the long-term vision and strategy and hopefully access to regional and national funding.
- 3.5 The Community Connectors Group is more involved at an Action Plan level with detailed workstreams and making this real at a local level. It allows for on the ground 'eyes and ears'.
- 3.6 The Action Plan will be treated as a living document with progress regularly monitored and tracked through a monitoring and evaluation framework.
- 3.7 Identified actions for each theme are as follows:
- 1) **Whānau/families** - Meth use reduction programme.
  - 2) **Kāinga/homes** - Waitomo District Housing Strategy.
  - 3) **Ngā hapori/community** - Centennial Park Revitalisation.
  - 4) **Mātauranga and mahi/education and employment** - Rangatahi Pathways Initiative and Mayors Taskforce for Jobs.

### Considerations

- 4.1 **RISK**
- 4.2 There is no identified risk in Council endorsing the Vibrant Waitomo Strategy 2023 and Action Plan 2023-2024.
- 4.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 4.4 The Vibrant Waitomo Strategy and Action Plan is consistent with Councils community outcomes.

### Recommendation

- 5.1 It is recommended that Council endorse the Vibrant Waitomo Strategy 2023 and Action Plan 2023-2024.

### Suggested Resolutions

- 1 The business paper on Vibrant Waitomo Strategy and Action Plan be received.
- 2 Council endorse the Vibrant Waitomo Strategy 2023 and Action Plan 2023-2024.



SARAH MCELROY  
**MANAGER – COMMUNITY DEVELOPMENT**

Attachment(s):

- 1 Vibrant Waitomo Strategy 2023
- 2 Vibrant Waitomo Action Plan 2023-2024



# Vibrant Waitomo Strategy 2023

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## Introduction

The Vibrant Waitomo Strategy 2023 (Vibrant Waitomo) is a collaborative strategy that provides leadership and direction for a thriving future for the Waitomo District. It has evolved from the previous Vibrant Safe Waitomo Strategy 2019 (VSW), which had a focus on safer communities, to encompass a broader and more forward-thinking vision of community wellbeing for Waitomo. This reflects the direction articulated in *He mata whāriki, he matawhanui*, the draft report supporting the review into the Future for Local Government (FFLG) and a renewed focus on the four wellbeings: Social, Cultural, Environmental and Economic. It also aligns with Waitomo District Council's (WDC) objectives to engage with the community as a facilitator, bridging the gap between community, central government and non-government agents.

Vibrant Waitomo is a vehicle for collaboration, bringing resources and people together so that collectively we can address the many complex social issues that our district faces. It reflects an ongoing commitment to working together to make our communities stronger, more resilient, and better connected. It aims to empower, amplify and inspire more of the great work that our communities are capable of, to create a vibrant district where people want to live, visit and can enjoy the best that Waitomo has to offer.

### Vision:

A vibrant Waitomo - where our communities are thriving

## Strategic Themes



The Strategy is organised around four themes, guided by the principle of kotahitanga | collaboration. These interconnected themes weave through the four wellbeings of the LGA. Together they create a whole that is greater than the sum of its parts: A thriving and vibrant future for Waitomo.

The four themes are:

- Whānau | Families
- Kāinga | Homes
- Ngā Hapori | Communities
- Mātauranga / Mahi | Education & Employment

## Why do we need a revised Vibrant Waitomo Strategy?

- **From Safe Communities to Community Wellbeing**

VSW was developed in 2019 under the Safe Communities Aotearoa framework. While Safe Communities Aotearoa was dissolved in 2021, the FFLG review has indicated a continued emphasis of the four wellbeings of the Local Government Act 2002 (LGA).

- **Moving on from COVID**

Lessons from the pandemic have inspired a rethink of the way we live, work and connect to each other. COVID showed us the enormous creativity and resilience of our communities. It has also exposed weaknesses and exacerbated existing inequities. This provides an opportunity to reassess how we can better serve our communities, support our most vulnerable and direct resources to where they will have the greatest impact.

- **Importance of collaboration**

In 2022, the Regional Coalition renewed their commitment to outcomes-focused strategic action planning. An interim Impact Report completed on the VSW Strategy in 2021 found the Strategy was increasingly being used as a tool to unify partners to achieve a commonly understood goal. The impact of having a formal and accessible joint understanding of the community's priorities was resulting in more focused and joined-up efforts from previously siloed agencies and community service providers.

- **Alignment with WDC's strategic planning**

As WDC develops its 2024-34 Long Term Plan, this is a good opportunity to reflect on a revised direction for service delivery and alignment of long-term goals. The role of local government is to promote the social, economic, environmental and cultural wellbeing of its people, both now and into the future.

- **Continuing challenges**

Some of the issues addressed under VSW continue to present a challenge, some have evolved, and some new challenges have been identified. Treasury's 2022 report on our national wellbeing<sup>1</sup> finds some growing issues dividing our communities in the areas of mental wellbeing, education and housing. More information on the challenges facing Waitomo District is in Appendix 1: Background Information of this strategy.

- **Climate change**

New Zealand has declared a climate emergency. A changing climate will make outcomes worse for those communities already struggling. There is an urgent need to review our support systems, our ability to respond to change and our long-term resilience for the benefit of current and future generations.

**We need to plan for a vibrant, sustainable, resilient, and connected future  
for Waitomo District**

<sup>1</sup> The Treasury. (2022). Te Tai Waiora: Wellbeing in Aotearoa New Zealand 2022. <https://www.treasury.govt.nz/sites/default/files/2022-11/te-tai-waiora-2022.pdf>

## Leadership and Governance

The kotahitanga | collaboration principle recognises that many different organisations play a role in community wellbeing. This principle is embodied by a collaborative leadership model comprised of a Regional Coalition (the Coalition) and a Community Connectors Group. The Coalition, formed in 2018 to support the development and implementation of VSW, provides guidance and influence of the strategy at a governance level. It takes ownership of this new strategy, supporting the activities and projects that will form the annual Vibrant Waitomo action plans. The Community Connectors Group leverages its experience and grass-roots action for implementation of the strategy, contributing feedback and support to the direction and focus of the Coalition. Through this responsive leadership approach, the Coalition has flexibility to adjust to changing needs, working with stakeholders, community groups and local contractors to tackle obstacles as they arise to ensure the successful delivery of the action plans.

The Regional Coalition group comprises of:

- Accident Compensation Corporation (ACC)
- Kāinga Ora – Homes and Communities
- Ministry of Education (MOE)
- Ministry of Social Development (MSD)
- MP for Taranaki – King Country (or representative)
- MP for Te Tai Hauāuru Māori Constituency (or representative)
- New Zealand Police
- Oranga Tamariki Ministry for Children
- Sport Waikato (regional representative)
- Te Whatu Ora Waikato
- Waitomo District Council (WDC)

### The Regional Coalition's Mission:

To drive action towards a vibrant future - utilising our networks to bring the right people to do the right work to increase positive outcomes for our communities

The Community Connectors Group comprises of, but is not limited to:

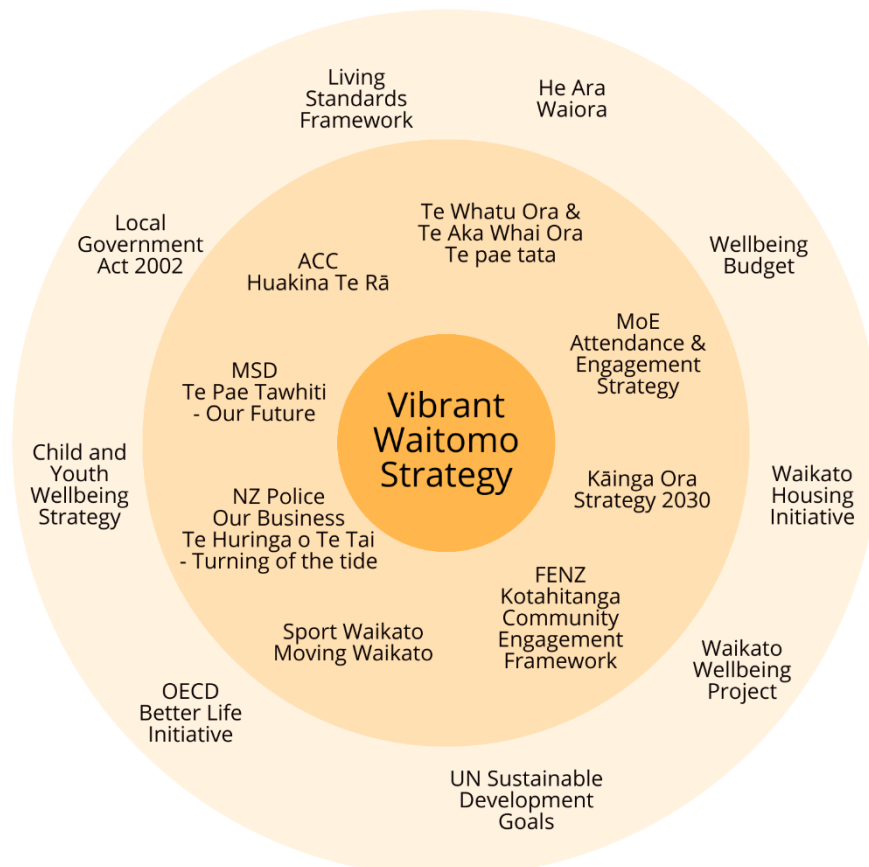
- Alcohol and Other Drug Team Lead for Maniapoto Whanau Ora Centre
- Aotahi Ltd
- Fire and Emergency New Zealand (FENZ)
- Integrated Safety Response
- Kokiri Trust
- Legendary Te Kuiti
- Local community service clubs and groups as appropriate
- Mana Whenua
- Maniapoto Marae Pact Trust
- MSD Representative
- Number Twelve
- Rural Support Trust
- Sport Waikato (local representative)
- Te Kuiti Community House
- Te Kuiti Family Health Centre
- Te Whatu Ora/Te Kuiti Rural Hospital manager
- Tuia Representative
- Violence Free Maniapoto
- Waitomo Arotahi Kāhui Ako
- Waipā Waitomo Women's Refuge
- WDC Community Development Manager
- Whānau Ora Centre

## Context of the Strategy

The LGA provides the mandate for local government to promote the social, economic, environmental, and cultural wellbeing of communities both in the present and for the future. This concept of wellbeing is a growing area of focus both nationally and internationally. The Strategy aligns at an international level, with the United Nations' Sustainable Development Goals (SDGs) and the Organisation for Economic Cooperation and Development (OECD) Better Life Initiative. In Aotearoa New Zealand wellbeing is guided by the Treasury's Living Standards Framework (LSF) and He Ara Waiora: the framework on the Māori perspective on wellbeing.

Wellbeing is a multidimensional, complex combination of factors unique to each individual and community, but there are some common themes. We know that our whānau and friends, our home environment, our community connections, our natural environment as well as our education and employment opportunities all play a role in our individual and collective wellbeing and life satisfaction (The Treasury, 2022). Vibrant Waitomo encompasses the many aspects of wellbeing through a strategic focus aligned with its regional partners through their respective strategies, missions and statements of intent. These include:

- ACC Huakina Te Rā
- Fire and Emergency NZ – Kotahitanga Community Engagement Framework
- Kāinga Ora Strategy 2030
- MoE – Attendance & Engagement Strategy
- MSD Te Pae Tawhiti – Our Future
- NZ Police – Our Business & Te Huringa o Te Tai – Turning of the tide
- Sport Waikato – Moving Waikato, Waikato Regional Active Spaces Plan & Waitomo District Play, Active Recreation & Sport Plan
- Te Aka Whai Ora – Te Pae Tata
- Te Whatu Ora – Te Pae Tata & Localities approach

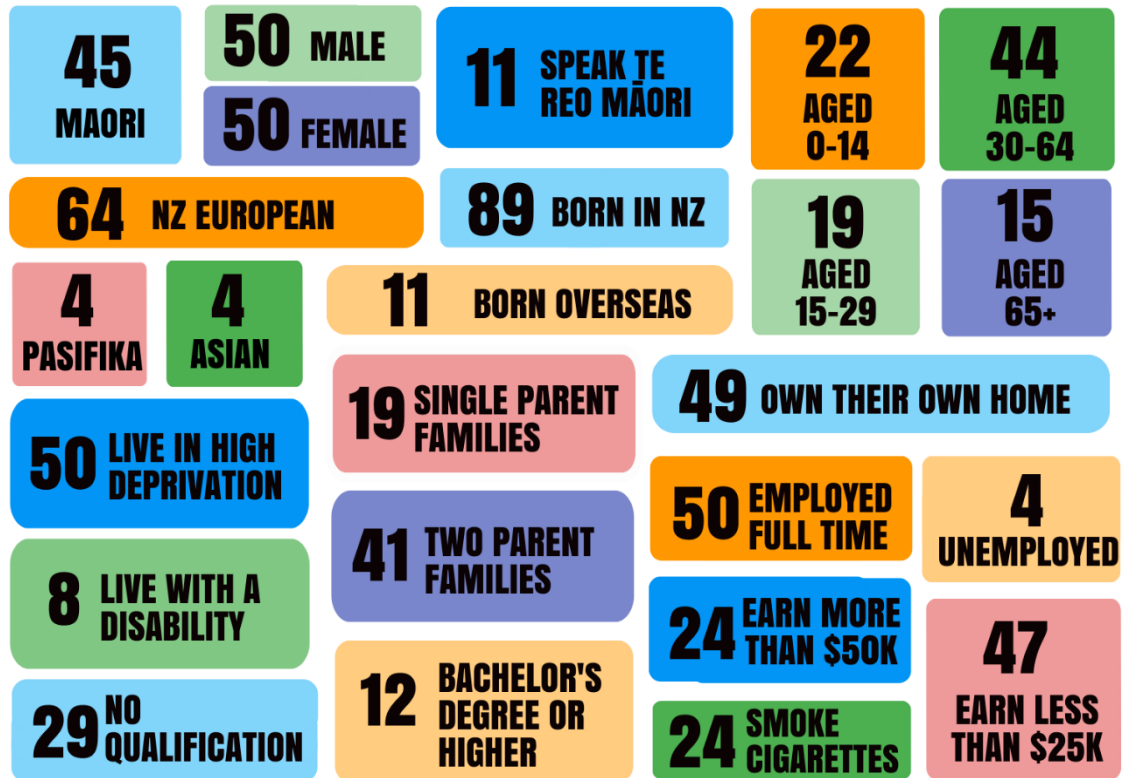




## Snapshot of the Waitomo District

The supporting data to this Strategy (See Appendix 1: Background Information) highlights that not all our community are thriving. Social indicators point to significant inequalities which disproportionately impact certain population groups such as Māori, women, and caregivers, those with disabilities, those experiencing mental health challenges, those experiencing material hardship, the elderly, tamariki and rangatahi. To achieve the Vibrant Waitomo we want, there are many challenges and opportunities to be addressed going forward.

### If Waitomo District was 100 people...



(StatsNZ 2018, Infometrics, 2022)

## Challenges and Opportunities

Challenges	Opportunities
Low educational attendance and engagement	Strong Māori identity
High levels of employment vacancy	Proud community
Underutilised pathways to employment & further education	High liveability and quality of life
Quality and quantity of housing stock	Recreation and leisure opportunities
Low rates of physical activity	High appetite for sport/physical activity
Aging population	Growth in employment opportunities
Family Violence, drug & alcohol harm	Opportunities for youth development and engagement
High incidence of road trauma	

## Strategic Direction

The themes of this Strategy reflect the most recent data and feedback on the community's needs and the Coalition's vision of a vibrant future for Waitomo. The themes are interconnected with opportunities for cross-collaboration between coalition partners. For each theme the Strategy identifies a broad goal and specific priorities with desired outcomes and suggested partnerships for action.

### Vision:

A vibrant Waitomo - where our communities are thriving

### Mission:

To drive action towards a vibrant future -  
utilising our networks to bring the right people to do the right work  
to increase positive outcomes for our communities



**TE WHĀINGA:**

Waitomo – He whenua taurikura he rito rongokura



## 1. Whānau | Families

### *Goal*

**Whāngaihia ngā rauemi ki te tauawhi, ki te whakamana i ngā whānau.**

To ensure our whānau/families have the resources they need to empower and support each other.

### *Outcome*

**Kia harikoa, kia mauri ora ngā whānau**

Happy and healthy families

### *Our priorities*

- 1. Reduce family violence and harm**
- 2. Reduce alcohol and drug related harm**
- 3. Improve access to health promotion and delivery services**

### *Who will be involved: lead and key coalition partners*

- NZ Police (co-lead)
- Te Whatu Ora Waikato
- MSD
- ACC
- Oranga Tamariki
- MoE

### *Our impact: how we measure success*

- Residents have support for reducing the harmful use of alcohol and drugs
- There is less alcohol and drug abuse in the community
- Residents do not drink and drive

## 2. Kāinga | Homes

### *Goal*

**Whakatairangahia te whanaketanga o ngā whare e tika ana mō te nāiane me te anamata.**

To promote the development of quality and sustainable homes that fit the needs of our communities now and into the future.

### *Outcome*

**Kia māmā te utu mō ngā whare**

Affordable range of fit-for-purpose homes

### *Our priorities*

4. **Increase housing availability**
5. **Promote healthy homes**
6. **Improve safety in homes**

### *Who will be involved: lead and key coalition partners*

- WDC (co-lead)
- Kāinga Ora (co-Lead)
- Te Whatu Ora
- NZ Police
- ACC

### *Our impact: how we measure success*

- (to be informed by the housing strategy)

### 3. Ngā Hapori | Communities

#### *Goal*

**Whakarauorangia ngā hapori, kia tupu te pitomata me te kotahitanga.**

To regenerate and revitalise our communities, creating places and possibilities for people to connect and thrive

#### *Outcome*

**Kia kotahi, kia whakahīhi pai, kia manawaroa ngā hapori**

Connected, proud and resilient communities

#### *Priorities: How we will address this*

- 7. Promote and celebrate cultural identity**
- 8. Create spaces that welcome and inspire**
- 9. Increase opportunities for community connection**
- 10. Remove barriers to physical activity and sports participation**

#### *Who will be involved: lead and key coalition partners*

- WDC (Lead)
- Sport Waikato
- NZ Police
- Te Whatu Ora
- ACC

#### *Our impact: how we measure success*

- Residents have access to the services and environments they need to thrive
- Greater collaboration between sports clubs
- Sports clubs become collectively more sustainable, resilient and able to enable participation
- Increased participation in community events, organisations and sporting activities

## 4. Mātauranga / Mahi | Education & Employment

### *Goal*

**Whakatupuria ngā ara ki te mātauranga me ngā tūranga mahi, hei oranga mō te tangata.**

To create opportunities for growth and skill development through education and employment

### *Outcome*

**Mātauranga, whanaketanga, motuhaketanga**

Lifelong learning, growth and independence

### *Priorities:*

- 11. Develop pathways into study and work for all school-leavers**
- 12. Improve school attendance and engagement**
- 13. Promote opportunities and access to continuing education for all age groups**

### *Who will be involved: lead and key coalition partners*

- MoE (Lead)
- WDC
- MSD

### *Our impact: how we measure success*

- Our rangatahi leave school going into work or continuing education
- Programme participants find sustainable employment
- Students want to be in school

## Implementation

### Strategic Action Planning

An annual action plan will be developed to support the implementation of this Strategy. This plan will outline the long-term outcomes, the actions required to reach these goals, who on the Regional Coalition is responsible for driving the actions, and the specific measures and timeframes which will show we have completed actions and achieved goals.

Strategic action planning is a process which ensures there is a clear link from our overall vision for Vibrant Waitomo through to our outcomes, goals, priorities and actions. It also ensures there is transparency, understanding and coordination between the Coalition and Community Connectors members.



### Monitoring, Evaluation and Review

This Strategy will be due for review in 2028, five years after the 2023 review. As the Vibrant Waitomo programme progresses, this Strategy may be reviewed by the Regional Coalition before the five-yearly timeframe as appropriate.

The action plan will be reviewed yearly and progress will be reported for the previous year. Monitoring and evaluation of the action plan will be the responsibility of the Coalition. A monitoring framework is developed as part of the action plan to track the impact of actions, to drive accountability and enable adjustment towards what is working well and change where improvement is needed. The monitoring framework will assess progress towards the ultimate vision of the strategy through the following processes:

- Appropriate data collection and regular reporting
- Tracking of progress under each theme and priority
- Review of actions, sub-actions and milestones including adding new or amending existing actions
- Sharing key lessons and celebrating progress across the Strategy



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## Appendix 1: Background Information supporting the Vibrant Waitomo Strategy

### *National situation*

Nationally our mental wellbeing has deteriorated, loneliness has increased and our trust in each other and our institutions has declined (StatsNZ, 2022). Younger generations in particular report lower levels of life satisfaction and sense of belonging and New Zealand continues to experience high rates of child poverty (The Treasury, 2022). The first wellbeing report released by The Treasury based on the Living Standards Framework, *Te Tai Waiora: Wellbeing in Aotearoa New Zealand 2022*, identifies three key areas in need of attention: mental health, educational and housing. It also highlights generational impacts and the importance of our natural environment to our physical and mental health. Climate change, environmental challenges and the sustainability of our natural resources will be of increasing importance in the future wellbeing of our community (The Treasury, 2022). Our ability to meet the needs of future generations and our capacity to absorb shocks from natural disasters will be important for a sustainable and vibrant future for Waitomo.

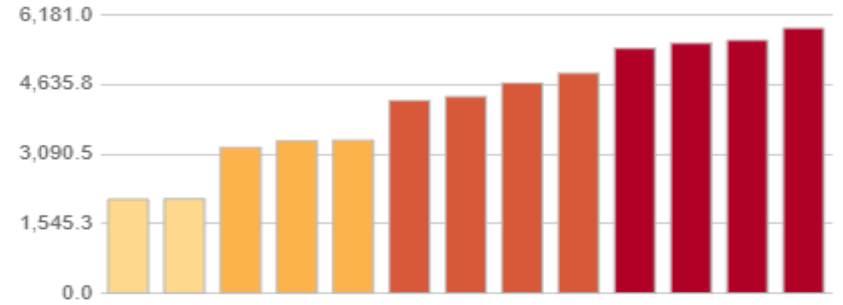
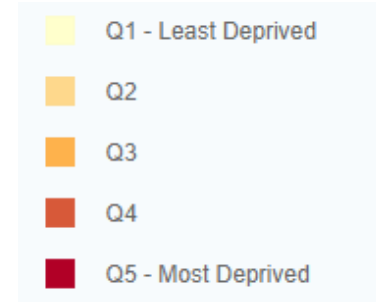
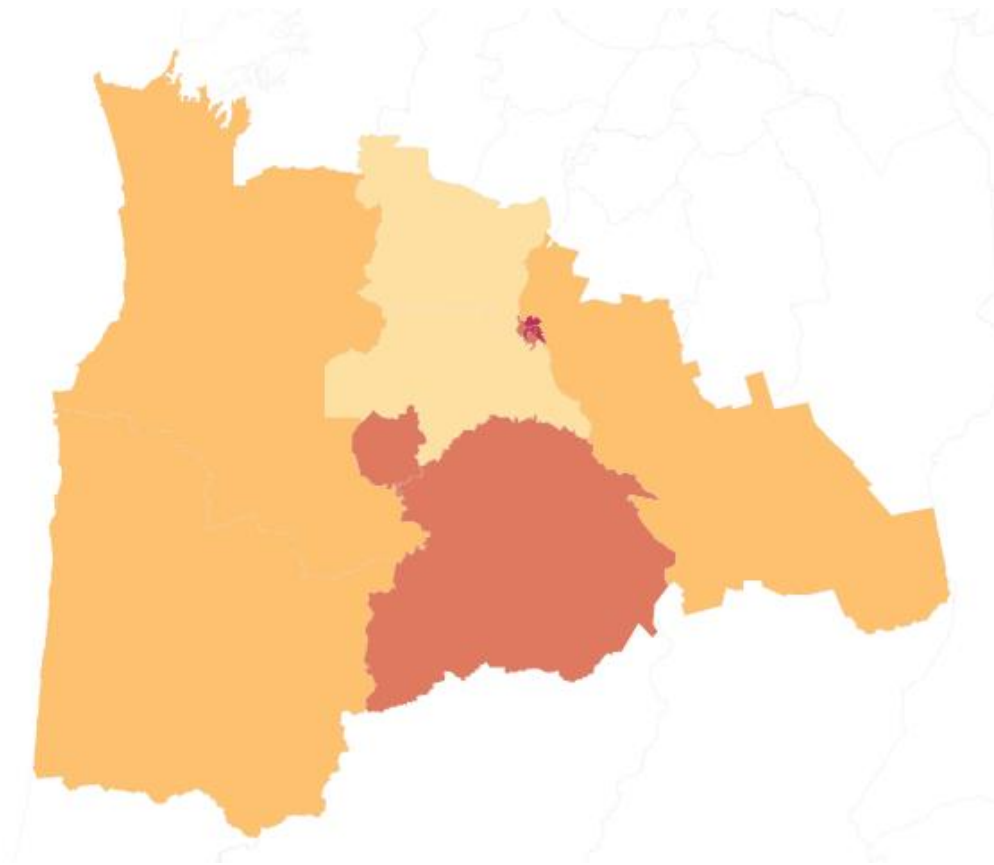
### *Waitomo District Snapshot*

Waitomo district has the highest proportion of Te Reo Māori speakers in New Zealand (11%, compared to 4% nationally) and there is a strong sense of pride and community (Momentum Waikato, 2020). However, not all our community are thriving. Significant differences exist in the outcomes experienced by some of our whānau and communities. Social indicators point to significant inequalities which disproportionately impact certain population groups. These include Māori, women, and caregivers, those with disabilities, those experiencing mental health challenges, those experiencing material hardship, the elderly, tamariki and rangatahi.

### *Equity (deprivation)*

The New Zealand Index of Multiple Deprivation 2018 (IMD18) (University of Auckland, 2018) identifies Waitomo as having a higher-than-average overall level of deprivation (Chiang et al., 2021). The IMD18 measures seven indicators: employment, income, crime, housing, health, education, access. Deprivation related to education and employment is concentrated mostly in Te Kuiti, other areas of deprivation relate to our rural population and lack of access to services. Overall, 50 percent of our population live in high deprivation and people living in more deprived areas are more vulnerable to environmental and health risks, alcohol and drug abuse (Chiang et al., 2021).

Waitomo District Overall Deprivation



(University of Auckland, 2018)

### *Physical wellbeing*

Only half of our district population is getting enough physical activity per week to positively impact their wellbeing (SportNZ, 2021). There is an appetite for more, however time and cost present barriers to participation (SportNZ, 2021). The district also suffers from high incidences of road trauma, drug and alcohol harm and family harm. Waitomo had the highest number of serious and fatal road casualties for the year ending June 2018 (Momentum Waikato, 2020). Alcohol related hospitalisations were among the highest in the country for 2016-2018 (Healthspace, n.d.). Family harm investigations and offences show an increase from 2021-2023 (SAS Family Harm Investigations and Police Safety Orders Report, 2023). The age group 20-24 years experiences the highest levels and frequency of injury, family harm and other victimisations with Māori disproportionately represented both in victimisations and offending (VSW Course of Life Safety Matrix, 2019). Most injuries documented by ACC continue to occur in the home (VSW Course of Life Safety Matrix, 2019). Crime is up almost 30 percent from 2018-2023, with a large increase in property crime: thefts and burglaries (NZPolice, n.d.).

### *Housing*

There is an estimated shortfall of 51 homes needed in Waitomo District (Waikato Housing Initiative, n.d.). Demand for housing will continue to grow with a projected additional 250 homes needed by 2043 (Waikato Housing Initiative, n.d.). The greatest demand is projected for couples and family households at above 70 percent, with single person households making up approximately 25 percent of demand (Infometrics, 2022). The percentages of damp and mouldy homes are higher than the national average (StatsNZ, 2018) with more than 3000 people living in mouldy homes (Waikato Housing Initiative, n.d.). There is a need to increase the supply, variety and quality of houses both to purchase and to rent to help attract workers from outside our District.

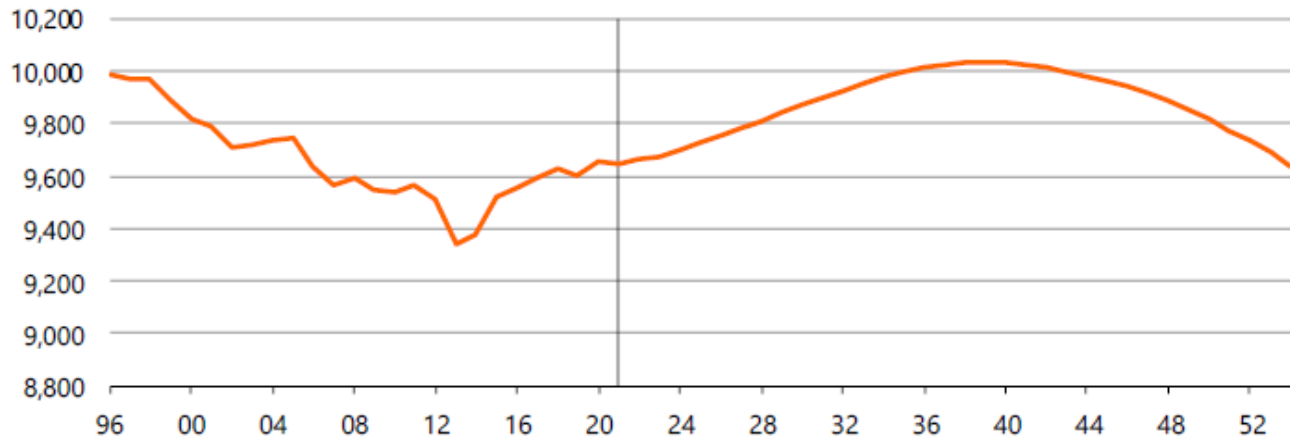
### *Demographics*

The District's population is aging. Total population has increased, but there is a noticeable gap in the 15-25 year old age group. Total population is projected to continue to grow until the 2040's when it will start to decline. The largest growth is expected in the age group 65+, while the number of those under 25 years is expected to decline. Growth is expected to be strongest in Te Kuiti with an increase also in Māori, Pasifika and Asian communities (Momentum Waikato, 2020).

**Population Projections**

Population level projection

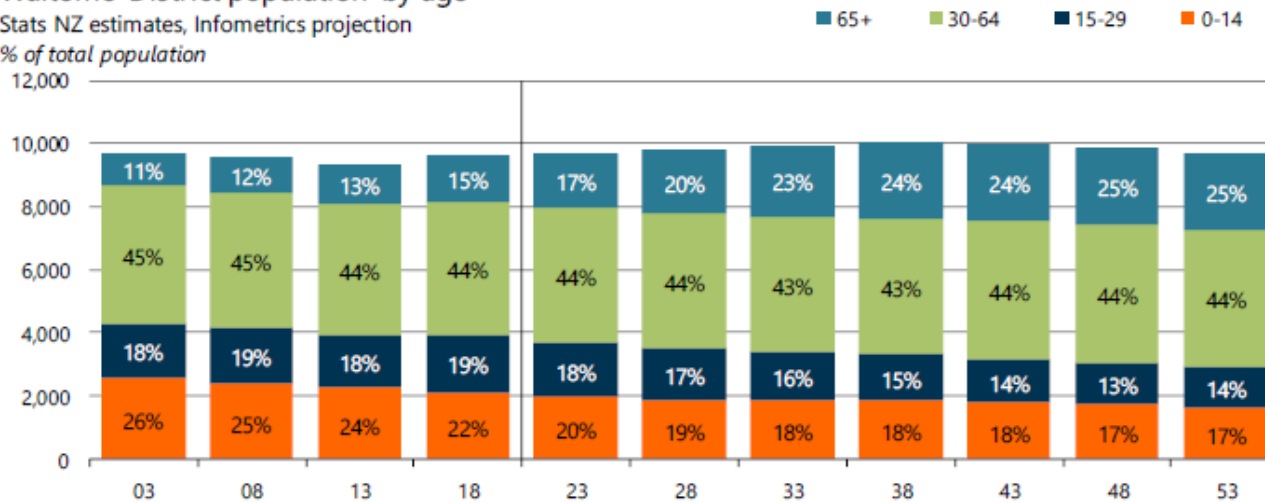
Stats NZ estimates, Infometrics projection



Waitomo District population by age

Stats NZ estimates, Infometrics projection

% of total population



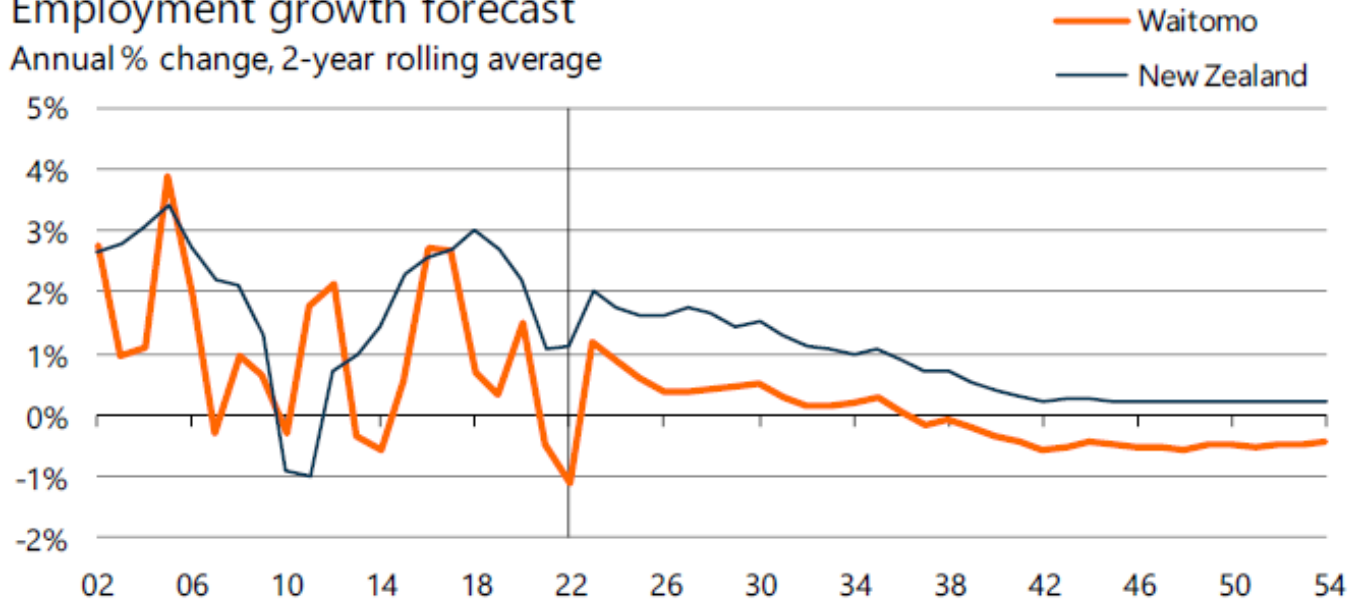
*Education*

Participation in early childhood education (ECE) in Waitomo District is low (Momentum Waikato, 2020) and this can have a negative impact on future educational achievement and social outcomes (Education Counts, n.d.). Statistics for Waitomo district show lower levels of retention until age 17 and fewer enrolments in tertiary education than for Waikato regional and national averages (Education Counts, n.d.). The percentage of school leavers with NCEA Level 2 or higher has decreased (Momentum Waikato, 2020). Māori represent a disproportionately high percentage of those leaving with no qualification (StatsNZ, 2018).

*Employment*

Currently, 95 percent of jobs in Waitomo District are filled by residents (Infometrics, 2022). The unemployment rate in Waitomo District is 3.9% (StatsNZ, 2018), hovering just below the national average. Employment is highly dependent on agriculture and manufacturing. National environmental regulations are expected to impact these industries, encouraging a transition away from livestock farming towards forestry (Infometrics, 2022) and this may negatively affect employment opportunities in our District.

Employment growth forecast  
Annual % change, 2-year rolling average



Vibrant Waitomo  
Action Plan 2023-2024

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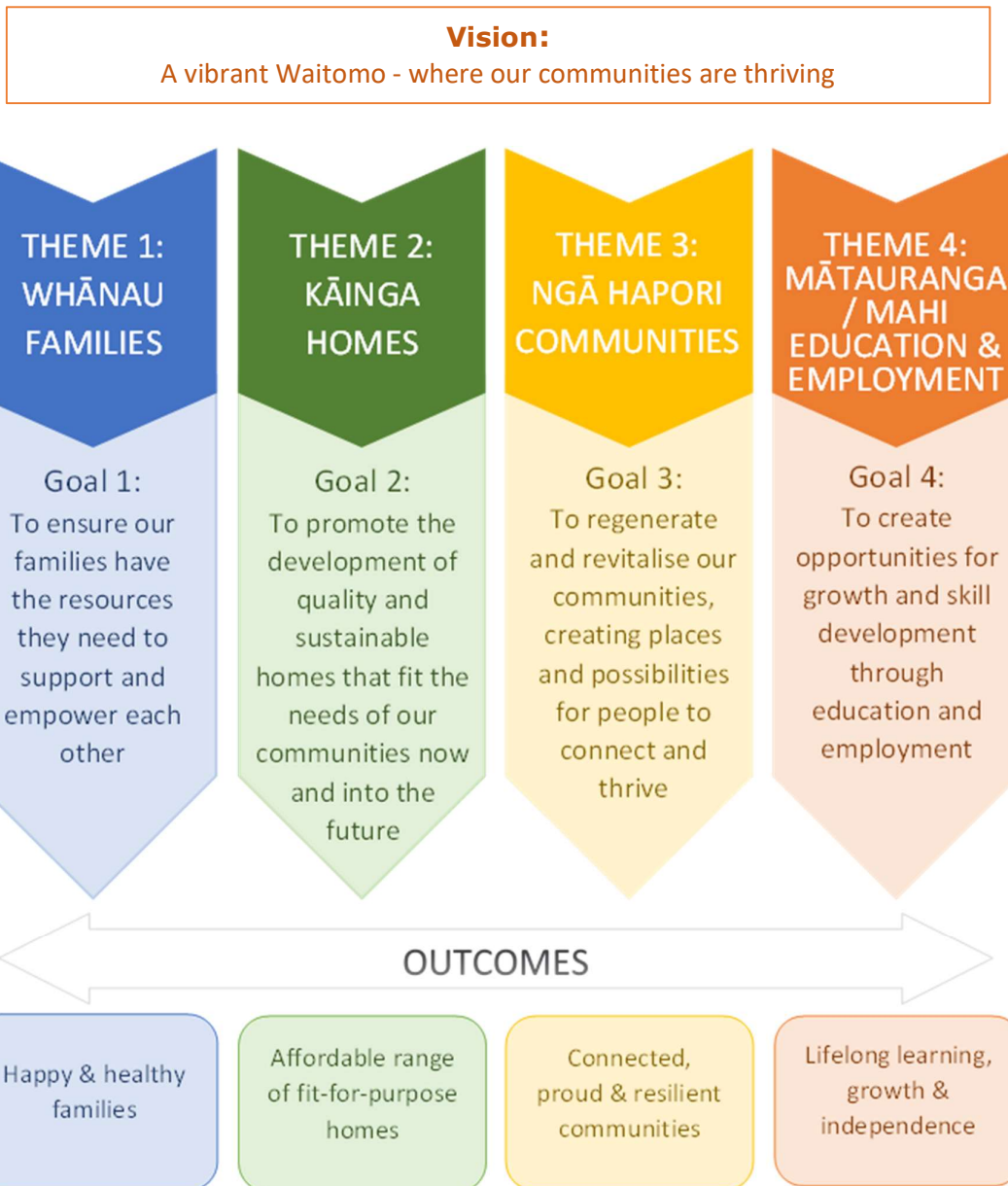


## Introduction | He kupu whakataki

### Vibrant Waitomo Strategy

The Vibrant Waitomo Strategy 2023 (Vibrant Waitomo) is a collaborative strategy that has evolved out of the Vibrant Safe Waitomo Strategy 2019 to reflect a renewed focus on community wellbeing. Vibrant Waitomo is a vehicle for collaboration, bringing resources and people together so that collectively we can address the many complex social issues that our district faces. It provides coordinated leadership and direction as we look to the future for the Waitomo District.

### Strategic Framework





## Vibrant Waitomo Regional Coalition Members

Regional Coalition	Community Connectors
<ul style="list-style-type: none"> <li>• Accident Compensation Corporation (ACC)</li> <li>• Kāinga Ora</li> <li>• Ministry of Education (MOE)</li> <li>• Ministry of Social Development (MSD)</li> <li>• MP for Taranaki – King Country (or representative)</li> <li>• MP for Te Tai Hauāuru Māori Constituency (or representative)</li> <li>• New Zealand Police</li> <li>• Oranga Tamariki Ministry for Children</li> <li>• Sport Waikato (regional representative)</li> <li>• Te Whatu Ora Waikato</li> <li>• Waitomo District Council (WDC)</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol and Other Drug Team Lead for Maniapoto Whānau Ora Centre</li> <li>• Aotahi Ltd</li> <li>• Fire and Emergency New Zealand (FENZ)</li> <li>• Integrated Safety Response</li> <li>• Kokiri Trust</li> <li>• Legendary Te Kuiti</li> <li>• Local community service clubs and groups as appropriate</li> <li>• Mana Whenua</li> <li>• Maniapoto Marae Pact Trust</li> <li>• MSD Representative</li> <li>• Number Twelve</li> <li>• Rural Support Trust</li> <li>• Sport Waikato (local representative)</li> <li>• Te Kuiti Community House</li> <li>• Te Kuiti Family Health Centre</li> <li>• Te Whatu Ora/Te Kuiti Rural Hospital Manager</li> <li>• Tuia Representative</li> <li>• Violence Free Maniapoto</li> <li>• Waipā Waitomo Women’s Refuge</li> <li>• Waitomo Arotahi Kāhui Ako</li> <li>• WDC Community Development Manager</li> <li>• Whānau Ora Centre</li> </ul>

## Vibrant Waitomo Strategic Action Plan 2023/2024: E Whanake Ana

Strategic action planning is a process to ensure there is a clear link from our overall vision for Vibrant Waitomo through to our outcomes, goals, priorities and actions. It provides direction for the leadership Coalition to implement the Strategy. It also ensures there is transparency, understanding and coordination between the Coalition and Community Connectors members.

The strategic action planning approach for the Vibrant Waitomo Strategy 2023 represents an intentional shift from the preceding action plan. It replaces a large number of potentially confounding actions with a few clear and focused initiatives. This approach invites broad collaboration through targeted action enabling the efficient use of resources to achieve a greater impact.

The long-term vision of the Strategy allows for flexibility to evolve as resources and opportunities become available and to adapt as our communities and their needs grow and change. It is expected that new opportunities for collaboration will continue to arise and these actions may be added to the Strategy as appropriate.

Progress will be tracked through the Monitoring and Evaluation Framework. Regular monitoring and evaluation enable us to know what is working and what needs to change to ensure progress towards the intended goals and priorities.



## How to read this Strategic Action Plan

The Action Plan is organised by theme. A table is provided for each theme presenting the action(s) along with the following corresponding information:

<b>Action</b>	<i>The title of the programme or project</i>
<b>Contributes to which priorities</b>	<i>Identifies which of the Strategy's priorities the action contributes to*</i>
<b>Sub-actions and milestones</b>	<i>Breaks the main action into smaller achievable sub-actions or milestones</i>
<b>Responsibility</b>	<i>Identifies the lead (or co-lead) coalition partner(s)</i>
<b>Timeframe</b>	<i>Indicates the expected timeframe of the project</i>
<b>Success measure</b>	<i>Links the action to the strategic priorities by describing what success will look like for our community</i>

\*It is possible that the first iteration of the Action Plan may not initially address all stated priorities, any unallocated should be used to help inspire future actions as the strategy evolves.

For each action a monitoring and evaluation table is provided to include the following information:

<b>Success measure</b>	<i>Identifies which success measure from the previous action tables is being monitored</i>
<b>Indicator</b>	<i>Specifies the data being used to quantify the success measure</i>
<b>How it contributes to our priorities</b>	<i>Describes what the measurement means (eg is more better or is less?) and how it relates to priorities</i>
<b>Data source</b>	<i>Where the data comes from</i>
<b>Timing</b>	<i>Identifies how often the data is measured/reported</i>
<b>Baseline</b>	<i>What is the current state and starting point against which we will be measuring progress (the most recent data available)</i>



## Our Priorities

To achieve the vision for Vibrant Waitomo we will focus on the following 13 priorities:

### THEME 1: WHĀNAU | FAMILIES

1. **Reduce family violence and harm**
2. **Reduce alcohol and drug related harm**
3. **Improve access to health promotion and delivery services**

### THEME 2: KĀINGA | HOMES

4. **Increase housing availability**
5. **Promote healthy homes**
6. **Improve safety in homes**

### THEME 3: NGĀ HAPORI | COMMUNITY

7. **Promote and celebrate cultural identity**
8. **Create spaces that welcome and inspire**
9. **Increase opportunities for community connection**
10. **Remove barriers to physical activity and sports participation**

### THEME 4: MĀTAURANGA & MAHI | EDUCATION & EMPLOYMENT

11. **Develop pathways into study and work for all school-leavers**
12. **Improve school attendance and engagement**
13. **Promote opportunities and access to continuing education for all age groups**

## Our Actions

1.1. **Meth use reduction programme \*\*\***

2.1. **Waitomo District Housing Strategy \*\*\***

3.1. **Centennial Park revitalisation \*\*\***

4.1. **Rangatahi Pathways Initiative \*\*\***  
4.2. **Mayors Taskforce for Jobs**

\*\*\* Developed with the help of central governments Better-off Fund



## Theme: Whānau | Families

**Goal:** To ensure our whānau/families have the resources they need to empower and support each other

**Outcome:** Happy & healthy families

#	Action	Contributes to which priorities	Sub-actions and milestones	Responsibility	Timeframe	Success measures
1.1	Meth use reduction programme ***	1. Reduce family violence and harm  2. Reduce alcohol and drug related harm	Funding secured	NZ Police		<i>Residents have support for reducing the harmful use of alcohol and drugs</i>  <i>There is less alcohol and drug abuse in the community</i>  <i>Residents do not drink and drive</i>
1.2	Support Te Whatu Ora localities approach	3. Improve access to health promotion and delivery services	To be developed			To be developed

\*\*\* Developed with the help of central governments Better-off Fund



## Theme: Kāinga | Homes

**Goal:** To promote the development of quality and sustainable homes that fit the needs of our communities now and into the future

**Outcome:** Affordable range of fit-for-purpose homes

#	Action	Contributes to which priorities	Sub-actions and milestones	Responsibility	Timeframe	Success measures
2.1	Waitomo District Housing Strategy ***	4. Increase housing availability	<i>Kāinga Ora Te Kuiti housing development</i>	Waitomo District Council (co-lead)		<i>(to be informed by the housing strategy)</i>
		5. Promote healthy homes	<i>Collaborative communication network between</i>	Kāinga Ora (co-lead)		
		6. Improve safety in homes	<i>Police and ACC.</i>	ACC (co-lead)		

\*\*\* Developed with the help of central governments Better-off Fund

## Theme: Ngā Hapori | Communities

**Goal:** To regenerate and revitalise our communities, creating places and possibilities for people to connect and thrive

**Outcome:** Connected, proud and resilient communities

#	Action	Contributes to which priorities	Sub-actions and milestones	Responsibility	Timeframe	Success measures
3.1	Centennial Park Revitalisation ***	7. Promote and celebrate cultural identity  8. Create spaces that welcome and inspire		Waitomo District Council (lead)		Residents have access to the services and environments they need to thrive
3.2	Support Moving Waikato 2025: Growing rural participation	9. Increase opportunities for community connection  10. Remove barriers to physical activity and sports participation	Sport Club Collaboration initiative	Sport Waikato (lead)		Greater collaboration between sports clubs  Sports clubs become collectively more sustainable, resilient and able to enable participation  Increased participation in community events, organisations and sporting activities

\*\*\* Developed with the help of central governments Better-off Fund





## Theme: Mātauranga / Mahi | Education & Employment

**Goal:** To create opportunities for growth and development through education and employment

**Outcome:** Lifelong learning, growth and independence

#	Action	Contributes to which priorities	Sub-actions and milestones	Responsibility	Timeframe	Success Measures
4.1	Rangatahi Pathways Initiative ***		11. Develop pathways into study or work for all school-leavers	Waitomo District Council (lead)		Our rangatahi leave school going into work or continuing education
4.2	Mayors Taskforce for Jobs		11. Develop pathways into study or work for all school-leavers	Waitomo District Council (lead)		Programme participants find sustainable employment

\*\*\* Developed with the help of central governments Better-off Fund

## Monitoring & Evaluation

### Theme: Whānau | Families

#### Action: The meth use reduction programme

Success measure	Indicator	How it contributes to our priorities	Data source(s)	Timing	Baseline	Year 1	Year 2	
There is less alcohol and drug abuse in the community	Wastewater analysis	A reduction in wastewater concentrations of methamphetamine indicate a reduction in usage within the community	NZ Police	6 monthly				
	Criminal data	A reduction in police interventions for drug and alcohol related harm may indicate reduced harm in the community	NZ Police					
	Hospitalisation data	A reduction in incidences of hospitalisation due to drug and alcohol may indicate a reduction in harmful use in the community	ACC Te Whatu Ora					
Residents do not drink and drive	Drink driving offences	A reduction in incidences of drink driving may indicate more responsible drinking habits	NZ Police					
Residents have support for reducing the harmful use of alcohol and drugs	Referrals to programme	An increase in referrals to the programme indicates awareness of and confidence in the programme – over time a decrease in referrals may be desirable if it indicates a decrease in need						

## Theme: Kāinga | Homes

### Action: Waitomo District Housing strategy

Success measure	Indicator	How it contributes to our priorities	Data source(s)	Timing	Baseline	Year 1	Year 2	
Under development								

**Theme: Ngā Hapori | Community**

**Action: Centennial Park Revitalisation**

Success measure	Indicator	How it contributes to our priorities	Data source(s)	Timing	Baseline	Year 1	Year 2	
Under development								

## Theme: Mātauranga / Mahi | Education & Employment

### Action: Rangatahi Pathways Initiative

Success measure	Indicator	How it contributes to our priorities	Data source(s)	Timing	Baseline	Year 1	Year 2	
Our Rangatahi leave school going into work or continuing education	Youth unemployment rate (15-24 age group)	A lower youth unemployment rate implies more youth are engaged in work and/or study	MSD					

### Action: Mayors Taskforce for Jobs

Success measure	Indicator	How it contributes to our priorities	Data source(s)	Timing	Baseline			
<i>Programme participants find sustainable employment</i>	Employment rate for participants at completion of programme	A high rate of employment for programme participants indicates the programme is helping to create pathways into employment	MSD					
	Employment rate for participants 2 years post completion	A continued high rate of employment for participants indicates the programme and pathways are leading to sustained longer-term benefits for the community						





**Document No:** A672697

**Report To: Council**



**Meeting Date:** 27 June 2023

**Subject:** **Waitomo Housing Strategy**

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to present the Waitomo Housing Strategy to Council for adoption.

## Background

- 2.1 Housing affordability is an issue facing communities across New Zealand.
- 2.2 This is intensified by increased demand and supply shortages, as well as increased house and rent prices across the housing continuum:
- Emergency
  - Transitional
  - Social
  - Affordable Rental
  - Assisted Home Ownership
  - Market Affordable Home Ownership
  - Market Rental
  - Market Home Ownership
- 2.3 The limited rental supply in the district is impacting economic development and contributing to issues such as overcrowding.
- 2.4 The district's population growth is predicted to reach 10,035 by 2039, followed by a decrease back to 9,640 by 2054.

## Commentary

- 3.1 Council partnered with Veros Property Services to assist with the development of a Housing Strategy.
- 3.2 The first step in this project was to complete a Housing and Business Current State Assessment. The Assessment, undertaken in September 2022, clearly identified key housing issues and drivers across the district.
- 3.3 In March 2023, a Housing Strategy Workshop was conducted and was well received by attendees which ranged from public, private, community, and iwi partners. The collaboration enabled the drafting of the Waitomo Housing Strategy and associated actions to improve housing issues. A copy of the Strategy is attached.
- 3.4 The Strategy assembles research and suggests how we might address shortcomings in our housing continuum, and how to plan for action. The research indicates many things, including the need for more houses, healthier homes, and a better balance of housing stock.

- 3.5 The Strategy can be seen as the starting point for connecting with a range of organisations and agencies that can influence positive change. To assist with this, a Housing Taskforce will be formed in the coming month. The purpose of the group will be to bring together stakeholders from various sectors to guide and implement the Strategy and ensure local housing issues are addressed.
- 3.6 Membership of the group includes representation from Habitat for Humanity New Zealand, Kainga Ora, Maniapoto Marae Pact Trust, Ministry of Housing and Urban Development, Ministry of Social Development, Momentum, Te Nehenehenui, Te Puni Kokiri and Waikato Housing Initiative. Council's role will be that of a facilitator and promoter of these partnerships.
- 3.7 Council has been able to develop the Waitomo Housing Strategy with the help of central governments Better-off Fund.

### Considerations

- 4.1 **RISK**
- 4.2 There is no identified risk in Council adopting the Waitomo Housing Strategy. Council's role is that of a facilitator. Successful delivery of the Strategy will be dependent on the actions of key partners.
- 4.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 4.4 The Waitomo Housing Strategy is consistent with Council's community outcomes.

### Recommendation

- 5.1 It is recommended that Council adopt the Waitomo Housing Strategy.

### Suggested Resolutions

- 1 The business paper on Waitomo Housing Strategy be received.
- 2 Council adopt the Waitomo Housing Strategy.
- 3 The Chief Executive be authorised to make any final editorial amendments to the Waitomo Housing Strategy document.

RANGIWHIUA NGATAI  
**PLACEMAKING AND DEVELOPMENT LEAD**

15 June 2023

Attachment: Waitomo Housing Strategy June 2023





# Waitomo Housing Strategy

JUNE 2023



## Mihi and Foreword

As we embark on the journey of shaping our district together, there are many matters that need to secure our attention. One of these is housing. As is repeated later in this document, a house is a fundamental part of our lives. It establishes a place to call home.

A house provides a roof over our head. A home defines the quality of our lifestyle.

A home needs to be a safe environment for our tamariki to develop. It needs to provide space for our rangatahi to grow. It needs to provide a warm place for our kaumatua and kuia to enjoy. And it needs to be a place that whānau love and can afford.

The Waitomo Housing Strategy assembles research to advise how we are doing in our homes. It suggests how we might go about addressing shortcomings, and how to plan for action.

While this is a strategy developed by the Waitomo District Council, it is not one that can be delivered by the Council alone. If it is to succeed, it must be owned and implemented by us all. Council is a player in this task, but it is mostly a facilitator and promoter of many partnerships - of private, public, and philanthropic typologies.

The research indicates many things, including that we need more houses, that we need healthier homes, and that we need a better balance of housing stock.

Council has begun the journey. It now needs others to come on board, including central government, community organisations and the private sector.

Let's get started, together.

Mayor John Robertson




Chief Executive Ben Smit




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*Māhoenui*

## Introduction

Our vision is every whānau has access to an affordable, suitable, stable, and healthy home.

To achieve this vision, we must have healthy, affordable homes for everyone. We know not all our people have suitable homes, so we need to deliver solutions. In 2022, Council completed a Housing and Business Current State Assessment that confirmed our community is facing some severe housing issues, the big things we as a community need to address are.

- lack of affordable homes across our housing continuum.
- lack of the right types of homes to match the diverse needs of our community.
- homes that are generally old, and costly to maintain a healthy living.

These issues affect the health and well-being of our people now and in the future. We believe access to healthy, affordable homes that meet the needs of our community is the start to building strong and vibrant people, whānau and communities.

We are working collaboratively with stakeholders and partners to ensure that every individual and whānau has a home. We are aligning with Waikato Housing Initiative's regional vision of that "Every person and every family in the Waikato region is well-housed living in sustainable, flourishing and connected communities.

This Strategy is the start of connecting with organisations and agencies that can influence positive change to our housing continuum. Working together gives us the greatest chance of success to resolve our housing issues that can be complex and long-term, however, through a well-defined plan of action and commitment to delivery, we aim to improve housing outcomes for our community.

Partners and organisations contributing to the development and delivery of this Strategy include:



We have been able to develop the Waitomo Housing Strategy with the help of central governments Better-Off Fund.

To all the individuals, businesses, and organisations who contributed to the development of this Strategy, we thank you all. Your continued passion for supporting the wellbeing of the people of Waitomo will be crucial in supporting positive change.

## Waitomo and its Housing

Te Rohe Pōtae or the King Country is renowned for being a place of refuge, of solace, whereby great leaders such as Tāwhiao and Te Kooti sought shelter, which resulted in the gifting of, arguably, the most famous house of all - Te Tokanganui-a-noho.

A house is a fundamental part of our lives that establishes a place to call home. A home that is affordable, suitable, stable, and healthy creates both growth and development for an individual and whānau. Limited or lack of access to these vital living standards can cause detrimental effects and strain on social living and communities.

Waitomo is a large district in terms of area but has a small population with approximately 9,640 residents. Unlike the surrounding Territorial Authorities, the district has not experienced the same recent growth. Projections undertaken by Infometrics in 2022 predict a slight population increase to reach 10,035 by 2039, followed by a decrease back to 9,640 by 2054. It is worth highlighting that Te Kūiti, the main town in Waitomo, is just an hour's drive from Hamilton City, making it particularly noteworthy that the population is projected to remain the same as it is now in 30 years' time. The district's population is generally characterised by lower household incomes, a higher proportion of renters, and a larger presence of both younger and older individuals, which deviates from the typical demographics found in New Zealand.

Despite experiencing low population growth, the district is currently facing housing pressures like the rest of the country, and property values in the area have recently increased. This rise in values is creating challenges for renters, as there is a severe shortage of available rental properties, leading to intense competition for housing. The limited rental supply is also impacting economic development and contributing to issues such as overcrowding.

Furthermore, the quality and suitability of homes are problematic. The existing housing stock primarily consists of older houses on large sections, reminiscent of the historic quarter-acre sections. Additionally, CoreLogic data shows a significant portion of the district's housing are considerably old, with most homes constructed before 1959, making them over 60 years old now.

To help address this, Waitomo's District Plan is currently undergoing review as it is an important component in supporting housing in the district. This district plan review seeks to provide for housing outcomes by enabling a range of housing typologies in zones and has made provision for future growth through the inclusion of the future urban zones.



A Snapshot of Waitomo and its Housing in 2022

**9,670**

people live in the Waitomo District

**45%**

of our people live in Te Kūiti

**27%**

of our community are under 20 years old compared to 25% in NZ

**32%**

of our community are over 55 years old compared to 28% in NZ

Residentially Zoned Property in Waitomo			
Settlement	Number of Residentially Zoned Properties	Median Section Size (m <sup>2</sup> )	Percentage of Residential Properties in the District
Taharoa	26	1,543	1%
Te Waitere	32	1,008	1%
Marokopa	89	842	4%
Waitomo	39	3,750	2%
Mōkau	166	996	7%
Aria	47	1,020	2%
Benneydale	131	913	6%
Piopio	186	1,120	8%
Te Kūiti	1660	925	70%
	<b>2,376</b>	<b>1,684</b>	<b>100%</b>



**900m<sup>2</sup>**

is the typical property size



**85%**

of our homes are three bedroom



**88%**

of our homes are over 40 years old



**62%**

of our homes are primarily heated with wood burners - twice the national average



**damp**

our homes are damper and more likely to have mould than the typical home in NZ

**\$34K**

is our per capita income which is 23% less than the New Zealand median

**\$400**

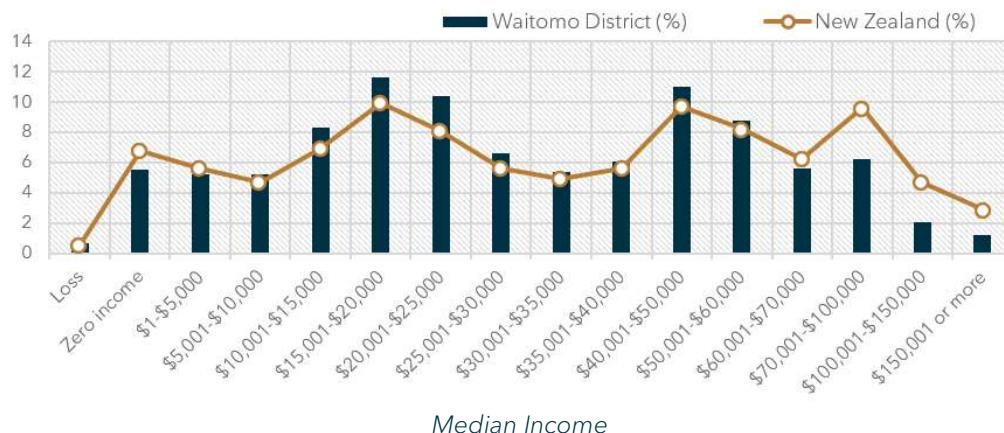
is our median rent  
3 years ago = \$367  
5 years ago = \$217

**\$342K**

is our median sale price  
3 years ago = \$320K  
5 years ago = \$195K

**66%**

of our homes are rentals



## Our Key Areas of Focus

There are four main interlinking issues regarding our homes to be addressed.



### These issues arise because:

#### Living costs are demanding for everyone.

- The community has low median incomes, and the majority are renters.
- In recent times, the cost of living has increased rapidly, which has resulted in additional financial pressure on whānau.
- Low incomes also means that some landlords struggle to invest in improving the quality of their rental houses as they can't lift the rent to recuperate that cost.

#### Our homes are old and there are simply not enough of houses to meet the demand.

- Despite being home to nearly half of our district's population, only 5% (67) of the new homes built across Waitomo have been built in Te Kūiti since 1990.
- Approximately half of the homes in our main centre, Te Kūiti, are over 60 years old.
- Homes in Te Kūiti are typically three bedroom and occupy about a tenth of large 900m<sup>2</sup> sections.
- Over 60% of our homes rely on wood burners to stay warm, this is twice the national average.
- Due to extremely constrained rental availability, and lack of return, landlords are not compelled or often financially able to improve the quality of their properties.

#### Building is not economically viable.

- The increasing cost of land and construction combined with our community's lower incomes means that the development economics, to build new homes or improve existing ones, are challenging for private investors and developers.
- Historically low growth combined with low population forecasts makes Waitomo less attractive to invest to private property investors and developers.

## Collectively these issues are leading to:

- Overcrowding with multiple whānau or extended family living on one property.
- Whānau and individuals leaving the community as there is nowhere to live.
- Local employers unable to attract and keep a suitable workforce due to housing shortages.
- Almost half of renters are financially stressed or stretched meaning there is not enough household income to support their wellbeing.
- Long waiting lists for housing assistance and support.
- People not able to save a deposit to purchase their own homes or get ahead.
- Insufficient investment in new housing developments.
- Old and aging housing stock which is generally unhealthy and costly to heat.
- Lack of diversity in housing types and homes do not always meet the needs of our community.
- Underutilised land within Waitomo towns.





## Mana Whenua

Mana whenua are crucial in the prosperity of the Waitomo District. The Council is committed to upholding a positive relationship with tangata whenua that is founded on Te Tiriti o Waitangi principles. As such, Council recognises mana whenua as key partners in this Strategy. Mana whenua have ancestral connections to Waitomo and are kaitiaki in the region having a unique perspective and deep understanding of the land, its history, and its cultural significance.

As part of the Strategy, Council has commenced engagement with Māori and whānau regarding their housing needs and aspirations. Ongoing regular and honest kōrero is needed between Council, iwi, hapū, and communities, as the Strategy is implemented and evaluated. Work is required to involve iwi and hapū early to shape policy and inform decision making.

Further work is also needed to understand:

1. The aspirations of iwi, mana whenua, and hapū regarding housing and Māori land.
2. The infrastructure necessary to enable Māori housing development.
3. How Council and other government entities can support Māori housing outcomes wherever appropriate.
4. The fundamental differences between traditional Māori housing in comparison to urban or western housing.



**Tracey Tangihaere:** *Our Te Kūiti Blocks have remained unoccupied since 1909. Successive policies prevented housing development for our whānau and created disadvantages. Many of our whānau live away from Te Kūiti but want to return to their Tūrangawaewae. Our whānau trust will own the property and rent to whānau however, we need to do a lot of mahi, building our capacity and financial resources. We must be self-reliant, resourceful, and persistent to get through the myriad of challenges. It's a marathon, not a sprint, but we are determined to reach our housing aspiration. Photograph supplied by Tracey Tangihaere.*

## Working Together

Housing is not just about providing a suitable and healthy place to live, it also involves a wide range of social, cultural, economic, and environmental factors that overlap and interact with each other.

As acknowledged earlier, strong collaboration is required because no single entity can solve housing challenges alone. Working together allows stakeholders to bring their unique perspectives and expertise to the table and work towards a common goal. This enables the sharing of resources and knowledge to address housing issues more effectively. This also promotes transparency, accountability, and community engagement in the decision-making process, which can lead to more equitable and sustainable housing solutions.

To support this collaboration, Council will establish and support the on-going delivery of the 'Waitomo Housing Taskforce'.

The purpose of establishing a local housing taskforce is to address the challenges related to housing affordability, availability, and quality. The Taskforce will bring together stakeholders from various sectors, including government, iwi and hapū, non-profit organisations, and the private sector, to guide and implement the Strategy and ensure local housing issues are addressed.

To ensure the success of the Taskforce, there must be:

- Strong and respected leadership.
- Clear objectives.
- Broad representation.
- An approach and environment where everyone is listened to.
- Adequate resourcing.
- Mandate to make decisions and act.

This Strategy also complements the Vibrant Waitomo goals and aspirations in supporting and empowering our whānau and communities and aligns with the Waikato Housing Initiative's regional housing strategy. With the Waitomo Housing Taskforce and the Vibrant Waitomo coalition focused on specific objectives, Vibrant Waitomo outcomes will be realised.



## Community Health and Wellbeing

Housing and community wellbeing are strongly connected. Te Whare Tapa Whā is a holistic health model that is developed by Sir Mason Durie. Waitomo intends to adopt this model to guide decision making and emphasise that housing and the land are intrinsic to our community wellbeing.

Te Whare Tapa Whā describes how all aspects of our lives are interconnected. The model presents wellbeing (hauora) as four connected strands (the four walls of the house) with the land (natural environment) being its foundation:

- physical health/taha tinana
- spiritual health/taha wairua (sense of meaning and purpose)
- mental or emotional health/taha hinengaro
- family/taha whānau (social wellbeing).

The four walls of our Strategy are our outcomes outlined in the next section.

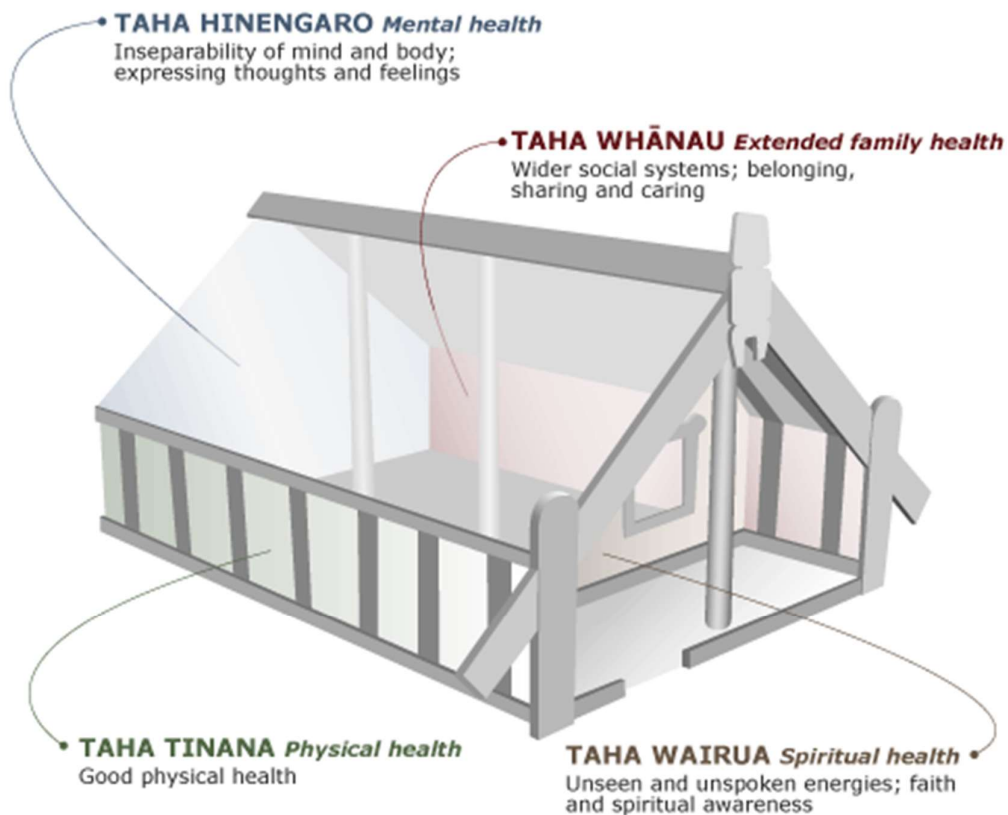


FIGURE 1: TE WHARE TAPA WHĀ MODEL - PUBLIC HEALTH - TE ARA ENCYCLOPAEDIA OF NEW ZEALAND

## Housing Outcomes

Council has identified four key outcomes for housing in Waitomo which collectively address housing issues and will improve wellbeing across the community.

### Outcome 1: Everyone has access to adequate, suitable housing.

It is crucial that rent and home ownership are affordable for the community, ensuring that households have sufficient funds to thrive and support their needs and wellbeing. We aim to avoid situations where multiple individuals and whānau are forced to share one dwelling when they would prefer to live separately. Our goal is to promote the appropriate variety and quantity of housing tenures that meet the diverse needs of our community. This entails ensuring an adequate supply of emergency, public, and social housing to support those in need.

### Outcome 2: Everyone lives in a healthy home.

Our aim in Waitomo is to provide affordable, healthy homes that improve the well-being of our community. These homes are cost-effective to maintain, free from dampness and mould, and support good health. We believe that the quality of homes directly impacts personal health, and we strive to ensure the highest level of well-being for our residents.

### Outcome 3: Homes meet the diverse and changing needs of the community.

We recognise the importance of providing diverse types of homes and properties that cater to the specific needs of our community. Our goal is to ensure that homes align with the desired house and section size, location, and accessibility to essential services, amenities, and employment. By offering the right housing options that meet people's needs, we can reduce the demand for housing assistance, alleviate overcrowding, and enhance access, health, and overall wellbeing.

### Outcome 4: There is a home for everyone who wants to live in Waitomo.

To alleviate affordability pressures, support employers, and facilitate growth, it is essential to increase the availability of homes. We need an adequate number of homes strategically located throughout our district to support the well-being of our community and promote the growth of our district. This will enable people to remain in Waitomo and ensure sufficient housing options across all sectors for those looking to relocate here. Our aim is to ensure that anyone who wishes to reside in Waitomo has access to suitable housing.

## Objectives

This Strategy is action focussed with workstreams that will achieve our objectives. There are four objectives that underpin the Strategy.

### Objective 1: Make Informed Decisions

Council will work with the community and partners to examine and understand the housing situation and community's needs. This objective involves building evidence so that all partners can make robust and informed decisions.

### Objective 2: Enable and Deliver

This objective is all about acting quickly to improve the quality of our homes and increase supply.

### Objective 3: Partner and Innovate

This objective is about working in collaboration to deliver on housing objectives. We are a partnership that works together to support housing outcomes.

### Objective 4: Strengthen and Support

Council recognises the need to provide more housing assistance to the community. This objective will deliver on that. It aims to provide enhanced information and support to homeowners, investors and residents to improve the quality and overall health of the homes in Waitomo.



## Our Action Plan

### Objective 1: Make Informed Decisions

	Action	Description	Timeframe	Lead	Support	Outcomes Met
1	Understand what greenfield can be unlocked	Undertake a detailed analysis of land availability and readiness for housing to identify what infill and greenfield land can be developed for housing in the short, medium, and long term. The assessment should consider mana whenua, landowners aspirations, infrastructure capacity, natural hazards, cultural significance, agricultural productivity as well as other fundamental development factors.	Short (within one year)	Council	Te Nehenehenui	1, 2, 3, and 4
2	Support intensification of housing.	Develop asset management plans to improve the current infrastructure capacity at a township level to support housing intensification.	Long (within three years)	Council	Te Nehenehenui	1, 2, 3, and 4
3	Review the Strategy	Review the Strategy to ensure its focus, outcomes, and actions are still relevant to meet the communities housing needs.	Long (within six years)	Council	Waitomo Housing Taskforce	1, 2, 3, and 4

## Objective 2: Enable and Deliver

	Action	Description	Timeline	Lead	Support	Outcomes Met
4	Use surplus Council land for housing	Identify all underutilised Council owned land that could be suitable for housing and implement appropriate disposal process.	Immediate (within six months)	Council	Te Nehenehenui	1, 2, 3, and 4
5	Identify quick residential infill opportunities for the private sector	Identify specific residential properties that can be easily and quickly subdivided to support more housing. This should include property owned by Kāinga Ora and other relevant Crown or community entities.	Immediate (within six months)	Council / Kāinga Ora/Maniapoto Marae Pact Trust/ Te Nehenehenui		1, 2, 3, and 4
6	Bring unoccupied dwellings into supply	Complete an audit of the unoccupied homes in Waitomo to understand if there are any opportunities to provide secure housing for our whānau.	Immediate (within six months)	Council	Council / Waitomo Housing Taskforce	2 and 3
7	Support Kāinga Ora to upgrade their existing housing	Complete the healthy homes standards upgrades across the Kāinga Ora portfolio.	Short (within one year)	Kāinga Ora	Council / Waitomo Housing Taskforce	2

## Objective 3: Partner and Innovate

	Action	Description	Timeline	Lead	Support	Outcomes Met
8	Establish the Waitomo Housing Taskforce	Establish the local Waitomo Housing Taskforce, reporting to WDC, which includes Council, Kāinga Ora, Iwi and Mana Whenua, CHPs, MHUD, Waikato Housing Initiative and local developers. Establish regular meetings and resource sufficiently.	Immediate (within six months) and ongoing	Council	Iwi/Mana Whenua / MHUD / Kāinga Ora / MSD / CHPs / Developers / Waikato Housing Initiative	1, 2, 3, and 4
9	Listen to and support iwi / mana whenua	Listen and understand Iwi and mana whenua aspirations for their whenua so that Council and other Crown entities can support development and housing opportunities.	Immediate (within six months) and ongoing	Council / Waitomo Housing Taskforce		1, 2, 3, and 4
10	Foster regional housing relationships	Participate in regional housing forums, for example the Waikato Housing Initiative, Property Council, etc. to ensure access to knowledge and opportunities.	Immediate and ongoing	Waikato Housing Initiative	Waitomo Housing Taskforce	1, 2, 3, and 4
11	Connect development and housing opportunities	Connect land opportunities with developers, investors, CHPs, and house builders.	Short and ongoing	Council	Te Nehenehenui	1, 2, 3, and 4
12	Engage with the local housing industry	Hold an annual local housing forum that connects the sector, including local builders and developers. This provides the opportunity to monitor the actions of this Strategy and understand opportunities and barriers regarding the quality and quantity of housing.	Short (within one year)	Council	Waitomo Housing Taskforce	1, 2, 3, and 4
13	Incentivise healthy homes	Investigate and secure funding to enable the implementation of a scheme(s) which incentivises and supports landlords and homeowners to improve the quality of their homes - particularly clean heat and insulation.	Medium (within three years)	Council / Regional Council	Habitat for Humanity and Other CHPs	2



	Action	Description	Timeline	Lead	Support	Outcomes Met
14	Establish a funding initiative to deliver affordable homes	Investigate the viability of implementing an affordable housing funding initiative. If viable, implement a Community Land Trust or similar community-led funding initiative to deliver affordable housing. This should include local businesses who are motivated to support housing development to attract and retain valued workers.	Medium (within three years)	Council / Waitomo Housing Taskforce	Momentum Waikato / Local Businesses / Other Community Funding Organisations	1, 2, 3, and 4
15	Central, accessible information resource	Identify, communicate potential ownership and funding models and sources. Have a central source of information for all stakeholder to use.	Immediate and ongoing	Council	Waikato Housing Initiative	1, 2, 3, and 4

#### Objective 4: Support and Help

	Action	Description	Timeline	Lead	Support	Outcomes Met
16	Fill and grow the Community Housing Providers gap.	Support locally based Community Housing Providers and encourage new ones.	Short and Ongoing	Council	Waitomo Housing Taskforce / Momentum Waikato / MHUD	1, 2, 3, and 4
17	Support the rental community to improve their living environment	Establish a housing knowledge hub or similar which provides a central location of knowledge and resources to support to tenants. This includes supporting tenants with information and support around their rental rights, healthy home requirements, finance and budgeting advice, avenues of funding support, and organisations providing housing-related assistance.	Immediate (within six months) and ongoing	Council	MSD / Kāinga Ora / MBIE / Citizens Advice Bureau	1 and 2

	Action	Description	Timeline	Lead	Support	Outcomes Met
18	Support landlords to create healthier homes	Provide accessible information to landlords to encourage and support them to improve their properties. This includes connecting landlords to funding providers and other opportunities which support improvements for healthy homes.	Immediate (within six months) and ongoing	Council	Regional Council / MBIE / Other Funding Vehicles	2
19	Communicate and facilitate change	Implement a communications plan that raises awareness across the community of Waitomo's housing issues and of everyone's role in responding to these issues.	Short (within one year)	Council		1, 2, 3, and 4



*Marokopa - Photograph supplied by Te Reo Irirangi ō Maniapoto*

## Monitoring and Review

To ensure decision making is robust, Council will undertake an ongoing programme to monitor the effectiveness and relevance of the Strategy. Regular review ensures the Strategy is a living document that continues to meet the housing needs of Waitomo.

The Strategy will formally be reviewed at least once every six years and whenever required.

*In 1985, Council designed and constructed the Redwood Flats to provide affordable rentals for our aged community members living in the Waitomo District. Today, Council continues to support kaumatua and our elderly residents by maintaining the Redwood Flats and keeping the rent low.*





Document No: A673225

**Report To: Council**



**Meeting Date:** 27 June 2023

**Subject:** Financial Report - period ended 31 May 2023

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to provide an overall progress report on WDC's financial activities for the period ending 31 May 2023.
- 1.2 A copy of the Financial Report for the period ending 31 May 2023 is enclosed separately and forms part of this business paper.

## Background

- 2.1 The financial report provides financial oversight and accountability of the Council's financial performance in delivering core services to the Waitomo District and community. It presents an overview of council operations for the period including significant variance commentary against year to date budget and updates on significant capital expenditure.
- 2.2 This business paper outlines a high-level summary of progress on the key aspects of the financial activities as detailed fully in the Financial Report.

## Commentary

### 3.1 **INCOME STATEMENT HIGHLIGHTS**

### 3.2 **NET OPERATING SURPLUS**

- 3.3 The net operating surplus of \$5.37 million was \$5.2 million less than budget for the period ended 31 May 2023.

### 3.4 **Expenditure**

- 3.5 Total Expenditure was \$1.9 million more than budget for the period ended 31 May 2023.

- 3.6 Other expenditure was \$0.9 million more than budget due to the following:

- The increased roads expenditure relates to emergency first response costs and professional fees. Expenditure for water supply is also more mainly for acquiring additional resource to facilitate the delivery of Three Waters projects and the completion of management plans for the new waters regulator. This was partly offset by reduced landfill operational expenditures, lower regulatory services expenditure and district plan review costs.
- Depreciation expense was more than budget due to the revaluation of most asset classes at 30 June 2022 which increased the value of these assets and the corresponding depreciation expense.

### 3.7 **Revenue**

- 3.8 Total Revenue was \$3.3 million less than budget for the period ended 31 May 2023.

- Subsidy revenue from Waka Kotahi was less than budget. As capital expenditure was less for the period, particularly for Cyclone Dovi road renewals, the associated subsidy was also below budget.
- Contributions from Ministry of Education and Te Kuiti High School Board of Trustees that were budgeted as subsidy revenue have been accounted for as an offset to the Service Concession Asset.
- Fees and charges revenue and income from construction were more than budget due to the recognition of construction services revenue. Other fees and charges were less than budget due to a reduction in refuse charges, building control and reduced hireage of the Les Munro Centre.
- A gain on the disposal of fleet vehicles was recognised and increased waste minimisation levy revenue was received.

### 3.9 CAPITAL EXPENDITURE

3.10 Capital Expenditure was **\$14.7** million for the period ended 31 May 2023 against a revised budget of \$26.6 million.

3.11 Of the total spend to date, \$2.8 million (19%) relates to the recognition of the service concession asset for the right to use the Gallagher Recreation Centre, \$1.2 million (8%) relates to Wastewater and \$6.7 million (46%) relates to Roads and Footpaths.

3.12 The most significant underspends are for the roading reinstatement work after Cyclone Dovi storm damage, with this work continuing into the 2023/24 year for Taumatotara West Road and four sites on Mangatoa Road.

3.13 Budgets provided for new cell development and installation of gas flaring equipment at the landfill, these projects are on hold pending the review of the landfill.

### 3.14 BORROWINGS

3.15 At 31 May 2023 public debt was \$29.7 million against a budgeted year end position of \$35 million. At 30 June 2022 public debt was \$28.2 million.

## Suggested Resolution

The business paper on Financial Report for period ended 31 May 2023 be received.



**TINA HITCHEN**  
**CHIEF FINANCIAL OFFICER**

Attachment: Financial Report for the period ending 31 May 2023 (A673129)

# FINANCIAL REPORT

FOR THE PERIOD 1 JULY 2022 TO 31 MAY 2023



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## INTRODUCTION

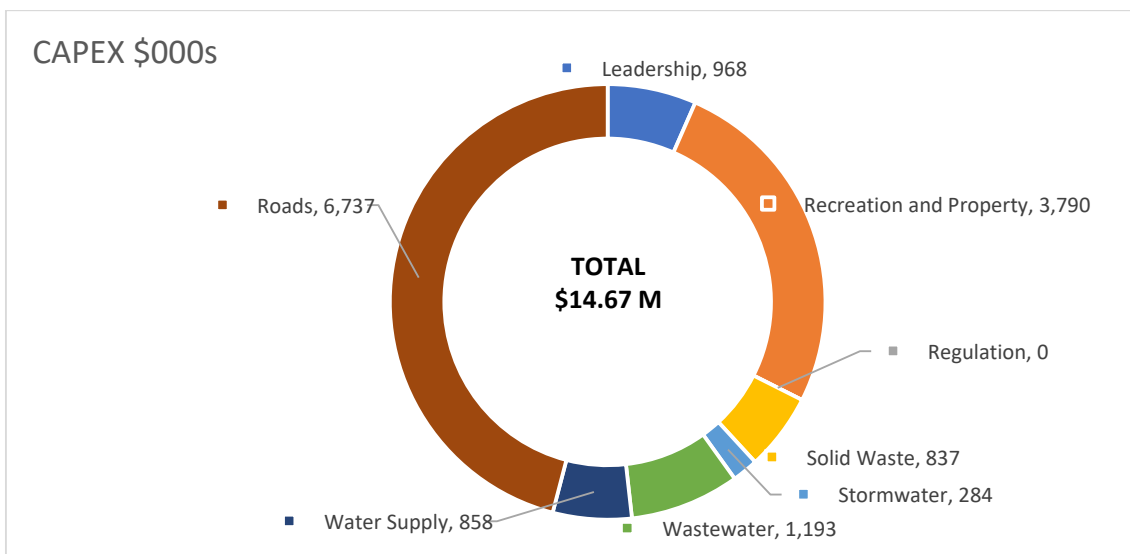
The 2021-31 10 Year Plan (10YP) was adopted in June 2021. It sets out outcomes we aim to deliver for our community, through the activities we undertake. Council also uses Activity/Asset Management Plans to outline the detailed work programme and further communicate an annual programme of work at a high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

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

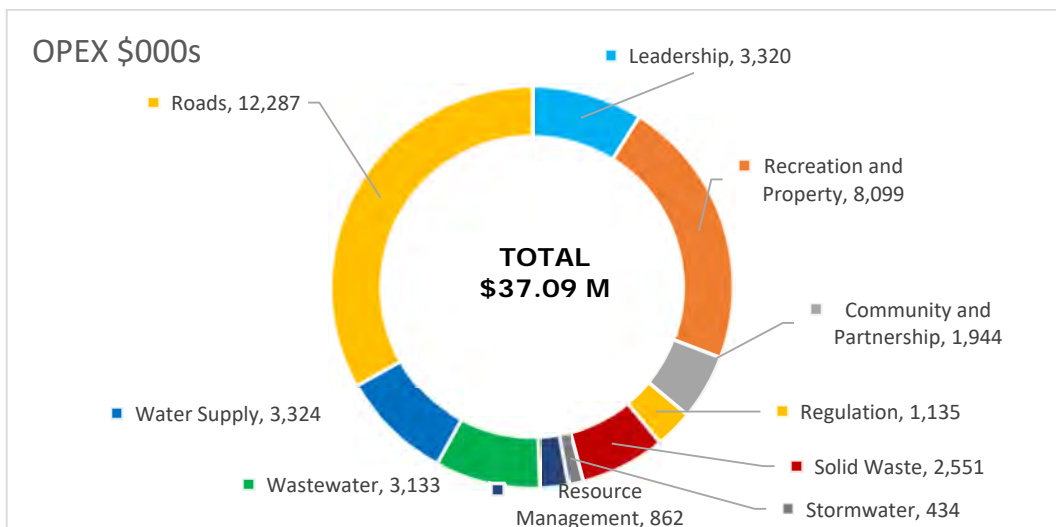
The purpose of this report is to provide high-level financial update of these Council activities for the months of July 2022 to May 2023.

## SUMMARY

### CAPITAL EXPENDITURE SUMMARY AS AT 31 MAY 2023



### OPERATIONAL EXPENDITURE SUMMARY AS AT 31 MAY 2023



## FINANCIALS

All figures in the tables, except percentages, are expressed in thousands of dollars (\$000s). Budgets referred to as revised includes the 2022/23 budget, carryovers and any additional budgets approved.

### INCOME STATEMENT HIGHLIGHTS

Set out below is the summary of financial information for the period ended 31 May 2023 (A cost of service statement and commentary on significant variances can found within each Group of Activities).

WHOLE OF COUNCIL \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
<b>Revenue</b>							
Rates	(20,666)	(21,247)	(21,247)	(19,376)	(19,346)	29	
Subsidies and Grants	(14,610)	(21,712)	(24,163)	(15,117)	(22,355)	(7,238)	A
Interest Revenue	(33)	(12)	(12)	(56)	(9)	46	
Fees and Charges	(8,288)	(4,176)	(4,256)	(7,547)	(3,884)	3,664	B
Other Revenue incl Gains/Losses	(627)	(190)	(190)	(362)	(175)	188	C
<b>Total Revenue</b>	<b>(44,224)</b>	<b>(47,337)</b>	<b>(49,868)</b>	<b>(42,458)</b>	<b>(45,769)</b>	<b>(3,311)</b>	<b>7%</b>
<b>Operating Expenditure</b>							
Other Expenditure	28,811	25,667	31,731	28,022	27,066	(958)	D
Depreciation	7,075	7,580	7,580	7,882	6,947	(936)	E
Finance Costs	978	1,257	1,257	1,185	1,152	(32)	F
<b>Total Operating Expenditure</b>	<b>36,864</b>	<b>34,504</b>	<b>40,568</b>	<b>37,089</b>	<b>35,165</b>	<b>(1,926)</b>	<b>-5%</b>
<b>Net (Surplus)/Deficit</b>	<b>(7,360)</b>	<b>(12,833)</b>	<b>(9,300)</b>	<b>(5,369)</b>	<b>(10,604)</b>	<b>(5,237)</b>	<b>49%</b>

**Net Operating Surplus:** The net operating surplus of \$5.37 million was \$5.2 million less than budget for the period ended 31 May 2023.

**Total Revenue** was \$3.3 million less than budget for the period ended 31 May 2023.

A Subsidy revenue from Waka Kotahi was less than budget. As capital expenditure for Cyclone Dovi damage repairs were less for the period, the associated subsidy was also below budget.

Contributions from Ministry of Education and Te Kuiti High School Board of Trustees which were budgeted as subsidy revenue have been accounted for as an offset to the Service Concession Asset.

B Fees and charges revenue and income from construction was more than budget due to the recognition of construction services revenue. This was offset by less revenue for refuse charges, building control, learn to swim programmes and hireage of the Les Munro Centre.

C A gain on the disposal of fleet vehicles was recognised and increased waste minimisation levy revenue was received.

**Total Operating Expenditure** was \$1.9 million more than budget for the period ended 31 May 2023.

D Other expenditure was \$0.9 million more than budget primarily for roads and water supply. The increased roads expenditure relates to emergency first response costs and professional fees. Expenditure for water supply was also more mainly for additional resource to facilitate the delivery of Three Waters projects and the completion of water plans for the new waters' regulator. This was partly offset by reduced landfill operational expenditures, lower regulatory services expenditure and district plan review costs.

E Depreciation expense was more than budget due to the revaluation of building assets, water, wastewater, stormwater assets, roads and solid waste assets at 30 June 2022 which increased the value of these assets and the corresponding depreciation expense.

F Finance costs were more due to rising interest rates that apply to debt on a floating profile.

### BALANCE SHEET HIGHLIGHTS

Balance Sheet highlights presented below show the movement in Council's financial position from 1 July 2022 to 31 May 2023.

(Amounts in \$000's)	Actual Position 30 Jun 2022	Actual Position 31 May 2023	Movement from 30 Jun 2022
<b>Assets</b>			
- Cash and cash equivalents	2,352	3,602	1,250
- Receivables	6,145	5,241	(904)
- Other current assets	120	245	125
- Other financial assets	6,924	6,886	(38)
- Non-current assets	491,793	498,170	6,377
<b>TOTAL ASSETS</b>	<b>507,334</b>	<b>514,144</b>	<b>6,810</b>
<b>Liabilities</b>			
- Other Liabilities	7,574	7,381	(193)
- Total Borrowings	28,194	29,692	1,498
- Derivative financial instruments	31	31	0
<b>Total Liabilities</b>	<b>35,799</b>	<b>37,105</b>	<b>1,306</b>
<b>Equity</b>			
- Equity	471,535	477,040	5,505
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>507,334</b>	<b>514,144</b>	<b>6,810</b>

Total Assets have increased from \$507.3 million to \$514.1 million.

- Cash and cash equivalents have increased by \$1,250,000 from \$2.4 million to \$3.6 million.
- Receivables decreased by \$0.9 million since 30 June 2022 from \$6.1 million to \$5.2 million mostly for Waka Kotahi subsidy receivable and rates receivable.
- Non-current assets have increased by \$6.4 million, which is asset additions of \$14.7 million, less depreciation of \$7.9 million and asset disposals.

Total Liabilities increased from \$35.8 million to \$37.1 million.

- Total Borrowings were \$29.7 million, an increase of \$1,498,000 from June due to the drawdown of the Wholesale Advance.

Total equity increased from \$471.5 million to \$477 million, which was the net surplus of \$5.4 million plus \$136,000 motor vehicle depreciation recovered put to the plant depreciation reserve.

**CAPITAL EXPENDITURE**

Set out below is the full year Capital Expenditure budget for the year compared to actual expenditure for the period ended 31 May 2023.

(Amounts in \$000's)	Annual Plan	Plus Carryover from prior year	Plus additional approved budget	Stadium transferred to Opex	Revised Budget	YTD Actual	Var - Actuals vs Revised Budget
Leadership	765	1,113	0	0	1,878	968	910
Recreation and Property	4,072	1,042	54	-3,732	1,436	1,023	413
Intangible asset – stadium right of use	0	0	0	0	0	2,767	-2,767
Regulation	10	10	0	0	20	0	20
Solid Waste	2,708	209	0	0	2,917	837	2,080
Stormwater	128	115	230	0	473	284	189
Wastewater	579	342	683	0	1,604	1,193	411
Water Supply	353	377	581	0	1,311	858	453
Roads	14,999	1,941	50	0	16,990	6,737	10,253
<b>Total</b>	<b>23,614</b>	<b>5,149</b>	<b>1,598</b>	<b>-3,732</b>	<b>26,629</b>	<b>14,667</b>	<b>11,961</b>

The capital expenditure budget was revised to incorporate unspent carryovers (\$5.1 million) from the 2021/22 year and additional capital budget approved by Council (\$1.6 million). The budgeted capital expenditure for the construction of the GRC has been transferred to operational expenditure to match the accepted accounting for this project. After these adjustments the total expenditure budget is \$26.6 million.

The significant project budgets carried over from the prior year include the Mokau toilet renewal, seismic strengthening of the Administration Building, road improvements and renewals and information services capital and fleet vehicle renewals.

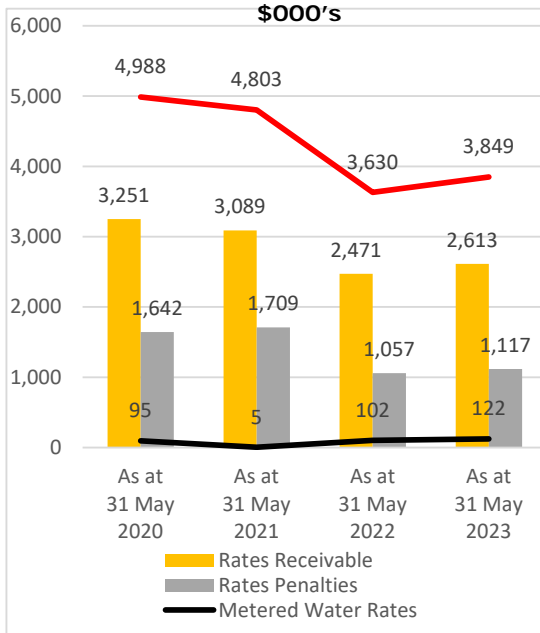
Total actual capital expenditure was \$14.7 million for the eleven months ended 31 May 2023, of which \$2.8 million (19%) relates to the recognition of the Service Concession Asset Intangible asset for the right of use GRC, \$6.7 million (46%) relates to Roads and Footpaths and \$1.2 million (8%) relates to Wastewater.

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

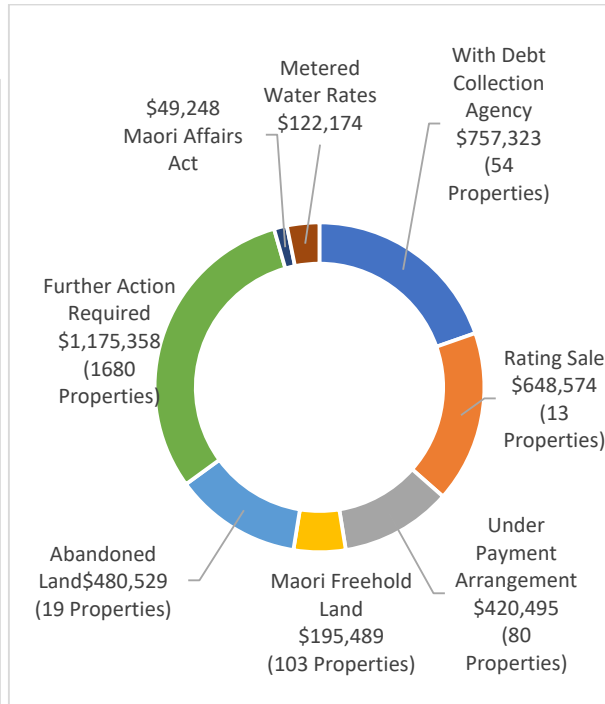
**RATES RECEIVABLES**

**TOTAL RATES RECEIVABLES**

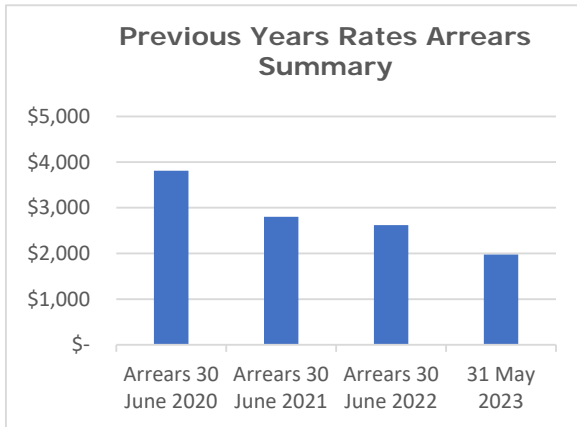
Set out below is the summary of Rates Receivables as at 31 May 2023.



**RATES ARREARS AS AT 31 MAY 2023**



**PREVIOUS YEARS RATES ARREARS SUMMARY\***



\*excludes metered water rates

**Progress:**

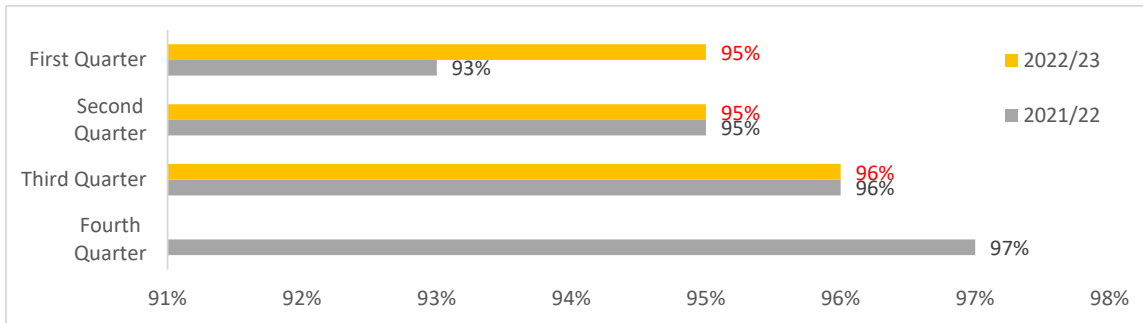
We are pleased to report the successful sale of the abandoned land from last quarter.

Letters have been sent out encouraging lump sum or time to pay arrangements with ratepayers in arrears.

It has been encouraging to see a number of ratepayers taking up these offers with more choosing to use direct debit payments. However, it is noted that there has been a steady increase in dishonoured payments since the start of the calendar year.

During July and August, arrears customers will be sent final notices and then transferred to debt collection agency if no payment arrangement is established. Once the rates strike process is complete, staff focus will move to recovery of the long term arrears via abandoned land or rating sale.

**RATES INSTALMENT COLLECTION TRACKER**



## LEADERSHIP

## FINANCIAL UPDATE

LEADERSHIP \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
<b>Revenue</b>							
Rates	(3,473)	(3,675)	(3,675)	(3,424)	(3,364)	60	A
Subsidies and Grants	(1)	(20)	(394) <sup>1</sup>	(276)	(278)	(2)	
Interest Revenue	(33)	(12)	(12)	(56)	(9)	46	B
Fees and Charges	(104)	(119)	(119)	(83)	(72)	10	C
Other Revenue incl Gains/Losses	0	0	0	(137)	0	137	D
<b>Total Revenue</b>	<b>(3,611)</b>	<b>(3,826)</b>	<b>(4,200)</b>	<b>(3,976)</b>	<b>(3,723)</b>	<b>251</b>	<b>-7%</b>
<b>Operating Expenditure</b>							
Other Expenditure	2,695	3,197	3,665 <sup>2</sup>	2,604	2,598	(6)	E
Depreciation	536	665	665	528	609	81	F
Finance Costs	23	116	116	188	107	(82)	G
<b>Total Operating Expenditure</b>	<b>3,254</b>	<b>3,978</b>	<b>4,446</b>	<b>3,320</b>	<b>3,314</b>	<b>(7)</b>	<b>0%</b>
<b>Net (Surplus)/Deficit</b>	<b>(357)</b>	<b>152</b>	<b>246</b>	<b>(656)</b>	<b>(409)</b>	<b>244</b>	<b>-60%</b>

## Variance comments:

- A Rates penalties revenue was more than forecast.
- B Interest revenue is more than budget, only a very conservative interest revenue budget was forecast.
- C Contributions have been received to fund maintenance work in Brook Park.
- D Gains on the sale of vehicles were recognised in November.
- E Other expenditure is more for additional audit fees associated with the previous year's audit, cloud migration and software licencing fees. These increases were offset by unspent budgets for remuneration for district plan hearings.
- F Depreciation costs for IT assets and motor vehicles were less than forecast. Delays in completing capital renewal projects for both functions were experienced due to supply chain issues for motor vehicles and delays in completing information services capital projects. This was partly offset by additional depreciation expense for the administration building as a result of the revaluation of building assets at 30 June 2022.
- G Finance costs were more than forecast for the leadership activity however this is partly offset by additional interest received.

<sup>1</sup> The revised budget includes \$374,000 of additional funding to be received for TWR Transition Tranche 1. An equivalent amount has also been included in Other Expenditure.

<sup>2</sup> The revised budget includes \$374,000 of additional expenditure for TWR Transition costs, \$170,500 carryover from prior year for consultants fees, LTP development costs and quarry assessments and reduced allocated costs budgets to reflect the current organisational structure.

**CAPITAL EXPENDITURE**

Leadership \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Information Services Projects	389	633	308	324	A
Fleet Vehicles	303	581	466	115	B
Administration Building Renewals	6	364	15	349	C
Customer Services Relocation	0	210	162	48	D
Other Minor Projects	67	90	15	75	
<b>Total Capital Expenditures</b>	<b>765</b>	<b>1,878</b>	<b>968</b>	<b>910</b>	<b>48%</b>

**Variance comments:**

The revised budget includes carryover budgets of \$1,113,000.

- A Included in the revised budget is a carryover of \$243,900. Three significant projects for Information Services have been initiated.

The replacement of the existing Honeywell security system is underway. Out of seven sites, two completed and remaining scheduled to be completed from June onwards.

The Magiq cloud migration and other associated system automation for the successful migration to the cloud work is underway, with user acceptance testing scheduled to be carried out in early June. The infrastructure migration to cloud has also been started and planned to be completed in June.

The end user device renewal work will continue throughout the financial year based on the devices' useful lives.

The installation of the Zoom Room in the council chamber is completed. The installation of the audio visual system in the Les Munro Centre has been completed with cabling work to be carried out in June.

- B All fleet vehicles ordered for the current financial year have now been received.
- C Included in the revised budget is a \$358,300 carryover from prior years. The cost estimate for the Administration Building Renewal project has come in higher than budgeted. The primary scope included seismic strengthening and fire system upgrades to meet the current standards. The renovation is still on hold pending further concept designs and cost estimation. Approximately additional \$30,000 worth of costs may incur for these works in July.
- D Included in the revised budget is a carryover of \$210,000 from prior years. This project is for the relocation of customer services to the Isite building in the town centre. The renovation work has started, and it is planned to be completed by the end of June. Some minor additional work may be required in July under this contract.

## COMMUNITY AND PARTNERSHIPS

### FINANCIAL UPDATE

COMMUNITY AND PARTNERSHIP \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
<b>Revenue</b>							
Rates	(1,720)	(1,635)	(1,635)	(1,499)	(1,499)	0	
Subsidies and Grants	(505)	0	(450) <sup>3</sup>	(634)	(450)	184	A
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(4)	(4)	(4)	(7)	(3)	3	
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>(2,229)</b>	<b>(1,639)</b>	<b>(2,089)</b>	<b>(2,140)</b>	<b>(1,952)</b>	<b>187</b>	<b>-10%</b>
<b>Operating Expenditure</b>							
Other Expenditure	1,611	1,768	2,284 <sup>4</sup>	1,931	2,011	80	B
Depreciation	2	4	4	13	4	(9)	
Finance Costs	0	0	0	0	0	0	
<b>Total Operating Expenditure</b>	<b>1,613</b>	<b>1,772</b>	<b>2,288</b>	<b>1,944</b>	<b>2,015</b>	<b>71</b>	<b>4%</b>
<b>Net (Surplus)/Deficit</b>	<b>(616)</b>	<b>133</b>	<b>199</b>	<b>(196)</b>	<b>63</b>	<b>258</b>	<b>410%</b>

#### Variance comments:

- A A grant from the Sport New Zealand Tu Manawa Fund for the Waitomo Bikes in Schools project has been received. It is expected this project will be implemented this financial year. Better Off Funding (BoF) has been recognised from the Department of Internal Affairs (DIA) for the Rangatahi Pathways project and development of the Waitomo Housing Strategy.
- B Expenditure is less than budget for the year to date largely due to rates remissions and allocated costs tracking below budget. This was partly offset by increased costs associated with development of a District Housing Strategy. There was no budget allocated for this project as it commenced after the approved annual budget process. The project is fully funded through BoF. Council received a total of \$3.55 million for five identified projects.

<sup>3</sup> The revised budget includes \$450,000 of additional revenue for Mayors Taskforce for Jobs.

<sup>4</sup> The revised budget includes \$435,000 of additional expenditure for Mayors Taskforce for Jobs, \$100,000 carryover to fund the operating cost component of Town and District Entrance Statements and reduced allocated costs budgets to reflect the current organisational structure.



## RECREATION AND PROPERTY

## FINANCIAL UPDATE

RECREATION AND PROPERTY \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
<b>Revenue</b>							
Rates	(3,467)	(3,545)	(3,545)	(3,268)	(3,267)	1	
Subsidies and Grants	(2,267)	(3,611)	(3,741) <sup>5</sup>	(2,820)	(3,681)	(861)	A
Interest Revenue	0	0	0	0	0	0	
Fees and Charges and Income from Construction	(4,955)	(508)	(508)	(4,406)	(482)	3,925	B
Other Revenue incl Gains/Losses	(390)	(1)	(1)	(1)	(1)	1	
<b>Total Revenue</b>	<b>(11,079)</b>	<b>(7,665)</b>	<b>(7,795)</b>	<b>(10,495)</b>	<b>(7,431)</b>	<b>3,066</b>	<b>-41%</b>
<b>Operating Expenditure</b>							
Other Expenditure	7,281	3,046	7,009 <sup>6</sup>	6,868	6,612	(256)	C
Depreciation	1,065	1,195	1,195	1,117	1,095	(22)	D
Finance Costs	76	135	135	114	124	10	
<b>Total Operating Expenditure</b>	<b>8,422</b>	<b>4,376</b>	<b>8,339</b>	<b>8,099</b>	<b>7,831</b>	<b>(268)</b>	<b>-3%</b>
<b>Net (Surplus)/Deficit</b>	<b>(2,657)</b>	<b>(3,289)</b>	<b>544</b>	<b>(2,396)</b>	<b>400</b>	<b>2,798</b>	<b>700%</b>

## Variance comments:

- A Grant revenue of \$2.6 million was received from the funding partners for the construction of the Gallagher Recreation Centre (GRC). Contributions were received from Trust Waikato, Crown Infrastructure (Ministry of Business and Innovation), Lotteries Grants Board and Grassroots Trust. (Contributions were also received from the Ministry of Education and Te Kuiti High School Board of Trustees, however these are accounted for as an offset to the amount of the Service Concession Asset, included in capital expenditure below).

Included in the grant revenue was Better Off Funding for the Te Kuiti walkways improvement work. Grant revenue was also received for the NZ Library Partnership Programme, the Brook Park native tree planting project and for the construction of Mokau toilets.

- B Included in the table above is revenue of \$3.9 million from construction services provided for the construction of the GRC. The amount recognised is equivalent to the cost of construction. Naming rights sponsorship revenue was also received against a nil budget.

There is some offset to the increased revenue, as income from Learn to Swim revenue and Les Munro Centre hireage were less.

- C Other expenditure is more due to the recognition of construction services expenditure of \$3.9 million. Cleaning costs for public toilets is more than budget, due to an increase in contract costs.

- D Depreciation was more than budget due to the revaluation of building assets at 30 June 2022 which increased the asset value and the corresponding depreciation expense.

## CAPITAL EXPENDITURE

<sup>5</sup> The revised budget includes additional revenue of \$130,000 to part fund the construction of Mokau Toilets.

<sup>6</sup> The revised budget includes \$3,732,000 for the stadium construction which was originally budgeted in capital expenditure but is now recognised in operating expenditure, \$11,000 carryover for the Aquatic centre pool painting and repairs and a transfer of budgets for allocated costs to reflect the current organisational structure. \$132,500 additional budget was approved for power relocation and electrical improvements at the aerodrome.

RECREATION AND PROPERTY \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Parks and Recreation	98	177	50	127	A
Housing and Property	87	115	52	63	B
Les Munro Centre Renewals	21	201	107	94	C
Intangible Asset-Stadium Right To Use	3,732	0	2,767	(2,767)	D
Community Facilities Projects	94	186	76	110	E
BoF Projects	0	0	47	(47)	F
Mokau Toilets	0	474	592	(118)	G
Public Facilities Projects	41	283	99	185	H
<b>Total Capital Expenditures</b>	<b>4,072</b>	<b>1,436</b>	<b>3,790</b>	<b>(2,354)</b>	<b>-164%</b>

**Variance comments:**

The revised budget includes carryover budgets of \$1,042,000 and additional approved budgets of \$54,000 for the aerodrome electrical work (see note E below).

- A The revised budget for Parks and Recreation carryover budgets includes budget carryover of \$79,200 for Mokau Surfers track for emergency vehicles. Expenditure to date includes emergency renewals to strengthen Mokau jetty, reinstatement of the Tokopapa Street (Mokau) walking track, installation of bollards at Centennial Park and new and replacement tracks in Brook Park. The budget for playground renewals will be carried over to 2023/24 year.
- B The revised budget for Housing and Property includes \$79,000 budget for campground renewals. This budget will be carried over to 2023/24 for the study and installation of tent camping sites.
- C The revised budget for Community Facilities includes \$180,000 carryover budget for the replacement of the main air-conditioning unit at the Les Munro Centre (LMC). The HVAC unit for the LMC has been ordered from the overseas supplier. Delay in delivery is anticipated as it is a long lead item with lengthy delivery period. It is anticipated to arrive in September 2023.
- D Council through facilitating the construction of the Gallagher Recreation Centre, recognises an intangible asset which represents Council's access rights to the asset to provide recreational services to the district. The amount recognised is equal to the total cost of construction as defined in the Development Agreement that Council has with the Te Kuiti High School Board of Trustees and the Ministry of Education, less contributions received by Council from those two parties.
- E Included in Community Facilities Projects is the aerodrome power relocation and improvement works. The total additional budget approved by Council was \$186,000, with \$53,500 recognised as capital expenditure, and the remainder \$132,500 recognised as operational expenditure. All electrical work has been completed under a revised scope and at a cost of \$33,000. The Runway Resurfacing renewal work has been deferred to 2023/2024 financial year and will incorporate the unspent electrical work budget.
- F Included in BoF projects work are walkways improvements across Te Kuiti area and improvement of Benneydale Hall parking area. The track in Brook Park was completed at the end of May. The tracks in Esplanade and to Mangaokewa reserve are at the option exploration stage.
- G The construction of the Mokau public toilets is now complete with the official opening ceremony held on the 14 November 2022 with a small group of elected members, mana whenua, Mōkau Primary School staff and Council staff in attendance. This project was part funded by grant revenue.
- H The revised budget for Public Facilities Projects includes budget carryovers of \$242,500 for the improvements for Te Ara Tika amenity areas which will be completed with the Town Centre Concept projects. Expenditure to date includes for renewal of the access-way at Te Kuiti cemetery, installation of security cameras and Flagtrax system for Mokau.

## REGULATORY SERVICES

## FINANCIAL UPDATE

REGULATORY SERVICES \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
<b>Revenue</b>							
Rates	(826)	(948)	(948)	(869)	(869)	0	
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(512)	(449)	(529) <sup>7</sup>	(416)	(498)	(81)	A
Other Revenue incl Gains/Losses	(20)	(9)	(9)	(10)	(9)	1	
<b>Total Revenue</b>	<b>(1,358)</b>	<b>(1,406)</b>	<b>(1,486)</b>	<b>(1,295)</b>	<b>(1,376)</b>	<b>(80)</b>	<b>6%</b>
<b>Operating Expenditure</b>							
Other Expenditure	1,148	1,399	1,462 <sup>8</sup>	1,124	1,305	181	B
Depreciation	7	8	8	11	7	(4)	
Finance Costs	0	0	0	0	0	0	
<b>Total Operating Expenditure</b>	<b>1,155</b>	<b>1,407</b>	<b>1,470</b>	<b>1,135</b>	<b>1,312</b>	<b>177</b>	<b>13%</b>
<b>Net (Surplus)/Deficit</b>	<b>(203)</b>	<b>1</b>	<b>(16)</b>	<b>(160)</b>	<b>(64)</b>	<b>97</b>	<b>152%</b>

## Variance comments:

- A Revenue was less than forecast for building control due to reduced building activity, alcohol licencing fees and dog registration revenue. This was partly offset by Health Act fees which were more than budget for the period.
- B Other expenditure was below budget for animal control contractor costs, noise control, legal costs for animal and building control and reduced allocated costs.

## CAPITAL EXPENDITURE

REGULATORY SERVICES \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Animal and Dog Control Pound Renewals	10	20	0	20	A
<b>Total Capital Expenditures</b>	<b>10</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>100%</b>

## Variance comments:

- A The capital renewal work is likely to take place over the next 12-18 months and will be carried forward to next financial year.

<sup>7</sup> The revised budget includes \$80,000 of additional building revenue expected to be received.

<sup>8</sup> The revised budget includes a transfer of budget for allocated costs to reflect the current organisational structure.

## RESOURCE MANAGEMENT

### FINANCIAL UPDATE

RESOURCE MANAGEMENT \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
<b>Revenue</b>							
Rates	(398)	(437)	(437)	(400)	(400)	0	
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(207)	(180)	(180)	(138)	(165)	(27)	A
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>(605)</b>	<b>(617)</b>	<b>(617)</b>	<b>(538)</b>	<b>(565)</b>	<b>(27)</b>	<b>5%</b>
<b>Operating Expenditure</b>							
Other Expenditure	801	1,427	1,469 <sup>9</sup>	824	941	117	B
Depreciation	0	0	0	0	0	0	
Finance Costs	31	43	43	38	39	2	
<b>Total Operating Expenditure</b>	<b>832</b>	<b>1,470</b>	<b>1,512</b>	<b>862</b>	<b>980</b>	<b>119</b>	<b>12%</b>
<b>Net (Surplus)/Deficit</b>	<b>227</b>	<b>853</b>	<b>895</b>	<b>324</b>	<b>415</b>	<b>92</b>	<b>22%</b>

#### Variance comments:

- A Revenue was less than forecast for resource consents due to reduced applications being received.
- B Other expenditure was less during the period for consultancy services and allocated costs. District Plan Development expenditure was less than expected for this period. Due to the involved and complex nature of this project. It is not unexpected to have variations in the timing of expenditure.

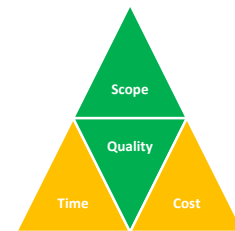
### PROJECTS AND PROGRAMME UPDATES

#### District Plan Review

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

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

**Progress:** The PDP was notified in accordance with Clause 5 of Schedule 1 of the Resource Management Act 1991 on 20 October 2022, and 58 submissions were received. Staff are now working on the summary of submissions.



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



**Next steps:** Notify a summary of decisions on submissions on the PDP on 6 July 2023.

**End date:** 6 July 2023

<sup>9</sup> The revised budget includes a transfer of budget for allocated costs to reflect the current organisational structure.

## SOLID WASTE

### FINANCIAL UPDATE

SOLID WASTE \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
<b>Revenue</b>							
Rates	(1,150)	(1,108)	(1,108)	(1,019)	(1,015)	4	
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(1,498)	(1,923)	(1,923)	(1,504)	(1,755)	(251)	A
Other Revenue incl Gains/Losses	(61)	(35)	(35)	(95)	(32)	63	B
<b>Total Revenue</b>	<b>(2,709)</b>	<b>(3,066)</b>	<b>(3,066)</b>	<b>(2,618)</b>	<b>(2,802)</b>	<b>(184)</b>	<b>7%</b>
<b>Operating Expenditure</b>							
Other Expenditure	2,662	2,876	2,996 <sup>10</sup>	2,360	2,677	316	C
Depreciation	95	92	92	94	84	(9)	
Finance Costs	110	120	120	97	109	12	
<b>Total Operating Expenditure</b>	<b>2,867</b>	<b>3,088</b>	<b>3,208</b>	<b>2,551</b>	<b>2,870</b>	<b>319</b>	<b>11%</b>
<b>Net (Surplus)/Deficit</b>	<b>158</b>	<b>22</b>	<b>142</b>	<b>(67)</b>	<b>68</b>	<b>135</b>	<b>199%</b>

#### Variance comments:

- A Revenue received at the landfill was less for general refuse charges as waste volumes deposited at the landfill were reduced. This was partly offset by an increase in revenue from the sale of rubbish bags.
- B Other revenue for the period was more for the waste minimisation levy. The revenue amount is distributed based on population within the district and is to be used for waste minimisation initiatives.
- C Other expenditure was less for landfill operational costs, reduced allocated costs and less waste minimisation levy expenditure from lower waste volumes. These reductions were partly offset by increased landfill bin movement and increased contract costs for the rural transfer stations.

### CAPITAL EXPENDITURE

SOLID WASTE \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Cell Development and Highwall Shaping	1,900	2,056	51	2,005	A
Carbon Credits Purchase	656	709	708	1	
Solid Waste Other Minor Projects	152	152	78	74	B
<b>Total Capital Expenditures</b>	<b>2,708</b>	<b>2,917</b>	<b>837</b>	<b>2,080</b>	<b>71%</b>

#### Variance comments:

The revised budget includes carryover budgets of \$209,000.

- A The first stage of the landfill development plan is the installation of the gas collection system. Modelling and design of an appropriate gas capture system has been completed with design of the gas flare still to be finalised. The project is currently on hold until the review on landfill operations has been completed.
- B Solid Waste Other Minor Projects includes \$67,200 for the installation of water tanks at Te Kuiti Landfill for firefighting purposes. The water tanks installation is complete.

<sup>10</sup> The revised budget includes a transfer of budget for allocated costs to reflect the current organisational structure.

## STORMWATER

## FINANCIAL UPDATE

STORMWATER \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
<b>Revenue</b>							
Rates	(458)	(474)	(474)	(439)	(434)	5	
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(7)	0	0	(4)	0	4	
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>(465)</b>	<b>(474)</b>	<b>(474)</b>	<b>(443)</b>	<b>(434)</b>	<b>9</b>	<b>-2%</b>
<b>Operating Expenditure</b>							
Other Expenditure	170	247	300 <sup>11</sup>	197	143	(55)	A
Depreciation	219	219	219	230	201	(29)	B
Finance Costs	7	7	7	7	7	0	
<b>Total Operating Expenditure</b>	<b>396</b>	<b>473</b>	<b>526</b>	<b>434</b>	<b>351</b>	<b>(84)</b>	<b>-24%</b>
<b>Net (Surplus)/Deficit</b>	<b>(69)</b>	<b>(1)</b>	<b>52</b>	<b>(9)</b>	<b>(83)</b>	<b>(75)</b>	<b>90%</b>

## Variance comments:

- A Costs for stormwater drain clearing and maintenance costs have increased after the significant rain events earlier this calendar year. This was partly offset by reduced allocated costs.
- B Depreciation expense was more than forecast due to the revaluation of stormwater assets at 30 June 2022 resulting in an increase in asset value and a corresponding increase in depreciation.

## CAPITAL EXPENDITURE

Stormwater \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Te Kuiti Renewals	123	614	284	330	A
Rural Renewals	5	10	0	10	
<b>Total Capital Expenditures</b>	<b>128</b>	<b>624</b>	<b>284</b>	<b>340</b>	<b>55%</b>

## Variance comments:

- A The Te Kuiti renewals contract was awarded to Cambridge Excavators in April 2023 and is progressing well.

<sup>11</sup> The revised budget includes a carryover budget of \$50,000 for stormwater catchment plans and a transfer of budget for allocated costs to reflect the current organisational structure.

## WASTEWATER

### FINANCIAL UPDATE

WASTEWATER \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
<b>Revenue</b>							
Rates	(2,183)	(1,982)	(1,982)	(1,828)	(1,816)	11	
Subsidies and Grants	(570)	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(821)	(855)	(855)	(803)	(804)	0	
Other Revenue incl Gains/Losses	(23)	0	0	0	0	0	
<b>Total Revenue</b>	<b>(3,597)</b>	<b>(2,837)</b>	<b>(2,837)</b>	<b>(2,631)</b>	<b>(2,620)</b>	<b>11</b>	<b>0%</b>
<b>Operating Expenditure</b>							
Other Expenditure	2,146	2,075	2,244 <sup>12</sup>	2,034	1,845	(189)	A
Depreciation	913	946	946	910	867	(44)	B
Finance Costs	191	215	215	189	197	8	
<b>Total Operating Expenditure</b>	<b>3,250</b>	<b>3,236</b>	<b>3,405</b>	<b>3,133</b>	<b>2,909</b>	<b>(225)</b>	<b>-8%</b>
<b>Net (Surplus)/Deficit</b>	<b>(347)</b>	<b>399</b>	<b>568</b>	<b>502</b>	<b>289</b>	<b>(214)</b>	<b>-74%</b>

#### Variance comments:

- A Other expenditure includes increased electricity costs, consultant fees and chemicals for Te Kuiti. The increase is partly offset by reduced allocated costs.
- B Depreciation expense was more than forecast due to the revaluation of wastewater assets at 30 June 2022 resulting in an increase in asset value and a corresponding increase in depreciation.

### CAPITAL EXPENDITURE

Wastewater \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Te Kuiti Wastewater Reticulation and Plant Renewals	419	695	304	391	A
Te Kuiti West Catchment Improvements	120	802	829	(27)	B
Te Waitere Soakage Field	35	102	18	84	C
Wastewater Other Minor Projects	5	5	43	(38)	
<b>Total Capital Expenditures</b>	<b>579</b>	<b>1,604</b>	<b>1,193</b>	<b>411</b>	<b>26%</b>

#### Variance comments:

The revised budget includes carryover budgets of \$342,000 and additional budget of \$682,000 approved for Te Kuiti west catchment improvements.

- A Reticulation and plant renewals includes carryover budgets of \$276,000 for reticulation renewals in Te Kuiti. Te Kuiti Reticulation Renewal work has been completed. The contract for plant renewals have been awarded and work has commenced. Most of the budgeted expenditure is expected to be used this financial year.

<sup>12</sup> The revised budget includes a carryover of \$18,000 for wastewater consent compliance, an additional budget of \$65,000 approved to fund increased costs associated with the reticulation maintenance contract and a transfer of budget for allocated costs to reflect the current organisational structure.

- B The revised budget for Te Kuiti West catchment improvements includes additional budget approved of \$682,000 for a new sewer main and rising main, Hillview pump station purchase and SCADA improvements. Work has been completed.
- C Te Waitere soakage field includes a carryover budget of \$66,700 for the renewal and extension of the soakage field. A contractor has been awarded however this project is currently on hold due to weather conditions. This project will resume in 2023/24 financial year.



## WATER SUPPLY

FINANCIAL UPDATE							
WATER SUPPLY \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
<b>Revenue</b>							
Rates	(2,642)	(2,969)	(2,969)	(2,529)	(2,581)	(52)	A
Subsidies and Grants	(2,579)	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(26)	(3)	(3)	(15)	(3)	12	B
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>(5,247)</b>	<b>(2,972)</b>	<b>(2,972)</b>	<b>(2,544)</b>	<b>(2,584)</b>	<b>(40)</b>	<b>2%</b>
<b>Operating Expenditure</b>							
Other Expenditure	2,454	2,102	2,263 <sup>13</sup>	2,302	1,905	(397)	C
Depreciation	759	891	891	776	817	40	D
Finance Costs	238	275	275	246	252	7	
<b>Total Operating Expenditure</b>	<b>3,451</b>	<b>3,268</b>	<b>3,429</b>	<b>3,324</b>	<b>2,974</b>	<b>(350)</b>	<b>-12%</b>
<b>Net (Surplus)/Deficit</b>	<b>(1,796)</b>	<b>296</b>	<b>457</b>	<b>780</b>	<b>390</b>	<b>(390)</b>	<b>100%</b>

## Variance comments:

- A Rates revenue was less than budget for Te Kuiti for metered water rates.
- B Included in the Fees and Charges were revenue for water connections.
- C Reactive maintenance work under the Reticulation Maintenance Contract is also more than budget due to recent weather events. Electricity and chemical costs have also been higher than budgeted, due in some part to the weather events as well, but mainly due to the increased costs that are being passed on from the suppliers.
- Costs also include an increase for additional resource for managing program delivery, development of the Water Safety Plan (WSP) and Source Water Risk Management Plan (SWRMP), additional treatment plant operator capacity and sampling services.
- As part of asset capitalisations, several assets have been disposed resulting in a loss on disposal of \$47,000.
- D Depreciation was tracking less than revised budget by \$40,000. The reduced amount is mainly due to a significant portion of the capital expenditure in prior years being held in Work in Progress which is not yet depreciated. The asset valuation at 30 June 2022 resulted in a valuation increase and a resulting increase in depreciation for 2022/23, however this increase is offset by the value of assets capitalised (and subsequently depreciated) being less than budget.

<sup>13</sup> The revised budget includes additional budget approved for \$65,000 to fund increased costs associated with the reticulation maintenance contract and a transfer of budget for allocated costs to reflect the current organisational structure.

**CAPITAL EXPENDITURE**

<b>Water Supply \$000's</b>	<b>AP 2023</b>	<b>Revised Budget 2023</b>	<b>YTD Actuals</b>	<b>Var to Revised Budget</b>	<b>%Var and Note Ref</b>
Te Kuiti Reticulation and Plant Renewals	245	653	554	100	A
Te Kuiti Water Resilience Project	25	300	12	288	B
Mokau Plant Upgrade and Reticulation Renewals	6	231	231	0	
Water Supply - Other Minor Projects	77	127	62	65	C
<b>Total Capital Expenditures</b>	<b>353</b>	<b>1,311</b>	<b>858</b>	<b>453</b>	<b>35%</b>

**Variance comments:**

The total revised budget includes carryover budgets of \$377,000 and additional approved budgets of \$581,000 for Te Kuiti water resilience project, Mokau plant upgrade and Te Kuiti west catchment improvement project.

- A The revised budget for Te Kuiti reticulation and plant renewals includes carryover budgets of \$310,800, of which \$122,000 is attributed to the Lawrence St watermain replacement. Additional budgets approved of \$72,000 have also been included for the Te Kuiti West Catchment project. The Te Kuiti West Catchment project and the Lawrence Street watermain contract are complete. Work has commenced on Lusk and Butler Street. The budget is likely to be spent by end of this financial year.
- B The revised budget for Te Kuiti Water resilience project includes an additional approved budget of \$300,000. The procurement plan has been approved. Appointment of the scope design consultants is in progress.
- C Included in other minor projects is the revised budget for Piopio and Benneydale. The carryover budgets of \$50,000 allocated to plant and reticulation renewals and the renewal of the Piopio resource consent. The application for Piopio water resource consent renewal is underway. Minor renewals include Piopio reticulation and water treatment plant.

## ROADS AND FOOTPATHS

## FINANCIAL UPDATE

ROADS AND FOOTPATHS \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
<b>Revenue</b>							
Rates	(4,349)	(4,474)	(4,474)	(4,101)	(4,101)	0	
Subsidies and Grants	(8,688)	(18,081)	(19,578) <sup>14</sup>	(11,387)	(17,946)	(6,559)	A
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(154)	(135)	(135)	(171)	(102)	69	B
Other Revenue incl Gains/Losses	(133)	(145)	(145)	(119)	(133)	(14)	C
<b>Total Revenue</b>	<b>(13,324)</b>	<b>(22,835)</b>	<b>(24,332)</b>	<b>(15,778)</b>	<b>(22,282)</b>	<b>(6,504)</b>	<b>29%</b>
<b>Operating Expenditure</b>							
Other Expenditure	7,843	7,530	8,039 <sup>15</sup>	7,778	7,029	(749)	D
Depreciation	3,479	3,560	3,560	4,203	3,263	(940)	E
Finance Costs	302	346	346	306	317	11	
<b>Total Operating Expenditure</b>	<b>11,624</b>	<b>11,436</b>	<b>11,945</b>	<b>12,287</b>	<b>10,609</b>	<b>(1,678)</b>	<b>-16%</b>
<b>Net (Surplus)/Deficit</b>	<b>(1,700)</b>	<b>(11,399)</b>	<b>(12,387)</b>	<b>(3,491)</b>	<b>(11,673)</b>	<b>(8,182)</b>	<b>70%</b>

## Variance comments:

- A Subsidy revenue is based on both maintenance and capital expenditure and for most work categories the subsidy rate is 75%, with some emergency works expenditure receiving 95%. As capital expenditure was less than budget, the subsidy associated was also less than budget. This was partly compensated by more subsidy recognised for operational expenditures.
- B Fees and charges were more for the capitation fees received and contributions towards road maintenance.
- C Petrol tax proceeds were less than budget.
- D Other expenditure was more than forecast for emergency re-instatement first response expenditure, sealed pavement maintenance and professional services. This was partly offset by reduced unsealed pavement maintenance, structures maintenance, environmental maintenance, and traffic services maintenance costs.
- E Depreciation for roading assets has increased due to a significant increase in asset values at 30 June 2022. The road components most affected were sealed surface, pavement base and bridges and major culverts. The valuation increase was due to a significant increase in construction costs of road components and is the key basis for the valuation. Not all the depreciation is funded due to Council's policy to fund depreciation only to the extent of internal loans repayments and local share of renewal expenditure.

<sup>14</sup> The revised budget includes additional subsidy revenue due to the increased roading programme from carryover budgets.

<sup>15</sup> The revised budget includes \$55,000 of carryover budget for routine drainage maintenance; an additional budget of \$350,000 for truck parking on SH3 Mokau and \$70,000 for Ailsa St extension expenditure which is recognised as an operational expense; and a transfer of budget for allocated costs to reflect the current organisational structure.

**CAPITAL EXPENDITURE**

Roads \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Sealed Road Pavement Rehabilitation	3,087	3,759	2,696	1,063	A
Footpath Renewals	498	766	33	733	B
Minor Improvements	1,215	1,768	324	1,444	C
Bridge and Drainage Renewals	938	1,375	263	1,112	D
Cyclone Dovi and Emergency Reinstatements	8,301	8,301	2,640	5,661	E
Unsealed Road Metalling	719	730	630	101	F
Traffic Services Renewals	65	65	142	(77)	G
Unsubsidised Roads	176	226	10	217	H
<b>Total Capital Expenditures</b>	<b>14,999</b>	<b>16,990</b>	<b>6,737</b>	<b>10,253</b>	<b>60%</b>

**Variance comments:**

The total revised budget of \$16.99 million includes \$1.941 million of carryover budgets and additional approved budget of \$50,000 for minor costs associated with the Mokau truck parking project (see Note H below).

- A All projects for Sealed Road Pavement Rehabilitation have been tendered and awarded, works are either complete or underway. Waimiha and Taharoa Road rehabilitation sites have been deferred due to weather and resource related issues but will still be delivered this calendar year.
- B Footpath renewals tender has been awarded. The work will commence from June and scheduled to be completed in 2023/24 financial year.
- C Bulk of the minor improvement works have been awarded to contractors and are about to commence construction. Plan to complete budget expenditure before the end of the financial year. The site that was included as part of the pavement rehabilitations will now be deferred to next financial year. Taharoa Flooding Section (900k) has also been deferred with the pavement rehabilitation. The remainder to be spent at Oparure Road site during June.
- D Bridge renewal contract has been awarded but works have been deferred to next financial year due to resourcing issues. Drainage renewals are underway, there is a portion of this funding that has been allocated to the pavement rehabilitations projects which have been deferred.
- E View Terrace has been completed, Kopaki Road retreat is underway and on track to be completed this financial year. The four sites on Mangatoa Road have been awarded and works are due to start early July. There is one contract currently out to tender for Taumatotara West Road due to close in July with works to be completed thereafter. This is the extent of the year one Cyclone Dovi works.
- F The physical work of the Unsealed Road Metalling is scheduled to be completed by Inframax Construction Ltd.
- G There is insufficient budget to meet contract needs for Traffic Services Renewals as it is anticipated that further costs will be incurred for this project in this financial year. Part of the overspend will be offset by Waka Kotahi subsidy from another underspent project within the capital expenditure work stream.
- H Included in unsubsidised roads capital is part of the Mokau truck parking project. The majority of the total project of \$350,000 is recognised in operations as it relates to the state highways, however \$50,000 of minor costs (signage and footpath) are recognised in capital. The tender has been awarded however is expected to be completed next financial year.

**Document No:** A672658

**Report To: Council**



**Meeting Date:** 27 June 2023

**Subject:** **Regulatory Activity Update Report**

**Type:** Information Only

## Purpose of Report

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

## Background

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

## Commentary

- 3.1 The activities undertaken by the Regulatory Services are governed and directed by legislation, national, regional and local policies and bylaws. We undertake many activities that contribute to keeping our community and District a safe place to be.
- 3.2 Day to day operations include building control, alcohol licensing, environmental health, bylaw administration, animal and dog control, planning and district planning (Proposed District Plan).
- 3.3 **CURRENT ACTIVITY**
- 3.4 **Building Control**
- 3.5 The building control team is responsible for processing and monitoring building consents and issuing Code of Compliance Certificates pursuant to the Building Act 2004. This activity also covers the monitoring and enforcement of earthquake-prone building requirements, and swimming pools.
- 3.6 **Alcohol Licensing**
- 3.7 The Licensing Inspector responsible for administering the Sale and Supply of Alcohol Act 2012 at a local level by way of the Waitomo District Licensing Committee on behalf of the Alcohol Regulatory and Licensing Authority. This service is currently provided by a contractor from Waipa District Council.
- 3.8 **Environmental Health**
- 3.9 The environmental health team provides a range of services to ensure food outlets maintain high food safety standards, and that noise and nuisance complaints, hazardous substances and contaminated sites are all managed. The environmental health team also undertakes administration of the Health Act 1956. These services are currently provided by contractors from Waipa District Council.

3.10 **Bylaw Administration**

3.11 This team involves managing a range of bylaws to allow Council to manage issues associated with community nuisance, protect public health, and manage Council's assets.

3.12 **Animal and Dog Control**

3.13 The animal control team delivers animal control services in the areas of dog registration, complaint response, wandering stock, and general animal control, as required by the Dog Control Act 1996, Impounding Act 1955 and Council's Dog Control Policy and Bylaw. This activity also manages the Te Kuiti animal pound.

3.14 **Resource Management**

3.15 The resource management group involves the administration, application and enforcement of the Operative Waitomo District Plan and District Planning.

3.16 **District Plan Administration**

3.17 This activity covers the planning functions under the Resource Management Act 1991 (RMA), including the processing, issuing, and monitoring of resource consents, designations and other application types. It also includes monitoring compliance with the Operative Waitomo District Plan.

3.18 **District Planning**

3.19 This activity relates to the Proposed District Plan (PDP) and its development. The timeframe for progression of the PDP is outlined in the looking forward in the next 3 months portion of this paper.

3.20 **RISKS AND OPPORTUNITIES**

3.21 In terms of risks and opportunities, the risks relate to our ability to perform our regulatory functions in line with the various statutes that the group administers. As we currently have a full complement of staff, and supported by contractors where necessary, it is considered that there are no known risks in this area.

3.22 Regarding opportunities, we always seek to try and provide community education on the various statutes that the group administers (i.e. Building Act 2004, Resource Management Act 1991, Dog Control Act 1996 etc).

3.23 **LOOKING FORWARD – NEXT 3 MONTHS**

3.24 Dog registration commences from 1 July 2023.

3.25 We will be notifying the summary of submissions for the PDP on 3 July 2023. Further submissions in accordance with Schedule 1 Clause 7(1)(c) will then be received from 3 July to 17 July 2023.

<b>Suggested Resolution</b>
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The business paper on the Regulatory Activity Performance Reporting be received.

ALEX BELL  
**GENERAL MANAGER – STRATEGY AND ENVIRONMENT**

**Document No:** A672998

**Report To: Council**



**Meeting Date:** 27 June 2023

**Subject:** **2022/2023 Annual Report on Waitomo District Council Dog Control Policy and Practices**

**Type:** Decision Required

### **Purpose of Report**

- 1.1 The purpose of this business paper is to present to Council for consideration and adoption the Waitomo District Council Dog Control Policy and Practices Report 2022/2023 ("the Report").

### **Background**

- 2.1 Section 10A of the Dog Control Act 1996 ("the Act") requires councils to report annually on the administration of its Dog Control Policy and Practices. This has been a requirement since the Act was amended in 2003.

### **Commentary**

- 3.1 Section 10A of the Act specifies the information that Council must include in its report in respect of each financial year as follows:
- "a) *the number of registered dogs in the territorial authority district:*
  - (b) *the number of probationary owners and disqualified owners in the territorial authority district:*
  - (c) *the number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made:*
  - (d) *the number of dogs in the territorial authority district classified as menacing under section 33A or section 33C and the relevant provision under which the classification is made:*
  - (e) *the number of infringement notices issued by the territorial authority;*
  - (f) *the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints:*
  - (g) *the number of prosecutions taken by the territorial authority under this Act."*
- 3.2 The Report addresses all the matters required by the Act.
- 3.3 Section 10A also specifies that Council must publically notify the Report within one month of adopting the report, publish the report online, and send a copy of it to the Secretary for Local Government.

## Considerations

- 4.1 **Risk**
- 4.2 There is no risk to Council in adopting this report.
- 4.3 **Significance and Community Views**
- 4.4 This is not a significant decision (in accordance with Council's Significance and Engagement Policy) and there is no requirement for Council to consider any affected persons. Providing the report to the Secretary of Local Government is an operational matter.

## Recommendation

- 5.1 It is recommended that Council adopt the Report and give public notice as required by the Act.

## Suggested Resolutions

- 1 The business paper on Annual Report on Waitomo District Council Dog Control Policy and Practices' be received.
- 2 Council adopt the Report on Waitomo District Council Dog Control Policy and Practices 2022/2023 (Doc A672995).



ALEX BELL  
**GENERAL MANAGER - STRATEGY AND ENVIRONMENT**

27 June 2023

Attachment: Report on Waitomo District Council Dog Control Policy and Practices 2022/2023 (Doc A672995)



**REPORT ON  
WAITOMO DISTRICT COUNCIL DOG CONTROL POLICY AND PRACTICES  
2022/2023**

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**TO:** The Secretary for Local Government  
**FROM:** Executive Assistant – Strategy and Environment  
**SUBJECT:** Report on Waitomo District Council Dog Control Policy and Practices – 2022/2023  
**DATE:** 20 June 2023

---

<b>1 INTRODUCTION</b>
-----------------------

This is Waitomo District Council’s (WDC) annual report on Dog Control Policy and Practices for the period 1 July 2022 to 30 June 2023, as required by section 10A of the Dog Control Act 1996 (the Act).

<b>2 DOG CONTROL POLICY AND PRACTICES</b>
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**2.1 Dog Control in the District**

The total number of active dogs on WDC’s Register at the end of the 2022/2023 registration year was 3,138 a decrease of 173 dogs from 2021/2022.

WDC provides a twenty-four-hour Animal Control Service, with Animal Control Officers (“ACO”) covering this function during normal business hours. Any urgent animal control service requests received after-hours (including weekends and public holidays) are responded to by an after-hour’s contractor. Training is provided to the Contractors, with both providers working closely together on animal control matters.

WDC also maintains good working relationships with the local Police, veterinarians, and the Waikato SPCA, Waipā District Council and Pound Hounds.

WDC employs one full time ACO, a part time Pound Officer, a Compliance Administrator and one part-time ACO through its shared services arrangement with Waipā District Council.

The ACO works predominantly in the field, whilst the Compliance Administrator oversees the administration of the WDC Database, the National Dog Database (NDD), and the registration process.

WDC operates a Dog Pound in William Street, Te Kuiti. The Pound equipment is updated on an as needed basis. WDC has made health and safety improvements to the pound in the 2022/2023 year to improve ACO safety when handling dogs.

This year, there was a decrease in the number of dogs impounded from the previous year. 153 dogs were impounded (92 in 2021/2022), with 63 dogs returned to their owner, 29 dogs euthanized, 53 re-homed and 8 remain alive and in the Pound.

The owners of impounded dogs are required to pay an impounding fee, as well as registration fees if the dog is unregistered, plus micro-chipping fees if applicable. In addition, sustenance fees are charged for each day the dog is in the pound.

Microchipping continues to be a key focus. It is noted that the Act requires dogs being registered for the first time to be chipped within two months of registration (with herding dogs exempt from the requirement) and classified dangerous and menacing dogs are also required to be microchipped.

Microchipping is carried out by the ACO who has the appropriate training to perform the task. Owners are charged a nominal fee of \$25 to cover costs.

The WDC Dog Control Bylaw was formally adopted in 2015 and due for review in December 2024.

## 2.2 Dog Control Enforcement Practices

For this period, WDC received 372 dog control related complaints (253 in 2021/2022) that required action.

WDC takes a pragmatic approach to enforcement, and generally attempts to educate dog owners in the first instance. For example, if a registered dog is picked up for a first wandering offence, the dog might be returned to the owner with a verbal warning, rather than impounding.

Complaints relating to wandering dogs numbered 205 this year (120 in 2021/2022). In addition, 62 complaints were received in relation to barking dogs (63 in 2021/2022), and 16 complaints were received for rushing/aggression (13 in 2021/2022). WDC works with complainants to identify and capture wandering dogs, sometimes using WDC owned cage traps if required.

In respect of barking complaints, most are resolved quickly once the owner is advised of the issue and has been provided advice on methods to resolve the issue. Where the issue is not resolved within a timely manner, an Abatement Notice is issued (as provided by the Act) and this has proven to be a useful tool in these circumstances. WDC issued no barking Abatement Notices in this period (four in 2021/2022).

WDC received 37 complaints related to attacks, rushing and/or aggressive dog incidents (30 in 2021/2022). Each incident is investigated, and a report completed (including an attack rating assessment). Upon completion of the investigation and reporting, a decision is made (and recorded) as to what action is appropriate as per the requirements of the Act. Each incident is assessed on its merits on a case-by-case basis.

For this period, 50 (58 in 2021/2022) Infringement Notices have been issued and have since either been paid by the Dog Owner or sent to the Court.

The Infringement Notices were issued as follows:

- 41 for breach of section 42 (failure to register dog);
- Seven for breach of section 52A (failure to keep dog controlled or confined)
- One for breach of section 53(1) (failure to keep dog under control); and
- One for failure to comply with effects of class.

**2.3 Dogs Prohibited, Leash Only and Dog Exercise Areas**

WDC's Policy requires all dogs to be on a leash in public places.

The Policy also identifies dog prohibited areas (i.e. sports grounds, children's playgrounds and schools), and dog exercise areas. Signs are installed as appropriate to advise the public.

**2.4 Dog Registration and Other Fees**

There were no changes to the Dog Registration fees for 2022/2023.

Where dog owners have not registered their dogs within the required timeframe, these are followed up. The process involves an initial reminder letter and phone call / visit to the Owner. If dog owners continue to fail to register their dogs, the dog(s) are then seized and impounded. Dogs are only released from the pound once they are registered. If this approach is unsuccessful, dogs are seized and held until registered.

**2.5 Education**

WDC proactively engages in education for dog owners on a monthly basis by a range of mediums including the local newspaper, Waitomo Way (a council newsletter) and WDC's two Facebook pages (one dedicated to Animal Control).

**2.6 Disqualified and Probationary Dog Owners**

Waitomo District has two disqualified dog owners, and zero probationary owners.

**2.7 Menacing and Dangerous Dogs**

For this period, there are two dangerous dogs and 25 menacing dogs classified in the district out of a population of 3,138 dogs. Any new dog of a menacing breed/type is identified following registration, classified and referred for a compliance check.

In April 2017, WDC received funding from the Department of Internal Affairs (DIA) to run a Menacing Dog Campaign for the neutering of menacing dogs. As at 30 June 2023, 29 dogs have been neutered under this campaign (since the commencement in May 2017). The Campaign is ongoing while funding is available.

**2.8 Other Information**

Council requires owners of more than two dogs on any urban property to apply for a permit from Council. Upon application, the Dog Owner's property is inspected in accordance with the requirements of the Dog Control Bylaw. If the requirements are met, the permit is issued subject to any necessary conditions. A permit may be reviewed by WDC at any time and may be modified or revoked if any non-compliances with the permit are detected.

**3 STATISTICAL INFORMATION**

Category	For period 1 July 2019 – 30 June 2020	For period 1 July 2020 – 30 June 2021	For period 1 July 2021 – 30 June 2022	For period 1 July 2022 – 30 June 2023
Total number of Registered Dogs	<b>3,461</b>	<b>3,363</b>	<b>3,311</b>	<b>3,138</b>
Total number of Probationary Owners	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total number of Disqualified Owners	<b>1</b>	<b>3</b>	<b>3</b>	<b>2</b>
Total number of Dangerous Dogs	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
▪ Dangerous by Owner Conviction Under s31(1)(a)	0	0		
▪ Dangerous by Sworn Evidence s31(1)(b)	0	0		
▪ Dangerous by Owner Admittance in Writing s31(1)(c)	2	2	2	2
Total number of Menacing Dogs	<b>24</b>	<b>27</b>	<b>27</b>	<b>25</b>
▪ Menacing under s33A(1)(b)(i) - i.e. by Behaviour	5	6	10	11
▪ Menacing under s33A(1)(b)(ii)- by Breed Characteristics	5	5	3	3
▪ Menacing under s33C(1) by Schedule 4 Breed	14	16	14	11
Total number of Infringement Notices (excluding cancelled)	<b>19</b>	<b>31</b>	<b>62</b>	<b>22</b>
Total number of prosecutions	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>
Complaints received:				
▪ Aggressive	19	9	13	16
▪ Bins/Signs	0	0	0	0
▪ Bite/attack	27	29	30	37
▪ Barking	44	68	63	62
▪ Breach of Council Bylaw or permits	2	5	0	2
▪ Lost Dog/other	15	21	22	38
▪ Rushing in public place	6	8	0	0
▪ Unregistered	2	2	2	8
▪ Wandering	157	163	120	205
▪ Worrying animals	3	3	0	0
▪ No water, shelter, food or exercise	9	11	3	6
<b>Total Complaints Received</b>	<b>284</b>	<b>319</b>	<b>253</b>	<b>374</b>

*Note: Variations in reporting numbers on aggressive, bite/attacks and rushing between years can occur as a result of how service requests are coded.*

**Document No:** A668111**Report To: Council****Meeting Date:** 27 June 2023**Subject:** Adoption of the Proposed Waitomo District Comprehensive Reserve Management Plan**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to present to the Council for adoption the Proposed Waitomo District Comprehensive Reserve Management Plan (RMP).

## Background

- 2.1 Waitomo District Council (WDC) is required under section 41 of the Reserves Act 1977 ('Reserves Act') as an "administering body" to prepare Reserve Management Plans (RMP) for any reserves under its control, management, or administration. Section 41(4) requires that Reserve Management Plans be kept under continuous review, so that the plan is adapted to changing circumstances or amended in accordance with increased knowledge.
- 2.2 In line with Council's direction, a draft RMP was developed to provide a framework to better facilitate discussions with stakeholders about the district's reserves. The draft RMP identified reserves that are owned or administered by WDC along with their legal status, land area, location, purpose, and current use.
- 2.3 The draft RMP also specified the legislative context, strategic framework and identifies what activities can be undertaken on a reserve without Council approval (allowed activities) and which activities would require approval from Council before being undertaken (activities requiring authorisation). Each reserve also has an individual management plan that contains its name, legal description, and a short description of its values (heritage, natural, recreation any other identified value).
- 2.4 In December 2019, key stakeholders were invited to an open day to facilitate initial discussions. Informal feedback was accepted until the end of February this year and stakeholder comments have been incorporated into the draft RMP.
- 2.5 A Council Workshop was held on 24 September 2020 to discuss the draft RMP. During this Workshop elected members requested that the following reserves be removed from the draft RMP, as they were not deemed as being suitable for continued use as passive or active reserves, and their disposal should be investigated:
- Aria Road Quarry Reserve.
  - Eight Mile Junction Quarry Reserve.
  - Gadsby Road Quarry Reserve.
  - Marokopa Quarry Reserve.
  - Oparure Recreational Reserve.
  - Piopio Quarry Reserve.
  - Te Maika Quarry Reserve. (Will revert back to the crown)
  - Te Waitere Recreational Reserve.
  - Rangitoto Road Reserve.
  - Rangitoto Quarry Reserve.

- 2.6 Council resolved the following at the Council meeting on 27 October 2020:
- 1 *The business paper on Draft Waitomo District Reserve Management Plan – Pre-notification be received.*
  - 2 *Pursuant to Section 41(5) and 41(6) of the Reserves Management Act 1977, Council resolves:*
    - a) *That in accordance with section 41(5A) of the Reserves Management Act 1977, written suggestions on the proposed (draft) Waitomo District Comprehensive Reserve Management Plan would not materially assist in its preparation; and*
    - b) *To publicly notify the proposed (draft) Waitomo District Comprehensive Reserve Management Plan in accordance with Section 41(6) of the Reserves Management Act 1977 contemporaneously with the public notification of the Proposed District Plan.*
- 2.7 Council resolved on 6 October 2022 to publicly notify the Waitomo District Comprehensive Reserve Management Plan on 20 October 2022, with the submission period closing on 23 December 2022.
- 2.8 Council received 3 submissions on the RMP from the following parties:
1. Tainui Wetere Domain Recreational Reserve Society Incorporated;
  2. RW & MT Barnaby Limited; and
  3. Waikato Regional Council (WRC).
- 2.9 These submissions are enclosed as **Attachment 1**.
- 2.10 As no parties wished to be heard in support of their submission (as WRC withdrew their request), there was no requirement to hold a hearing. However, at a Council workshop on 18 May 2023, the Council considered the submissions, and relief sought in the submissions and made recommendations to Council officers regarding amendments to the RMP. These amendments have now been incorporated into the RMP, and the track changed version is enclosed as **Attachment 2**.
- 2.11 Once Council has adopted the RMP, a copy of the published version will be sent to the Minister of Conservation, and public notice advising that the RMP has been adopted by Council will be published. Council officers are proposing to publish the RMP on 6 July 2023.
- 2.12 Council officers consider that a full review of the RMP should be undertaken every six years to allow for this to align with Long Term Planning cycles, so that future improvements or projects on reserves can be appropriately budgeted for.

## Analysis of Options

- 3.1 There are two options available to Council:
- (a) Council having considered the submissions, and the amendments made to the RMP resolve to adopt the RMP in accordance with section 41 of the Reserves Act; or
  - (b) Council resolves not to adopt the RMP at this time.

## Considerations

### 4.1 **RISK**

- 4.2 There is minimal in proceeding with adoption of the RMP, as the Reserves Act requires that the RMP be kept under continuous review so that the plan is adapted to changing circumstances or amended in accordance with increased knowledge.

**4.3 CONSISTENCY WITH EXISTING PLANS AND POLICIES**

4.4 The RMP has been written to align with the Proposed District Plan in order to reduce duplication and streamline administration between the two documents. The RMP is high level but suggests that provision should be made for detailed development planning for some of the larger reserves. This allows these reserves to use development plans to complement the RMP and address the specific needs of a reserve (or parts of a reserve).

**4.5 SIGNIFICANCE AND COMMUNITY VIEWS**

4.6 The level of engagement undertaken to date is considered appropriate to the significance of the issue and is compliant with the legislative requirements.

<b>Recommendation</b>
-----------------------

5.1 Council agrees to adopt the RMP in accordance with section 41 of the Reserves Act 1977 for the reasons detailed above.

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

- 1 The business paper on adoption of the Proposed Waitomo District Comprehensive Reserve Management Plan be received.
- 2 Pursuant to the requirements set out in section 41 of the Reserves Act 1977, Council adopts the Waitomo District Comprehensive Reserve Management Plan.
- 3 That the General Manager – Strategy and Environment be given delegation to approve minor proofing and grammatical changes prior to publishing (if required).
- 4 That Council agrees to undertake a full review of the Waitomo District Comprehensive Reserve Management Plan every six years from the date of adoption.

ALEX BELL

**GENERAL MANAGER - STRATEGY AND ENVIRONMENT**

20 June 2023

Attachments:

- 1 Submissions:
  - i. Tainui Wetere Domain Recreational Reserve Society Incorporated
  - ii. RW & MT Barnaby Limited
  - iii. Waikato Regional Council
- 2 Track changes version of the Waitomo District Comprehensive Reserve Management Plan

## Submission on Draft Reserve Management Plan

Date: 1/12/22

On behalf of the Tainui Wetere Domain Recreational Reserve Society Incorporated the following submission is presented to Waitomo District Council (WDC) on the 20 October version of the Reserve Management Plan (RMP)

### **In reference to the Tainui Domain:**

The Tainui domain originated with the gift, (see attached references) of approximately 12 acres of land from the then local Māori chief Te Koro Wetere for the purposes of local “games and sports”. It is pleasing to see that over the decades since the Tainui Domain still honors the intent of this generous gift to the Mōkau community.

The Tainui Domain is locally known as the Tainui Wetere Domain, which I suppose reflects the connection the Wetere whānau has with the gift. It would be good to respect this in the official name or the reserve as the Tainui Wetere Domain, however this must be at the discretion and guidance of the local hapū

This submission from the Tainui Wetere Domain Recreational Reserve Society seeks the following amendments to the reserve schedule

1. Name change to Tainui Wetere Domain, if agreed by local hapū
2. Addition to recreational values
  - a. Walking
  - b. Fishing
3. Addition to outcomes sought
  - a. Ecological development

Thank you for this opportunity to comment on the Reserve Management Plan

Murray Seamark  
Chair  
Tainui Wetere Domain Society



C.—10.

1940.  
NEW ZEALAND.

DEPARTMENT OF LANDS AND SURVEY.  
PUBLIC DOMAINS AND NATIONAL PARKS  
OF NEW ZEALAND.

(ANNUAL REPORT ON).

*Presented to both Houses of the General Assembly by Command of His Excellency.*

Department of Lands and Survey,  
Wellington, 1st August, 1940.

SIR,— I have the honour to submit herewith a report on the public domains and national parks of the Dominion for the year ended 31st March, 1940.

I have, &c.,  
R. G. MACMORRAN,  
Under-Secretary for Lands.

The Hon. Frank Langstone, Minister of Lands.

## REPORT.

## PART I.—PUBLIC DOMAINS.

At the 31st March, 1940, the total number of public domains administered under the provisions of Part II of the Public Reserves, Domains, and National Parks Act, 1928, was 788, covering a total area of some 76,900 acres. Fifty-four of these domains are controlled by the various Commissioners of Crown Lands, 273 are controlled by local authorities acting as Domain Boards, and the remaining 461 are controlled by local Boards appointed from time to time.

During the year thirteen new domains, with a total area of 96 acres, were reserved and brought under Part II of the Act, and arrangements made for their control. Additions totalling 371 acres were also made to twenty-one existing domains.

The new domains comprised the following:—

- (1) An area of 2 acres at Ngataki, North Auckland. Here the residents by their own efforts levelled a small piece of unoccupied land and constructed two tennis-courts for public use. The Department then surveyed and reserved the area, which has been placed under the control of a Board of local people.
- (2) An area of 5 acres 2 roods in the Mangatote Farm Settlement, North Auckland. The Department was encouraged to constitute this area as a domain by the keen interest shown by local settlers in the matter of forming a recreation-ground for the district.
- (3) An area of 10 acres near Kaeo, now known as the Waikoura Domain. The land was portion of the Waikoura Reclamation Area, and the reservation was arranged at the request of the Whangaroa County Council, which has accepted the responsibility of controlling the new domain.
- (4) Two small areas of 1 acre 3 roods and 1 rood 26-3 perches at Rothesay Bay, on the Hauraki Gulf between Brown's Bay and Murray's Bay. These areas had become vested in the Crown as recreation reserves on the subdivision of private land for residential purposes, and were made a public domain on the application of the Waitemata County Council.
- (5) An area of 10 acres 1 rood at Orakei lying between Paritai Drive and the Waterfront Road. This area has considerable possibilities for development as an ornamental park, and was marked for reservation at the time the first residential subdivisions were laid off in Orakei. It has been placed under the control of the Auckland City Council.

1—C. 10.

**C-10**  
**DEPARTMENT**  
**OF LANDS AND**  
**SURVEY. PUBLIC**  
**DOMAINS AND**  
**NATIONAL**  
**PARKS OF NEW**  
**ZEALAND.**  
**(ANNUAL**  
**REPORT ON).**

**APPENDIX TO THE**  
**JOURNALS OF THE HOUSE**  
**OF REPRESENTATIVES, 1**  
**JANUARY 1940**

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- (6) Certain small reserves at Maraetai situated in the Town of Maraetai Extensions Nos. 3 and 5, and containing a total area of 4 acres 2 roods 58-1 perches. The reserves have a considerable beach frontage, and the new domain has been placed under the control of the Manukau County Council.
- (7) An area of 11 acres and 18 perches at Galatea. The land adjoins the Galatea School, and has been made a domain in accordance with the wishes of the local settlers. The Department has made a small grant to assist in the fencing of the reserve.
- (8) An area of 16 acres 2 roods 23 perches at Murupara reserved on the application of the settlers in this newly developed district. The land formed portion of a leasehold farm, but the lessee readily agreed to surrender the area so as to provide for a recreation ground for the district. A local Domain Board has been appointed, and has received a small grant from the Department to assist in fencing the reserve.
- (9) An area of 12 acres and 15 perches near Mokon, known as the Tainui Domain. This land was donated by a Native, Te Koro Wetere, for the purpose of providing a ground for games and sports. The Department arranged for survey and for the necessary title adjustments. The new domain has been placed under the control of a Board of local residents, who are energetically carrying out an extensive improvement programme. The sum of £100 from funds standing to the credit of the Tongaporutu Domain (an unused reserve which has been leased for many years and which is situated in the same locality) has been transferred to the new Domain Board to assist in the completion of the improvements it has in hand.
- (10) An area of 1 acre 3 roods 7-8 perches in the Town of Enner Glynn, Nelson, comprising two small reserves vested in the Crown on the subdivision of private property. The Board which has been appointed has already carried out a considerable amount of work in the way of fencing and the erection of playground apparatus, and proposes to plant native trees and shrubs as funds become available.
- (11) An area of 8 acres at Dovedale, Nelson. This area was purchased many years ago by the local residents for recreation purposes, but was recently transferred to the Crown in order that it might be constituted as a public domain. A Board has been appointed, and the Department has made a grant of £100 for improvements.
- (12) An area of 1 rood 30 perches at Waikari, North Canterbury. This land became vested in the Crown as a public reserve on the subdivision of the Town of Waikari Extension No. 1, and has been made a public domain on the application of the Waipara County Council, which proposes to plant shelter-belts and generally beautify the area.
- (13) An area of 11 acres and 22 perches at Drummond, Southland. This reserve was originally portion of a gravel reserve vested in the Wallace County Council, which agreed to the reservation being changed in order to provide a recreation-ground for the district. A Board of local residents has been appointed to control the new domain.

Additions to existing domains were made as follows :—

Land District.	Domain.	Area added.
		A. R. P.
North Auckland	Laingholm	0 1 0
"	Kaitia	2 3 19-9
"	Massey Park	1 3 0
Auckland	Kaihero	5 2 24
"	Ohope Beach	185 2 22-1
Hawke's Bay	Woodville	45 2 0
Taranaki	Puniwhakau	0 1 0
Wellington	Waverley	1 3 13-49
"	Featherston	0 0 20*
"	Eastbourne	51 3 22-3
"	Wanganni River Trust	0 3 31-32*
"	Fahiatua	45 0 12
"	Otaki	0 3 33
"	Ngakuta	1 1 31
Marlborough	Huntsbury	3 0 0
Canterbury	Mount Pleasant	4 1 37-7
"	Ouruhia	0 3 33
"	Templeton	0 0 13-1
"	Little River	6 2 16
"	Green Island	0 0 8-2
Otago	Ranfurly	2 1 26-4
"		9 0 34
Total area added to twenty-one domains		371 0 2-51

\* Closed road and street areas.

- copyright may have expired (including Crown copyright in works published before 1 January 1945).

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OF TITLE UNDER LAND TRANSFER ACT.

This Certificate, dated the eleventh day of September one thousand nine hundred and twenty-eight under the hand and seal of the District Land Registrar of the Land Registration District of TARANAKI (Witness) that THE TAINUI SPORTS CLUB (INCORPORATED), a society duly incorporated under the Incorporated Societies Act, 1908 and having its registered office at MOKAU

in and of its estate in the simple (subject to such reservations, restrictions, encumbrances, liens, and interests as are notified by memorial under written or endorsed hereon, subject also to any existing right of the Crown to take and lay off roads under the provisions of any Act of the General Assembly of New Zealand) in the land hereinafter described, as the same is delineated by the plan hereon bordered green, in the several admeasurements a title more or less, that is to say: All that parcel of land containing twelve acres and fifteen perches more or less situated in Block 1 (one) of the Tainui Survey District being the Mokau-Mohakaitino 20-3A-2 Block.



H. C. Brown

District Land Registrar.

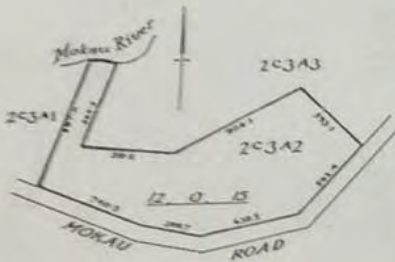
Mokau-Mohakaitino 20-3A-2 B1K  
Block 1 Tainui S.D.

The land comprised in this Certificate of Title is subject to the restrictions imposed by Section 44b of the Statute Land Act 1931.

H. C. Brown, D.L.R.

Transfer No. 64335 The Tainui Sports Club Incorporated to His Majesty the King produced 25th October, 1936 at 2.46 a.m.

H. C. Brown, D.L.R.



Under No. 5038 Order in Council changing the above land under the operation of and subject to the provisions of part II of the Public Reserves Domains and National Parks Act 1938 and to be known as the Tainui Domain and be managed, administered and dealt with as a public domain entered 8th September 1937 at 1.30 p.m.

H. C. Brown, D.L.R.

Reference hereto cancelled pursuant to Section 100 (c) Reserves and Domains Act 1932 in 1964 J. J. Allan 26/1/64

Scale: 5 chains to an inch

over ....

14 December 2022

Waitomo District Council  
PO Box 404  
Te Kuiti 3941

## **PROPOSED WAITOMO DISTRICT COMPREHENSIVE RESERVE MANAGEMENT PLAN**

### **SUMMARY**

1. Council has invited submissions on the draft of this reserve management plan. This submission makes no comment on draft policies but addresses one aspect only, ie that pertaining to the status and standing of the parcels covered by the plan.
2. Status covers the legal description, the area, and in the case of any land held by a public body, the legislation under which that body is bound to administer that holding. A statement on status will be supported by references to documentation evidencing the accuracy of the statement.
3. Council's reserves, as contained in the draft management plan, comprise only a legal description. The word 'classified' is frequently used but is unsupported with evidence of such classification.
4. While land can be reserved and passed to a council, and made subject to the Reserves Act 1977, classification is a subsequent and specific requirement of the Reserves Act [s.16] to be undertaken by a council once that council holds jurisdiction.
5. Without evidence of classification, the validity of any management plan [s.41(1), Reserves Act - Management Plans] could be questioned if an aggrieved member of the public saw fit to challenge a council over some aspect of management. Section 41(3), Reserves Act is clear *The management plan shall provide for [certain things] for the purposes for which it is classified ...* and for that a council will have [should have] undertaken classification in terms of s.16 and the delegations to councils given by the Minister of Conservation on 12 June 2013.
6. Some parcels within reserves will not be subject to the Reserves Act and there must be evidence of the standing of those parcels and why they have not been declared reserve.
7. Primarily, the draft plan does not address the combined legislative requirements of s.16 [**Classification**] and s.41 [**Management Plans**] of the Reserves Act 1977.

... 2.

**RESERVES ACT GUIDE**

The *Reserves Act Guide* [Local Government New Zealand 1999] while overdue for revision, still contains sound direction and guidance for most day-to-day reserve administration. Use of the guide by the plan author is referred to on page 10 but advice and direction contained within the guide appears to have been ignored. To emphasise the relevance of the classification process, the following extracts have been selected from the *Guide*.

Chapter 6 *Management Planning for Reserves*

- **What are the Purposes of Management Plans?**  
*The Act requires (s.41(3)) that a management plan provide for and ensure ... compliance with ... the principles set out in ss. 17 to 23 ... apply to a reserve of the relevant classification ... for the purpose for which each reserve is classified.*
- **Can the Council Prepare a Plan for Unclassified Reserves?**  
*The council can prepare an advance draft of a plan covering unclassified reserves ... provided this does not pre-empt the classification process. The council cannot however, invite public submissions on the draft plan until all the reserves which it covers are classified and the draft plan is consistent with those classifications (s.43(3)).*
- **Can the Council Include in a Management Plan Land which is not a Reserve?**  
*Any land of the council which is not subject to the Reserves Act 1977 can be included in a multi-reserve plan if the council wishes. It will need to be distinguished from the reserves and appropriately provided for. (Council cannot be bound by the terms of the Act for those areas.)*

Chapter 8 *Classification of Reserves*

- **What is Classification?**  
*Classification is a mandatory process ... a matter that is a crucial element in management planning.*
- **Is There a Deadline for Classifying Reserves?**  
*The Act does not specify a deadline for classifying reserves which do not receive automatic classification. Certain land transactions cannot ... be undertaken before a reserve is classified [including] public notification of a draft management plan.*

**THE CONCERNS****(i) STRATEGIC FRAMEWORK** [page 6]

Under this heading there are statements that are at best misleading, or simply wrong. INTRODUCTION suggests a lack of understanding on the part of the author about land status and classification because of statements

- *Non-classified reserves are generally fee simple parcels that are treated as reserves and*
- *This plan incorporates both classified and non-classified parcels of land (reserve and non-reserve land) and*
- *Non-classified reserves may have specific limitations that prevent them from formally being the subject of a Reserves Act Management Plan.*

Every parcel of land under Council jurisdiction is held in fee simple. Every parcel is also held subject to specific legislation – the Land Transfer Act 2017, the Local Government Act 1974, the Local Government Act 2002, the Public Works Act 1981 or the Reserves Act 1977. Historically, other legislation may also apply. That will be determined when status is examined.

... 3.

WHAT THIS PLAN COVERS on page 7 introduces a Reserve Concept Plan. That label appears frequently, supposedly implementing *A reserve concept plan ... where there are general fee simple land parcels (land not classified as reserve) that function as a reserve or where the fee simple land parcels are within gazetted reserves.*

In THE PLAN FORMAT on page 8, and repeated in THE POLICY FRAMEWORK on page 12, it is noted *The objectives and policies apply to all reserves in Waitomo regardless of whether they are administered through a reserve concept plan or a reserve management plan.*

The identification of parcels that are not subject to the Reserves Act and implying they are covered by a separate [reserve concept] plan is misleading. There is no alternative plan. The status of parcels which are not reserves but are covered by the reserve management plan must be specifically identified in the reserve schedule and an explanation given why they are to remain outside the provisions of the Reserves Act.

Pages 6 to 8 require rewriting to correctly reflect provisions of the Reserves Act.

**(ii) MANA WHENUA**

Following 'Introduction' under 'Mana Whenua' on page 6 is the statement *There is unconfirmed, anecdotal evidence to suggest that some sites were gifted by local hapu as community reserves to the County Councils ...* However, looking at the 35 parks / reserves scheduled, there is no indication of which holdings may have been so gifted and that should call for a request from iwi for identification of such holdings. Incorporated as part of status should be background evidence of how Council came to hold an interest in every parcel included in the management plan.

**(iii) THE POLICY FRAMEWORK [page12]**

Policy statement 2 should read *Reserves must be managed in accordance with the purpose for which they are classified.* [Not 'held'.]

**(iv) PART THREE [page 38]**

A broad examination of the 35 scheduled 'reserves' shows

- There is no [sequential] evidence to support reservation [acquisition history] and classification.
- Reservation is confused with classification.
- There is no evidence to support statements of jurisdiction, ie ownership, [vesting], appointment to control and manage.
- Reserve Concept Plan introduces an irrelevant element.

**(v) APPENDIX TWO [page 88]**

I question the need for Appendix Two [Reserves Act Powers and Delegations]. There appears to be a mix of Council authorities, some of which quote repealed legislation. The relevance of Appendix Two to reserves planning is not obvious and how Council manages its statutory and internal delegations is peripheral to management planning policy. I recommend Appendix Two be discarded.

... 4.

**GOOD TITLE**

From detail given, Council's interest in many holdings is not clear because of a lack of evidence in supporting notes, eg ... *administered by Waitomo District Council; Gazetted Recreation Reserve; vested on DPS 27729; the property is fee simple land*

This situation would not arise had Council secured good title as a prerequisite to management planning where that has not been done, or where parcels held unencumbered are first set apart as reserve [s.14, Reserves Act]. While classification is mandated by statute and Council does not need a policy to acknowledge the need for compliance, securing good title as a prerequisite to management planning should be policy.

**RECOMMENDATIONS**

1. That the draft Waitomo District Comprehensive Reserve Management Plan be withdrawn and rewritten to correctly reflect the provisions of the Reserves Act 1977 and the directions given in the *Reserves Act Guide*.
2. That Council policy acknowledge, in terms of s.41(3), Reserves Act, that all reserve parcels will be classified before management planning, or a management plan review is undertaken.
3. That good title be secured as a prerequisite to management planning.

**Comment**

While classification is mandated by statute, and Council should not need a policy to acknowledge the need for compliance, securing good title should be policy. The diverse range of parcel status included in the draft plan, highlights the purpose of classification as a preliminary undertaking. Through classification Council is determining at the outset, the basis on which a management plan for given parcels should be prepared, and that process has not been followed with the draft plan currently before the public.

Yours faithfully



RW Barnaby  
for  
RW & MT BARNABY LIMITED

File No: 25 12 00  
Document No: 25038110  
Enquiries to: Ashleigh Ngow



21 December 2022

Waitomo District Council  
15 Queen Street, Te Kuiti 3910  
PO Box 404, Te Kuiti 3941  
Email: [districtplan@waitomo.govt.nz](mailto:districtplan@waitomo.govt.nz)

Private Bag 3038  
Waikato Mail Centre  
Hamilton 3240, NZ

[waikatoregion.govt.nz](http://waikatoregion.govt.nz)  
0800 800 401

Tēnā koe,

**Waikato Regional Council Submission to the Waitomo District Council on the Proposed Waitomo District Comprehensive Reserve Management Plan (PWRMP)**

Thank you for the opportunity to make a submission on the Proposed Waitomo District Comprehensive Reserve Management Plan (PWRMP). Please find attached the Waikato Regional Council's submission. Please note this feedback was signed out under delegated authority by the Director of Science, Policy and Information. The Waikato Regional Council looks forward to being involved in further discussion on this subject.

Should you have any queries regarding the content of this document please contact Ashleigh Ngow, Graduate Policy Advisor, Policy Implementation directly on 07 8586075 or by email [Ashleigh.Ngow@waikatoregion.govt.nz](mailto:Ashleigh.Ngow@waikatoregion.govt.nz).

Ngā mihi,

A handwritten signature in blue ink, appearing to be "Tracey May", written over a light blue circular stamp.

Tracey May  
Director, Science Policy and Information



## Submission from the Waikato Regional Council to the Waitomo District Council on the Proposed Waitomo District Comprehensive Reserve Management Plan (PWRMP)

**16 December 2022**

### Introduction

1. Waikato Regional Council (WRC) appreciates the opportunity to make a submission on the Proposed Waitomo Comprehensive Reserve Management Plan (PWRMP). WRC's primary interest is in relation to the Waikato Regional Policy Statement (WRPS) and the PWRMP's alignment with the relevant objectives, policies and methods, and ongoing work programmes in our Integrated Catchment Management Directorate.
2. In particular, the provisions of Part 3 – Ecosystems and Indigenous Biodiversity and 1.3.1.8 – Encouraging other plans and strategies to give effect to the WRPS are of interest to WRC. In this case, the key areas of interest include referencing Te Tiriti o Waitangi (Treaty of Waitangi) and ensuring that the principles of Te Tiriti are reflected throughout the plan. In addition, the need for provisions that provide for and enable the protection and enhancement of indigenous biodiversity and ensure alignment with Te Ture Whaimana – the Vision and Strategy for the Waikato River. Finally, ensuring that provisions continue to enable restoration, river management and flood response works that WRC undertakes.
3. WRC looks forward to being involved in further discussions regarding the PWRMP and collaborating to resolve the issues raised in this submission. We believe that a collaborative approach is the best path for achieving positive outcomes for our communities now and into the future.

### Submitter details

Waikato Regional Council  
Contact person: Ashleigh Ngow (Policy Implementation)  
Email: Ashleigh.Ngow@waikatoregion.govt.nz  
Phone: +64 78586075

Post: Private Bag 3038  
Waikato Mail Centre  
Hamilton 3240

I could not gain an advantage in trade competition through this submission  
I am not directly affected by an effect of the subject matter of the submission that:

- (a) does not adversely affect the environment; and
- (b) does not relate to trade competition or the effects of trade competition.

## 1. Submission on the Proposed Waitomo District Comprehensive Reserve Management Plan (PWRMP)

<b>Provision</b> <i>The specific provisions that my submission relates to e.g., provision number, map number</i>	<b>Support/ Oppose/ Amend</b>	<b>Reasons</b> <i>Why are you seeking this action?</i>  <b>Text that is shown as <u>underlined</u> is proposed to be added. Text shown with <del>strikethrough</del> formatting is proposed to be deleted.</b>	<b>Relief Sought</b> <i>What decision are you seeking from Council? What action would you like (e.g., retain, amend, add, delete)?</i>
<i>The Policy Framework</i>			
Objectives and Policies	Oppose	<p>The current objectives and policies do not recognise the implications that climate change will have on reserves, now and into the future. This is particularly relevant for reserves located in the coastal environment and along waterways, that may be subject to coastal squeeze, erosion and the proliferation of exotic species.</p> <p>WRC considers that reserve spaces are likely to be impacted by climate change, but also have the potential to be a part of the solution and this should be recognised in the PWRMP.</p>	<p>Include an objective and a policy that provides direction to consider and assess the impacts of climate change on reserves, whilst promoting and supporting climate change mitigation and adaptation activities on reserves.</p> <p>Suggested wording (or similar):</p> <p>Objective:</p> <p><u>To recognise and assess the impacts of climate change on reserves and provide for climate change mitigation and adaptation activities on reserves.</u></p> <p>Policy:</p> <p><b><u>Climate Change Mitigation and Adaptation</u></b></p> <p><u>x. The impacts of climate change on reserves, in particular those in the coastal environment and adjacent to waterways, are assessed and considered in the management of reserve spaces.</u></p> <p><u>x. Climate change mitigation and adaptation activities are encouraged on reserves.</u></p>
Objectives and Policies	Oppose	The current objectives and policies do not recognise the need to protect, restore and enhance indigenous biodiversity in parks and reserves. The draft plan has the following provision in objective 3: “allocate land within reserves for... ecological and	<p>Include an objective relating to the protection, restoration and enhancement of indigenous biodiversity values.</p> <p>Suggested wording (or similar):</p>

		<p>cultural activities (...).” However, WRC considers that this would have greater impact and clarity if an independent objective and policy relating to ecological enhancement and restoration is included.</p> <p>Specific policies should be included to recognise the intrinsic value of indigenous biodiversity, and the need to protect, maintain and enhance it. This will ensure alignment with Policy ECO-P1 of the WRPS, which seeks to achieve healthy functioning of ecosystems and provides direction to work towards no net loss of indigenous biodiversity at a regional scale (in line with ECO-M3 of the WRPS).</p> <p>WRC notes that including general provisions relating to this is important, as there are many private land parcels throughout the district that are managed as reserves but are not included in Part Three – Individual Reserve Schedules. Such provisions will provide for positive outcomes on specific reserves with known biodiversity values, such as the Moeatoa Quarry Reserve, Redwood Park, Tainui Domain and Te Kuiti Aerodrome Reserve.</p>	<p><u>6. To protect, restore and enhance indigenous biodiversity values, ecological connections, and areas of ecological significance in the district’s reserves.</u></p> <p>Include a policy relating to the protection, restoration and enhancement of indigenous biodiversity values.</p> <p>Suggested wording (or similar):</p> <p><u>Promote positive indigenous biodiversity outcomes in the district’s reserves by:</u></p> <ul style="list-style-type: none"> <li>a. <u>Protecting indigenous vegetation and habitats of indigenous fauna;</u></li> <li>b. <u>Enabling, supporting and encouraging conservation, restoration and enhancement activities that benefit</u> <ul style="list-style-type: none"> <li>i. <u>The habitat and ecological corridors of indigenous species, including around buffer areas;</u></li> <li>ii. <u>The health and wellbeing of the Waikato and Waipa River and its catchment;</u></li> <li>iii. <u>Indigenous vegetation cover; and</u></li> <li>iv. <u>Karst ecosystems, wetlands, dune ecosystems, estuaries and fragmented forests.</u></li> </ul> </li> <li>c. <u>Managing human activities and public access to avoid the degradation of indigenous biodiversity.</u></li> </ul>
Policy 13 to 16	Support	WRC supports these policies and their recognition of the importance of assessing natural hazards risks when considering construction on reserves and public access to reserves. Further, we support the provision of information about natural hazards on reserves to members of the community.	No specific relief sought.

Woodlot Management policies (30 to 32)	Amend	<p>There is no definition for the term ‘woodlot’ in the PWRMP. The only reference is a description of specific woodlots in the Brook Park individual reserve schedule.</p> <p>Clarification regarding whether a ‘woodlot’ includes areas of general vegetation and areas of indigenous vegetation is necessary to determine whether there is adequate protection of indigenous biodiversity values through the PWRMP. Clarity is also required for WRC to determine whether provisions applying to woodlots will affect our ability to undertake integrated catchment management work programmes, including pest management and indigenous biodiversity maintenance and enhancement activities.</p> <p>For clarity, submission points raised by WRC in this document are based on the assumption that woodlots include vegetation and indigenous vegetation.</p>	<p>Provide a definition for ‘woodlot’ in the PWRMP.</p> <p>Alternatively, WRC recommends that the terms ‘vegetation’ and ‘indigenous vegetation’ are used instead, to ensure consistency with the WRPS and other regional and national policy documents. WRC notes that changes to provisions would be required as a result of a change in terminology.</p>
Policy 32	Amend	<p>This policy should also recognise the benefits that areas of vegetation (both indigenous and non-indigenous) provide in reserves, beyond landscape values. This includes indigenous biodiversity (through habitat provision and the ecological corridors), climate change mitigation benefits (such as carbon sequestration and shading) and protection from soil erosion.</p>	<p>Amend the wording of this policy to (or similar):</p> <p>“The <u>ecological integrity, indigenous biodiversity values and landscape values</u> of reserves are enhanced through the protection of woodlands.”</p>
<i>Part Two – All Reserves, Listed Activities</i>			
General comment – restoration activities generally	Amend	<p>WRC has identified that there are no specific provisions for the enhancement or restoration of reserve areas generally. This is of particular interest to WRC given the funding and investment that WRC puts towards restoration activities on reserves within the district (for example, Coastcare funding for 2100 plants at the Marakopa Recreation Reserve). WRC seeks to engage in future restoration work on reserves such as the Tainui Domain and therefore has an interest in ensuring that such restoration activities are enabled and supported by the PWRMP.</p>	<p>Include a provision that enables the restoration and enhancement of reserves.</p> <p>Suggested wording (or similar):</p> <p><b>Restoration and conservation activities</b></p> <p><u>Allowed Activities:</u></p> <p>x. <u>Any activities involving the preservation, protection and restoration of indigenous habitat, flora and fauna that fundamentally benefits ecological integrity and indigenous biodiversity and safeguards it for future</u></p>

		<p>Please note that the proposed wording regarding an authorisation process has been left blank as this is to be determined by WDC (see the following submission point on 7. Nuisance Trees and Vegetation).</p>	<p><u>generations, that is undertaken by the Waitomo District Council, the Waikato Regional Council, the Horizons Regional Council or their approved contractors. This includes but is not limited to:</u></p> <ul style="list-style-type: none"> <li>i. <u>Pest control activities and the establishment, maintenance and upgrading of activities involved with pest control;</u></li> <li>ii. <u>Conservation planting;</u></li> <li>iii. <u>Stock exclusion;</u></li> <li>iv. <u>Restoration of wetlands and the margins of water bodies;</u></li> <li>v. <u>Research and monitoring; and</u></li> <li>vi. <u>The establishment, maintenance or upgrading of accessways for conservation purposes</u></li> </ul> <p><u>Activities Requiring Authorisation</u></p> <p>x. <u>Any activities involving the preservation, protection and restoration of indigenous habitat, flora and fauna that fundamentally benefits ecological integrity and indigenous biodiversity and safeguards it for future generations, that is undertaken by people or organisations other than Waitomo District Council, the Waikato Regional Council, the Horizons Regional Council or their approved contractors. This includes but is not limited to:</u></p> <ul style="list-style-type: none"> <li>i. <u>Pest control activities and the establishment, maintenance and upgrading of activities involved with pest control;</u></li> <li>ii. <u>Conservation planting;</u></li> <li>iii. <u>Stock exclusion;</u></li> <li>iv. <u>Restoration of wetlands and the margins of water bodies;</u></li> <li>v. <u>Research and monitoring; and</u></li> </ul>
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			<p>vi. <u>The establishment, maintenance or upgrading of accessways for conservation purposes</u></p> <p>x. <u>Authorisation in the form of...</u></p>
7. Nuisance Trees and Vegetation	Oppose in part	<p>WRC has concerns regarding the approval and authorisation process that will be adopted, given that any party other than WDC requires authorisation to undertake trimming or removal of trees. We have concerns that a prolonged approval process will inhibit WRC's ability to undertake its functions relating to flood management and erosion.</p> <p>In addition, WRC considers that vegetation removal is also necessary for conservation activities that volunteer groups may undertake. WRC notes that written approval from WDC is required for volunteer groups wishing to undertake maintenance, pruning, trimming or clearance of vegetation outside of significant natural areas under provision 16.2 (Woodlot Management). However, there is no explanation regarding the process that should be taken for obtaining approval.</p>	<p>Update these provisions to allow WRC to undertake trimming or removal of trees as an allowed activity for the purposes of flood management, flood protection, drainage and erosion protection.</p> <p>Additionally, provide clarification in the PWRMP regarding the authorisation required for other parties under this provision, to ensure that the process does not become a barrier for community groups (such as Coastcare) undertaking restoration work. This should include clarity around who to contact, how and the timeframe for a response from WDC.</p>
7. Nuisance Trees and Vegetation Assessment Criteria (d)	Amend	<p>Flood management, flood protection and drainage works are important functions that WRC carries out. WRC recommends including a specific provision that enables the removal of nuisance trees and vegetation for the purposes of this work.</p>	<p>Amend the wording of this provision to (or similar):</p> <p>Trimming, pruning or clearance of native vegetation should be limited to the minimum necessary to ensure the effective functioning of:</p> <ul style="list-style-type: none"> <li>• reserve tracks, walkways and other existing facilities; <u>and</u></li> <li>• <u>flood management, flood protection and drainage works.</u></li> </ul>
11. Natural Hazards	Support in part	<p>We are supportive of this provision as it enables WRC to continue to carry out its flood control functions and responsibilities on reserves located within hazard areas.</p> <p>However, WRC notes that there are occasions where flood hazard and drainage related works need to be undertaken in areas outside of the identified 'hazards areas' in the Proposed</p>	<p>Include an additional provision, such as (or similar):</p> <p><u>Activities relating to flood management, flood protection and drainage works occurring outside of the hazard areas identified in the Waitomo District Plan, undertaken by the Waitomo District Council or its contractor, the Waikato Regional Council or its</u></p>

		Waitomo District Plan (PWDP) planning maps. Therefore, WRC recommends including a provision that enables WRC to continue to undertake its flood-hazard and drainage functions in reserve areas that are located outside of 'hazard areas' (as defined in the PWDP).	<u>contractor, or the Horizons Regional Council or its contractor.</u>
16. Woodlot Management – 16.2 and 16.3	Amend	<p>Provisions 16.2 and 16.3 will limit WRC's ability to undertake restoration activities, flood management, flood protection and drainage activities.</p> <p>16.2 and 16.3 allows for "<i>maintenance, pruning, trimming, or clearance of intrusive or obstructive (native or exotic) vegetation and pest control activities outside any SNA...that is undertaken by Waitomo District Council, a Waitomo District Council contractor or a volunteer group granted permission in writing by Waitomo District Council.</i>"</p> <p>WRC considers that WRC should be listed above.</p> <p>As previously mentioned, WRC also requests that WDC provide clarification regarding the written approval process for volunteer groups seeking to undertake planting, maintenance, pruning, trimming or clearance activities for conservation purposes. WRC considers it important that a timeframe is attached to the process to ensure that the authorisation process does not hinder conservation activities. Furthermore, clarity around who (the staff member or WDC department) should be approached for written approval is necessary.</p>	<p>Amend the wording of 16.2 and 16.3 to include the Waikato Regional Council in the list of parties that can undertake planting, maintenance, pruning trimming or clearance of vegetation as an allowed activity.</p> <p>Provide clarification on the written approval process for volunteer groups seeking to undertake planting, maintenance, pruning, trimming or clearance activities for conservation purposes. This should include clarification on who approval must be sought from and the timeframe for this authorisation process.</p>
16. Woodlot Management	Oppose in part	<p>There is an inconsistency between provision 16.1 of the PWRMP and Rule CEH-R9 of the Proposed Waitomo District Plan (PWDP). There is a requirement under Rule CEH-R9 for any restoration of coastal ecosystems to be undertaken by WDC, WRC or an approved contractor of WRC, or a Beachcare group endorsed by WRC. However, under provision 16.1 of the PWRMP, woodland planting is an allowed activity, provided it complies with several conditions relating to the purpose, type, height and proximity to network utilities of planting.</p>	Clarify which of the PWDP and the PWRMP precedes over the other in cases where provisions are inconsistent.

		This creates an inconsistency between the two plans and in cases where a different party seeks to undertake planting on a coastal reserve, it is unclear whether they are able to do this without requiring approval.	
<i>Part Three – Individual Reserves Schedule</i>			
General comment – values and outcomes relating to indigenous biodiversity	Oppose in part	<p>Most of the scheduled reserves do not adequately recognise indigenous biodiversity values. The ‘Natural Values’ sub-heading in each schedule only recognises ‘natural values of significance’ which appears to only include significant natural areas (SNA).</p> <p>WRC considers that the inclusion of information relating to wider indigenous biodiversity values is necessary. For example, information regarding the type and extent of indigenous flora and fauna present in the reserve. In addition, we recommend including key outcomes relating to the protection, restoration and enhancement of these values. This will provide clear direction on the priorities for each reserve and will support and enable local authorities, community groups and mana whenua to continue with protection, restoration and enhancement work.</p> <p>WRC notes that some of the information originally included in the ‘Description of Values’ column in Schedule 6 of the PWDP could be utilised.</p>	Add information under the ‘Natural Values’ sub-heading for each of the scheduled reserves relating to the presence of indigenous biodiversity values, including the type and extent of flora and fauna, and key outcomes sought to protect, restore and enhance these values.
General comment – values and outcomes for reserves adjoining waterways	Oppose in part	<p>Many of the listed reserves adjoin waterways, but there is no recognition of this in the individual reserve schedules. Examples include the Rukuhia Domain and the Mapiu River Reserve. WRC considers it important that there is recognition of the waterways, and the need to continue protection and restoration work along riparian margins. This will ensure alignment with objective LF-03 of the WRPS which provides direction to manage riparian areas and wetlands to maintain and enhance water quality (2a), indigenous biodiversity (2b) and riparian habitat quality and extent (2e). It will also ensure alignment with Te Ture Whaimana o Waikato – the Vision and Strategy for the Waikato River. While we acknowledge that Te Ture Whaimana only</p>	<p>For reserves that adjoin a waterway (in particular, reserves in the upper-Waipā catchment area), add a reference in the ‘values and outcomes’ section acknowledging the adjoining waterway and outlining what outcomes are sought with regard to the restoration and enhancement of the waterway and its margins. Some of the reserves adjacent to waterways identified by WRC include:</p> <ul style="list-style-type: none"> <li>• Redwood Park</li> <li>• Te Kuiti Aerodrome</li> <li>• Tainui Domain Page</li> <li>• Rukuhia Domain Recreation Reserve</li> </ul>



		applies to part of the Waitomo District, we encourage alignment with its principles throughout the district.	<ul style="list-style-type: none"> <li>• Marokopa Recreation Reserve</li> <li>• Mapiu Recreation Reserve</li> <li>• Mapiu River Reserve</li> <li>• Aniaiti/Benneydale River Reserve</li> <li>• Enneydale Hall Reserve</li> <li>• Awakino Sandspit Reserve</li> </ul>
Te Kuiti Aerodrome and Redwood Park	Amend	WRC would like to see acknowledgement of restoration and flood control as key outcomes for the Te Kuiti Aerodrome and Redwood Park. These sites are affected by flood hazard risk and adjoin the Mangaokewa Stream. Therefore, riparian planting and restoration, and flood hazard risk are two key considerations for the management of these reserves.	Amend the 'outcomes' section of the Te Kuiti Aerodrome and Redwood Reserve individual reserve schedules to include restoration activities and flood control.
<i>General Comments – Entire Plan</i>			
General comment - Intramaps layer for reserves	Amend	WRC suggests that WDC include a layer on the online PWDP Intramaps platform demonstrating all reserves identified in the PWRMP. Providing this information on the Intramaps portal will make it easier for WRC staff, volunteer groups, mana whenua and others to identify where reserves are located and what provisions from other plans apply to these reserves (such as district plan zoning and overlay provisions).	Include a reserves layer in the online PWDP Intramaps platform.
General comment – Waikato Data Portal	Amend	WRC considers that making the reserve Intramaps layer (mentioned in the previous submission point) available on the Waikato Data portal will increase accessibility and wider public understanding of reserves.	Publish the reserves GIS layer to the Waikato Data Portal: <a href="https://arcgis.com">CoLab Data Portal (arcgis.com)</a> .
DOC stewardship land		<p>There are a number of stewardship land parcels in the Waitomo district that are owned by the Department of Conservation (DOC) but managed as reserves by WDC.</p> <p>WRC notes that there are opportunities for co-management of these land parcels in regard to pest control and the removal of pest plants. WRC hopes to start conversations with WDC relating to this.</p>	WRC would like to engage in conversations with WDC regarding pest control and pest plant removal on DOC stewardship land in the Waitomo District.

Tainui Scenic Reserve (SNA number R18001)	Amend	<p>The Tainui Scenic Reserve (SNA number R18001) is an extremely important site within the Waikato Region as it is one of only two protected sites with Tainui forest in the country. It is home to a nationally significant and regionally under-represented coastal broadleaved forest. The Tainui Scenic Reserve meets Criteria 9 of Table APP5 – Criteria of the WRPS for determining significance of indigenous biodiversity given that it is a healthy and representative example of its type.</p> <p>In addition, the site contains approximately 1 hectare of Tainui (<i>Pomaderris apetala</i>) - a nationally critical indigenous vegetation species. This species is known on only one other protected site, a short distance south of Tainui Reserve located at 0 State Highway 3 (centre coordinates: 1740973.49E 5716134.54N (NZTM projection). This site has not yet been listed as a significant natural area under the PWDP, however, WRC has requested this in a separate submission to the PWDP.</p> <p>Currently, the Tainui Scenic Reserve is not listed in the Individual Reserve Schedule within the PWRMP as it is not a site managed by WDC. Therefore, the provisions of Part Two- All Reserves apply. WRC considers that stronger provisions for the protection and enhancement of this site are vital, given its significant biodiversity value and national ecological significance. WRC has advocated for stronger general protective provisions for indigenous biodiversity throughout this submission – these are particularly necessary for sites like the Tainui Scenic Reserve.</p> <p>WRC submits that WDC and the landowners must consider reclassifying the Tainui Scenic Reserve and the SNA area located at 0 State Highway 3 (centre coordinates: 1740973.49E 5716134.54N (NZTM projection) to a ‘nature reserve’ (under section 20 of the Reserves Act 1977). This would reduce access to the site and ensure that the nationally significant, rare species on-site are protected, preserved and enhanced in perpetuity.</p>	<p>In line with previous submission points, strengthen the protective provisions for indigenous vegetation removal on reserves.</p> <p>In collaboration with the landowner, consider reclassifying the Tainui Scenic Reserve (SNA number R18001) from a scenic reserve to a nature reserve under the Reserves Act 1977.</p>
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**Further Information and Hearings**

4. WRC **wishes to be heard** at the hearings for the Proposed Waitomo Comprehensive Reserve Management Plan and is prepared to consider a joint submission with others making a similar submission.
5. WRC **could not** gain an advantage in trade competition through this submission.

# Proposed Waitomo 188 District Comprehensive Reserve Management Plan



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## SUBMISSION FORM

Written submission period closes 12pm on 23 December 2022

### YOUR DETAILS

Your name*	Ashleigh Ngow	
Organisation* (if applicable)	Waikato Regional Council	Preferred way to be contacted (tick ✓)
Email	ashleigh.ngow@waikatoregion.govt.nz	<input checked="" type="checkbox"/>
Phone (day)	07 8586075	<input type="checkbox"/>
Postal address	Private Bag 3038, Waikato Mail Centre, Hamilton, 3240	<input type="checkbox"/>
*The Local Government Act 2002 requires submissions to be made available to the public. Your name and/or organisation may be published with your submission and made available in a report to elected members and to the public. <b>Other personal information supplied will be used for administration and reporting purposes only.</b>		
Please tick below where applicable (✓)		
<input checked="" type="checkbox"/> Do you wish to attend a hearing to present your submission?	<input checked="" type="checkbox"/> Yes, I want to be notified of the Council's decisions following the feedback period.	



# Proposed Waitomo District Comprehensive Reserve Management Plan

The Waitomo District Comprehensive Reserve Management Plan is the Council's plan that guides our management of parks and reserves to both protect them and to enable people to enjoy them. This review will result in an updated management plan to guide us over the next 10 years.

## SUBMISSION

Please fill in the boxes below with your submission. Let us know if it relates to a particular park or reserve by writing in the name. Feel free to attach more pages if you need to.

Submission on park/reserve – *add name:* .....

Please see the attached document which includes the Waikato Regional Council's (WRC) submission.

Submission on park/reserve – *add name:* .....

As above.



General submission

Please see the attached document which includes the WRC's submission.





# WAITOMO DISTRICT COMPREHENSIVE RESERVE MANAGEMENT PLAN

Approved by Council on [27 June 2023](#)



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## FOREWORD

We are privileged to live in the Waitomo district, which contains many wonderful parks and reserves. With this privilege comes responsibility and the need to care for these spaces so that future generations can enjoy them.

The Waitomo District Comprehensive Reserve Management Plan ('the plan') sets out how Waitomo District Council will administer the land managed under the Reserves Act 1977, both generally and by establishing the planned outcomes that are sought for each individual reserve.

The plan outlines Waitomo District Council's general intentions in providing for the use, enjoyment, maintenance, protection, preservation and development of the various types of reserves through a series of objectives and policies. This policy framework also seeks to appropriately provide for the purpose for which each reserve is classified.

The plan together with the Long Term Plan and the Waitomo District Plan, provide the strategic framework for the management of the district's parks and reserves. In addition to providing guidance about what is envisaged for each reserve, the plan is designed to provide clarity for both reserve managers and reserve users (present and future), regarding what is considered appropriate for our reserves.



## STRATEGIC FRAMEWORK

### INTRODUCTION

Waitomo District Council ('Council') is responsible for managing open space and administering parks and reserves in accordance with the Reserves Act 1977 ('the Act'). Reserve management plans enable the Council to establish the desired mix of uses and activities for reserves and to set in place policy to guide day to day management and use.

The Council manages a mix of reserve types, including recreational reserves, local purpose reserves and non-classified reserves. Non-classified reserves are generally fee simple parcels that are treated as a reserve. These areas are managed for their environmental, landscape or other values.

This plan incorporates both classified and non-classified parcels of land (reserve and non-reserve land). While some parcels do not have legal status as reserves, there is a public and an historic expectation that they be managed as such. Council considers it appropriate to manage non-classified recreational areas in a manner that is consistent with formal reserves. However, it is accepted that non-classified reserves may have specific limitations that prevent them from formally being the subject of a Reserves Act Management Plan.

Additionally, although not required by the Act, local purpose reserves owned by Council may also be included in a reserve management plan if a Council wishes.

As such, this plan applies to all land that is owned or administered by the Council as reserve, whether it is classified under the Act, is a non-classified reserve or is a local purpose reserve.

This plan was approved by Council on [27 June 2023](#).

### MANA WHENUA

A number of the reserves in Waitomo district have been used for multiple purposes over many centuries by mana whenua. Some reserves are urupa, others served as pa, gardens and access points to the coast and its rich shellfish and fishing grounds. There is unconfirmed, anecdotal evidence to suggest that some sites were gifted by local hapu as community reserves to the County Councils which were the predecessors of Waitomo District Council. A number of the sites remain significant to mana whenua and provide a spiritual link to both ancestors and kaitiaki.

Mana whenua see the natural and human world as being wholly inter-connected and complementary. As such, it is important that this plan acknowledges and provides for the connection mana whenua have with these sites and ensures that the ecological, open space, historical and cultural values of each reserve are protected. This necessitates identifying and providing for activities, uses and development only where this is appropriate to the nature and values of the reserve. Accordingly, where it is required, statements are made in the individual reserve management plans which signal the specific cultural values associated with the reserve.

### SCOPE AND NATURE OF THE PLAN

This plan is a Reserve Management Plan in accordance with the Act.

## WHAT THIS PLAN COVERS

This plan applies to all land in Waitomo district declared and classified as a reserve under the Act, and of which the Council is the administering body. The following is a list of classified reserve types that are managed by the Council and are addressed in this plan:

Recreation Reserves: Established under section 17 of the Act. The main purpose of recreation reserves is to provide areas for recreation and sporting activities, for the physical welfare and enjoyment of the public, and for protection of the natural environment, with emphasis on retention of open spaces and on outdoor recreational activities.

Local Purpose Reserves: Established under section 23 of the Act. These reserves are held for the local purposes specified, such as esplanade, neighbourhood, environmental protection, quarry or drainage.

The plan also applies to other land that Council manages for reserve purposes, but which is not declared or classified as such in accordance with the Act, for instance land that is:

- Managed as reserve but not vested or classified (e.g.: leasehold land or fee simple land); or
- In the process of being secured for reserve purposes.

These land parcels are managed by reserve concept plans rather than by reserve management plans.

Reserve Concept Plan: A reserve concept plan is implemented where there are general fee simple land parcels (land not classified as a reserve) that function as a reserve or where the fee simple land parcels are within gazetted reserves. The reserve concept plan will ensure contiguous management of the reserve (i.e. all of the parcels are managed as one reserve). Where this occurs, it is signalled in the individual reserve schedules.

## DETAILED DEVELOPMENT PLANNING

The general, activity-based, and reserve specific policies in this plan will be sufficient to guide decision-making for most activities on the reserves in Waitomo district. This plan sets the parameters for the development and use of the reserves, highlighting items that need further consideration or addressing management issues (for example, weed control or stormwater management).

Development plans for reserves can be prepared in consultation with the community when major changes to the amenity or facilities on a reserve are proposed.

## IMPLEMENTATION

Implementation involving expenditure is directed by the local government annual planning process, which in turn is directed by the Long-Term Plan. The details of reserve and facility maintenance is set by the Parks and Reserves Asset Management Plan.

## EFFICIENCY

There are some issues that are better dealt with in existing or new bylaws, Council policies or asset management plans. These include:

- Restrictions or prohibitions on the use of public land (e.g. dogs);
- Management and development of existing Council-owned buildings; and
- Development of particular amenity landscapes, tracks and footpaths.

Where existing bylaws, policies or asset management plans are relevant, this plan does not duplicate the material.

Similarly, there are some matters that are already addressed appropriately in the Waitomo District Plan, including rules about noise and light. This plan does not duplicate those existing provisions, although it may provide for tighter or more detailed controls on activities in reserves than those found in the Waitomo District Plan.

## ADMINISTRATION

Other land managers (particularly the Department of Conservation) also play a major role in providing places for recreation and caring for our open spaces. Reserves that are administered and managed by the Department of Conservation are not included in this plan.

## THE PLAN FORMAT

This plan is presented in four parts. An online version of the plan is available on the Waitomo District Council's main website.

### Part One - General Administration

This section of the plan provides information on how the provisions are to be administered, reviewed and amended. It also contains the general objectives and policies that this plan is seeking to achieve. The objectives and policies apply to all reserves in Waitomo regardless of whether they are administered through a reserve concept plan or a reserve management plan. This section also provides additional policies for reserve types, or for individual reserves where necessary.

### Part Two – All Reserves

This section of the plan outlines what activities can be undertaken on all reserves regardless of whether they are administered through a reserve concept plan or a reserve management plan. The activities have been separated into three categories:

- Activities that are allowed on reserves without the need to seek approval from Council (allowed activities).
- Activities that require approval from Council (activities requiring authorisation).
- Activities that cannot be undertaken on a reserve (prohibited activities).

### Part Three - Individual Reserve Schedules

This section contains the legal descriptions and maps of each reserve managed by Council regardless of whether it is administered through a reserve concept plan or a reserve management plan. It also identifies significant reserve values (heritage, natural, cultural and any other values that are applicable to the reserve), the uses and planned outcomes for each individual reserve.

### Part Four – Appendices

This contains the appendices to the Plan:

- Appendix One – Definitions
- Appendix Two – Reserves Act Powers and Delegations
- Appendix Three – Statutory and Policy Context

# **PART ONE – GENERAL ADMINISTRATION**

## PART ONE – GENERAL ADMINISTRATION

### INTRODUCTION

This part of the plan provides information on how the Plan is to be administered, reviewed and amended. It also establishes the general objectives and policies that the plan is seeking to achieve.

Waitomo District Council will follow the processes for general administration of reserves in accordance with the "Reserves Act Guide" by Local Government New Zealand and the Department of Conservation (1999, updated June 2004) and any subsequent amendments.

### INTERPRETATION

Definitions of terms used commonly throughout this plan are provided in Appendix One.

### DELEGATION AND POLICY CONVENTIONS

Under the Act, decisions in respect of reserves are made either by the Minister of Conservation, or by Waitomo District Council via either:

- Independent powers conferred on it by the Act, or
- Powers delegated to it by the Minister under the Act.

All decisions made by Waitomo District Council must be consistent with the Act and the powers delegated by the Minister.

The latest delegations (including limitations) are included in Appendix Two.

### STATUTORY AND POLICY CONTEXT

The management of the district's reserves is influenced by a range of legislation, statutory and non-statutory policy documents.

Activities undertaken in accordance with this plan must therefore also be in accordance with any other relevant legal requirement of New Zealand law (e.g. the Resource Management Act 1991, the Building Act 2004, the Crimes Act 1961, the New Zealand Coastal Policy Statement 2010) and the Heritage New Zealand Pouhere Taonga Act 2014 and any archaeological authority.

Activities must also be in accordance with relevant District or Regional Plan requirements, Council Bylaws and the requirements of any approved resource consent. The policies in this plan do not repeat these compliance requirements.

Appendix Three outlines the legislative context for the plan.

### POLICY TERMINOLOGY

The objectives and policies in this plan recognise both the need to ensure that decisions are not predetermined by restricting the possibilities provided for in the legislation, and the constitutional role of the Minister and other decision-makers. It is intended that the policy framework in this plan provides decision-making guidance in accordance with the Act.



## PLAN MONITORING, REVIEW AND AMENDMENT

The Act requires Waitomo District Council to keep its reserve management plan under continuous review to adapt to changing circumstances or increased knowledge.

Once the Proposed Waitomo District Plan becomes operative, consequential amendments will be made to this plan removing references to the Operative Waitomo District Plan (2009), and to correct minor administrative errors.

## MANAGEMENT PLANNING

The plan is intended to:

- Enable Waitomo District Council to establish the desired mix of uses and values for each reserve or group of reserves; and
- Set in place a policy framework to guide day to day management; and
- Provide the community with certainty about the function and management of each reserve or group of reserves.

## THE POLICY FRAMEWORK

The objectives and policies in this section apply to all reserves in Waitomo regardless of whether they are administered through a reserve concept plan or a reserve management plan.

### OBJECTIVES

1. To preserve and protect the district's parks and reserves for the enjoyment of the general public and in consideration of the needs of future generations.
2. To encourage and facilitate the use of reserves for the welfare and enjoyment of the public.
3. To allocate land within the reserves for a variety of sporting, recreational, ~~ecological~~ and cultural activities having due regard to the public's right to freedom of entry and access to reserves, and the purpose for which the reserve is classified.
4. [To protect, restore and enable carrying out activities to enhance indigenous biodiversity values, ecological connections, and areas of ecological significance in the district's reserves.](#)
5. To have regard to the views of reserve users, reserve committees and the wider community.
6. To acknowledge the value to the community of both active and passive recreation activities on the district's reserves.
7. [To recognise the impacts of climate change on reserves and provide for climate change mitigation and adaptation activities on reserves where possible.](#)

### POLICIES

#### **Change to Agreed Uses of Reserves**

1. Council will ensure changes in authorised uses of reserves and reserve facilities are consistent with the purpose of the reserve and the reserve values are not adversely affected by any change.

#### **Changes to Reserves – Classification**

2. Reserves must be managed in accordance with the purpose for which they are held.

#### **Changes to Reserves – Tenure**

3. Land acquisition, boundary relocation, disposal or exchange mechanisms are utilised to improve the management of reserve values and/or public benefit and enjoyment.

#### **Encroachments**

4. Reserve values are not adversely affected, and public use and enjoyment of reserves is not prevented or restricted by unauthorised occupation or use of a reserve.
5. Historic encroachments on reserve land are formally and expediently resolved within legal constraints.

**Leases, Licences and Easements (including utilities)**

6. A lease, licence or easement will only be considered, and granted where it is appropriate and in accordance with the Act.

**Naming of Reserves**

7. The names of reserves in the Waitomo District shall reflect the location, natural, cultural and historic heritage associated with the particular reserve.

**Nuisance Trees or Vegetation**

8. Nuisance trees and vegetation shall be appropriately managed to ensure that damage is not caused to private property.

**Fencing**

9. The fencing of the reserves shall not preclude public pedestrian access. Where gates are locked to prevent the escape of stock, a stile must be provided. The responsibility for the containment of stock shall remain at all times with the owner of the stock.

This policy shall apply to fences between private property and Council reserves.

**Commercial Activities**

10. Where Council considers it appropriate and practicable, reserves shall be able to be used for commercial purposes.

**Heritage Management**

11. The use and enjoyment of reserves that contain scheduled sites and features are to be appropriately identified, protected and managed in accordance with the requirements of the Act, the District Plan, any approved resource consent and the Heritage New Zealand Pouhere Taonga Act 2014 and any archaeological authority.
12. The use and enjoyment of scheduled sites and features on reserves will be managed to:
  - (a) Enable their preservation; and
  - (b) Be in keeping with their assessed significance; and
  - (c) Provide opportunities for the public to understand and experience them.

**Natural Hazards**

13. Natural hazard risk assessment will be a key consideration in the location and construction of all facilities on reserves.
14. Information regarding natural hazards should be provided to enable people to assess and respond appropriately to the risks posed from the hazards that may occur on reserves.
15. If a natural hazard is identified on a reserve, public entry may be closed to the whole, or part of a reserve if the danger to people and/or property is considered imminent and cannot be reasonably avoided by other means.
16. In times of fire danger, reserves may be closed.

**Facility Maintenance**

17. Reserve values are preserved, and visitor amenity is enhanced through the appropriate maintenance of facilities.

18. Reserve users are required to take responsibility for their litter and waste.

#### **Use of Sports Infrastructure**

19. People of all ages and abilities are able to regularly play sports on sports infrastructure provided by the Council and other providers. People also enjoy recreation reserves and reserve facilities for their open space values, when not in active sports use. The use of a reserve for motorised sports is only allowed where nuisance effects can be avoided, remedied or mitigated.
20. Sports clubs and reserves with sports fields will be encouraged to share infrastructure where practicable, minimising the number of structures on reserves as much as possible.

#### **Buildings, Structures and Fixtures (Including Signs)**

21. Recreation and enjoyment of reserves is facilitated and supported through the provision of appropriate facilities.
22. Facilities are allowed on reserves for public recreation, educational and community services, consistent with the purpose of the reserve, and the planned outcomes for the reserve.
23. Structures, buildings, infrastructure and signs on reserves shall meet the needs of the approved use and users without adverse effects on the reserve, reserve values, reserve users and reserve neighbours.
24. Development of new facilities should:
- (a) Provide for disabled access where possible; and
  - (b) Consider crime prevention through environmental design; and
  - (c) Be in keeping with the character of the reserve; and
  - (d) Facilitate easy maintenance; and
  - (e) Minimise the potential for deterioration and vandalism of reserve structures, facilities and fixtures, through design, materials and location; and
  - (f) Avoid being located in a storm water overland flowpath, flood hazard area, or where they would be likely to adversely affect existing utilities.
25. Indoor sports clubs and other building occupiers will be encouraged to manage their premises in a way that prevents exclusive use where practical.

#### **Use and Storage of Hazardous Substances**

26. The risk of harm from the use of hazardous substances on reserves must be minimised as far as practicable.

#### **General Amenity and Sustainability**

27. Recreational enjoyment and the public benefits of reserves are enhanced through the provision of appropriate green infrastructure and development.
28. The loss of trees on reserves is to be minimised through active management and maintenance.
29. The landscape values of reserves are to be protected and enhanced.

#### **Woodlot Management**

30. Recreational enjoyment and the public benefits of reserves are enhanced through the appropriate management of woodlands.

31. The loss of woodlands on reserves is minimised through active management and maintenance.
32. The [ecological integrity, indigenous biodiversity values and](#) landscape values of reserves are enhanced through the protection of woodlands.

### Lighting

33. Safe and convenient, legitimate night-time reserve use is facilitated through the provision of appropriate lighting.

### Memorials and the Scattering of Ashes

34. Memorial planting and personal memorials are only appropriate where they enhance the natural character of a reserve and are suitable for the site in terms of design and the reserve values.
35. Reserves may only accommodate the scattering of ashes where approved in the Individual Reserve Schedule.

### Roads and Carparks

36. Roading and car parks are provided where vehicle access is appropriate in terms of reserve purposes and planned outcomes.
37. Car parks on reserves are for vehicles associated with legitimate or authorised use of the reserve.

### Tracks and Walkways

38. Walking, bridleway and cycling tracks must support the Council's wider policies seeking to increase active recreation, cycling and walking within Waitomo district, through improving the safety, convenience and extent and connectivity of networks.

### Public Access

39. People can enjoy and use the Waitomo District's reserves through the provision or authorisation of a range of recreational uses that protect the reserve's values and respect other reserve users and neighbours.
40. Access to reserves will generally be free of charge to the general public, except that:
  - (a) Waitomo District Council may charge for the use of facilities and services; and
  - (b) An authorisation may stipulate a charge for use of facilities or services, or entrance and/or car parking charges for a specified time.
41. Public access to and along the coast and the margins of water bodies will be promoted, protected and improved where practicable.
42. Shared walkways that are accessible to people with disabilities, should be provided where practicable.

43. Recreation will be:
- (a) Actively encouraged where this is the primary purpose of the reserve, and reflected in the planned outcomes for reserves; and
  - (b) Enabled in reserves where such activities are compatible with the reserve classification and the planned outcomes for reserves, including the provision of easy access for the appreciation and enjoyment of natural places; and
  - (c) Allowed, where adverse effects on reserves, reserve values, reserve users and neighbours, can be avoided, remedied or mitigated to an impact that is less than minor; and
  - (d) Discouraged or prevented, where they are incompatible with the reserve classification or the planned outcomes for reserves, are likely to damage the reserve, are dangerous or a nuisance to other reserve users; and
  - (e) Managed so that the risk of harm to others is reduced.

#### **Aircraft**

44. Lawful aircraft and helicopter take-off/landings are allowed on reserves where the adverse effects on reserve values, wildlife inhabiting the reserve, reserve users and reserve neighbours can be mitigated.

#### **Animals**

45. Ensure reserve values, users and neighbours are not adversely affected by animals.

#### **Commercial Filming**

46. Ensure that there are no adverse effects on reserve values from commercial filming.

#### **Temporary Events (Including Circuses and Fireworks Displays)**

47. Community use of the Waitomo district's reserves and facilities is maximised through events that are consistent with the purpose and classification of the reserve, protects reserve values, and is considerate of reserve users and neighbours.
48. Temporary commercial and private use of reserves for events occurs in ways that are equitable, consistent with the purpose and classification of the reserve, protects reserve values, and is considerate of reserve users and neighbours.
49. In the Individual Reserve Schedules in Part Three, Council has identified the events can be undertaken on specified reserves as Allowed Activities.

#### **Camping and Campervans**

50. Manage activities to ensure that there are no adverse effects on reserve values from camping.

### Signs, Information and Interpretation

51. Adverse visual effects from signs are minimised, while useful information for reserve users is maximised. In particular:
- (a) Reserve signs should provide users with clear advice on directions, regulations and other information; and
  - (b) Sign information, styles, and types should be consistent on reserve land throughout Waitomo; and
  - (c) Reserves should be kept free of signs that do not have a community or public purpose; and
  - (d) Signs should be confined to the minimum necessary for safety, for adequate directional or essential regulatory information, and for interpretation of unique sites.

### Temporary Events (Non-Commercial)

52. Provide for the protection of reserve values and the retention of open space while ensuring this is balanced with appropriate use and occupation of reserves.

### Civil Defence

53. Enable expedient, unfettered recovery and regeneration in the event of the declaration of a state of emergency by allowing for activities which contribute to the delivery of emergency services, protect human life and wellbeing and aid in recovery and rebuilding.

### Climate Change Mitigation and Adaptation

54. [The impacts of climate change on reserves, in particular those in the coastal environment and adjacent to waterways, are assessed and considered in the management of reserve spaces.](#)
55. [Climate change mitigation and adaptation activities are encouraged on reserves where possible.](#)

### Indigenous Biodiversity

56. [Promote positive indigenous biodiversity outcomes in the district's reserves by:](#)
- (a) [Ensuring, as far as possible, the protection of indigenous vegetation and habitats of indigenous fauna;](#)
  - (b) [Enabling, supporting and encouraging conservation, restoration and enhancement activities that benefit:](#)
    - i. [The habitat and ecological corridors of indigenous species, including around buffer areas;](#)
    - ii. [The health and wellbeing of the Waikato and Waipa River and its catchment;](#)
    - iii. [Indigenous vegetation cover; and](#)
    - iv. [Karst ecosystems, wetlands, dune ecosystems, estuaries and fragmented forests.](#)
  - (c) [Managing human activities and public access to avoid the degradation of indigenous biodiversity.](#)

# PART TWO – ALL RESERVES



## PART TWO – ALL RESERVES

This section of the plan outlines what activities can be undertaken on all reserves regardless of whether they are administered through a reserve concept plan or a reserve management plan. The activities have been separated into three categories:

- Activities that are allowed on reserves without the need to seek approval from Council (allowed activities).
- Activities that require approval from Council (activities requiring authorisation).
- Activities that cannot be undertaken on a reserve (prohibited activities).

### ALLOWED ACTIVITIES

Allowed activities listed in this section are able to be undertaken on a reserve without any formal authorisation by Council, subject to any relevant conditions being complied with.

Where Part Three lists allowed activities for individual reserves that are different to those listed in this part, then the individual reserve provisions prevail.

### ACTIVITIES REQUIRING AUTHORISATION

Specific approval from Council must be obtained before any activities requiring authorisation are able to take place on a reserve. Such activities require authorisation under the Reserves Act 1977. The process for authorisation is guided by the policy framework and the assessment criteria contained in this plan and approved (or declined) in accordance with both the Reserves Act 1977 and the Local Government Act 2002.

Where Part Three lists activities requiring authorisation for individual reserves that are different to those listed in this part, then the individual reserve provisions prevail.

Where authorisation is required, assessment criteria are provided which will guide Council's decision making in respect of the specific activity proposed.

### PROHIBITED ACTIVITIES

Any prohibited activities listed in this section must not be undertaken on a reserve unless Part Three lists the activity as allowed activity or an activity requiring authorisation. In that case, the individual reserve provisions prevail.

### ACTIVITIES NOT PROVIDED FOR IN THIS PLAN:

Where an activity is not provided for in this plan then the activity will default to consideration as an Activity Requiring Authorisation (which will require the approval of Council). If the activity cannot be authorised by Council, it is a Prohibited Activity (and cannot be undertaken on a reserve).

Where authorisation is required, assessment criteria are provided in Section 14 of Part Two (Buildings, Structures and Fixtures (Including Signs)), which will guide Council's decision making in respect of the activity proposed.

## LISTED ACTIVITIES

### 1. Changes to Agreed Uses of Reserves

#### Allowed Activities

- 1.1 Nil.

#### Activities Requiring Authorisation

- 1.2 A change in use of an existing facility or change in use of an activity that is the subject of an existing authorisation.

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policy 1;
- (b) Whether the effects of the change in use are the same or similar in character, intensity and scale to the existing use or activity; and
- (c) Whether the use is consistent with the purpose and classification of the reserve and protects reserve values.

### 2. Changes to Reserves – Classifications

#### Allowed Activities

- 2.1 Vesting of acquired reserves for a particular purpose complying with the conditions for allowed activities (a).
- 2.2 Review of classification of reserves complying with the conditions for allowed activities (a).

#### Conditions for Allowed Activities

- (a) The change of reserve classification for land to be acquired for a reserve OR for land having its reserve status reviewed:
  - (i) Provides appropriate protection and preservation; and/or
  - (ii) Provides for access and enjoyment by the public; and
  - (iii) Reflects the values of the reserve that are present; and
  - (iv) Enables specified places to achieve heritage or recreation outcomes in the future.

#### Activities Requiring Authorisation

- 2.3 Vesting of acquired reserves or review of classification of reserves failing to comply with the conditions for allowed activities (a).

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policy 2.

### 3. Changes to Reserves – Tenure

#### Allowed Activities

- 3.1 Land acquisition or exchange (including boundary changes) complying with the conditions for allowed activities (a).
- 3.2 Land disposal under the Section 24 Reserves Act 1977 revocation process complying with the conditions for allowed activities (b).

#### Conditions for Allowed Activities

- (a) Land acquisition or exchange must provide for the following as applicable:
  - (i) Protect and improve the attributes of any scheduled site or feature identified in the Waitomo District Plan; or
  - (ii) Improve the physical, ecological, recreational or landscape linkages between places; or
  - (iii) Secure or improve access to and along water bodies or the coast; or
  - (iv) Provide quality open space and recreation opportunities within walking distance of residential areas; or
  - (v) Provide enough sports fields to allow the Waitomo community to be active, healthy and engaged in sport on a regular basis; or
  - (vi) Improve recreational opportunities, or access to/use of under-utilised reserve areas; or
  - (vii) Be the most appropriate approach to addressing an historic encroachment; or
  - (viii) Secure practical walking access to or between reserves, water bodies or the coast; or
  - (ix) Provide access for maintenance of a water body or significant natural area.
- (b) Land disposal may be initiated when:
  - (i) The land no longer complies with its classified purpose or an alternative classification; or
  - (ii) The public benefit is better met by freeing the land from a reserve status; or

#### Activities Requiring Authorisation

- 3.3 Land acquisition or exchange failing to comply with the conditions for allowed activities (a).
- 3.4 Land disposal failing to comply with the conditions for allowed activities (b).
- 3.5 Land disposal where it is determined to be the most appropriate approach to addressing an historic encroachment.

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policy 3.

## 4. Encroachments

### Allowed Activities

- 4.1 Removal of encroachments complying with the conditions for allowed activities (a) to (c).

#### Conditions for Allowed Activities

- (a) Encroachments must be removed within a specified timeframe at the encroacher's expense; and
- (b) The encroachment may otherwise be removed by Council, at the encroacher's expense within a specified timeframe; and
- (c) If not incorporated into public property or required to be removed sooner, encroaching buildings or structures existing at the approval date for this Plan must not be extended and must be removed and not replaced as they reach the end of their useful life.

### Activities Requiring Authorisation

- 4.2 Removal of encroachments failing to comply with any condition for allowed activities (a) to (c).
- 4.3 Unauthorised encroachments.
- 4.4 Authorised encroachments - Applications may be made for an authorisation of an encroachment.

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policies 4 and 5;

AND

- (b) Unauthorised encroachments: Council will investigate all apparent unauthorised encroachments and their legality will be determined. Priority will be given to addressing encroachments which:
- (i) Present public safety issues; and/or
  - (ii) Impede public access; and/or
  - (iii) Adversely affect scheduled sites or features, natural character or ecological processes.
- Encroachments should be either:
- (iv) Removed; or
  - (v) Incorporated into the reserve as public property; or
  - (vi) Authorised as an occupation or use of reserve land for a finite period of time;

OR

- (c) Authorised encroachments:
- (i) An encroachment may be retained by the Council as a public facility, depending on its compatibility with the reserve classification and the planned outcomes for reserves.
  - (ii) All retrospectively authorised encroachments will be charged a ground rental at market rates.

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## 5. Leases, Licences and Easements (Including Utilities)

### Allowed Activities

- 5.1 Nil.

### Activities Requiring Authorisation

- 5.2 Leases, licences or easements.

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policy 6.

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## 6. Naming of Reserves

### Allowed Activities

- 6.1 Naming a reserve by the Council complying with the conditions for allowed activities (a) to (d).

#### Conditions for Allowed Activities

- (a) Official names for reserves will be established by Council after consultation with mana whenua, reserve users, reserve neighbours and any other identified affected and interested parties; and
- (b) The name of a reserve should reflect the relevance of the site, its history and use and the purpose for which it was reserved; or
- (c) Reserves may be named after deceased individuals if those people have made a significant contribution to the open space and recreational heritage of the Waitomo District. Preference will be given to naming areas within reserves; or
- (d) If the reserve does not have an official gazetted name, the reserve may be named after its location and purpose.

### Activities Requiring Authorisation

- 6.2 Naming a reserve failing to comply with any condition for allowed activities (a) to (d).

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policy 7.

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## 7. Nuisance Trees and Vegetation

### Allowed Activities

- 7.1 Trimming or removal of trees / vegetation by Council complying with condition (a).
- 7.2 Emergency trimming or removal of trees / vegetation by Council not complying with condition (a) where public safety is at immediate risk.

### Conditions for Allowed Activities

- (a) Where the area is a significant natural area, any activity must comply with the provisions in the Waitomo District Plan.

### Activities Requiring Authorisation

- 7.3 Trimming or removal of vegetation by persons other than the Council.
- 7.4 Trimming or removal of trees / vegetation by Council failing to comply with the conditions for allowed activities (a) – (except where provided for by Allowed Activity 7.2).

### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policies 8, 28, 29 and 30; and
- (b) Approval of any required resource consent required by the District and/or Regional Plan; and
- (c) Inspection of the trees / vegetation by a suitably qualified arborist to confirm whether there is any danger to private property; and
- (d) Trimming, pruning or clearance of native vegetation should be limited to the minimum necessary to ensure the effective functioning of reserve tracks, walkways and other existing facilities; and
- (e) [Flood management, flood protection and drainage works.](#)

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## 8. Fencing

### Allowed Activities

- 8.1 Fencing failing to comply with the conditions for allowed activities (a) to (c).

### Conditions for Allowed Activities

- (a) The fence is required to be a minimum of five (5) wire post and batten fence; and
- (b) Where the fence is electric a warning sign must be installed on the fence; and
- (c) Where gates are locked, a stile must be provided.

### Activities Requiring Authorisation

- 8.2 Fencing failing to comply with any condition for allowed activities (a) to (c).

### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policy 9.

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## 9. Commercial Activities

### Allowed Activities

- 9.1 Commercial activities including mobile food/beverage/retail complying with the conditions for allowed activities (a).

#### Conditions for Allowed Activities

- (a) The activity must be directly associated with and ancillary to a temporary event or commercial filming.

### Activities Requiring Authorisation

- 9.2 Mobile food and/or beverage vendor failing to comply with the conditions for allowed activities (a) - A licence for all commercial activities is required to ensure that vendors operate and locate appropriately.
- 9.3 All other commercial activities - A licence for all commercial activities is required to ensure that vendors operate and locate appropriately.

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policy 10; and
- (b) Approval of any required resource consent required by the District Plan; and
- (c) Effects on public access and recreational opportunities; and
- (d) Whether the scale, intensity and character of the activity is appropriate in the context of the reserve and the receiving environment; and
- (e) Parking, manoeuvring and access; safety and efficiency, including the provision of sufficient off-street parking and the effects of traffic generation.

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## 10. Heritage Management

### Allowed Activities

- 10.1 Activities complying with the provisions of the historical and cultural values section of the Waitomo District Plan or activities which have an approved resource consent in respect of a scheduled site or feature.

### Activities Requiring Authorisation

- 10.2 Activities which do not comply with 10.1.

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policies 11 and 12; and
- (b) Approval of any required resource consent.

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## 11. Natural Hazards

### Allowed Activities

11.1 Activities complying with the provisions of the hazards and risks section of the Waitomo District Plan or activities which have an approved resource consent in respect of a natural hazard.

[11.2 Activities relating to flood management, flood protection and drainage works occurring outside of the hazard areas identified in the Waitomo District Plan, undertaken by the Waitomo District Council or its contractor, the Waikato Regional Council or its contractor, or the Horizons Regional Council or its contractor.](#)

### Activities Requiring Authorisation

[11.3](#) Activities which do not comply with 11.1 [or 11.2.](#)

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policies 13 to 16; and
- (b) Approval of any required resource consent required by the District and/or Regional Plan.

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## 12. Facility Maintenance

### Allowed Activities

12.1 Use and management of facilities, including Council-owned park facilities complying with the conditions for allowed activities (a) and (b).

#### Conditions for Allowed Activities

- (a) All facilities must be maintained to ensure functionality, safety, cleanliness and amenity; and
- (b) Maintenance of facilities and amenities should use colour schemes and materials that blend with the reserve landscape where practical.

### Activities Requiring Authorisation

12.2 Use and management of facilities failing to comply with any condition for allowed activities (a) to (b).

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policies 17 and 18.

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## 13. Use of Sports Infrastructure

### Allowed Activities

13.1 Nil.



### Activities Requiring Authorisation

13.2 Use of sports infrastructure by organised sports codes and clubs.

13.3 Use of a reserve for motorised sport.

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policies 19 and 20; and
- (b) The user must be a club or organisation that has received approval from Council to use the facility.

## 14. Buildings, Structures and Fixtures (Including Signs)

### Allowed Activities

14.1 Construction (and alterations or extensions requiring a building consent) of buildings or other structures or fixtures or signs owned or undertaken by the Council or its contractor, complying with the conditions for allowed activities (a).

14.2 Temporary construction buildings may be erected and used where the building is used in conjunction with, and for the duration of construction work located either on the same site as the construction project, or on a site adjoining the construction project. Temporary construction buildings must be removed within one month of the project completion.

14.3 The erection of any sign complying with the conditions for allowed activities (a)

14.4 Construction (and alterations or extensions requiring a building consent) of Council-owned park facilities complying with the conditions for allowed activities (a).

#### Conditions for Allowed Activities

- (a) Compliance with the provisions of the Waitomo District Plan.

### Activities Requiring Authorisation

14.3 Construction (and alterations or extensions requiring a building consent) of buildings or other structures or fixtures owned or undertaken by people or organisations other than the Council or its contractor.

14.4 Construction (and alterations or extensions requiring a building consent) of buildings or other structures or fixtures owned or undertaken by the Council or its contractor, failing to comply with the conditions for allowed activities (a).

14.5 New infrastructure works.

14.6 Any sign failing to comply with the conditions for allowed activities (a).

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policies 21 to 25, 27 to 29 and 51; and
- (b) Approval of any resource consent required by the District and/or Regional Plan; and

- (c) The need for additional building or extensions or infrastructure, and whether or not the opportunities for joint use of the facilities has been investigated and provided for; and
- (d) Noise effects; and
- (e) Visual effects including bulk, scale and location of the building, structure, sign, fixture or infrastructure; and
- (f) Effects on the character and amenity values of the surrounding properties or adjacent road; and
- (g) Effects on the visual privacy of adjoining properties; and
- (h) The extent to which landscaping is able to mitigate potential effects; and
- (i) The potential for natural hazards to be created or exacerbated by the scale and location of the building, structure, fixture or infrastructure; and
- (j) Effects on public access and recreational opportunities; and
- (k) Parking, manoeuvring and access; safety and efficiency, including the provision of sufficient off-street parking and the effects of traffic generation.

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## 15. Use and Storage of Hazardous Substances

### Allowed Activities

- 15.1 Use and storage of hazardous substances by the Council or its contractor complying with the conditions for allowed activities (a).

#### Conditions for Allowed Activities

- (a) Compliance with the provisions of the Waitomo District Plan.

### Activities Requiring Authorisation

- 15.2 Use and storage of hazardous substances by persons other than the Council or its contractor.
- 15.3 Use and storage of hazardous substances by the Council failing to comply with the conditions for allowed activities (a)

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policy 26; and
- (b) Approval of any resource consent required by the District and/or Regional Plan; and
- (c) The use of hazardous chemicals on reserves will be minimised, through use of more environmentally friendly alternatives where practical and financially feasible; and
- (d) Where hazardous substances are to be used on reserves, the operation shall be undertaken in accordance with current best industry practice, the Health and Safety at Work Act 2015 and any associated regulations under this Act, the District and Regional Plan permitted activity standards or approved resource consent conditions.

## 16. Woodlot Management

### Allowed Activities

- 16.1 ~~Woodland~~ [Woodlot](#) Planting complying with the conditions for allowed activities (a) to (d).
- 16.2 Maintenance, pruning, trimming, or clearance of intrusive or obstructive (native or exotic) vegetation and pest control activities outside any significant natural area identified in the Waitomo District Council and complying with condition (e) that is undertaken by:
- (i) Waitomo District Council; or
  - (ii) A Waitomo District Council contractor;
  - (iii) [Waikato Regional Council](#);
  - (iv) [Waikato Regional Council contractor](#); or
  - (v) A volunteer group granted permission in writing by Waitomo District Council.
- 16.3 Maintenance, pruning, trimming, or clearance of intrusive or obstructive (native or exotic) vegetation and pest control activities within any significant natural area that is a permitted activity or for which resource consent has been approved pursuant to the Waitomo District Plan and is undertaken by:
- (i) Waitomo District Council; or
  - (ii) A Waitomo District Council contractor;
  - (iii) [Waikato Regional Council](#);
  - (iv) [Waikato Regional Council contractor](#); or
  - (v) A volunteer group granted permission in writing by Waitomo District Council.

### Conditions for Allowed Activities

- (a) Native plants should be used where practicable in restoration or amenity planting; and
  - (b) Other native or exotic vegetation species may only be introduced where these are most appropriate for:
    - (i) Restoration; or
    - (ii) Promoting the survival of native plants or animals; or
    - (iii) Where non-native or commercial garden varieties of New Zealand native plants are used, they must be selected and located so as to avoid future problems of unwanted regeneration and spread; and
    - (iv) Reflecting the positive features of existing plantings in the area and/or the character of the nearby landscape;
- AND
- (c) Vegetation planting (including replacement tree planting) should not be undertaken in close proximity to existing utility infrastructure, including underground pipes, overhead power lines and fibre optic cables or overland flow paths; and
  - (d) Planting at residential boundaries should favour low growing species to avoid future nuisance; and
  - (e) Clearance of native vegetation should be limited to the minimum necessary to ensure the effective functioning of reserve tracks, walkways and other existing facilities and utilities.

### Activities Requiring Authorisation

- 16.3 Woodland removal.
- 16.4 Any woodland planting failing to comply with any condition for allowed activities (a) to (d).
- 16.5 Any vegetation maintenance, pruning, trimming or clearance or pest control activities:
- (a) not complying with allowed activity condition (e); or
  - (b) not undertaken by Waitomo District Council, [Waikato Regional Council or approved its contractors](#) or a volunteer group approved by the Council; or
  - (c) Undertaken within a significant natural area where a resource consent is required by the District Plan but has not been obtained.

#### **Assessment Criteria for Activities Requiring Authorisation**

- (a) Achievement of Policies 30 to 32; and
- (b) Approval of any required resource consent.

## 17. Lighting

### **Allowed Activities**

- 17.1 Lighting complying with the conditions for allowed activities (a) to (b).

#### **Conditions for Allowed Activities**

- (a) Compliance with the provisions of the Waitomo District Plan light chapter; and
- (b) For floodlighting, compliance with the Waitomo District Plan Open Space Zone provisions for floodlighting - regardless of underlying zone.

### **Activities Requiring Authorisation**

- 17.2 Any lighting failing to comply with any condition for allowed activities (a) to (b).

#### **Assessment Criteria for Activities Requiring Authorisation**

- (a) Achievement of Policy 33; and
- (b) Approval of any required resource consent; and
- (c) Consideration of crime prevention through environmental design; and
- (d) Lighting should only be provided in reserves commonly used for active recreation at nighttime, such as sports fields, courts and skate parks.

## 18. Memorials and Scattering of Ashes

### **Allowed Activities**

- 18.1 Council plaques and memorial planting where undertaken by Waitomo District Council or its contractor or an approved volunteer organisation.

### **Activities Requiring Authorisation**

- 18.2 Private memorial planting and personal memorials.

#### **Assessment Criteria for Activities Requiring Authorisation**

- (a) Achievement of Policies 34 and 35; and
- (b) The location is considered appropriate by Waitomo District Council; and
- (c) Whether there is an adverse effect on the natural character of the reserve; and
- (d) Consideration of the cultural effects of scattering ashes; and
- (e) Whether the species of plant appropriate for the reserve.

#### Prohibited Activity

- 18.3 The scattering or placement of ashes from a cremation on any reserve.

### 19. Roads and Carparks

#### Allowed Activities

- 19.1 Construction of roads and carparks by Waitomo District Council complying with the provisions of the Waitomo District Plan transport chapter.
- 19.2 The use of roads and carparks complying with:
- (i) The provisions of the Waitomo District Plan transport chapter; and
  - (ii) The Waitomo District Council Land Transport Bylaw; and
  - (iii) The Waitomo District Council Freedom Camping Bylaw.

#### Activities Requiring Authorisation

- 19.3 Any activity failing to comply with 19.1 or 19.2

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policies 27 to 29 and 36 to 37; and
- (b) Approval of any required resource consent; and
- (c) Volume and scale of any earthworks and location of the carpark or road; and
- (d) The visual effects on the reserve and adjacent properties; and
- (e) Consideration of crime prevention through environmental design; and
- (f) Provision of lighting, landscaping and measures to protect pedestrian safety.

### 20. Tracks and Walkways

#### Allowed Activities

- 20.1 Construction and alterations to cycling tracks, bridleways and walkways by Waitomo District Council complying with the provisions of the Waitomo District Plan transport chapter.

#### Activities Requiring Authorisation

- 20.2 Any activity failing to comply with 20.1

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policies 27 to 29 and 38; and
- (b) Approval of any required resource consent; and
- (c) Volume and scale of any earthworks and location of the track ; and
- (d) The visual effects on the reserve and adjacent properties; and
- (e) Consideration of crime prevention through environmental design; and
- (f) Provision of lighting, landscaping and measures to protect pedestrian safety.

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## 21. Public Access

### Allowed Activities

- 21.1 A reserve (or part of a reserve) may be closed by the Council in conjunction with a requested use, as appropriate and in accordance with statutory requirements, for the protection and well-being of the reserve and for the protection and control of the public using it.
- 21.2 Single or seasonal use of sports fields, courts and parks (or parts thereof) by sports codes and clubs.
- 21.3 Non-commercial, exclusive use of a reserve for the purpose of particular games, sports or other activities or for public recreation or enjoyment.

### Activities Requiring Authorisation

- 21.4 The development of new recreational opportunities involving structures, commercial activities or exclusive use of a reserve (or part of a reserve).

### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policies 39 to 43; and
- (b) The location and scale of the activity; and
- (c) The extent and effect of the duration, hours of operation and frequency of the activity on the amenity values of surrounding properties; and
- (d) Whether information about the activity has been or is proposed to be provided to surrounding properties that may be affected by any adverse effects generated by the activity.
- (e) The visual and amenity effects on surrounding properties; and
- (f) The extent to which landscaping, or topography is able to mitigate potential effects; and
- (g) Effects on public access and recreational opportunities; and
- (h) Parking, manoeuvring and access; safety and efficiency, including the provision of sufficient off-street parking and the effects of traffic generation.
- (i) Noise effects.

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## 22. Aircraft

### Allowed Activities

- 22.1 The use of a reserve by any form of aircraft where this activity is listed within an Individual Reserve Schedule as an Allowed Activity.
- 22.2 Landing of aircraft by emergency services or other aircraft in the event of an emergency.
- 22.3 Remotely controlled aircraft complying with the conditions for allowed activities (a).

### Conditions for Allowed Activities

- (a) Compliance with the Waitomo District Council Use of Remotely Piloted Aircraft Systems (Drones) Policy.

#### Activities Requiring Authorisation

- 22.4 Any other use of a reserve by any form of aircraft for the purpose of landing or taking off not provided for as an Allowed Activity.

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policy 44; and
- (b) The location, frequency and scale of the activity; and
- (c) Compatibility with the purpose of the reserve; and
- (d) Impact on neighbouring property owners and wildlife inhabiting the reserve; and
- (e) Visual and amenity effects on the surrounding properties; and
- (f) Effects on public access and recreational opportunities; and
- (g) Parking, manoeuvring and access; safety and efficiency, including the provision of sufficient off-street parking and the effects of traffic generation; and
- (h) Noise effects; and
- (i) The time and duration of effects.

*Note: The provisions of 22. Aircraft do not apply to the Te Kuiti Aerodrome*

## 23. Animals

#### Allowed Activities

- 23.1 Assistance dogs on all reserves.
- 23.2 Dogs on reserves complying with the conditions for allowed activities (a).

#### Conditions for Allowed Activities

- (a) Dogs are permitted on reserves subject to the Waitomo District Dog Control Bylaw which identifies dog prohibited areas and off leash areas.

#### Activities Requiring Authorisation

- 23.3 Caged, contained or controlled animals in direct association with a Circus located on a reserve.
- 23.4 Any other animal not provided for as an Allowed Activity.

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policy 45; and
- (b) The location, frequency and scale of the activity; and
- (c) Compatibility with the purpose of the reserve; and
- (d) Impact on neighbouring property owners and wildlife inhabiting the reserve; and
- (e) Visual and amenity effects on the surrounding properties; and
- (f) Effects on public access and recreational opportunities; and
- (g) Parking, manoeuvring and access; safety and efficiency, including the provision of sufficient off-street parking and the effects of traffic generation; and
- (h) Noise effects; and
- (i) The time and duration of effects.

## 24. Commercial Filming

### Allowed Activities

24.1 Nil.

### Activities Requiring Authorisation

24.2 Commercial filming (also see the Waitomo District Plan temporary activities chapter).

#### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policy 46; and
- (b) The dates and times filming is proposed and how that relates to activities occurring in the surrounding environment; and
- (c) How parking will be managed; and
- (d) The access(es) to the site and whether there will be adequate sightlines; and
- (e) Effects on the safety and capacity of the surrounding road network for motor vehicles, pedestrians and cyclists; and
- (f) The location of the buildings and structures on the site; and
- (g) Any mitigation proposed in accordance with a best practicable option approach (e.g. site layout and design, how security will be managed; location of toilets, lighting and rubbish bins); and
- (h) Whether information about the activity has been or is proposed to be provided to surrounding properties that may be affected by any adverse effects generated by the activity; and
- (i) Impact on neighbouring property owners and wildlife inhabiting the reserve; and
- (j) Effects on public access and recreational opportunities; and
- (k) Noise effects.

## 25. Temporary Events (Commercial), Circuses and Fireworks Displays

### Allowed Activities

25.1 The use of a reserve for any commercial or private temporary event where this activity is listed within an Individual Reserve Schedule as an Allowed Activity AND it complies with the conditions for allowed activities (a).

#### Conditions for Allowed Activities

- (a) Compliance with the provisions of the Waitomo District Plan temporary activities chapter.

### Activities Requiring Authorisation

25.2 The use of a reserve for circuses and fireworks displays unless listed as an Allowed Activity or Prohibited Activity in the Individual Reserve Schedule.

25.3 The use of a reserve for any commercial or private temporary event (including a wedding ceremony) requiring temporary exclusive use of a reserve or part of a reserve unless listed as an Allowed Activity or Prohibited Activity in the Individual Reserve Schedule.



- 25.5 Any other event requiring temporary exclusive use of a reserve or part of a reserve not provided for by the above rules unless listed as an Allowed Activity or Prohibited Activity in the Individual Reserve Schedule. (see also Rule 27).

#### **Assessment Criteria for Activities Requiring Authorisation**

- (a) Achievement of Policy 47 to 49; and
- (b) Approval of any required resource consent; and
- (c) The location, frequency and scale of the activity; and
- (d) Compatibility with the purpose of the reserve; and
- (e) Impact on neighbouring property owners and wildlife inhabiting the reserve; and
- (f) Visual and amenity effects on the surrounding properties; and
- (g) Effects on public access and recreational opportunities; and
- (h) Parking, manoeuvring and access; safety and efficiency, including the provision of sufficient off-street parking and the effects of traffic generation; and
- (i) Noise effects; and
- (j) The time and duration of effects.

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## 26. Camping and Campervans

### **Allowed Activities**

- 26.1 Camping use of a reserve or part of a reserve on a reserve where it is an approved site in the Freedom Camping Bylaw and/or listed within an Individual Reserve Schedule as an Allowed Activity.

### **Activities Requiring Authorisation**

- 26.2 Camping use of a reserve or part of a reserve on a reserve where it is not an approved site in the Freedom Camping Bylaw and/or unless listed as an Allowed Activity or Prohibited Activity in the Individual Reserve Schedule.

#### **Assessment Criteria for Activities Requiring Authorisation**

- (a) Achievement of Policy 50.
- (b) The location, frequency and scale of the activity; and
- (c) Compatibility with the purpose of the reserve; and
- (d) Impact on neighbouring property owners and wildlife inhabiting the reserve; and
- (e) Visual and amenity effects on the surrounding properties; and
- (f) Effects on public access and recreational opportunities; and
- (g) Parking, manoeuvring and access; safety and efficiency, including the provision of sufficient off-street parking and the effects of traffic generation; and
- (h) Noise effects; and
- (i) The time and duration of effects.

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## 27. Temporary Events (Non-Commercial)

### Allowed Activities

- 27.1 The exclusive use of a reserve or part of a reserve for non-commercial purposes by any community body, society, or voluntary organisation for the purpose of particular games, sports, or other activities or for fundraising, public recreation or enjoyment, AND it complies with the conditions for allowed activities (a).
- 27.2 Temporary exclusive use of a reserve or part of a reserve for temporary military training activities or emergency management activities AND it complies with the conditions for allowed activities (a).

### Conditions for Allowed Activities

- (a) Compliance with the provisions of the Waitomo District Plan temporary activities chapter.

### Activities Requiring Authorisation

- 27.3 Any activity failing to comply with 27.1 or 27.2.

### Assessment Criteria for Activities Requiring Authorisation

- (a) Achievement of Policy 52; and
- (b) Approval of any required resource consent; and
- (c) The location, frequency and scale of the activity; and
- (d) Compatibility with the purpose of the reserve; and
- (e) Impact on neighbouring property owners and wildlife inhabiting the reserve; and
- (f) Visual and amenity effects on the surrounding properties; and
- (g) Effects on public access and recreational opportunities; and
- (h) Parking, manoeuvring and access; safety and efficiency, including the provision of sufficient off-street parking and the effects of traffic generation; and
- (i) Noise effects; and
- (j) The time and duration of effects.

## 28. Civil Defence

### Allowed Activities

- 28.1 In the event of the declaration of a state of local or national emergency which results in a period of significant recovery and rebuilding, the following activities are allowed where approved by WDC:
- (a) Temporary emergency housing including the erection of or use of buildings, motorhomes, caravans and tents as required for short or long term overnight accommodation; and
- (b) Temporary community, healthcare and educational facilities and hospitals; and
- (c) The rerouting or establishment of lifeline infrastructure; and
- (d) The use of any facility, building or structure in a way that minimises the escalation of the consequences of the disaster.

### Activities Requiring Authorisation

28.2 Any activity failing to comply with 28.1

**Assessment Criteria for Activities Requiring Authorisation**

- (a) Achievement of Policy 53; and
- (b) Approval of any required resource consent.

29. Restoration and conservation activities

**Allowed Activities**

29.1 Any activities involving the preservation, protection and restoration of indigenous habitat, flora and fauna that fundamentally benefits ecological integrity and indigenous biodiversity and safeguards it for future generations, that is undertaken by the Waitomo District Council, the Waikato Regional Council, the Horizons Regional Council or their approved contractors. This includes but is not limited to:

- (a) Pest control activities and the establishment, maintenance and upgrading of activities involved with pest control;
- (b) Conservation planting;
- (c) Stock exclusion;
- (d) Restoration of wetlands and the margins of water bodies;
- (e) Research and monitoring; and
- (f) The establishment, maintenance or upgrading of accessways for conservation purposes.

**Activities Requiring Authorisation**

29.2 Any activity failing to comply with 29.1

**Assessment Criteria for Activities Requiring Authorisation**

- (a) Achievement of Policy 56; and
- (b) Approval of any required resource consent.

# **PART THREE – INDIVIDUAL RESERVES SCHEDULE**

## ARIA LOCAL PURPOSE RESERVE

### Location

Aria Road, Aria

### Primary Purpose of the Reserve

Recreation reserve, public toilets

### Information

#### **Legal Description**

Section 9, 10 Block 1 TN  
OF Aria TN117/229

#### **Parcel Area (Ha)**

1301 m<sup>2</sup>

#### **Town**

Aria

#### **District Plan Zone**

Open Space Zone<sup>1</sup>

#### **Lease or Licences**

Nil



<sup>1</sup> The site(s) is in the Residential Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

1. Passive recreation.

#### **Other Values and Information**

This reserve is held in two land parcels which share a Record of Title (TN117/229), owned by Waitomo District Council. The details of these Gazette Notices are as follows:

- Recreation Reserve New Zealand Gazette (1986, page 5313)
- Local Purpose Reserve (Site for Rest Rooms) New Zealand Gazette (1986, page 5313)

#### **Outcomes Sought**

1. Continue to use site for public toilets.
2. Develop the area for passive recreation and support community aspirations for the site.

#### **Activities provided for on this reserve:**

None

## AWAKINO SANDSPIT RESERVE

### Location

Awakino

### Primary Purpose of the Reserve

Recreation reserve

### Information

#### **Legal Description**

Section 14 Block VII  
Awakino North SD

#### **Parcel Area (Ha)**

14.9734

#### **Town**

Awakino

#### **District Plan Zone**

Natural Open Space Zone<sup>2</sup>

#### **Lease or Licences**

Nil



### Values & Outcomes

#### **Heritage Values**

Two archaeological sites.

#### **Natural Values**

This reserve is also a significant natural area.

#### **Recreational Values**

1. Passive recreation.

#### **Other Values and Information**

The property is a Gazetted Recreation Reserve (1982, page 723).

#### **Outcomes Sought**

1. Passive recreation and walking.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Passive and active recreation.

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>2</sup> The site(s) is in the Rural Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

## BENNEYDALE HALL RESERVE

### Location

12 Maniaiti Road, Maniaiti/Benneydale

### Primary Purpose of the Reserve

Public Hall, Library and recreation

### Information

#### **Legal Description**

Section 24 Block X Mapara SD

Section 116 Block X

Mapara SD

#### **Parcel Area (Ha)**

2435m<sup>2</sup>

#### **Town**

Maniaiti/Benneydale

#### **District Plan Zone**

Open Space Zone<sup>3</sup>

#### **Lease or Licences**

Leased

### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

1. Public Hall;
2. Library; and
3. Recreation.

#### **Other Values and Information**

The property is a Gazetted Local Purpose that is administered by Waitomo District Council (Public Hall) Reserve (2015, page 2577).

#### **Outcomes Sought**

1. Continuation of use for the community purposes including the operation of a local library.

#### **Activities provided for on this reserve:**

Allowed Activities:

- The use of a reserve for any commercial or private temporary event (including a wedding ceremony) requiring temporary exclusive use of a reserve or part of a reserve subject to compliance with the Waitomo District Plan Temporary Activities Chapter.
- Community library and museum.
- Active and passive recreation.

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*



<sup>3</sup> The site(s) is in the Residential Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

## BODDIES TERRACE LOCAL PURPOSE RESERVE

### Location

Boddies Terrace, Te Kuiti

### Primary Purpose of the Reserve

Local Purpose (Amenity) reserve

### Information

<b>Legal Description</b>	PT Lot 8 DPS 14676, Lot 2 DPS 27729 SA13A/497
<b>Parcel Area (Ha)</b>	3746 m <sup>2</sup>
<b>Town</b>	Te Kuiti
<b>District Plan Zone</b>	Open Space Zone <sup>4</sup>
<b>Lease or Licences</b>	Nil



<sup>4</sup> The site(s) is in the Conservation and Residential Zone and located in Hazard Area B of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

1. Passive recreation.

#### **Other Values and Information**

This reserve is held in two land parcels. One parcel has a Record of Title (SA13A/497) owned by Waitomo District Council. The remaining land parcel is a Local Purpose Reserve (Amenity) Vested on DPS 27729.

It is noted that Record of Title SA13A/497 is not a gazetted recreation reserve. In order to ensure continuity of the management of the reserve, this parcel will be considered as part of the reserve, and this plan shall apply to this parcel as a reserve concept plan.

#### **Outcomes Sought**

1. Passive recreation and walking.
2. Continue to preserve the indigenous species on the property

#### **Activities provided for on this reserve:**

Allowed Activities:

- Passive recreation;

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*



## BROOK PARK – MOTAKIORA

### Location

Te Kumi Road, Te Kuiti (State Highway 3)

### Primary Purpose of the Reserve

Sport, recreation, pastoral grazing and public events

### Information

<b>Legal Description</b>	Lot 45 DP 389272 (CFR: 356991); Section 61 Block XV Orahiri Survey District; Part Pukenui 2T3 Block; <del>Lot 46 DP 389272 (CFR: 356992)</del>
<b>Parcel Area (Ha)</b>	52.9241 hectares
<b>Town</b>	Te Kuiti
<b>District Plan Zone</b>	Open Space Zone <sup>5</sup>
<b>Lease or Licences</b>	Leased



<sup>5</sup>The site(s) is in the Conservation and Residential Zones of the Operative Waitomo District Plan (2009) and is located in Hazard Area A and B. Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### **Outcomes Sought**

The main outcomes sought for Brook Park – Motkiora are:

- Pastoral grazing;
- Sport;
- Active and passive recreation; and
- Community events.

In addition to the current uses above, a Concept Plan has been developed for Brook Park – Motakiora, which has identified some new features and uses for the park going into the future. These include:

- A community gathering area, car park (connecting to the existing sealed car park), playground and covered interpretive display area;
- An extension of the existing track network to link up with the Te Araroa trail;
- A mountain biking track located within the Somerville Memorial Grove;
- Restoration and revegetation of the original farm ponds;
- The inclusion of site appropriate artwork within the park;
- Outdoor exercise equipment; and

- Amphitheatre.

**Activities provided for on this reserve:**

Allowed Activities:

- The use of a reserve for any commercial or private temporary event (including a wedding ceremony) requiring temporary exclusive use of a reserve or part of a reserve subject to compliance with the Waitomo District Plan Temporary Activities Chapter.
- Pastoral grazing.
- Active and passive recreation.
- Firework displays.
- Disc golf.
- Woodlots.
- Pastoral grazing.
- Memorial plaques within the memorial garden.

Activities Requiring Authorisation:

- For additional activities requiring authorisation refer to Part Two of this Reserve Management Plan.

Prohibited Activities:

- Refer to Part Two of this Reserve Management Plan.

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

## Values & Outcomes

### **Heritage Values**

Brook Park – Motakiora has a considerable value to both Māori and Europeans in Te Kūiti. Brook Park – Motakiora contains a Significant Archaeological Site, which is notated in the Operative Waitomo District Plan, as Eketone Street Pa with pits (reference number 209 CD)<sup>6</sup>.

### Māori History

Located on the northwestern high point of the reserve is the site of what was the fortified Māori Pa known as Motakiora. It was constructed probably sometime in the 17th century, by Rora, a son of Maniapoto. Mōtakiora hill is a site of cultural and historical significance to Ngāti Maniapoto and in particular, to the Ngāti Rōrā hapū due to its association with the death of their eponymous ancestor, Rōrā. Rōrā was the child of Maniapoto and Pāparauwhare, and Mōtakiora was the name of his pā on the hill which was situated above a plain called Tokipuhuki to the north of Te Kūiti.

Rōrā lived at Mōtakiora with his wife Kuramōnehu from Mōkau and his son Tutaimaro who was a child from his marriage to Kuranui. Kuranui had died leaving Rōrā a widower. Rōrā and Kuramōnehu's marriage was not without difficulty, and she decided to visit her parents at Mōkau. She returned after some time with a large party. Among the party was a man by the name of Tuatini who was by all accounts very handsome. He belonged to the Ngāti Tama people. Rōrā noticed that his wife was somewhat attentive towards Tuatini and became jealous when she laid the best food before him. They quarrelled, and during the argument, Kuramōnehu revealed an affair with Tuatini. The following morning, as the people were rising, Rōrā went and stood in front of Tuatini, took hold of his head and killed him in front of everyone. Tuatini's people were shocked and left the pa. They went to Pāoneone which is not too distant and erected the pā Tihimānuka. Later, a war party was dispatched and attacked Mōtakiora in stealth, taking Rōrā in his sleep and killing him. Maniapoto quickly heard

of his son's death. He roused his war party and encircled Mōtakiora that night. Rōrā killers had remained in the pā and were unaware of Maniapoto's presence.

The next morning as the people were preparing to eat, Maniapoto with his son Tūwhakahekeao attacked the pā, surprising its occupants. The pā was taken, but eventually, a truce was made as Maniapoto had discovered that Tūtaimārō had not been killed along with his father.

Maniapoto also recognised that there was some justification in Rōrā's killing. Since this event, the site of Mōtakiora pā has been regarded as a wāhi tapu for the descendants of Rōrā and Ngāti Maniapoto. Furthermore, the hill generally is revered by Ngāti Rōrā and is a significant geographical marker for their tribal identity.

#### European History

Brook Park was part of a 62 hectare (153 acre) property purchased by Mr Colin S. Brook in the 1930's and farmed by him in an innovative and imaginative way for many years.

An article in the N.Z. Journal of Agriculture on 15th June 1939 gave Mr Brook's experience in the use of electric fencing for sheep and there is no doubt he was one of the very first sheep farmers to use this method for he built 280 chains of 3 wire fencing. Many of those old standards can still be found in Brook Park. During the war Mr Brook had the opportunity to make a careful study of the use of trees in Italy which proved to be a turning point in his thinking. There he saw whole valleys that from a distance appeared to be forested with trees but under this canopy were grown the crops and vines that for hundreds of years had formed the basis of Italian agriculture.

These trees also formed a protective cover over the soil and prevented evaporation and stopped all flooding and soil erosion.

Mr Brook who had become converted to "Two Tier" agriculture returned home to find that the removal of gorse and blackberry had created a real problem of flooding and soil erosion in his small property and he did something about it in a practical way. He constructed the first flood protection dams in the country and with many of these, and diversion tile drains from one catchment to another, he completely controlled the runoff from his property. Where once the water ran off in six hours, it now took six days for the dams to empty.

The maximum flow from 153 acres was safely contained within a 150mm (six inch) outlet tile and an eroding gully across an area of flat that was filled in. For stability, Mr Brook planted trees to such effect that an article about his property by Ronald Vine in the N.Z. Farmer on 7th June 1951 was headed, "An Umbrella for the face of the Earth".

The production off this farm was outstanding and refuted any argument that the practices which Mr Brook followed were uneconomic. He was an excellent grassland farm and farm forester and this small farm was one of the most outstanding examples of conservation farming in New Zealand. The incredible thing about it was that it was the first.

Special mention must be made of the input of Mr John Albert Taylor to the development of Brook Park. In 1936 Mr Taylor accepted a position as Farm Manager to Mr Colin Brook, carrying out the tree planting programmes and working the property to ensure the farming venture was successful. Mr Taylor lived in a small farm cottage provided by Mr Brook on Hospital Road Extension.

#### **Mana Whenua Values**

This area is waahi taonga. Part of the reserve is associated with important events in tribal history and narratives. The area was valued for its proximity to significant resources and may contain sensitive physical and/or metaphysical features.

#### **Natural Values**

##### Geology

In Te Kuiti, rolling hills slope up to sandstone or ignimbrite bluffs to the east and west. Overlying limestone and forming the bulk of the western slopes, together with substantial areas on the eastern hillside, is a sequence of

blue-grey calcareous mudstones. The dominant clay material is montmorillonite, averaging 55%, but up to 80%. This high content of swelling clays has resulted in the mudstone having notoriously unstable slope characteristics with earth flow erosion, often on a large scale. Short steep slopes are common, frequently with benches above and below forming pronounced terraces, especially on the western slopes. Longer slopes characterised by a broken hummocky surface are also typical of the western mudstone area.

In their lower parts the hummocky slopes tend to become gentler and broad, relatively stable rolling spurs are common. As a consequence of the underlying geology of Brook Park, some of the park has been identified in the Operative Waitomo District Plan as Hazard Area A and Hazard Area B. The Hazard Area Overlay means the land is, or has the potential to be susceptible to instability.

## Flora

### *Arboretum*

A significant and notable feature of Brook Park is its collection of tree species. There is a wide range of trees present, many of which have their origin during the time the area was run as a farm by Colin Brook. However many hundreds of other trees have been planted since, both exotic and native. A complete tree register has yet to be completed.

Common trees used include maple, chestnut, alder, birch, cedar, gum, elm, ash, plane, poplar, oak, and cherry. There are many less common trees also, providing plenty of horticultural interest for tree and plant enthusiasts.

### *Woodlots*

Brook Park contains three woodlots – pine, gum and black walnut. The pine plantation, located in the south west corner of the park, was planted in 1984. Like the other woodlots, it is small in size (0.8 to 1.0 hectares). Pruning activities have been undertaken on these trees to enhance their value. These trees are now nearing harvest date.

The black walnut wood lot is on the western boundary of the park, north of the pine woodlot. This woodlot was also established in 1984. The gum plantation is just east of, and between the pine and black walnut woodlots. It was established in 1985. However it was badly damaged by goats during its early establishment, and subsequently was abandoned.

### *Native bush*

There are three small stands of native bush in Brook Park. An area of bush exists between the pine and black walnut woodlots on the west boundary. Small patches of bush also cling to the steeper sides of Ben Lomond. A third stand of bush lies adjacent to the Somerville Memorial, on the North boundary.

### *Blackman Conifer Collection*

In recent years the tree collection has been augmented by the Barry Blackman collection of conifers. Mr Blackman donated his collection of approximately 300 plants, which were transplanted from his property in Cambridge, and from Redwood Park in Te Kuiti, to Brook Park, in the autumn of 2007. The plantings have been undertaken to permit future additions to, and expansions of, the collection.

## **Recreational Values**

### Walking

The topography, views, and botanical interest make Brook Park an excellent place to go for a walk. Its closeness to Te Kuiti also encourages its use for walking. A basic network of tracks exists in the park to allow short easy walks, to moderately long and strenuous walks. A coloured post marking system is used in the park.

### Community Events

The Hillview (Nursing Home) Guy Fawkes event is held in the park each year. It attracts around 2-300 people, who have come to see the fireworks display, bonfire, and associated food stalls and entertainments. Brook Park also hosts other informal events and gatherings throughout the year.

Disc Golf

A 23 basket disc golf course has been established for public use.

Orienteering & Cross Country

A permanent orienteering trail exists within the park. The park is also used by schools to hold cross-country events.

**Other Values and Information**

Brook Park comprises 4 separate land tenure areas. These are are:

- Recreation Reserve Part Pukenui 2T3 (1980, page 3822)
- Recreation Reserve Section 61 Block XV Orahiri SD (1982, page 187)
- Record of Title 356991 (fee simple)
- Record of Title SA50A/295 (fee simple)

The Recreation Reserve Part Pukenui 2T3 (NZ Gazette 1980 p 3822) (the 'upper portion' of the Reserve) was originally acquired from the CS Brook estate in 1977 by the Waitomo District Council for \$30,000. At various stages between 1976 and 1979 the Council approached the Crown seeking a contribution towards the purchase of the property for use as a reserve.

In 1979 the Commissioner of Crown Lands advised the Council that the sum of \$10,000 had been set aside as the Crown's contribution towards the purchase but that the availability of the funds was subject to the land being transferred to the Crown with a subsequent vesting in the Council, in trust. The Commissioner advised that this process was necessary to ensure that if the reservation was ever revoked, the Crown would be able to recover its contribution towards the purchase from the proceeds of disposal. A resolution agreeing to this was passed by the Waitomo District Council on 13 November 1989. The land is currently held and administered by the Waitomo District Council as a Recreation Reserve under the Reserves Act 1977.

In February 1980, the land was transferred to the Crown as Crown Land subject to the Land Act 1948. It was subsequently set aside as a reserve for recreation purposes and vested in the Waitomo District Council, in trust, for the same purpose. The land is currently held and administered by the Waitomo District Council as a Recreation Reserve under the Reserves Act 1977.

The Recreation Reserve Section 61 Block XV Orahiri SD (NZ Gazette 1982 p 187) (the 'middle' portion) was formally railway land and was classified in 1982 and declared to form part of the Brook Park Recreation Reserve to be administered for recreation purposes; after being gifted to Council by the Crown. This land was originally acquired under the Public Works Act 1908 by Proclamation 5129 for the use, convenience and enjoyment of the North Island Main Trunk Railway.

The two fee simple Records of Title (356991 and SA50A/295) that are not gazetted as recreation reserves. However, in order to ensure continuity of the management of the reserve, these parcels will be considered as part of the reserve, and this plan shall apply to these parcels as a reserve concept plan.

Currently, there is a Memorandum of Understanding between Council and the Brook Park Incorporated Society for the management and maintenance of the reserve.

## CENTENNIAL PARK

### Location

Ngarongo, Park and William Streets and Te Kuiti Road

### Primary Purpose of the Reserve

Sports and recreation

### Information

#### **Legal Description**

Part Te Kuiti 2B1Q2 Block (SA300/13).  
Section 7 Block IV Otakeke SD.  
Closed Road Survey Office Plan 29814.  
Te Kuiti 2B1J1 Block (SA197/65).  
Part Section 8 Block IV Otakeke SD.

#### **Parcel Area (Ha)**

7.9894 hectares

#### **Town**

Te Kuiti

#### **District Plan Zone**

Open Space Zone<sup>7</sup>

#### **Lease or Licences**

Licence over a portion of the reserve.



### Values & Outcomes

#### **Heritage Values**

No known heritage value.

#### **Natural Values**

No known natural values.

#### **Recreational Values**

1. Field and court sports;
2. Squash courts;
3. BMX biking track; and
4. Walking.

#### **Other Values and Information**

This reserve is held in five land parcels. Two of the land parcels are fee simple Records of Title (SA300/13 and SA197/65) owned by Waitomo District Council. The remaining three land parcels are gazetted as recreation reserves. The details of these Gazette Notices are as follows:

- Recreation Reserve [Te Kuiti Domain] 1951, page 5.
- Recreation Reserve [Te Kuiti Domain] 1981, page 25.

It is noted that Record of Title SA197/65 is not a gazetted recreation reserve. In order to ensure continuity of the management of the reserve, this parcel will be considered as part of the reserve, and this plan shall apply to these parcels as a reserve concept plan.

#### **Outcomes Sought**

1. Continue to encourage active sports, recreation and children's play, through the provision of sports fields, hard courts, squash courts, BMX track facility and ancillary facilities that support play spaces. Maintain the amenity landscape.
2. Maintain recreational walking and cycling connections.
3. Allow for a range of community and private events on the reserve.

#### **Activities provided for on this reserve:**

- The use of a reserve for any commercial or private temporary event (including a wedding ceremony) requiring temporary exclusive use of a reserve or part of a reserve subject to compliance with the Waitomo District Plan Temporary Activities Chapter.
- Active and Passive recreation.

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

*<sup>6</sup> The site(s) is in the Conservation Zones of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.*

## GEORGETTI STREET RECREATION RESERVE

### Location

Georgetti Street, Maniaiti/Benneydale

### Primary Purpose of the Reserve

Playground and recreation

### Information

<b>Legal Description</b>	Section 27 Block X Mapara SD
<b>Parcel Area (Ha)</b>	8051m <sup>2</sup>
<b>Town</b>	Maniaiti/Benneydale
<b>District Plan Zone</b>	Open Space Zone <sup>8</sup>
<b>Lease or Licences</b>	Nil



<sup>7</sup> The site(s) is in the Conservation Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values.

#### **Natural Values**

No known natural values.

#### **Recreational Values**

1. Playground;
2. Walking; and
3. Passive recreation.

#### **Other Values and Information**

The property is a Gazetted Recreation Reserve (1983, page 2665).

#### **Outcomes Sought**

1. Playground and recreation

#### **Activities provided for on this reserve:**

Allowed Activities:

- Active and passive recreation.

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*



## HOSPITAL ROAD ACCESSWAY RECREATIONAL RESERVE

### Location

30 Hospital Road, Te Kuiti

### Primary Purpose of the Reserve

Passive recreation

### Information

<b>Legal Description</b>	Lot 39 DP 400517
<b>Parcel Area (Ha)</b>	2137m <sup>2</sup>
<b>Town</b>	Te Kuiti
<b>District Plan Zone</b>	Open Space Zone <sup>9</sup>
<b>Lease or Licences</b>	Nil

### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

1. Passive and active recreation; and
2. Walking.

#### **Other Values and Information**

The property is held in one fee simple Record of Title (400476) and is a Recreation Reserve Administered by the Waitomo District Council.

#### **Outcomes Sought**

1. Passive recreation and walking.



#### **Activities provided for on this reserve:**

##### Allowed Activities:

- Passive and active recreation;
- Footpath maintenance;

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>8</sup> The site(s) is in the Residential Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

## JULIAN STREET LOCAL PURPOSE RESERVE

### Location

Julian Street, Te Kuiti

### Primary Purpose of the Reserve

Local Purpose (Amenity) reserve

### Information

<b>Legal Description</b>	Lot 4 DPS 27729
<b>Parcel Area (Ha)</b>	1592 m <sup>2</sup>
<b>Town</b>	Te Kuiti
<b>District Plan Zone</b>	Open Space Zone <sup>10</sup>
<b>Lease or Licences</b>	Nil



### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

- Passive recreation.

#### **Other Values and Information**

The property is a Local Purpose Reserve (Amenity) Vested on DPS 27729.

#### **Outcomes Sought**

1. Passive recreation and walking.
2. Continue to preserve the indigenous species on the property.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Passive recreation;

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>9</sup> The site(s) is in the Residential Zone and located in Hazard Area B of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

## KARA PARK

### Location

State Highway 3, Piopio

### Primary Purpose of the Reserve

Open space, playground, public toilets

### Information

<b>Legal Description</b>	Lot 3 DPS 85737, Lot 3 DPS 8214, Lot 1 DPS 30451 SA67D/570, SA32B/671
<b>Parcel Area (Ha)</b>	4612m <sup>2</sup>
<b>Town</b>	Piopio
<b>District Plan Zone</b>	Open Space Zone <sup>11</sup>
<b>Lease or Licences</b>	Nil



<sup>10</sup> The site(s) is in the Conservation Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

1. Playground; and
2. Passive recreation.

#### **Other Values and Information**

The property is fee simple land, not a gazetted recreation reserve. In order to ensure continuity of the management of the reserve, this plan shall apply to these parcels as a reserve concept plan.

#### **Outcomes Sought**

1. Continue to use site for public toilets.
2. Use the area as a playground and for passive recreation and support community aspirations for the site.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Active and passive recreation;

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

## MAHOENUI QUARRY RESERVE

### Location

State Highway 3, Mahoenui

### Primary Purpose of the Reserve

Pastoral grazing

### Information

<b>Legal Description</b>	Part Puketiti 2B2D Block
<b>Parcel Area (Ha)</b>	2,514m <sup>2</sup>
<b>Town</b>	Mahoenui
<b>District Plan Zone</b>	General rural zone <sup>12</sup>
<b>Lease or Licences</b>	Nil



<sup>11</sup> The site(s) is in the Rural Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values.

#### **Natural Values**

There is a Karst Overlay that extends over the site (E 30 – Marmont's).

#### **Recreational Values**

No known recreational value.

#### **Other Values and Information**

The property is a gazetted Quarry Reserve administered by the Waitomo District Council (1948 page 296).

#### **Outcomes Sought**

1. Continue to allow the reserve to be grazed.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Pastoral grazing;

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

## MAIROA SCENIC RESERVE

### Location

Pungarehu Road, Mairoa

### Primary Purpose of the Reserve

Native Bush

### Information

<b>Legal Description</b>	LOT 1 DPS 29589 BLK VIII (SA27B/1265)
<b>Parcel Area (Ha)</b>	2.78
<b>Town</b>	Mairoa
<b>District Plan Zone</b>	General rural zone <sup>13</sup>
<b>Lease or Licences</b>	Nil



<sup>12</sup> The site(s) is in the Rural Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values.

#### **Natural Values**

The reserve is classified as a Significant Natural Area.

#### **Recreational Values**

No known recreational values.

#### **Other Values and Information**

The property is held in a fee simple Record of Title (SA27B/1265) owned by Waitomo District Council.

The property is not a gazetted scenic reserve. In order to ensure continuity of the management of the reserve, this plan shall apply to these parcels as a reserve concept plan.

#### **Outcomes Sought**

1. Continue to preserve the significant natural area located on the property.

#### **Activities provided for on this reserve:**

None

## MANIAITI/BENNEYDALE DOMAIN

### Location

Mine Road, Maniaiti/Benneydale

### Primary Purpose of the Reserve

Sports and recreation

### Information

<b>Legal Description</b>	Section 26 Block X Mapara SD
<b>Parcel Area (Ha)</b>	2.4534 hectares
<b>Town</b>	Maniaiti/Benneydale
<b>District Plan Zone</b>	Open Space Zone <sup>14</sup>
<b>Lease or Licences</b>	Nil



### Values & Outcomes

#### **Heritage Values**

No known heritage values.

#### **Natural Values**

No known natural values.

#### **Recreational Values**

1. Field sports and passive recreation; and
2. Private and public events.

#### **Other Values and Information**

The property is a Gazetted Recreational Reserve that is administered by Waitomo District Council (1981, page 721).

#### **Outcomes Sought**

1. Continue to encourage active sports, recreation and children's play, through the provision of sports fields, and ancillary facilities that support play spaces.
2. Maintain the amenity landscape, recreational walking and cycling connections.
3. Continue to allow public and private events (i.e. use of the rugby club rooms).

#### **Activities provided for on this reserve:**

Allowed Activities:

- Circuses, fireworks displays and wedding ceremonies.
- The use of a reserve for any commercial or private temporary event (including a wedding ceremony) requiring temporary exclusive use of a reserve or part of a reserve subject to compliance with the Waitomo District Plan Temporary Activities Chapter.
- Pastoral grazing.
- Active and passive recreation.

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>13</sup> The site(s) is in the Conservation Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

## MANIAITI/BENNEYDALE LOCAL PURPOSE RESERVE

### Location

Georgetti Street, Maniaiti/Benneydale (See also the adjacent Maniaiti/Benneydale Recreation Reserve)

### Primary Purpose of the Reserve

Pastoral grazing

### Information

<b>Legal Description</b>	Section 29 Block X Mapara SD (548719)
<b>Parcel Area (Ha)</b>	9730m <sup>2</sup>
<b>Town</b>	Maniaiti/Benneydale
<b>District Plan Zone</b>	Open Space Zone <sup>15</sup>
<b>Lease or Licences</b>	Nil



<sup>14</sup> The site(s) is in the Rural Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage value.

#### **Natural Values**

No known natural value.

#### **Recreational Values**

No known recreational value.

#### **Other Values and Information**

The property is a fee simple Record of Title (548719) owned by Waitomo District Council.

The property is a Gazetted Local Purpose Reserve (1984, page 5471).

#### **Outcomes Sought**

1. Continue to allow the reserve to be grazed.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Pastoral grazing;
- Infrastructure maintenance;

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

## MANIAITI/BENNEYDALE RECREATION RESERVE

### Location

Georgetti Street, Maniaiti/Benneydale (See also the adjacent Maniaiti/Benneydale Local Purpose Reserve)

### Primary Purpose of the Reserve

Pastoral grazing.

### Information

<b>Legal Description</b>	Section 28 Block X Mapara SD (548720)
<b>Parcel Area (Ha)</b>	0.5521 hectares
<b>Town</b>	Maniaiti/Benneydale
<b>District Plan Zone</b>	Open Space Zone <sup>16</sup>
<b>Lease or Licences</b>	Nil



<sup>15</sup> The site(s) is in the Conservation Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values.

#### **Natural Values**

No known natural values.

#### **Recreational Values**

No known recreational values.

#### **Other Values and Information**

The property is a fee simple Record of Title (548720) owned by Waitomo District Council.

The property is a Gazetted Recreation Reserve (1983, page 2665).

#### **Outcomes Sought**

1. Continue to allow the reserve to be grazed.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Pastoral grazing;

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*



## MANIAITI/BENNEYDALE RIVER RESERVE

### Location

Ellis Road and Murcott Terrace, Maniaiti/  
Benneydale

### Primary Purpose of the Reserve

Recreation reserve, public toilets

### Information

**Legal Description** Section 93 Block X Mapara SD, Part Section 14 Block X Mapara SD  
TNJ1/230

**Parcel Area (Ha)** 1.4083

**Town** Maniaiti/ Benneydale

**District Plan Zone** Natural Open Space Zone<sup>17</sup>

**Lease or Licences** Nil



### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

1. Playground;
2. Urban food forest; and
3. Passive recreation.

#### **Other Values and Information**

This reserve is held in two land parcels. One parcel has a Record of Title (TNJ1/230) owned by Waitomo District Council. The remaining land parcel is gazetted as a recreation reserve. The details of these Gazette Notices are as follows:

- Gazetted Recreation Reserve New Zealand Gazette (1983, page 2665).
- Subject to the provision of Marginal Strips Sec 24 Conservation Act 1987.

It is noted that Record of Title TNJ1/230 is not a gazetted recreation reserve. In order to ensure continuity of the management of the reserve, this parcel will be considered as part of the reserve, and this plan shall apply to these parcels as a reserve concept plan.

#### **Outcomes Sought**

1. Continue to encourage use of the playground and public toilets. Develop the area for passive recreation and support community aspirations for the site.
2. Maintain recreational walking and cycling connections.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Development of an urban food forest; and
- Development of walkways.

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>16</sup> The site(s) is in the Conservation and Residential Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

## MAPIU RIVER RESERVE

### Location

State Highway 4, Mapiu

### Primary Purpose of the Reserve

Recreation reserve

### Information

<b>Legal Description</b>	Section 46 Block XI Mapara SD
<b>Parcel Area (Ha)</b>	3445m <sup>2</sup>
<b>Town</b>	Mapiu
<b>District Plan Zone</b>	Natural Open Space Zone <sup>18</sup>
<b>Lease or Licences</b>	Nil



<sup>17</sup> The site(s) is in the Rural Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

Part of this site is a significant natural area.

#### **Recreational Values**

1. Passive recreation.

#### **Other Values and Information**

The property is a Gazetted Recreation Reserve Mapiu Domain New Zealand Gazette (1982, page 1565).

#### **Outcomes Sought**

1. Passive recreation and walking. Provides connection to large areas of road parcel around the Esplanade.

#### **Activities provided for on this reserve:**

None

## MAPIU RECREATION RESERVE

### Location

State Highway 4, Mapiu

### Primary Purpose of the Reserve

Sports and recreation

### Information

**Legal Description** Section 48 Block XI Mapara SD;  
Section 7 Block III TN OF Mapiu;  
Section 2 Block III TN OF Mapiu;  
Section 3 Block III TN OF Mapiu;  
Section 4 Block III TN OF Mapiu;  
Section 5 Block III TN OF Mapiu;  
and  
Section 6 Block III TN OF Mapiu.

**Parcel Area (Ha)** 2.8301 hectares

**Town** Mapiu

**District Plan Zone** Open Space Zone<sup>19</sup>

**Lease or Licences** Nil



### Values & Outcomes

#### **Heritage Values**

No known heritage values.

#### **Natural Values**

No known natural values.

#### **Recreational Values**

1. Field and court sports; and
2. Private and public functions.

#### **Other Values and Information**

The property is held in six land parcels and is a Gazetted Recreational Reserve administered by Waitomo District Council (1982, page 1565).

#### **Outcomes Sought**

1. Continue to encourage active sports, recreation and children's play, through the provision of sports fields, and ancillary facilities that support play spaces. Maintain the amenity landscape.
2. Maintain recreational walking and cycling connections.
3. Continue to allow public events.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Field and court sports;
- Active and passive recreation;
- The use of a reserve for any commercial or private temporary event (including a wedding ceremony) requiring temporary exclusive use of a reserve or part of a reserve subject to compliance with the Waitomo District Plan Temporary Activities Chapter.
- Pastoral grazing.

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>18</sup>The site(s) is in the Conservation Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

## MAROKOPA RECREATION RESERVE

### Location

31 Carley Reeve Drive, Marokopa

### Primary Purpose of the Reserve

Community facilities and sports fields

### Information

#### **Legal Description**

Lot 1 DPS 9815  
(SA5B/430)  
Section 27 Block VI  
Marokopa Survey District  
(SA5B/430)

#### **Parcel Area (Ha)**

1.8034 hectares

#### **Town**

Marokopa

#### **District Plan Zone**

Open Space Zone<sup>20</sup>

#### **Lease or Licences**

Nil



### Values & Outcomes

#### **Heritage Values**

No known heritage values.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

1. Community facilities and hall;
2. Sports

#### **Other Values and Information**

The property is a fee simple Record of Title (SA5B/430) owned by the Waitomo District Council.

The reserve is also a gazetted recreational reserve (2001, page 3793).

#### **Outcomes Sought**

1. Continue to encourage active sports, recreation and children's play, through the provision of sports fields, and ancillary facilities that support play spaces. Maintain the amenity landscape and recreational walking connections.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Horse recreation activities.
- The use of a reserve for any commercial or private temporary event (including a wedding ceremony) requiring temporary exclusive use of a reserve or part of a reserve subject to compliance with the Waitomo District Plan Temporary Activities Chapter.
- Pastoral grazing.
- Active and passive recreation.

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>19</sup>The site(s) is in the Conservation Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

## MOEATOA QUARRY RESERVE

### Location

Mangatoa Road, Marokopa

### Primary Purpose of the Reserve

Pastoral grazing

### Information

<b>Legal Description</b>	Section 6A Block II Whareorino SD (SA1439/94)
<b>Parcel Area (Ha)</b>	10.5496 hectares
<b>Town</b>	Marokopa
<b>District Plan Zone</b>	Open Space Zone <sup>21</sup>
<b>Lease or Licences</b>	Nil

### Values & Outcomes

#### **Heritage Values**

No known heritage values.

#### **Natural Values**

No known natural values.

#### **Recreational Values**

No known recreational values.

#### **Other Values and Information**

The property is a fee simple Record of Title (SA1439/94) that is owned by the Waitomo District Council.

The property is a Gazetted Quarry Reserve (1985, page 1584).

#### **Outcomes Sought**

1. Continue to allow the reserve to be grazed.



#### **Activities provided for on this reserve:**

Allowed Activities:

- Pastoral grazing; and

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>20</sup> The site(s) is in the Rural Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

## REDWOOD PARK

### Location

Lawrence Street, Te Kuiti

### Primary Purpose of the Reserve

Gardens and playground

### Information

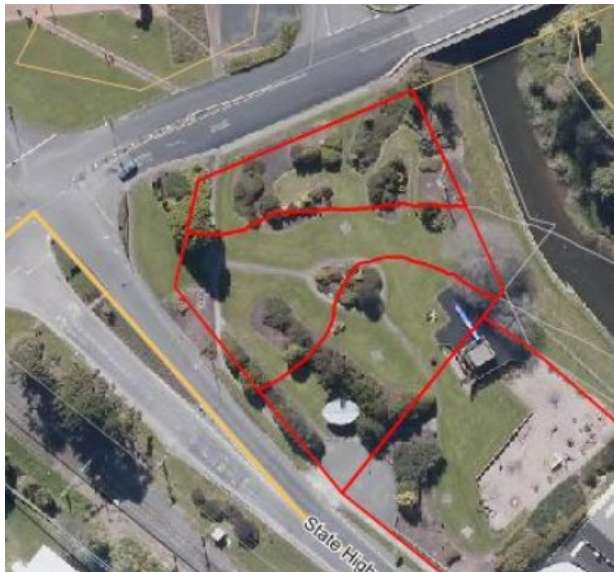
**Legal Description** Part Section 19, 20, 21 Block IV  
Otanake SD Part Pukenui A14A  
Block, SA1485/44, SA1003/229

**Parcel Area (Ha)** 4784m<sup>2</sup>

**Town** Te Kuiti

**District Plan Zone** Open Space Zone<sup>22</sup>

**Lease or Licences** Nil



### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

1. Playground; and
2. Passive recreation.

#### **Other Values and Information**

The property is a fee simple land parcel and a Municipal Reserve under Section 17 Local Legislation Act 1930, not a gazetted recreation reserve. In order to ensure continuity of the management of the reserve, this plan shall apply to these parcels as a reserve concept plan.

#### **Outcomes Sought**

1. Use the area as a playground and for passive recreation and support community aspirations for the site.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Active and passive recreation;

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>21</sup>The site(s) is road reserve, in the Conservation and Industrial Zone and is located in Flood Hazard Area B of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

## RUKUHIA DOMAIN RECREATION RESERVE

### Location

31 Aria Road, Piopio

### Primary Purpose of the Reserve

Sports, recreation and grazing

### Information

<b>Legal Description</b>	Section 5 Block III Totoro SD (574807)
<b>Parcel Area (Ha)</b>	12.0394 hectares
<b>Town</b>	Piopio
<b>District Plan Zone</b>	Open Space Zone <sup>23</sup>
<b>Lease or Licences</b>	Leased



### Values & Outcomes

#### **Heritage Values**

No known heritage values.

#### **Mana Whenua Values**

This area is waahi taonga. Part of the reserve is associated with important events in tribal history and narratives. The area was valued for its proximity to significant resources and may contain sensitive physical and/or metaphysical features.

#### **Natural Values**

No known natural values.

#### **Recreational Values**

1. Active sports recreation and children's play;
2. Horse eventing course; and
3. Ancillary facilities

#### **Other Values and Information**

The property is a fee simple Record of Title that is owned by the Waitomo District Council, and is a Gazetted Recreational Reserve (1986, page 5312).

#### **Outcomes Sought**

1. Continue to encourage active sports, recreation and children's play, through the provision of sports fields, horse eventing course and ancillary facilities that support play spaces. Maintain the amenity landscape.
2. Maintain recreational walking and cycling connections.

#### **Activities provided for on this reserve:**

Allowed Activities:

- The use of a reserve for any commercial or private temporary event (including a wedding ceremony) requiring temporary exclusive use of a reserve or part of a reserve subject to compliance with the Waitomo District Plan Temporary Activities Chapter.
- Horse recreation activities.
- Pastoral grazing.
- Active and passive recreation including horse eventing

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>22</sup> *The site(s) is in the Conservation Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.*



## SHEARER'S STATUE PARK

### Location

South End Loop, Te Kuiti

### Primary Purpose of the Reserve

Statute, gardens and parking

### Information

**Legal Description** Lot 1, 2 and 3 DPS 27242, SA708/256

**Parcel Area (Ha)** 1791m<sup>2</sup>

**Town** Te Kuiti

**District Plan Zone** Open Space Zone<sup>24</sup>

**Lease or Licences** Nil



<sup>23</sup>The site(s) is road reserve and in the Conservation Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

1. Playground; and
2. Passive recreation.

#### **Other Values and Information**

The property is road reserve and a Municipal Reserve under Section 17 Local Legislation Act 1930, not a gazetted recreation reserve. In order to ensure continuity of the management of the reserve, this plan shall apply to these parcels as a reserve concept plan.

#### **Outcomes Sought**

1. Continue to use site for gardens and for passive recreation.

#### **Activities provided for on this reserve:**

None

## SKATE PARK RECREATION RESERVE

### Location

43 Carroll Street, Te Kuiti

### Primary Purpose of the Reserve

Active recreation

### Information

#### **Legal Description**

Lot 4 DPS 88766  
(SA70A/903)

#### **Parcel Area (Ha)**

2263m<sup>2</sup>

#### **Town**

Te Kuiti

#### **District Plan Zone**

Open Space Zone<sup>25</sup>

#### **Lease or Licences**

Nil



<sup>24</sup> The site(s) is in the Industrial Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No heritage features associated with this site.

#### **Natural Values**

No known natural values.

#### **Recreational Values**

1. Skateboarding; and
2. Basketball.

#### **Other Values and Information**

The proposed is a fee simple Record of Title (SA70A/903), and is a Recreational Reserve, which was vested on the Deposit of the Survey Plan 88766.

#### **Outcomes Sought**

1. Improved pedestrian pathway connection with overbridge.
2. Potential pedestrian gateway into Rora Street.
3. Continue to encourage active recreation such as skateboarding and basketball.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Active and passive recreation;

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

## ST HELENS DOMAIN RECREATION RESERVE

### Location

Kumara Road, Aria

### Primary Purpose of the Reserve

Sports, passive recreation and grazing

### Information

<b>Legal Description</b>	Section 1 Aria SBRN
<b>Parcel Area (Ha)</b>	15.5804 hectares
<b>Town</b>	Aria
<b>District Plan Zone</b>	Open Space Zone <sup>26</sup>
<b>Lease or Licences</b>	Leased

### Values & Outcomes

#### **Heritage Values**

No known heritage values.

#### **Natural Values**

No known natural values.

#### **Recreational Values**

1. Field and court sports;
2. Squash courts; and
3. Walking.

#### **Other Values and Information**

The property is a gazetted Recreational Reserves administered by the Waitomo District Council (1986, page 5312).



#### **Outcomes Sought**

1. Continue to encourage active sports, recreation and children's play, through the provision of sports fields, hard courts, squash courts, and ancillary facilities that support play spaces. Maintain the amenity landscape.
2. Maintain recreational walking and cycling connections.

#### **Activities provided for on this reserve:**

##### Allowed Activities:

- The use of a reserve for any commercial or private temporary event (including a wedding ceremony) requiring temporary exclusive use of a reserve or part of a reserve subject to compliance with the Waitomo District Plan Temporary Activities Chapter.
- Horse recreation activities.
- Pastoral grazing.
- Active and passive recreation including horse eventing.
- Pastoral grazing.

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>25</sup> The site(s) is in the Conservation Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

## TAINUI WETERE DOMAIN

### Location

State Highway 3, Mokau

### Primary Purpose of the Reserve

Active recreation (rugby), passive recreation, pastoral grazing and self-contained camping

### Information

#### Legal Description

Part Mokau Mohakatino  
2C3A2 Block (835667).  
Part Section 6 Block I  
Tainui SD (835667).  
Part Lot 2 DP 11321  
(TND4/540).  
Part Lot 3 DP 11321  
(TND4/541).  
Part Section 5 Blk I Tainui  
SD (835667).

#### Parcel Area (Ha)

24.434 hectares

#### Town

Mokau

#### District Plan Zone

Open Space Zone<sup>27</sup>

#### Lease or Licences

Nil



### Values & Outcomes

#### Heritage Values

The property contains an archaeological site, which is identified in the Operative Waitomo District Plan as 7 AB (Mokau Cave / Shelter with rock art).

#### Mana Whenua Values

This area is waahi taonga, being associated with individuals and events in tribal history and narratives.

#### Natural Values

There are two identified significant natural areas on the property.

#### Recreational Values

1. Field sports; and
2. Continue to allow self-contained vehicle use.

#### Other Values and Information

The property is held three fee simple Records of Title (835667, TND4/540 and TND4/541) owned by the Waitomo District Council and three of the land parcels are also Gazetted Recreational Reserves (2004, page 620 and 1981, page 1754). It is noted that Records of Title (TND4/540 and TND4/541) are not gazetted as recreation reserve. In order to ensure continuity of the management of the reserve, these Records of Title will be considered as part of the reserve, and this Plan shall apply to these Records of Title as a reserve concept plan.

#### Outcomes Sought

1. Continue to encourage active sports, recreation and children's and ancillary facilities that support play spaces. Maintain the amenity landscape.
2. Continue to allow pastoral grazing.
3. Continue to allow self-contained vehicle use.

#### Activities provided for on this reserve:

Allowed Activities:

- The use of a reserve for any commercial or private temporary event (including a wedding ceremony) requiring temporary exclusive use of a reserve or part of a reserve subject to compliance with the Waitomo District Plan Temporary Activities Chapter.
- Pastoral grazing.
- Active and Passive recreation.
- self-contained vehicle use.

- Sporting events.
- [Walking.](#)
- [Fishing.](#)
- [Ecological development.](#)

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan*

<sup>26</sup> *The site(s) is in the Conservation Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.*

## TARUNA PLACE PUBLIC RESERVE

### Location

Taruna Place, Te Kuiti

### Primary Purpose of the Reserve

Pastoral grazing

### Information

<b>Legal Description</b>	Lot 38 DPS 23167
<b>Parcel Area (Ha)</b>	4253m <sup>2</sup>
<b>Town</b>	Te Kuiti
<b>District Plan Zone</b>	Open Space Zone <sup>28</sup>
<b>Lease or Licences</b>	Nil



<sup>27</sup> The site(s) is in the Conservation Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

No known recreational values.

#### **Other Values and Information**

The reserve is a Public Reserve, which is held in a fee simple Record of Title (720495) owned by the Waitomo District Council.

#### **Outcomes Sought**

1. Continue to allow pastoral grazing.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Pastoral grazing;

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

## TE KUITI AERODROME

### Location

37 Te Kumi Station Road, Te Kuiti

### Primary Purpose of the Reserve

Aeronautical activities, cropping and grazing

### Information

#### Legal Description

Part Te Kumi 7C Block;  
Part Lot 1 DP 8140;  
Part Lot 2 DP 8140; and  
Lot 2 DP 7392.

#### Parcel Area (Ha)

35.8546 hectares

#### Town

Te Kuiti

#### District Plan Zone

General rural zone<sup>29</sup>

#### Lease or Licences

Leased



<sup>28</sup> The site(s) is in the Rural Zone of the Operative Waitomo District Plan (2009) and is located in Flood Hazard Area B. Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### Heritage Values

The site contains a heritage building (Aero Club Headquarters Building (NZHPT Registration Number 4444), and an archaeological site (244 DC), which is notated as a Gun Fighters Pa in the Operative Waitomo District Plan.

#### Natural Values

There are no known natural features of significance located on the reserve.

#### Recreational Values

1. Aeronautical recreational activities;
2. Horse riding; and
3. Walking.

#### Other Values and Information

The reserve is held in four land parcels and is a Gazetted Aerodrome (1961, page 712), which is administered by the Waitomo District Council.

#### Outcomes Sought

1. Aeronautical activities, cropping, grazing and recreational horse activities.

#### Activities provided for on this reserve:

Allowed Activities:

- Aeronautical activities.
- Activities listed as permitted in the Waitomo District Plan.
- Recreational horse activities.
- Cropping and pastoral grazing.
- Passive and active recreation.

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

## TE KUITI DOMAIN

### Location

Rora Street, Te Kuiti

### Primary Purpose of the Reserve

Sports and recreation

### Information

#### Legal Description

Section 29 Block III  
Otanake SD.  
Part Section 30 Block III  
Otanake SD.  
Part Section 31 Block III  
Otanake SD

#### Parcel Area (Ha)

2.3987 hectares

#### Town

Te Kuiti

#### District Plan Zone

Open Space Zone<sup>30</sup>

#### Lease or Licences

Licence over a portion of  
the reserve



### Values & Outcomes

#### Heritage Values

No known heritage values.

#### Natural Values

No known natural values.

#### Recreational Values

1. Field sports; and
2. Public Events.

#### Other Values and Information

The property is held in three land parcels, and is a gazetted Recreational Reserve (1981, page 25) that is administered by the Waitomo District Council.

#### Outcomes Sought

- Continue to encourage active sports, recreation and children's play, through the provision of sports fields, and ancillary facilities that support play spaces. Maintain the amenity landscape.
- Maintain recreational walking and cycling connections.
- Continue to allow public events (i.e. circuses).

#### Activities provided for on this reserve:

Allowed Activities:

- The use of a reserve for any commercial or private temporary event (including a wedding ceremony) requiring temporary exclusive use of a reserve or part of a reserve subject to compliance with the Waitomo District Plan Temporary Activities Chapter.
- Active and Passive recreation.
- Sporting events.

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>29</sup> The site(s) is in the Conservation Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.



## TE NAU NAU RECREATION RESERVE

### Location

Aria Terrace, Mokau

### Primary Purpose of the Reserve

Passive recreation

### Information

#### **Legal Description**

Section 5 Block VII,  
Mokau Village;  
Section 22 Block I  
Awakino SD;  
Section 23 Block I  
Awakino SD;  
Section 24 Block I Awakino  
SD

#### **Parcel Area (Ha)**

14.4978 hectares

#### **Town**

Mokau

#### **District Plan Zone**

Open Space Zone<sup>31</sup>

#### **Lease or Licences**

Nil



### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Mana Whenua Values**

This area is waahi tapu. Part of the reserve is an identified burial ground which is highly sensitive and valued. There is a high probability of encounter with ancestral vestiges both tangible and intangible.

#### **Natural Values**

Parts of this reserve contain significant natural areas.

#### **Recreational Values**

1. Passive recreation; and
2. Walking.

#### **Other Values and Information**

The reserve is held in four land parcels and is Gazetted Recreational Reserve (1975, page 16) that is administered by the Waitomo District Council.

#### **Outcomes Sought**

1. Continue to encourage and provide for active and passive recreation.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Passive recreation;

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

<sup>30</sup> The site(s) is in the Conservation Zone of the Operative Waitomo District Plan (2009) and is located in Coastal Hazard Area A and B. Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

## TE WAITERE PARK

### Location

Te Waitere Road, Te Waitere

### Primary Purpose of the Reserve

Open space, public toilets

### Information

<b>Legal Description</b>	Lot 2 DPS 19390 SA23A/461
<b>Parcel Area (Ha)</b>	1455m <sup>2</sup>
<b>Town</b>	Te Waitere
<b>District Plan Zone</b>	Open Space Zone <sup>32</sup>
<b>Lease or Licences</b>	Nil



<sup>31</sup> The site(s) is in the Residential Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

1. Passive recreation.

#### **Other Values and Information**

The property is fee simple land, not a gazetted recreation reserve. In order to ensure continuity of the management of the reserve, this plan shall apply to this parcel as a reserve concept plan.

#### **Outcomes Sought**

1. Continue to use site for public toilets.
2. Use the area for passive recreation and support community aspirations for the site.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Active and passive recreation;

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

## TUI PARK

### Location

Tui Street, Piopio

### Primary Purpose of the Reserve

Open space, skatepark, overnight camping

### Information

#### **Legal Description**

Part Lot 20 DP 6751, Lot 1  
DPS 9856 SA50D/283

#### **Parcel Area (Ha)**

4422m<sup>2</sup>

#### **Town**

Piopio

#### **District Plan Zone**

Open Space Zone<sup>33</sup>

#### **Lease or Licences**

Nil



<sup>32</sup> The site(s) is in the Residential Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

1. Skatepark;
2. Camping; and
3. Passive recreation.

#### **Other Values and Information**

The property is fee simple land, not a gazetted recreation reserve. In order to ensure continuity of the management of the reserve, this plan shall apply to these parcels as a reserve concept plan.

#### **Outcomes Sought**

1. Continue to allow self-contained vehicle use.
2. Use the area as a skatepark and for passive recreation and support community aspirations for the site.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Overnight camping, RV parking and associated facilities;
- Use as a skatepark; and
- Active and passive recreation

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

## WAIKAWAU TUNNEL RESERVE

### Location

440 Waikawau Road, Waikawau

### Primary Purpose of the Reserve

Passive recreation and ablutions

### Information

<b>Legal Description</b>	Section 11 Block X whareorino Survey District
<b>Parcel Area (Ha)</b>	9611m <sup>2</sup>
<b>Town</b>	Waikawau
<b>District Plan Zone</b>	Open Space Zone <sup>34</sup>
<b>Lease or Licences</b>	Nil



<sup>33</sup> The site(s) is in the Rural Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

Potential heritage value of the Waikawau Tunnel as a significant archaeological site.

#### **Natural Values**

The property contains a nationally significant SNA.

#### **Recreational Values**

Provide important access to the coast. Passive recreation and ablutions.

#### **Other Values and Information**

The property is held in one land parcel and is a gazetted Recreational Reserve (1967, page 593) that is administered by the Waitomo District Council.

#### **Outcomes Sought**

1. Continue to provide provisions for ablutions and public access to the beach.
2. Protect the significant heritage values on the site

#### **Activities provided for on this reserve:**

Allowed Activities:

- Ablutions and public access to the beach; and

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

## WARD STREET PARK

### Location

Ward Street, Te Kuiti

### Primary Purpose of the Reserve

Open space and Te Kuiti Playcentre

### Information

#### **Legal Description**

Allot 2, 4, 6, 8 ,10, 12  
Block XXIV Te Kuiti MAORI  
TNSP DP 19503  
SA31D/637

#### **Parcel Area (Ha)**

1.3159

#### **Town**

Te Kuiti

#### **District Plan Zone**

Open Space Zone<sup>35</sup>

#### **Lease or Licences**

Lease on part of the park



<sup>34</sup> The site(s) is in the Conservation and Residential Zone of the Operative Waitomo District Plan (2009). Please note, that the Operative District Plan rules will remain in effect until such time as the Proposed Waitomo District Plan becomes operative.

### Values & Outcomes

#### **Heritage Values**

No known heritage values of significance.

#### **Natural Values**

No known natural values of significance.

#### **Recreational Values**

- Passive recreation.

#### **Other Values and Information**

The property is fee simple land, not a gazetted recreation reserve. In order to ensure continuity of the management of the reserve, this plan shall apply to these parcels as a reserve concept plan.

#### **Outcomes Sought**

1. Active and passive recreation.

#### **Activities provided for on this reserve:**

Allowed Activities:

- Active and passive recreation;
- Playcentre purposes; and

*Note: The allowed activities do not require further assessment against the Activity Categories (Part Two) of this Reserve Management Plan.*

# PART FOUR – APPENDICES

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## APPENDIX ONE - DEFINITIONS

<b>Term</b>	<b>Interpretation</b>
<b>Active Recreation</b>	means any indoor or outdoor active sports or games or recreational pursuits for participants and/or spectators, whether or not they are undertaken for profit or reward or for which no charge is made, and shall include such activities on or in water or land, or in the air.
<b>Activities Requiring Authorisation</b>	An activity that requires authorisation by Council pursuant to Part Two or Part Three of this plan.
<b>Administering Body</b>	An administering body as defined in the Reserves Act 1977.
<b>Allowed Activity</b>	Allowed activities can be undertaken on reserves without formality pursuant to Part Two or Part Three of this plan.
<b>Aircraft</b>	Any machine that can derive support in the atmosphere from the reactions of the air otherwise than by the reactions of the air against the surface of the earth (As defined in section 2 of the Civil Aviation Act 1990). For the purposes of this plan, aircraft includes model airplanes and drones.
<b>Archaeological site</b>	Any place in New Zealand, including any building or structure (or part of a building or structure) that: <ul style="list-style-type: none"> <li>(i) was associated with human activity that occurred before 1900 or is the site of the wreck of any vessel where the wreck occurred before 1900;</li> <li>(ii) is or may be able, through investigation by archaeological methods, to provide evidence relating to the history of New Zealand;</li> </ul> Includes a site for which a declaration is made under section 43(1) (As defined in section 6 of the Heritage New Zealand Pouhere Taonga Act 2014).
<b>Asset Management Plans</b>	Long-term planning documents for managing Waitomo District Council's infrastructural assets.
<b>Building</b>	means a temporary or permanent movable or immovable physical construction that is: <ul style="list-style-type: none"> <li>(i) partially or fully roofed; and</li> <li>(ii) is fixed or located on or in land;</li> </ul> but excludes any motorised vehicle or other mode of transport that could be moved under its own power.
<b>Campervan</b>	Any vehicle used for camping, and includes a caravan, campervan, self-contained vehicle, bus, car, house truck or other motor vehicle.
<b>Classified (Reserve)</b>	A reserve that has been classified under section 16 of the Reserves Act 1977, according to a principal or primary purpose.
<b>Commercial filming</b>	means the use of motion picture, videotaping, sound recording or any type of moving image or audio recording equipment and includes the use of actors, models, sets or props. It does not include still photography.
<b>Council</b>	Waitomo District Council, the Reserve Administering Body.

<b>Council-owned park facilities</b>	<p>Means the following Council-owned land, buildings or structures that facilitate the management, use, amenity and enjoyment of a public open spaces:</p> <ul style="list-style-type: none"> <li>(a) Vehicle, machinery and equipment depots.</li> <li>(b) Storage sheds.</li> <li>(c) Playground equipment and associated safety surfacing.</li> <li>(d) Public toilets, shelters and changing facilities.</li> <li>(e) Rotundas, amphitheatres and sound shells.</li> <li>(f) Accessways and car parks.</li> <li>(g) Stormwater management systems.</li> <li>(h) Skateparks.</li> <li>(i) Swimming pools.</li> <li>(j) Non-motorised cycle skills tracks.</li> <li>(k) Outdoor gym equipment.</li> <li>(l) Outdoor sports courts, sports fields and cricket nets.</li> <li>(m) Seating, picnic tables and barbeques.</li> <li>(n) Fountains, drinking fountains and water features.</li> <li>(o) Foot bridges and boardwalks.</li> <li>(p) Public art.</li> <li>(q) Gates, fences and pou.</li> <li>(r) Cycle parking structures.</li> <li>(s) Rubbish bins.</li> <li>(t) Lighting.</li> <li>(u) Shade sails.</li> <li>(v) Gardens, landscaping and planting.</li> </ul>
<b>Cultural Heritage</b>	<p>Something possessing historical, archaeological, architectural, technological, aesthetic, scientific, spiritual, social, traditional or other special cultural significance, associated with human activity (As defined by the International Council on Monuments and Sites, New Zealand, 1993).</p>
<b>Emergency management activities</b>	<p>Means a temporary activity undertaken by any public organisation that responds to and deals with emergencies when they occur. Includes training activities and the provision of assistance during a declaration of a state of local or national emergency or during a period of significant recovery and rebuilding.</p>
<b>Encroachment</b>	<p>The unauthorised occupation or use of any part of a reserve.</p>
<b>Facilities</b>	<p>Structures or works that enable people to enjoy a range of recreational opportunities including (but not limited to) tracks, cycle tracks and walkways, bridges, car-parking areas, boat ramps, toilets, picnic areas, sports fields, courts, play equipment, playgrounds, park furniture, signs and interpretation panels.</p>
<b>Hazardous substance</b>	<p>Includes, but is not limited to, any substance defined in section 2 of the Hazardous Substances and New Organisms Act 1996 as a hazardous substance. The Hazardous Substances and New Organisms Act 1996 defines hazardous substances as meaning, unless expressly provided otherwise by regulations or an EPA notice, any substance—</p> <ul style="list-style-type: none"> <li>(a) with 1 or more of the following intrinsic properties: <ul style="list-style-type: none"> <li>(i) explosiveness:</li> <li>(ii) flammability:</li> <li>(iii) a capacity to oxidise:</li> <li>(iv) corrosiveness:</li> <li>(v) toxicity (including chronic toxicity):</li> <li>(vi) ecotoxicity, with or without bioaccumulation; or</li> </ul> </li> <li>(b) which on contact with air or water (other than air or water where the temperature or pressure has been artificially increased or decreased) generates a substance with any 1 or more of the properties specified in paragraph (a).</li> </ul> <p>As defined in section 2 of the Resource Management Act 1991.</p>



<b>Heritage</b>	Includes the terms 'Natural Heritage', 'Historic Heritage' and 'Cultural Heritage'.
<b>Historic Heritage</b>	The natural and physical resources that contribute to an understanding and appreciation of New Zealand's history and cultures. It includes historic sites, structures, places and areas, archaeological sites, site of significance to Māori, including waahi tapu, and surroundings associated with the natural and physical resources (As defined in section 2 of the Resource Management Act 1991).
<b>Maintenance of Facilities or Utilities</b>	Works (including repair and renewal but not upgrading) to preserve the functional efficiency of existing buildings, structures, fixtures, signs or infrastructure, without altering the purpose, nature or intensity of use.
<b>Mana Whenua</b>	Means customary authority exercised by an iwi or hapu in an identified area (As defined in section 2 of the Resource Management Act 1991).
<b>Natural Character</b>	The physical qualities and features created by nature, and may include such matters as: <ul style="list-style-type: none"> <li>(i) natural elements, processes and patterns;</li> <li>(ii) biophysical, ecological, geological and geomorphological aspects;</li> <li>(iii) natural landforms such as headlands, peninsulas, cliffs, dunes, wetlands, reefs, freshwater springs and surf breaks;</li> <li>(iv) the natural movement of water and sediment;</li> <li>(v) the natural darkness of the night sky;</li> <li>(vi) places or areas that are wild or scenic;</li> <li>(vii) a range of natural character from pristine to modified; and</li> <li>(viii) experiential attributes, including the sounds and smell of the sea; and their context or setting.</li> </ul>
<b>Natural Heritage</b>	Includes indigenous biodiversity, terrestrial, marine and freshwater ecosystems and habitats, unmodified geological and geomorphic features, natural landforms and landscapes, and natural character.
<b>Open Space</b>	Land that is managed by the Council for heritage protection (including natural, cultural and historic heritage) and/or for recreation. It includes beaches and other land that may not be in a classified Reserves Act reserve.
<b>Passive Recreation</b>	Means any recreation activity where the principal aim is the enjoyment of leisure of a primarily non-competitive, casual nature that does not involve the use of vehicles (excluding bicycles) and motorised equipment and also excludes any organised sport.
<b>Pastoral Grazing</b>	Grazing of horses, cows, sheep and goats for pecuniary gain or for grass maintenance.
<b>Prohibited Activities</b>	Such activities that are deemed inappropriate on reserves.
<b>Open Space Zone</b>	A zone in the Waitomo District Plan which underlies the majority of reserves in the district.
<b>Recreation</b>	Recreation includes organised and casual recreation, passive and active activities, and may take place outside or inside, on dry land or water.
<b>Reserve</b>	For simplicity, any reference to a reserve in this Plan; <ul style="list-style-type: none"> <li>(i) refers to land set apart for public purposes in accordance with a provision of the Reserves Act 1977, and</li> <li>(ii) is assumed to include unclassified land that is managed by the Council as reserve, unless otherwise specified.</li> </ul>
<b>Reserve Values</b>	The features and qualities that merit classification as a reserve, including natural, historic and cultural heritage and public recreation, use and enjoyment values.

<b>Road</b>	<p>Has the same meaning as in section 315 of the Local Government Act 1974; and includes a motorway as defined in section 2(1) of the Government Roding Powers Act 1989</p> <p>Section 315 of the Local Government Act 1974 road definition:</p> <p>road means the whole of any land which is within a district, and which—</p> <ul style="list-style-type: none"> <li>(i) immediately before the commencement of this Part was a road or street or public highway; or</li> <li>(ii) immediately before the inclusion of any area in the district was a public highway within that area; or</li> <li>(iii) is laid out by the council as a road or street after the commencement of this Part; or</li> <li>(iv) is vested in the council for the purpose of a road as shown on a deposited survey plan; or</li> <li>(v) is vested in the council as a road or street pursuant to any other enactment;—</li> </ul> <p>and includes—</p> <ul style="list-style-type: none"> <li>(vi) except where elsewhere provided in this Part, any access way or service lane which before the commencement of this Part was under the control of any council or is laid out or constructed by or vested in any council as an access way or service lane or is declared by the Minister of Works and Development as an access way or service lane after the commencement of this Part or is declared by the Minister of Lands as an access way or service lane on or after 1 April 1988:</li> <li>(vii) every square or place intended for use of the public generally, and every bridge, culvert, drain, ford, gate, building, or other thing belonging thereto or lying upon the line or within the limits thereof;—</li> </ul> <p>but, except as provided in the Public Works Act 1981 or in any regulations under that Act, does not include a motorway within the meaning of that Act or the Government Roding Powers Act 1989</p> <p>Section 2(1) of the Government Roding Powers Act 1989 motorway definition</p> <p>motorway—</p> <ul style="list-style-type: none"> <li>(viii) means a motorway declared as such by the Governor-General in Council under section 138 of the Public Works Act 1981 or under section 71 of this Act; and</li> <li>(ix) includes all bridges, drains, culverts, or other structures or works forming part of any motorway so declared; but</li> </ul> <p>does not include any local road, access way, or service lane (or the supports of any such road, way, or lane) that crosses over or under a motorway on a different level</p>
<b>Scheduled sites and features</b>	<p>Means a site identified in the Waitomo District Plan as a: Heritage building or structure, a significant archaeological site, a site or area of significance to Māori, an outstanding natural feature or a significant natural area. This also applies to archaeological sites identified by the NZAA.</p>
<b>Self-contained vehicle</b>	<p>Means a vehicle designed and built for the purpose of camping which is practically configured to meet the ablutionary and sanitary needs of occupants of that vehicle for a minimum of three days, without requiring any external services or discharging any waste and complies with New Zealand Standard 5465:2001, as evidenced by the display of a</p>

	current self- containment warrant issued under New Zealand Standard Self Containment of Motor Caravans and Caravans, NZS 5465:2001 and any subsequent amendments.
<b>Significant Natural Area</b>	Areas of indigenous vegetation, wetlands and other habitat areas essential to maintaining healthy populations of threatened plants and animals. Significant natural areas are identified in the Waitomo District Plan and are a scheduled site/feature.
<b>Sport</b>	A type of organised recreation where there are standards and rules, regular competitions, and where groups are usually affiliated or aligned to a national body.
<b>Structure</b>	Means any building, equipment, device, or other facility, made by people and which is fixed to land; and includes any raft (As defined in section 2 of the Resource Management Act 1991).
<b>Temporary community, healthcare and educational facilities and hospitals</b>	Means land and buildings used for community safety, welfare, or worship purposes, for teaching or training by child care services, schools, or tertiary education services, for providing physical or mental health services. This includes associated administrative activities, offices and hospitals.
<b>Temporary Event</b>	Means an activity that has a start date and an end date, that could occur regularly such as a market or irregularly such as a fundraising event, and involves people engaged in recreational, sporting, leisure, cultural, musical, ceremonies, celebrations, meetings or similar pursuits either as participants or spectators and includes sports events, parades, fundraising, public meetings, carnivals, galas, concerts, exhibitions and markets.
<b>Temporary Military Training Activity</b>	<p>Means a temporary activity undertaken for the training of any component of the New Zealand Defence Force (including with allied forces) for any defence purpose. Defence purposes are those purposes for which a defence force may be raised and maintained under section 5 of the Defence Act 1990 which are:</p> <ul style="list-style-type: none"> <li>(i) the defence of New Zealand, and of any area for the defence of which New Zealand is responsible under any Act:</li> <li>(ii) the protection of the interests of New Zealand, whether in New Zealand or elsewhere:</li> <li>(iii) the contribution of forces under collective security treaties, agreements, or arrangements:</li> <li>(iv) the contribution of forces to, or for any of the purposes of, the United Nations, or in association with other organisations or States and in accordance with the principles of the Charter of the United Nations:</li> <li>(v) the provision of assistance to the civil power either in New Zealand or elsewhere in time of emergency:</li> <li>(vi) the provision of any public service.</li> </ul>

<b>Vehicle</b>	<p>(a) Means a contrivance equipped with wheels, tracks, or revolving runners on which it moves or is moved; and</p> <p>(b) includes a hovercraft, a skateboard, in-line skates, and roller skates; but</p> <p>(c) does not include—</p> <ul style="list-style-type: none"> <li>(i) a perambulator or pushchair:</li> <li>(ii) a shopping or sporting trundler not propelled by mechanical power:</li> <li>(iii) a wheelbarrow or hand-trolley:</li> <li>(iv) a pedestrian-controlled lawnmower:</li> <li>(v) a pedestrian-controlled agricultural machine not propelled by mechanical power:</li> <li>(vi) an article of furniture:</li> <li>(vii) a wheelchair not propelled by mechanical power:</li> <li>(viii) any other contrivance specified by the rules not to be a vehicle for the purposes of this definition:</li> <li>(ix) any rail vehicle</li> </ul> <p>(As defined in section 2 of the Land Transport Act 1998).</p>
<b>Vested Reserve</b>	A reserve vested in a territorial authority (not in the Crown).
<b>Walkway</b>	A well-formed durable surface (eg. Concrete or compact gravel), that is easy walking, low gradients (although may have steps), low risk, suitable for all ages and for most fitness levels. Many walkways will cater for people with mobility difficulties and children in buggies and prams. Can generally be used in all footwear and in all weather.
<b>Woodlot</b>	<a href="#">Areas of indigenous or exotic vegetation.</a>

## APPENDIX TWO – RESERVE ACT POWERS AND DELEGATIONS

### RESERVES ACT DELEGATIONS – PROPERTY

The Chief Executive is delegated all of the responsibilities duties and powers under the Reserves Act 1977 (including to appoint rangers in respect of any reserve for which the Council is an administering body pursuant to section 8). In respect of property this includes:

- In respect of interests in land, including reserves vested in Council or for which Council is the administering body, to agree to variations to the price of any property which Council has resolved to purchase or sell provided that such variation does not exceed 10% of the amount determined by independent valuation and is reported to the next available meeting of the Council.
- To negotiate and tender land for lease with third parties for a period not exceeding 10 years.
- To negotiate a renewal of a Council lease where the lessee/tenant has abided by all the obligations and conditions.
- To negotiate, enter into or terminate a tenancy pursuant to the Residential Tenancy Act 1986
- To authorise the suspension of rental payments for a maximum of three months where the term of the lease is for a minimum period of six months.
- To negotiate rent-free grazing leases on Council land but only if the costs of holding the property exceeds the potential return.
- To initiate and resolve rental and/or outgoing arrears if the arrears have been outstanding for over 2 months.
- To terminate a lease for non-payment of rent or breach of lease condition and if necessary initiate legal proceedings in the Court, (including arbitration) for recovery of the arrears or termination of the lease and repossession of the property.
- To undertake rent reviews in accordance with a lease which may include the instructing of a valuer, together with negotiating new rent.
- To approve or decline the sub-leasing of Council property; together with the authority to approve or decline a sub-leasing arrangement that varies from the head-lease.
- To approve or decline assignment of leases.
- To approve or decline alterations to lessee/tenant owned buildings where the alterations may impact on Council owned land.
- To approve or decline a lessee/tenant's request for alterations to Council owned buildings.

- To terminate a grazing lease if the Council owned land is required for the purpose of Council activities.
- To terminate a lease in consultation with the existing lessee/tenant.
- Authority and power to act on Council's behalf as a landlord for the purposes of entering leased/tenanted land and buildings to carry out the landlord's rights and obligations under the lease.
- To negotiate sale and purchase agreements, subject to Council's approval, and to instruct all professionals which may be necessary to effect the purchase and sale process.
- To apply for any resource consent in relation to Council owned land or with respect to activities proposed to be undertaken by Council together with the authority to sign land transfer title plans for subdivisions approved by Council.
- Authority to collect revenue and file annual returns with respect to mining licences.
- Authority to approve the registration of a caveat on land not owned by Council pursuant to Part 8 of the Land Transfer Act 1952.
- To enter into contracts, and execution of the same, for the use and management of Council facilities and land together with the authority to renew such agreements.
- To apply for a building consent for work to be undertaken on Council property.

## RESERVES ACT DELEGATIONS – EXECUTING DOCUMENTS

The Chief Executive is delegated all of the responsibilities duties and powers under the Reserves Act 1977 (including to appoint rangers in respect of any reserve for which the Council is an administering body pursuant to section 8). In respect of executing documents this includes:

Delegations	Limitations
For all deeds to be executed by Council under the Property Law Act 2007, to be signed (and under Council Seal if required) by the Chief Executive.	
<p>Subject to the delegation above, to sign on behalf of the Council all documents relating to interests in land, including reserves vested in Council or for which Council is the administering body and which include:</p> <ul style="list-style-type: none"> <li>▪ Tenancies, leases and licences and renewals of leases where the original grant of lease contained a right of renewal</li> <li>▪ Easements and similar rights</li> <li>▪ Caveats and encumbrances</li> </ul>	<p>Provided that in each case such documents:</p> <ul style="list-style-type: none"> <li>▪ include terms and provisions customary to such documents;</li> <li>▪ reflect and include specific provisions including price as resolved by Council or a Council committee</li> <li>▪ adequately protect Council.</li> </ul> <p>A report on any document signed under this authority (other than with the authority of a</p>

Delegations	Limitations
<ul style="list-style-type: none"> <li>▪ Discharges or partial discharges of mortgages granted by Council</li> <li>▪ Subdivision whether of Council owned property or in connection with resource consents granted by Council</li> <li>▪ Options to purchase (but not the exercise of any option)</li> </ul>	Council) shall be submitted to the next available meeting of the Council.
To sign agreements to variations to the price of any property which Council has resolved to purchase or sell	Such variation must not exceed 10% of the amount resolved by Council and must be reported to the next available meeting of Council.
Authority to sign documents on behalf of Council for the removal of limitations on titles as the owner of the land for which the limitation applies or owner of land adjoining.	
<p>Authority and Instruction forms</p> <p>To sign on behalf of Council all necessary 'Authority and Instruction' forms as required from time to time:</p> <p>(a) to authorise and instruct solicitors acting for Council to undertake land conveyancing transactions electronically by e-dealing on behalf of the Council on the Land Information NZ Internet based land registry system known as 'Landonline'; and</p> <p>(b) to comply with the requirements of s 164A of the Land Transfer Act 1952 and Rule 3.03 of the NZ Law Society's Rules of Professional Conduct</p>	

## RESERVES ACT DELEGATIONS – GENERAL

Section	Reserves Act 1977 Delegation	GMIS	GMSE	GMBS	IM	ISO
6(3)	Power to revoke, issue or amend a Gazette notice.	✓	✓			
14(4)	Power to Gazette resolution to declare vested land to be a reserve.	✓	✓			
15(3)	Power to do all things necessary to affect any exchange of reserve for land.	✓	✓		✓	
23(3)	Power to prohibit access to the whole or any specified part of a local purpose reserve.	✓				
24A(2)	Duty to notify all those affected by such a change and to consider objections properly lodged as soon as practicable.	✓	✓		✓	

Section	Reserves Act 1977 Delegation	GMIS	GMSE	GMBS	IM	ISO
42(1)	Power to give or decline to give express written consent to the cutting or destruction of trees and bush on any historic, scenic, nature or scientific reserve and to determine terms and conditions.	✓			✓	
42(2)	Power to authorise the cutting or destruction of trees and bushes on any recreation reserve, or Government purpose reserve, or local purpose reserve, subject to being satisfied that certain conditions apply.	✓			✓	
44(1) and (2)	Power to grant consent to any person to use a reserve for purposes of accommodation or to remain on a reserve.	✓			✓	
45	Power to give or decline prior approval to erect shelters, huts, cabins, lodgings etc on any recreation or scenic reserve where such use is contemplated or provided for in approved management plan for the reserve.	✓				
47(2)	Duty to give public notice and call for objections to set aside all/part of a reserve as a wilderness area.	✓			✓	
48(1)	Power to grant rights of way and other easements over reserves where contemplated in an approved management plan or where already existing and the use will be the same or similar in character, intensity and scale.	✓	✓			
49	Power to grant or decline the right to take exotica flora and exotica fauna not protected under the Wildlife Act 1953, or rock mineral or soil from a reserve for scientific or educational purposes.	✓	✓		✓	
50(1)	Power to authorise the taking and killing of any specified kind of fauna, excluding indigenous fauna in the case of any recreation, Government purpose, or local purpose reserve.  Power to authorise or decline to authorise the taking and killing of any non-protected exotic fauna using firearms, traps, nets or other like objects in any scenic or historic reserve.	✓				
51(1)	Power to authorise or decline to authorise the introduction of indigenous flora or fauna or exotic flora but only if provided for or contemplated in an approved management plan.	✓				
53	Powers (other than leasing) in respect of recreation reserves.	✓	✓		✓	✓
55	Power to do such things (other than leasing) in respect of scenic reserves.	✓	✓		✓	✓
57(7)	Power to in respect of a nature reserve, issue permits allowing any person to anchor or moor a specified vessel or any vessel.	✓			✓	
57(9)(c)	Power to, do such other things as may be considered necessary for the proper and beneficial management, administration, and control of the nature reserve and for the protection, preservation, and well-being of the indigenous flora and fauna and other features in the reserve.	✓	✓		✓	✓
58(d)	Power to do such other things as may be considered necessary or desirable for the proper and beneficial management, administration, and control of the historic reserve, conditional on the Minister's consent.	✓			✓	✓
58A(1) and (2)	Power to grant leases or licences of historic reserves, and to give notice, but only where the activity is provided for or contemplated in an approved management plan for the reserve or activity and the effects of the use will be	✓	✓		✓	



Section	Reserves Act 1977 Delegation	GMIS	GMSE	GMBS	IM	ISO
	the same or similar. Conditional on the approval of terms and conditions of any commercial lease by the Manager Property.					
59(1)	Power, in respect of scientific reserves on the authorisation of the Minister, to issue a permit for access for scientific study or for control and management purposes.	✓			✓	
59(7)	Power to, in respect of a nature reserve, issue permits allowing any person to anchor or moor a specified vessel or any vessel.	✓			✓	
59A	Granting of concessions on reserves administered by the Crown subject to the requirements of the Act	✓	✓			
60	Power to, in respect of a Government purpose reserve, do such things as are necessary or desirable for the proper and beneficial administration, management, and control of the reserve and for its use for the purposes specified in its classification.	✓	✓		✓	✓
61(1)	Power to do such things in respect of local purpose reserves, considered necessary or desirable for the proper and beneficial management, administration, and control of the reserve and for the use of the reserve for the purpose specified in its classification.	✓	✓		✓	✓
74	Power to grant licences to temporarily occupy certain reserves, conditional on the activity is provided for or contemplated in an approved management plan for the reserve or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale.	✓			✓	
77	Power to enter into covenant(s) to provide for the management of any private land or any Crown land so as to preserve the natural environment, or landscape amenity, or wildlife or freshwater-life or marine-life habitat, or historical value.	✓	✓			
78	Duty to apply all money received by way of rent, royalty, or otherwise in respect of any dealing with any reserve in accordance with the provisions of this section.	✓		✓	✓	✓
79(4)	Power, when appointed by the Minister under section 28 to be the administering body of a reserve, to pay and withdraw all monies into the general bank account.	✓		✓		
88	Duty, as administering body of a reserve or reserves to prepare the annual statement and audit of accounts to be incorporated in the Council's annual statement of accounts.	✓		✓		
94	Power to authorise certain activities on a reserve, which would otherwise be unlawful under paragraph (c) or paragraph (i) of this subsection.	✓			✓	
101	To lay any information in respect of an offence against the Reserves Act 1977.	✓	✓			

## INDEX OF STAFF POSITIONS – ABBREVIATION KEY

<b>Delegate's position title</b>	<b>Abbreviation</b>
General Manager Infrastructure Services	GMIS
General Manager Strategy and Environment	GMSE
General Manager Business Support	GMBS
Infrastructure Manager - Property	IM
Infrastructure Services Officer	ISO

## APPENDIX THREE – STATUTORY AND POLICY CONTEXT

### STATUTES AND POLICY OPERATING AT A NATIONAL AND DISTRICT LEVEL

#### THE RESERVES ACT 1977

The role of Waitomo District Council under the Act, as an administering body, is to act on behalf of the owner (if it isn't the owner) and the beneficiaries of the reserve (the public). The general purpose of the Act is to:

- Provide for the preservation and management of areas for the benefit and enjoyment of the public;
- Ensure, as far as possible, the survival of all indigenous species of flora and fauna;
- Ensure, as far as possible, the preservation of access for the public;
- Provide for the preservation of representative samples of all classes of natural ecosystems and landscape; and
- Promote the protection of the natural character of the coastal environment and the margins of lakes and rivers.

The policies in this document should be read in conjunction with the Act. The provisions of the Act are not restated in the policies of this plan.

#### LOCAL GOVERNMENT ACT 2002 ('LGA')

The LGA is the primary legislation enabling and governing the Council as a local authority.

The LGA states the purpose of local government, provides a framework and powers for local authorities to decide which activities they undertake and the manner in which they will undertake them, promotes the accountability of local authorities to their communities; and 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.

The Long-Term Plan and Annual Plan, local bylaws, asset management planning, and Council policies are all undertaken in accordance with the LGA. The LGA and the Act provide the legal platform for Waitomo District Council to manage the reserves in its care.

#### RESOURCE MANAGEMENT ACT 1991 ('RMA')

The RMA governs the management of New Zealand's natural and physical resources, which includes land, air and water. The RMA provides Councils with specific powers, functions and duties in giving effect to the purpose of the RMA, (i.e. the sustainable management of natural and physical resources). These include:

- RMA policy planning roles;
- The control of actual or potential effects from land use, protection or development (including management responsibilities to do with natural hazards, hazardous substances, contaminated land, and indigenous biodiversity);
- The control of noise and mitigation of its effects; and
- Control of effects on the surface of lakes or rivers.

The RMA establishes many environmental management mechanisms. The following are relevant to reserve management: National Policy Statements, Regional Policy Statements and Plans, District Plans and resource consents.

The RMA applies to all reserves. For example, it can be used to ensure that activities on reserves don't have adverse impacts on adjacent land. However, in terms of protecting reserve values, it is likely that policies, objectives, and outcomes established under the Reserves Act will ensure a higher level of protection for reserves than required under the RMA.

## NATIONAL POLICY STATEMENTS ('NPS')

NPS are statements of national-level policy that drive national consistency in local RMA planning and decision-making. NPSs shape the content of policy and plan development, and guide decision-making under RMA processes.

The three NPS that are relevant to reserve management are:

- New Zealand Coastal Policy Statement 2010 (NZCPS);
- Proposed National Policy Statement on Indigenous Biodiversity (2010); and
- National Policy Statement for Freshwater Management 2011.

These NPS have informed this plan. Where consistent with achieving the purpose of the Reserves Act, reserve management policies acknowledge RMA processes and considerations. For instance, policies regarding vehicle access in reserves adjacent to the coastal marine area can complement the management of vehicle impacts on beaches (which is subject to NZCPS policies).

## BUILDING ACT 2004 ('Building Act')

The Building Act regulates building work, and sets standards for buildings. Any building (including bridges) in a reserve is subject to the provisions and requirements of the Building Act.

## THE HERITAGE NEW ZEALAND POUHERE TAONGA ACT 2014 ('Heritage Act')

The Heritage Act applies in addition to any other relevant legislation. Any physical works on an archaeological site first require consent. The provisions of the Heritage Act must be complied with wherever a historic site exists in a reserve (whether known, or unknown). Archaeological sites are those associated with human activity that occurred before 1900, and any other place that is, or may be able (through archaeological investigation) to provide historical evidence relating to the history of New Zealand.

## CONSERVATION ACT 1987 ('Conservation Act')

The Act is listed in the First Schedule of the Conservation Act 1987. Section 4 of the Conservation Act (that it should be interpreted and administered as to give effect to the principles of the Treaty of Waitangi), also applies to the Act. Part 4A of the Conservation Act provides for marginal strips, (which are generally 20m wide strips of land along the foreshore, lakes and rivers) that are reserved from the sale of surrounding or adjacent Crown Land. Some marginal strips are associated with reserve land. Council's management of marginal strips must be in accordance with the Conservation Act. Some land managed by the Department of Conservation under the Conservation Act lies alongside Waitomo reserves managed by Waitomo District Council under the Act.

## OTHER LEGISLATION

There is other legislation that binds Waitomo District Council in its reserve management role in the same way that any other person or body would be affected. These include:

- Fencing Act 1978;
- Sale and Supply of Alcohol Act 2012;
- Property Law Act 2007; and
- Biosecurity Act 1993.

Policy in this plan is not intended to derogate from any other relevant legislative (or regulatory) requirement.

## LONG TERM PLAN

The Long-Term Plan (the LTP) is the overarching financial planning and policy document for the Waitomo district. It sets out the Council's priorities over the medium to long term to improve the wellbeing of Waitomo, and provides a framework and funding for projects including those associated with reserves. It then guides, enables and/or constrains annual planning and funding.

Community outcomes are high level values and priorities and how communities express what is important or special about the District now and in the future – like good health, a place to live, a sense of pride and safety, a clean environment and a good income. Waitomo District Council also contributes toward the community outcomes with its own activities and responsibilities under the LGA to promote social, economic, environmental and cultural well-being of our communities.

The Long-Term Plan and annual plan determines the level of investment in reserves.

## ASSET MANAGEMENT PLANS

Asset management plans are required by the LGA. The Asset Management Plan – Parks and Reserves Asset Management Plan sets out how Waitomo District Council will manage its assets to achieve its strategic goal to provide for effective and sustainable recreational activity.

Asset Management Plans include a defined methodology for planned maintenance and asset replacement as well as a forecast of the expected costs to maintain and replace the assets. The documents are reviewed regularly to ensure they remain relevant.

## BYLAWS RELEVANT TO RESERVE MANAGEMENT

Waitomo District Council is empowered by the LGA to make bylaws and schedules which apply within the Waitomo District. Bylaws and schedules are made by formal resolution of Council following public consultation.

## WAITOMO DISTRICT PLAN

The District Plan is developed in accordance with the RMA and regulates land use in the Waitomo District. It also outlines in general terms, how reserves and open spaces within Waitomo should be managed. It recognises that open space is a resource that has value to the community and requires recognition and protection. This is achieved through the principal zone managing reserves – the Open Space Zone. There are rules for activities

that may adversely affect the character of the area, including its significant sites, natural and cultural heritage, and to manage the effects recreation may have on other people.

The District Plan is particularly relevant to reserves management when it comes to regulating uses adjacent to (or affecting) reserves, and when Council undertakes land uses in reserves that either requires resource management consents, or is permitted subject to meeting standards.

When preparing or changing Regional Policy Statements and Plans, or District Plans, or when considering designation requirements and heritage orders under the RMA, this Reserve Management Plan must be taken into consideration.

**Document No:** A669951

**Report To: Council Meeting**



**Meeting Date:** 27 June 2023

**Subject:** **Adoption of the Annual Plan – FY 2023-2024**

**Type:** Decision Required

**Purpose of Report**

- 1.1 The purpose of this business paper is to:
- a) Present a draft Annual Plan 2023-24 (dAP) for Council consideration and adoption as per Section 95 of the Local Government Act 2002; and
  - b) Set the rates for the 2023-24 financial year pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002 (LGRA 2002).

**Executive Summary**

2.1 **DRAFT ANNUAL PLAN**

- 2.2 The Council has held four workshops pertaining to the development of the 2023/24 dAP.
- 2.3 In accordance with Council's direction by resolution, the attached dAP addresses the guiding principles that the 10YP (namely financially prudent, affordable and sustainable) is maintained, with the existing and agreed Levels of Service (LoS) maintained, as mandated by the District Community through the original 2021-2031 10YP consultation and engagement process.
- 2.4 The dAP has been developed over the last 6 months with Council considering the priorities within the current local and economic environment, while being mindful of rates affordability for the community.
- 2.5 At the first workshop on 15 December 2022, Council discussed strategic issues to be considered in the development of the dAP, including factors that could potentially have a material impact on the dAP.
- 2.6 A further three Council workshops were held in February and March 2023 where strategies were considered by Council, specific details refined and then modelled for impact on the overall Total Rates Requirement.
- 2.7 This process has provided opportunities for Council to consider its priorities for the AP including the capital works programme and levels of service while reducing the total rates increases.
- 2.8 During the workshops it was also confirmed that setting of the UAGC should be applied to bring more properties closer to the average rate increase, this now sits at \$340 compared to the current \$423.
- 2.9 At the Council meeting on 14 March 2023, Council considered the updated draft Financial Forecasts (dFF) which included all the decisions made through the previous workshops.
- 2.10 The assumptions and associated budget forecasts for consultation confirmed a required rate funding of \$22.18M, compared to the current year (2022/23) rates requirement of \$20.95M, which resulted in a forecast rates revenue increase of 5.91% (\$1.24M). The forecast rates requirement for 10YP 2023/24 was \$21.7M (4.37% increase).

- 2.11 Due to the higher than forecasted rate increase, change in the UAGC and the extension to the current 'funding of depreciation' policy of not fully rate-funding the 3 waters assets depreciation, consultation was recommended. Council confirmed the consultation content at the 14 March workshop.
- 2.12 **CONSULTATION**
- 2.13 A Consultation period was open from 31 March to 1 May 2023. Letters were sent directly to major users of water services in relation to changes to fees and charges. Public notice was published in the Waikato Times and King Country News; information and links were prominent on WDC website; and posts were made to WDC Facebook page.
- 2.14 There were 8 submissions received, 4 chose to speak to their submissions. There was support for the priority spending in Roothing and Stormwater and some opposition to the change in UAGC and not fully rate-funding the 3 water assets depreciation. There were no submissions on fees and charges.
- 2.15 Council deliberated on the submissions and agreed to one change of no longer funding the promotion of the Timber Trial at a cost of \$15,000. This funding would cease from 30 June 2023.
- 2.16 As a result of this change the forecast for rates funding required represents an increase of 5.84% on the value of property rates set for the current rating year (AP 2022/23).
- 2.17 No changes were made to the Fees and Charges Schedule 2023/24.

## **Background**

- 3.1 The Local Government Act 2002 (LGA) requires the development of an Annual Plan for each year in between the LTP review cycle of three years. The purpose of the Annual Plan as per section 95(5) of the LGA is to:
- a) Contain the proposed annual budget and funding impact statement for the year to which the annual plan relates; and
  - b) Identify any variation from the financial statements and funding impact statement included in the Council's long term plan in respect of that year; and
  - c) Provide integrated decision making and co-ordination of the resources of Council; and
  - d) Contribute to the accountability of the Council to the community.
- 3.2 The Annual Plan is an 'Exceptions' based document that is required to focus on any variations from the forecast and plans identified for the corresponding year in the LTP.
- 3.3 Section 95(5)(b) of the LGA requires Council to identify any variations from Financial Statements and the Funding Impact Statement from a local authorities long term plan to the relevant annual plan year.
- 3.4 **Council Workshop – 15 December 2022**
- 3.5 In line with usual practice for development of a dAP, at its workshop on 15 December 2022, Council discussed strategic issues to be considered in the development of the dAP, including factors that could potentially have a material impact on the dAP development process.
- 3.6 The following issues were discussed and subsequent outcomes:
- Three Waters Reform
  - Waitomo District Landfill and ETS
  - Gallagher Recreation Centre
  - Additional Waka Kotahi funding
  - Interest rate Assumptions
  - Delivery of Capital programme



Strategic Issue	Estimated costs or revenue for dAP 23/24 consideration
Three Waters Reform	\$1M - revenue
Landfill Development and ETS	Possible variation
Gallagher Recreation Centre	Funding options
Waka Kotahi Funding	\$1.2M - revenue
Asset Revaluations	Funding options
Interest Rate Assumptions	5.23%
Delivery of Capital Programme	Risk level - medium

- 3.7 Overall variations to the 2022/23 AP were calculated to provide an early indication of the increase in the Total Rates Requirement. This amount indicated a 16% increase in rates. This level of rate increase was not considered affordable, so Council has worked through a process of prioritising expenditure and finding other methods to reduce costs.
- 3.8 Council was presented with the option of extending our current approach for new '3 Waters' assets to not rate-fund the depreciation increase associated with the increase in asset valuations that occurred in '3 Waters' assets as at 30 June 2022. This would reduce rates by \$248,000.
- 3.9 Another option presented to Council was to set the UAGC at an amount that would reduce the impact of a rate rise on individual ratepayer groups. It was agreed this will be modelled and discussed further with Elected Members once a view on the change in income and expenditure had been reached.
- 3.10 **Council Workshop – 7 February 2023**
- 3.11 Subsequent to the Council workshop in December, further budget reviews identified additional budget savings of \$1.48M across the organisation, further reducing the forecast rates requirement.
- 3.12 In order to achieve a rates increase similar to inflation, Council proposed to use operational reserves to a limited extent to reduce the rates funding required and where there is some uncertainty around the amount and timing of the budgeted expenditure. The use of operational reserves is a short term solution that will provide some relief for ratepayers in the coming year.
- 3.13 Consideration of the application of operational reserve balances is undertaken as part of developing each AP however as a key focus of the Financial Strategy is to reduce debt, generally use of operational reserves is limited to smoothing rates in any given year.
- 3.14 Council also proposed to continue with the existing policy to not fully rate-fund depreciation on new 3 waters assets and to extend this by not rate-funding an additional \$248,000 of increased depreciation from the most recent asset valuation. This resulted in significant savings of \$748,000.
- 3.15 It was acknowledged these were short term solutions that will provide some relief for ratepayers in the coming year and are not a sustainable long term funding source.
- 3.16 The dFF rates requirement was calculated to be \$22.18M, compared to the current year (2022/23) rates requirement of \$20.95M, which results in a forecast rates revenue increase of **5.91%** (\$1.24M). The forecast rates requirement for 10YP 2023/24 was \$21.7M (4.37% increase).
- 3.17 The increase is driven by inflationary pressures in existence presently and future expectation with no decrease in levels of service delivered by Council.

- 3.18 The rate types that contribute to the overall increase of 5.91% over the current year were:
- Wastewater – 19% increase
  - Water supply – 2% increase
  - Metered Water Rates - 8% increase
  - Solid Waste Rate – 28% increase
  - Stormwater – 8% decrease
  - District Development Rate – 13% increase
  - General Rate and UAGC combined– increase 4%
- 3.19 Council was presented with modelling including rates examples for fixing the UAGC at \$381 as compared to the current \$423 at the proposed 5.91% average rate increase. This showed the movement in rates revenue by category and individual sample properties. The modelling demonstrated that the proportion of rates revenue paid by each category was similar to previous years by fixing the UAGC at a lower level and overall more properties were closer to the average rate increase.
- 3.20 Additional spend for 3 waters projects and how to cover the cost of the unfunded portion the storm repairs to the roading network were discussed. Council gave direction on this spending which would be presented at the next workshop.
- 3.21 **Council Workshop – 28 February 2023**
- 3.22 The addition spend was incorporated into the budget which resulted in the dFF rates requirement increasing to \$22.26M, compared to the current year (2022/23) rates requirement of \$20.95M, which resulted in a forecast rates revenue increase of 6.27% (\$1.31M).
- 3.23 The rate types that contributed to the overall increase of 6.27% over the current year were:
- Wastewater – 19% increase
  - Water supply – 2% increase
  - Metered water rates - 8% increase
  - Solid waste rate – 37% increase
  - Stormwater – 7% increase
  - District development rate – 13% increase
  - General rate and UAGC combined– increase 4%
- 3.24 Council gave direction that a further investigation such as reserve funding should be considered to ensure the rate increase was reduced as much as possible.
- 3.25 **Council Workshop – 14 March 2023**
- 3.26 The final dFF was presented to Council that included an additional use of operational reserves in the Community and Partnerships activity to fund the grants activity. As the rates funding for grants was not fully spent in 2021/22 year due to Covid-19, these reserve funds of \$75,000 were proposed to be used for the 2023/24 year creating a reduction in rate revenue requirement to \$22.18M which resulted in a forecast rates revenue increase of 5.91%.
- 3.27 The rate types that contributed to the overall increase of 5.91% over the current year were:
- Wastewater – 19% increase
  - Water supply – 2% increase
  - Metered Water Rates - 8% increase
  - Solid Waste Rate – 37% increase
  - Stormwater – 7% increase
  - District Development Rate – 13% increase
  - General Rate and UAGC combined– increase 3%

- 3.28 Council were satisfied that the financial position as contained in the dFF for the 2023/24 period is largely robust and all financials are within the covenants set out in the Financial Strategy. All the financial reporting and prudence benchmarks have been met.
- 3.29 The overall forecast average annual rates increase for 2023/24 is 5.91%, which is lower than inflation at 7.2% but above the planned forecast for 10YP Y3 of 4.37% strikes a balance between meeting increased costs and rates affordability.
- 3.30 Forecast debt was \$40.46M at 30 June 2024, against a forecast in the 10YP Year 3 of \$38.1M which is within Councils debt capacity.
- 3.31 To achieve this result, some operational reserves have been utilised as well as not fully funded depreciation for water, wastewater and stormwater activities in order to reduce the amount of rates funding proposed for 2023/24.
- 3.32 To create a more equitable rate increase and bring more properties closer to the 5.91% increase, a reduced in the UAGC to \$340 is proposed. This results in a transfer of \$2.881M from the UAGC to General Rate requirement, an increase of \$546,000 on current year.
- 3.33 It was concluded that although the draft financial forecasts show no material or significant variations in the proposals, costs, or funding in the dAP 2023/24 from those contained in the corresponding year of the 2021-2031 10YP, consultation with the community was recommended due to the higher than forecasted rate increase, change in the UAGC, approach to 3 waters depreciation and increase in spend on Roading and Stormwater.
- 3.34 Council considered the consultation document with a focus on the following areas:
- The average rate increase for the District proposed at 5.91%
  - Delivering on work programmes for priority levels of service
  - Retaining critical projects that improve resilience
  - Policy on not fully rate-funding 3 waters depreciation
  - Use of the UAGC and retaining rate proportions; and
  - Recovering costs through fees and charges
- 3.35 The consultation document content was confirmed during the workshop and later adopted by Council at the monthly meeting on 28 March 2023.
- 3.36 **Community Consultation**
- 3.37 Council elected to consult with the community on this year's dAP, previously information documents were provided but no formal Hearing process. As outlined below for this year's dAP Council wanted the opportunity to hear from the community on the levers used to achieve a rate increase below inflation.
- 3.38 The variances to work-streams and the impact of those work-streams on costs and funding were not considered material or significant, from the forecasts contained in the 10YP for the corresponding year, and therefore on their own did not trigger the requirement for consultation with the community.
- 3.39 There were however two variations to 10YP Year 3 that were significant but below the threshold for triggering a SCP. These are the variation in operational expenditure (\$5.58M) and the capital expenditure (\$16.67M). The other consideration is the proposed rate increase consulted on 10YP Y3 4.37% as compared to the proposed 5.91% rate increase for 2023/24 is also a significant change.
- 3.40 When considered as a whole the combined changes did amount to what could be considered material change from the 10YP and community engagement by SCP (Special Consultative Process) was recommended. Council decided to follow an SCP so they could hear the community views prior to finalising the Annual Plan for 2023/24.

- 3.41 The consultation period was open from 31 March to 1 May 2023. Letters were sent directly to major users of water services in relation to changes to fees and charges. Public notice was made in the Waikato Times and King Country News; information and links were prominent on WDC website; and posts were made to WDC Facebook page.
- 3.42 Hearings
- 3.43 At the close of the submission period, no submissions were received relating to fees and charges, eight submissions were received related to the dAP. Four of the submitters presented at the Council Hearing on 18 May 2023.
- 3.44 The majority of submitters supported the additional spending proposed for stormwater, wastewater and roading repairs. There was specific mention of Waitomo Village water and wastewater not being allocated any funding to investigate transitioning to WDC as there had been previously. It was noted that the uncertainty around Water Reforms, discussions have not resumed on this matter and currently the assets would transfer to the new Waikato water entity in 2026.
- 3.45 There was mixed support on the fixing of the UAGC and not fully rate-funding 3 waters asset depreciation. Also, a question was raised on whether maintaining the rate revenue contributions across categories was valid and if using this approach would work in the future.
- 3.46 A number of other points were raised by the submitters in addition to the questions asked in the consultation document. One point raised by Waitomo Ratepayers and Residents Collective was regarding funding the promotion of the Timber Trail which is currently \$15,000.
- 3.47 Council responded to each of the matters raised as presented in the deliberations paper. On the matter of the Timber Trail Council took a vote and the decision to remove this funding was passed. The change was to be notified as per the agreement of 30 days' notice and would cease at 30 June 2023.
- 3.48 There were no other changes to the dAP as a result of the consultation process. The final change was applied to the dFF to finalise the Annual Plan for 2023/24.
- 3.49 Summary Financials**
- 3.50 The forecasted Rates Revenue Requirement for the 2023/24 year is \$22.17 million, an increase of \$480,000 compared to the same year in the 10YP and an increase of \$1.2 million more than current year. The forecasted increase in rates revenue requirement is 5.84% compared to the forecast of 4.37% in the 10YP.
- 3.51 Council decided to make use of the discretion allowed for in the Revenue and Financing Policy when setting the UAGC for 2023/24. This was to help bring more properties closer to the average rate increase. The final reduced amount set for the UAGC is \$340.
- 3.52 Setting the UAGC at a lower rate will reduce some of the extreme increases and decreases, however there is still a wide range of movement for individual properties.
- 3.53 Total public debt at 30 June 2024 of \$40.3 million is forecast which is slightly higher than the forecast contained in the 2021-2031 10YP for the same year (\$38.1 million).

<h2>Commentary</h2>
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- 4.1 The Financial Forecast presented for Council's consideration has been modelled and prepared to ensure consistency with the direction adopted in Council's 2021-2031 10YP.
- 4.2 This is the same fiscally prudent approach Council has been rigorously applying to the development of APs for many years, with the consideration of rates affordability a fundamental standard component of this practice.
- 4.3 The exceptions and variations to expenditure proposed in the final AP are to address legally mandated/statutory requirements, or to implement decisions taken by Council previously. Other amendments have been proposed to address new issues that have arisen, or to respond to new costs of contract, historical trends, etc.

#### 4.4 Summary – Prospective All of Council Cost of Service Statement

4.5 The financial summary for carrying out the planned work streams and delivering on the LoS agreed in the 2021-2031 10YP are presented below in the All of Council Cost of Service Statement.

#### 4.6 **Table 1**

4.7 The Prospective All of Council Cost of Service Statement shows a forecast Net Operating

(\$000's)	Annual Plan 2022/23	2021-31 10YP 2023/24	Annual Plan 2023/24	Variance to Annual Plan 2022/23	Variance to 10YP 2023/24
Total Operating Income	26,388	14,661	21,298	(5,090)	6,637
Total Operating Expenditure	34,505	33,919	41,150	6,645	7,231
<b>Net Operating Cost/(Surplus)</b>	<b>8,117</b>	<b>19,258</b>	<b>19,852</b>	<b>11,735</b>	<b>594</b>
Total Capital Expenditure	23,614	9,674	22,516	(1,098)	12,842
<b>Total Net Expenditure</b>	<b>31,731</b>	<b>28,932</b>	<b>42,368</b>	<b>10,637</b>	<b>13,436</b>
<b>Funded by</b>					
Internal Loans Raised	4,521	2,487	11,990	7,469	9,503
Other Funding Adjustments	6,263	4,755	8,208	1,945	3,453
General Rates, UAGC and Service Charges	20,947	21,690	22,170	1,223	480
<b>Total Funding</b>	<b>31,731</b>	<b>28,932</b>	<b>42,368</b>	<b>10,637</b>	<b>13,436</b>

Cost/(Surplus) of \$19.8 million, which is \$0.6 million more than the forecast contained in the 10YP.

4.8 Operating Income is forecast to be \$6.6 million more than the 10YP mainly for subsidy revenue for Cyclone Dovi and other damage to roads from severe weather events, Better Off projects funding and funding for Mayors Taskforce for Jobs programme.

4.9 Operating Expenditure is forecast to be \$7.2 million more than the 10YP mainly due to increases in finance costs, increasing costs to deliver services and maintain council assets, more sludge removal costs for Te Kuiti treatment ponds and the reallocation of roads budgets to allow for an increase spend for network and asset management, emergency first response cost and sealed and unsealed maintenance. Depreciation expense has also increased due to recent asset revaluations. In addition to this, operating expenditure is also forecast for some of the Better Off projects and the Mayors Taskforce for Jobs programme.

4.10 Capital expenditure is forecast to be \$22.5 million, \$12.8 million more than the 10YP. The significant projects planned for 2023-24 include:

- the continuation of road renewals from Cyclone Dovi and other recent weather events \$5.1 million,
- other road improvements and renewals \$4.1 million,
- \$4.7 million for Te Kuiti network resilience project and alternative water source investigations,
- and \$3.7 million for landfill cell development, highwall and gas flaring equipment installation.

4.11 Internal loan funding of \$11.9 million is forecast for the dAP, an increase of \$9.5 million on the forecast in the 10YP.

4.12 Other Funding Adjustments increased by \$3.5 million, to \$8.2 million compared to the 10YP forecast for 2023/24. This includes reserve funding of operational expenditure of \$1.2 million and \$4.1 million of depreciation expense that is not funded.

4.13 The significant variances to the forecast contained in the 10YP for 2023/24 year and to current year (2022/23) are explained within the AP document (pages 12 – 33).

4.14 Statement of Funding Sources

4.15 Forecast Rates Revenue Requirement

4.16 The total forecast rates requirement in the 2023-24 dAP is \$22.17 million (excluding GST), an overall average rates requirement increase of 5.84% over the current year and \$0.5 million more than the forecast contained in the 2021-31 10YP for the same year.

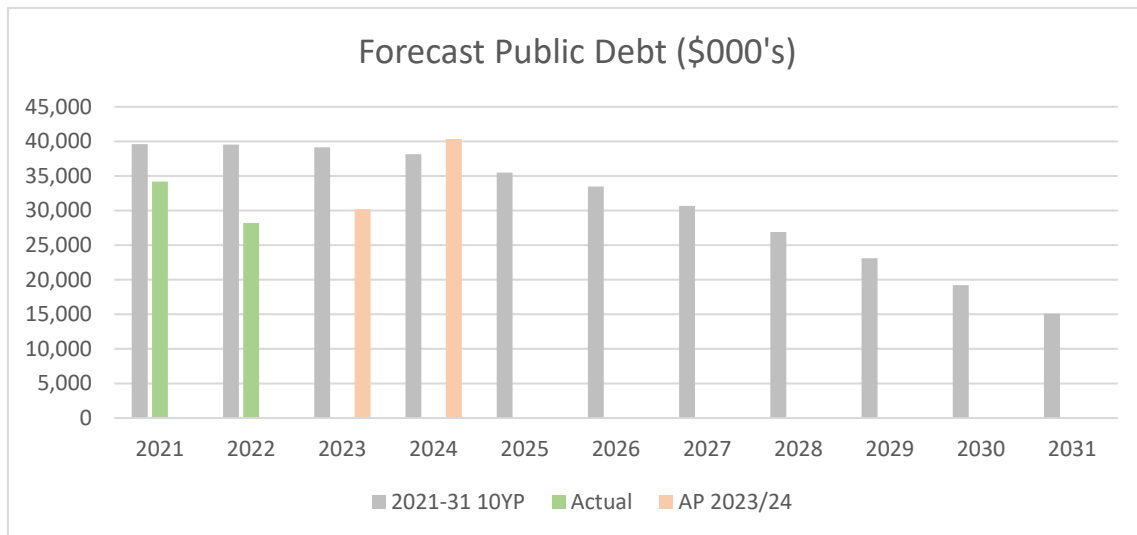
4.17 Table 2 shows the rate types that the \$22.17 million rates requirement is comprised of.

4.18 **Table 2**

(\$000's)	Annual Plan 2022/23	2021-31 10YP 2023/24	Annual Plan 2023/24	Variance to Annual Plan 2022/23	Variance to 10YP 2023/24
<b>Targeted Rates and Services Charges</b>					
Wastewater	1,982	2,378	2,368	386	(10)
Water Supply	1,992	2,092	2,033	41	(59)
Metered Water Supply Rates	977	1,009	1,059	82	50
Aquatic Centre	269	273	312	43	39
District Development	308	309	342	34	33
Piopio Retirement Village Contribution	13	17	13	(0)	(4)
District Rooding Rate	4,474	4,517	4,481	7	(36)
Solid Waste Rate	847	661	1,162	315	501
Solid Waste Collection	228	237	245	17	8
Stormwater	474	483	508	34	25
<b>Forecast Total Targeted Rates and Service Charges</b>	<b>11,564</b>	<b>11,976</b>	<b>12,523</b>	<b>959</b>	<b>547</b>
General Rate	7,348	6,049	8,009	661	1,960
UAGC	2,035	3,665	1,638	(397)	(2,027)
<b>Total General Rate and UAGC</b>	<b>9,383</b>	<b>9,714</b>	<b>9,647</b>	<b>264</b>	<b>(67)</b>
<b>Forecast Total Rates Requirement</b>	<b>20,947</b>	<b>21,690</b>	<b>22,170</b>	<b>1,223</b>	<b>480</b>
Change in Rates Requirement	586	909	1,223		
<i>Percentage Change</i>	<i>2.88%</i>	<i>4.37%</i>	<i>5.84%</i>		
<b>Other Revenue Sources</b>					
Subsidies and Grants	21,711	9,590	16,177	(5,534)	6,587
Interest Revenue	12	9	15	3	6
Rates Penalties Revenue	300	253	350	50	97
Fees and Charges	4,365	4,809	4,756	391	(53)
<b>Total Other Revenue</b>	<b>26,388</b>	<b>14,661</b>	<b>21,298</b>	<b>(5,090)</b>	<b>6,637</b>
<b>Other Funding Sources</b>					
Internal Loan Raised	4,521	2,487	11,990	7,469	9,503
<b>Total Funding Sources</b>	<b>51,856</b>	<b>38,838</b>	<b>55,458</b>	<b>3,602</b>	<b>16,620</b>
<b>Funding applied to</b>					
Operating Expenditure	34,505	33,919	41,150	6,645	7,231
Capital Expenditure	23,614	9,674	22,516	(1,098)	12,842
Internal Loan Repayments	3,098	3,174	3,023	(75)	(151)
Reserve transfers and non-funding of depreciation	(9,361)	(7,929)	(11,231)	(1,870)	(3,302)
<b>Total Funding Applied</b>	<b>51,856</b>	<b>38,838</b>	<b>55,458</b>	<b>3,602</b>	<b>16,620</b>

#### 4.19 Forecast Public Debt

- 4.20 Public Debt at 30 June 2024 is forecast to be \$40.3 million. This is \$2.2 million more than the forecast of \$38.1 million contained in the 2021-31 10YP.
- 4.21 The increase is due in part to the new Te Kuiti network resilience project that is forecast to commence construction during 2023/24. Of the total \$9 million project, \$4 million is forecast for 2023/24 and will be loan funded.
- 4.22 The opening debt position at 30 June 2023 is forecast to be \$9 million less than the 10YP due to unspent capital expenditure in previous years, a reduced spend to date on the loan funded district plan project, and cash surpluses bought about in part by reduced operating costs.



### **Analysis of Options**

- 5.1 Council is required by the Local Government Act 2002 to adopt an Annual Plan prior to 1 July.

### **Considerations**

#### **6.1 RISK**

- 6.2 As there has been a consultation process followed and public have had the opportunity to put forward written and verbal submissions there is very low risk that the community may not agree with Council's assessment that the changes to the final 2023-24 AP.

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

- 6.4 The Financial Forecasts for the 2023-24 AP are consistent with the forecasts contained in the corresponding year of the 2021-31 10YP and the variations are not considered to be material.
- 6.5 There are no changes to the levels of service agreed with the community through the 2021-2031 10YP.

#### **6.6 SIGNIFICANCE AND COMMUNITY VIEWS**

- 6.7 Section 78 of the LGA requires Council to, in the course of its decision making, give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter.

- 6.8 Community views on the additional spending for stormwater, wastewater and roading were supportive from those who submitted. This indicates the wider community also supports this. The consultation process showed there are likely mixed views in the community on the approach Council has used to keep the rate increase below inflation.
- 6.9 Council has made an informed decision balancing rates affordability and were satisfied that the financial position as contained in the dFF for the 2023/24 period is largely robust and all financials are within the covenants set out in the Financial Strategy. All the financial reporting and prudence benchmarks have been met.
- 6.10 Having regard to the decision making provisions in the LGA, and the requirements of the LGA in terms of consultation on annual plans, a decision in accordance with the recommendations is not considered to have a high degree of significance in terms of the Act.
- 6.11 Council's decision on the 2023-24 AP will be communicated with the community, and the 2023-24 AP will be available on Council's website. Printed copies will be available from late July 2023.

### Summary of Council Direction and Outcomes

- 7.1 Council undertook a robust process in developing the Annual Plan for 2023/24. The program of work in the final 2023-24 dAP and the Financial Forecasts therein are aligned with the forecasts contained in the 2021-2031 10YP for the corresponding year with no material changes to individual workstreams.
- 7.2 It is recommended that Council now adopt its 2023-24 AP together with the required and supporting rates setting steps.
- 7.3** The setting and assessment of the rates for FY 2023/24 is provided for in this business paper and reflects the funding requirement of the 2023-24 dAP document as presented.

### Suggested Resolutions

- 1 The business paper on Adoption of Annual Plan 2023-24 be received.
- 2 Council adopt the Annual Plan 2023-24 document.
- 3 The Chief Executive be authorised to make any final editorial amendments to the Annual Plan 2023-24 document and any changes directed by the Council at this meeting.
- 4 Pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002, Council set the rates, charges, and instalment due dates for the 2023/24 financial year commencing 1 July 2023 and ending on 30 June 2024 as follows:

#### 1. GENERAL RATE

A General Rate set under section 13 of the Local Government (Rating) Act 2002 (LGRA) made on every rating unit across the District, assessed as a rate per \$100 of capital value. The General Rate is not set differentially. The General Rate will contribute to the funding of:

- Leadership
- Other Land and Buildings
- District Libraries
- Aquatic Centre
- Les Munro Centre
- Aerodrome
- Public Facilities
- Parks and Reserves
- Community Halls
- Cemeteries
- Community Development
- Economic Development
- District Promotion



Emergency Management  
 Regulatory Services  
 Waste Minimisation  
 Resource Management

*Requirement in 2023/24 (incl. GST)*

<b>General Rate</b>	<b>Rate per \$100 capital value</b>	<b>Total Revenue Requirement (\$000)</b>
All rating units in the District	0.21249	9,210

**2. UNIFORM ANNUAL GENERAL CHARGE**

A Uniform Annual General Charge (UAGC) per separately used or inhabited part of a rating unit across the District, set under Section 15(1)(b) of the LGRA. The UAGC will contribute to the funding of:

Leadership  
 Parks and Reserves  
 District Libraries  
 Aquatic Centre  
 Les Munro Centre  
 Other Land and Buildings  
 Public Facilities  
 Community Halls  
 Cemeteries  
 Aerodrome  
 Community Development  
 Emergency Management  
 Regulatory Services  
 Resource Management  
 Waste Minimisation

*Requirement in 2023/24 (incl. GST)*

<b>Uniform Annual General Charge</b>	<b>Charge per SUIP</b>	<b>Total Revenue Requirement (\$000)</b>
All rating units in the district	\$340	1,884

**Definition of SUIP**

A separately used or occupied part of a rating unit includes any part of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement, or any part or parts of a rating unit that are used or occupied by the ratepayer for more than one single use. This definition includes separately used parts, whether or not actually occupied at any particular time, which are provided by the owner for rental (or other form of occupation) on an occasional or long-term basis by someone other than the owner.

For the avoidance of doubt, a rating unit that has only one use (i.e. does not have separate parts or is vacant land) is treated as being one SUIP.

**3. TARGETED RATES**

Targeted Rates are set on categories of land defined by some factor, such as geographic location or provision of service. The titles of 'Targeted Rate' (TR) and 'Targeted Fixed Rate' (TFR) are used by this Council. Targeted Fixed Rates are based on a uniform amount set per separately used or inhabited part of a rating unit (SUIP) or set per rating unit. Targeted Rates are assessed based on capital value or water consumption.

### Targeted Rates Differentiated on Location

Council will use location (Schedule 2(6) LGRA) to define the land liable for the Aquatic Centre TFR, Piopio Retirement Village Contribution TFR, Rural Stormwater TFR, and Te Kuiti Urban Stormwater TFR and targeted rate.

The following location definitions for the respective rating areas will apply:

Te Kuiti Urban Rating Area	<i>All rating units situated within the Te Kuiti Urban Rating Area (Refer to Revenue and Financing Policy for further details)</i>
Te Kuiti Urban and Periphery Rating Area	<i>All rating units situated within a 5km radius, all around, from the Information Centre (deemed to be the centre of town), in Te Kuiti. (Refer to Revenue and Financing Policy for further details)</i>
Rural Rating Area	<i>All rating units situated within the Rural Rating Area (Refer to Revenue and Financing Policy for further details)</i>
Piopio Township	<i>All rating units connected or with the ability to connect to the Piopio Wastewater System (Refer to Revenue and Financing Policy for further details)</i>
Piopio Wider Benefit Rating Area	<i>All rating units situated in the rural areas around Piopio Township (excluding Rating units/SUIPs connected or with the ability to connect to the Piopio Wastewater System) that are deemed to indirectly benefit from the Piopio Wastewater reticulation network. (Refer to Revenue and Financing Policy for further details)</i>

#### 3.1 Aquatic Centre TFR

An Aquatic Centre TFR set under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit in the District, differentiated by rating areas, to part fund the Aquatic Centre Activity. The rating areas for the purpose of assessing the Aquatic Centre TFR will be the Te Kuiti Urban and Periphery Rating Area and Rating Units in the District not in the Te Kuiti Urban and Periphery Rating area.

##### Requirement in 2023/24 (incl. GST)

<i>Aquatic Centre (TFR)</i>	<i>Charge per SUIP</i>	<i>Total Revenue Requirement (\$000)</i>
Te Kuiti Urban and Periphery Rating Area	\$122	287
Rating Units in the District not in the Te Kuiti Urban and Periphery Rating Area	\$22	72

#### 3.2 Piopio Retirement Village Contribution TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit situated within the Piopio Township and the Piopio Wider Benefit Rating Area to fund the support of the continued delivery of elderly housing accommodation services provided by the Piopio Retirement Trust Board through the remission of service charges.

##### Requirement in 2023/24 (incl. GST)

<i>Piopio Retirement Village Contribution (TFR)</i>	<i>Charge per Rating Unit</i>	<i>Total Revenue Requirement (\$000)</i>
Piopio Wider Benefit Rating Area and Piopio Township	\$20	15

#### 3.3 Rural Stormwater TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit in the Rural Rating Area of the District to fund the Rural Stormwater Activity.

##### Requirement in 2023/24 (incl. GST)

Rural Stormwater (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
Rural Rating Area	\$9	31

### 3.4 Te Kuiti Urban Stormwater TFR and Targeted Rate.

- (i) Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit in the Te Kuiti Urban Rating Area to partly fund the Te Kuiti Urban Stormwater Activity.
- (ii) Council set a Targeted Rate under section 16 of the Local Government (Rating) Act 2002 to partly fund the Te Kuiti Urban Stormwater Activity, to be assessed as a rate per \$100 of Capital value on every rating unit in the Te Kuiti Urban Rating Area excluding those in respect of which there is a current resource consent to discharge stormwater into the Mangaokewa Stream, and so are not using any part of the urban reticulated stormwater or drainage network.

*Requirement in 2023/24 (incl. GST)*

Te Kuiti Urban Stormwater (TFR)	Charge per rating unit	Total Revenue Requirement (\$000)
Te Kuiti Urban Rating Area	\$181	328

Te Kuiti Urban Stormwater Targeted Rate (TR)	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
Te Kuiti Urban Rating Area (excluding rating units not using network)	0.03038	226

### 3.5 Water Rates

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 for Water Supply differentiated on the basis of supply area. The TFR is set per separately used or inhabited part of a rating unit within Te Kuiti and Rural Communities (Piopio, Maniaiti / Benneydale and Mokau), with liability calculated based on whether the SUIP is connected, or merely serviceable (Serviceable means the rating unit is within 100m of water main and practicably serviceable in the opinion of Council).

*Requirement in 2023/24 (incl. GST)*

Water Supply (TFR)	Charge		Total Revenue Requirement (\$000)
	Per connected SUIP	Per serviceable SUIP	
Te Kuiti	\$731	\$365	1,515
Piopio	\$1010	\$505	246
Maniaiti / Benneydale	\$1010	\$505	122
Mokau	\$1010	\$505	221

### 3.6 Extraordinary Water Supply Rate

Council set a TR under section 19 of the Local Government (Rating) Act 2002 per cubic metre of water consumed over and above an annual consumption of 292m<sup>3</sup> per SUIP, differentiated by supply area that has been fitted with a water meter and/or is defined as having an extraordinary supply (in accordance with Council's Water Services Bylaw). The rates are:

*Requirement in 2023/24 (incl. GST)*

<b>Water Supply Rate (TR)</b>	<b>2023/24 Charge per cubic metre (including GST) above 292m<sup>3</sup></b>
Te Kuiti	\$3.31
Piopio	\$3.61
Maniaiti / Benneydale	\$3.98
Mokau	\$5.29
Total Revenue Requirement (\$000)	1,218

*Metered Water Supply Due Dates*

	<b>Reading Period</b>	<b>Due Date</b>
Te Kuiti Meat Companies	Monthly	15 <sup>th</sup> of the month following invoice
Te Kuiti, Piopio, Mokau and Maniaiti / Benneydale	Jul – Dec 2023 Jan – Jun 2024	15 <sup>th</sup> of the month following invoice

**3.7 District Wide Benefit Rate for Water Supply**

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the District to part fund the water supply activities.

*Requirement in 2023/24 (incl. GST)*

<b>District Wide Benefit Rate for Water Supply (TFR)</b>	<b>Charge per Rating Unit</b>	<b>Total Revenue Requirement (\$000)</b>
All Rating Units in the District	\$51	234

**3.8 Wastewater Rates**

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 to provide for the collection and disposal of sewage. The TFR is set per separately used or inhabited part of a rating unit within the District, with liability calculated based on whether the SUIP is connected to the wastewater network, or merely serviceable (Serviceable means the rating unit is within 30m of sewer reticulation and practicably serviceable in the opinion of Council).

*Requirement in 2023/24 (incl. GST)*

<b>Wastewater (TFR)</b>	<b>Charge</b>		<b>Total Revenue Requirement (\$000)</b>
	<b>Per connected SUIP</b>	<b>Per serviceable SUIP</b>	
Maniaiti / Benneydale	\$994	\$497	112
Te Waitere	\$994	\$497	19
Te Kuiti	\$994	\$497	1,693
Piopio	\$994	\$497	210

### 3.9 Wastewater rates for non-residential properties in Te Kuiti

For all non-residential properties in Te Kuiti, Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per SUIP set on a differential basis based on the following Categories

- **Category 1** - All Businesses
- **Category 2** - Education & Community Childcare, Places of Worship, Marae, Clubs and Societies and Emergency Services. This category consists of organisations that are generally deemed 'not for profit'. For avoidance of doubt, Category 2 only covers properties with uses listed within this category and no others.
- **Category 3** - Government Department use, Rest Homes and Hospitals.

All non-residential SUIPs will be charged one base charge for up to four pans and per pan (Pan Charge) for every pan over and above this threshold on the following basis:

#### Base Charge:

*Requirement in 2023/24 (incl. GST)*

Non- Residential Targeted Rate (TFR)	Base Charge per SUIP (up to 4 pans)	Per serviceable SUIP	Total Revenue Requirement (\$000)
Category 1	\$497	\$497	100
Category 2	\$497	\$497	17
Category 3	\$994	\$497	7

#### Pan Charge:

*Requirement in 2023/24 (incl. GST)*

Non- Residential Targeted Rate (TFR)	Number of pans	Charge per pan (Pan Charge)	Total Revenue Requirement (\$000)
Category 1	5th pan and over	\$696	71
Category 2	5-10 Pans	\$298	2
	Over 10 Pans	\$199	24
Category 3	5th pan and over	\$696	31

### 3.10 Trade Waste Contribution TFR

Council set a Trade Waste Contribution TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit in the District in recognition of the contribution made to the social and economic well-being of the District by the large industrial users of the Te Kuiti Wastewater Network.

*Requirement in 2023/24 (incl. GST)*

Trade Waste Contribution (TFR)	Charge Per rating unit	Total Revenue Requirement (\$000)
All Rating Units in the District	\$39	182

### 3.11 District Wide Benefit Rate for Wastewater

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the District to part fund the wastewater activities.

*Requirement in 2023/24 (incl. GST)*

District Wide Benefit Rate for Wastewater (TFR)	Charge Per Rating Unit	Total Revenue Requirement (\$000)
All rating units in the District	\$55	254

### 3.12 District Rooding Rate

Council set a District Rooding targeted rate under section 16 of the Local Government (Rating) Act 2002 as a rate per \$100 of capital value on every rating unit across the District to part fund the Roads and Footpaths Activity.

*Requirement in 2023/24 (incl. GST)*

District Rooding Rate (TR)	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
All rating units in the District	0.11887	5,153

### 3.13 Solid Waste Collection Rate

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit to which Council provides a kerbside collection and recycling service differentiated by service areas where Council operates kerbside collection and kerbside recycling services (Te Kuiti, Piopio, Mokau (including Awakino) communities and Waitomo Village and some surrounding parts).

*Requirement in 2023/24 (incl. GST)*

Solid Waste Collection (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
Te Kuiti	\$73	146
Waitomo	\$74	51
Piopio	\$158	37
Mokau	\$154	48

### 3.14 Solid Waste Rate

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit District wide to part fund the Solid Waste activity.

*Requirement in 2023/24 (incl. GST)*

Solid Waste (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
All rating units in the District	\$242	1,336

### 3.15 District Development Rate

Council set a District Development Targeted Rate under section 16 of the Local Government (Rating) Act 2002 as a rate per \$100 of capital value differentiated between Commercial and Industrial Businesses, and Rural Businesses, to part fund Economic Development and District Promotion.

*Requirement in 2023/24 (incl. GST)*

District Development Rate (TR)	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
Commercial and Industrial Businesses	0.04712	197
Rural Businesses	0.00762	197

#### 4 RATES PAYMENTS

Pursuant to Section 24 of the Local Government (Rating) Act 2002, rates for the financial year commencing 1 July 2023 will be payable in four equal instalments with the due dates for payments being:

1st Instalment	31 August 2023 (Thursday)
2nd Instalment	30 November 2023 (Thursday)
3rd Instalment	29 February 2024 (Thursday)
4th instalment	31 May 2024 (Friday)

*Note*

The due date for payment of each instalment is the last working day in each of the months specified above. Rates payments will be allocated to the oldest debt first.

#### 5. RATES REMISSIONS AND POSTPONEMENTS

Council has developed a rates remissions policy as per LGA (section 102 (3)(a), 108 and 109) and LGRA (Section 85). Remission categories include Properties Used Jointly as a Single Unit, Community Organisations and Clubs and Societies, Organisations Providing Care for the Elderly, New Residential Subdivisions, Māori Freehold Land, Cases of Land Affected by Natural Calamity, Cases of Financial Hardship, New Businesses, Penalties, and Rates and/or penalties following a Rating Sale or Abandoned Land Sale. The estimated value of these remissions is \$198,000 for the 2023/24 year.

Under the Policy on Remission of Rates, Council will not offer any permanent postponements of rates.

#### 6. PENALTIES

Pursuant to sections 57 and 58 of the Local Government (Rating) Act 2002, Council may apply penalties as follows:

- (a) A penalty charge of 10 percent (10%) on any part of an instalment that has been assessed for the financial year commencing 1 July 2023 and which remains unpaid after 5pm on the due date for payment of that instalment, to be added on the penalty dates below:
- |              |                  |
|--------------|------------------|
| Instalment 1 | 5 September 2023 |
| Instalment 2 | 5 December 2023  |
| Instalment 3 | 5 March 2024     |
| Instalment 4 | 5 June 2024      |
- (b) A further penalty charge of 10 percent (10%) on any part of any rates assessed before 1 July 2023 that remains unpaid on 1 July 2023, to be added on 7 July 2023.
- (c) No penalties will be charged where a ratepayer is paying rates by direct debit or where there is an approved payment arrangement in place.



CHARMAINE ELLERY  
**MANAGER – STRATEGY AND POLICY**



TINA HITCHEN  
**CHIEF FINANCIAL OFFICER**

20 June 2023

Separate Enclosure - Draft Annual Plan 2023-24 (A673126)

**Document No:** A672714

**Report To: Council Meeting**



**Meeting Date:** 27 June 2023

**Subject:** **Draft 2023/24 Fees and Charges schedule for adoption**

**Type:** Decision Required

### Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the draft 2023/24 Fees and Charges Schedule for adoption.

### Background

- 2.1 Council's Revenue and Financing Policy (RFP) provides information on funding sources that are available to Waitomo District Council and provides the rationale for the use of each funding source. Fees and Charges (FCs) are a legitimate source for funding activities (or parts of activities), and the rationale for their use in funding certain activities is set out in detail in the RFP.
- 2.2 In setting FCs Council must do so in a manner set by section 150 of the Local Government Act 2002, namely that the FCs must represent the recovery of fair and reasonable costs incurred by Council in the matter for which the fee is charged. There are other legislative requirements for specific fees and charges as defined in the Resource Management Act 1991, Sale and Supply of Alcohol Act 2012, Food Act 2014, Dog Control Act 1996 and the Building Act 2004.
- 2.3 FCs are one funding source evaluated as part of the construction of the annual planning and budgeting process. This annual review provides the opportunity to reflect the changing circumstances in the operating environment.
- 2.4 Most FCs can be adopted by Council resolution without the need to undertake the special consultative procedure (SCP). However, Council is required to undertake a special consultative procedure when amending fees and charges under the Food Act 2014 (Food Act) and the Resource Management Act 1991 (RMA).
- 2.5 The proposed fees and charges schedule is attached in **Attachment 1** and forms part of this business paper.

### Commentary

- 3.1 The annual review of the current (2022/23) FCs has been carried out as part of the annual planning process, to determine whether any changes are required for the next financial year (2023/24). In reviewing the current FCs, the need for alignment with the Revenue and Financing Policy has been kept in mind and proposed changes have been incorporated into budgeted revenue in the draft Annual Plan 2023/24.
- 3.2 The outcome of this review was that due to the increase in operating costs most FCs needed to be increased to between 5% and 7% to ensure that costs are recovered so that Council services are not subsidised further by rates. This reflects the current environment with inflation currently sitting at 6.7%.



- 3.3 There have also been additional FCs that have been increased by more than the above percentages, where staff noted that the current FCs were not sufficient to cover the increased staff time or higher contractor costs for delivering these services.
- 3.4 It was proposed to Council that overdue library fees be removed as this can become a barrier for frequent users of the library and can have the effect of reducing revenue, this also aligns with other Local Authorities around New Zealand who have already removed overdue fees from public libraries.
- 3.5 The variations from Council's 2022/23 fees and charges schedule are outlined in **Attachment 2**.
- 3.6 Council elected to undertake consultation on all FCs for the 2023/24 year by using the Special Consultative Procedure under section 83 of the Local Government Act 2002. This was done in conjunction with the draft Annual Plan 2023/24 consultation which ran from 31 March to 1 May 2023.
- 3.7 The following commentary provides key details of the proposed changes to the fees and charges for the 2023/24 year which were new or increased more than the 5-7% range.
- 3.8 **COMPLIANCE**
- 3.9 **Building Consents**
- 3.10 A fee of 83 cents per kilometre has been included for travel costs where an inspection is more than 5 kms from the Council office. This is to ensure that the cost of travel for inspections is recouped.
- 3.11 **Animal and Dog Control**
- 3.12 Council is now offering bark collars for sale at the Council office for \$35.00. This is to enable staff to provide customers with an option for assisting with the control of barking dogs.
- 3.13 The surrender fee has also been increased to \$80.00 to recoup the costs associated with rehoming a dog (i.e., vaccinations), or if rehoming is not possible then to cover the euthanasia costs.
- 3.14 **Food Act 2014**
- 3.15 Food Act 2014 fees and charges have been increased to account for the increase in cost of delivering these services.
- 3.16 **Environmental Health and Alcohol Licensing**
- 3.17 Two new fees are proposed for issuing certificates under section 100(f) of the Sale and Supply of Alcohol Act 2012. This fee is to enable Council to recover staff time for processing these certificates.
- 3.18 **RESOURCE MANAGEMENT**
- 3.19 Increases are proposed to the deposits for 'land use, subdivision, joint subdivision and land use consents, section 127 applications, applications for an outline plan, outline plan waiver, section 221s and officer charge out rates'. These fees are proposed to be increased to recognise the actual costs to Council to process these application types.

3.20 **ASSETS**3.21 **Water Supply**

3.22 The water connection fee for Te Kuiti, Piopio, Mokau, Maniaiti / Benneydale (all Council supplies) is being increased from \$2,008.50 to \$3,000.00 to cover the actual cost of service provision.

3.23 Council will also now on-charge the cost of traffic management (if required for connections) direct to the customer.

3.24 Metered water rates are also impacted by cost increases the new rates per m3 above 292m3 proposed are:

Te Kuiti	\$3.31 (currently \$3.05)
Piopio	\$3.61 (currently \$3.33)
Maniaiti/Benneydale	\$3.98 (currently \$3.67)
Mokau	\$5.29 (currently \$4.88)

3.25 **Wastewater**

3.26 The wastewater connection fee for Te Kuiti, Te Waitere and Maniaiti / Benneydale (all Council supplies excluding Piopio) is being increased from \$2,049.70 to \$2,300.00 to cover the actual cost of service provision.

3.27 The Piopio wastewater connection (including the new septic tank) is being increased from \$20,125.00 to \$22,750.00.

3.28 Council will also now on-charge the cost of traffic management (if required for connections) direct to the customer.

3.29 **Solid Waste Management**

3.30 There is an increase in landfill charges and the cost of the official WDC rubbish bags due to increasing operating costs and the government's increase in the Emissions Trading Scheme charges and the Waste Minimisation Levy.

3.31 These costs are incurred for every tonne of waste going to landfill. The tonnage charges will increase by \$20, and the official WDC rubbish bags will increase from \$4.50 to \$4.80.

3.32 **COMMUNITY CONSULTATION**

3.33 The consultation period was open from 31 March to 1 May 2023. Letters were sent directly to major users of water services in relation to changes to fees and charges. Public notice was made in the Waikato Times and King Country News; information and links were prominent on WDC website; and posts were made to WDC Facebook page.

3.34 There were no submissions received on the FCs during the consultation period, so no further changes were made to the draft Fees and Charges schedule 2023/24.

<b>Considerations</b>
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4.1 **RISK**

4.2 There are no significant risks associated with approving the proposed changes to the fees and charges for the 2023/24 year as the community have been consulted on all the proposed changes.

4.3 The majority of the fees and charges are proposed to move in keeping with inflation to ensure cost recovery as per legislation. Where significant cost increases have been identified changes have been proposed.

3.35 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

4.4 The proposed fees and charges for the 2023/24 year are consistent with, and are required to fund delivery of, current Council plans or policies, specifically the Revenue and Financing Policy and the draft 2023/24 Annual Plan.

3.36 **SIGNIFICANCE AND COMMUNITY VIEWS**

4.5 Council elected to undertake consultation on all FCs for the 2023/24 year by using the Special Consultative Procedure under section 83 of the Local Government Act 2002. This was done in conjunction with the draft Annual Plan 2023/24 consultation which ran from 31 March to 1 May 2023.

4.6 There were no submission received therefore the proposed changes to the fees and charges for 2023/24 are taken as appropriate by the community.

### **Analysis of Options**

5.1 Council is required by the Local Government Act 2002 to adopt the fees and charges prior to 1 July.

### **Recommendation**

6.1 It is recommended that Council adopt the fees and charges schedule as consulted as outlined in **Attachment 1**.

### **Suggested Resolutions**

1. The business paper on 'Draft 2023/24 Fees and Charges schedule for adoption' be received.
2. Council adopt all fees and charges referred to in Attachment 1: 'Proposed Fees and Charges Schedule for 2023/24' to become effective on 1 July 2023.



CHARMAINE ELLERY  
**MANAGER - STRATEGY AND POLICY**

16 June 2023

Attachment 1: Proposed Fees and Charges Schedule for 2023/24 (A673209)

Attachment 2: Proposed Fees and Charges Schedule for 2022/23 with variations outlined (A657367)

**DRAFT**

**FEES AND CHARGES**

**2023/24**

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**Effective from 1 July 2023**

*All Fees and Charges are inclusive of GST,  
with the exception of bonds, penalties and residential housing*

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COMPLIANCE	
Description	2023/24 fee or charge (\$)
<b>Building consent fees</b>	
Building Consent cost includes Inspection fee (\$190) and Code Compliance Certificate (\$150) All fees are payable on application.	
<b>Record of title</b>	30.00
<b>Production of Project Information Memorandum (PIM)</b>	300.00
<b>Solid Fuel Heaters</b>	
Freestanding (1 inspection)	535.00
Insert (2 inspections)	725.00
<b>Minor Works (1 inspection)</b> Garden Sheds Basic Warning System Marquees Plumbing or Drainage Swimming pools/Spa pool fence only	600.00
<b>Minor Building Works (2 inspections)</b> Carports Demolitions Decks Swimming Pools over 35,000 litre capacity (includes fence)	995.00
<b>Other Buildings (2 Inspections)</b> Garages Hay Barns Implement Sheds Bridges	995.00
<b>Detached habitable buildings, no plumbing or drainage (5 inspections)</b> Sleep Out Office Studio Additions/alterations up to 30m <sup>2</sup> Internal alterations to dwellings	1,630.00
<b>Detached habitable buildings, with plumbing or drainage (6 inspections)</b> Sleepout with toilet/shower Additions/alterations up to 60m <sup>2</sup> with plumbing and drainage Internal alterations to dwellings	1,930.00
<b>Additions/alterations up to 60m<sup>2</sup> (6 inspections)</b>	1,930.00
<b>Other new buildings up to 60m<sup>2</sup> excluding dwellings and commercial buildings (6 inspections)</b> <i>Note: For other building work over 60m<sup>2</sup> the below dwelling and commercial/ industrial fees apply.</i>	1,930.00
<b>Dairy Sheds (3 inspections)</b>	2,050.00
<b>Re-sited Dwellings (3 inspections)</b>	2,300.00
<b>Re-sited dwellings with additions or alterations (includes 6 inspections)</b>	3,320.00
<b>Dwelling Single Storey up to 100m<sup>2</sup> (8 inspections)</b>	3,280.00
<b>Dwelling Single Storey up to 250m<sup>2</sup> (9 inspections)</b>	3,580.00
<b>Dwelling Single Storey larger than 250m<sup>2</sup> (9 inspections)</b>	3,930.00
<b>Dwelling Two Storey or more up to 250m<sup>2</sup> (9 inspections)</b>	4,050.00
<b>Dwelling Two Storey or more larger than 250m<sup>2</sup> (9 inspections)</b>	4,450.00
<b>Commercial /Industrial up to 300m<sup>2</sup> (9 inspections)</b>	4,360.00
<b>Commercial/Industrial - Basic kit-set type building, no services or internal fit-out (3 inspections)</b>	1,900.00
<b>Commercial/Industrial larger than 300m<sup>2</sup> (9 inspections)</b>	4,910.00
<b>Commercial - Internal Alterations (3 inspections)</b>	1,900.00
<b>Inspection Fee (compliance inspection/ etc.) per inspection</b>	190.00
<b>Travel costs – applies to inspections in excess of 5km from the Waitomo District Council Queen Street office</b>	Tier 1 rate per km – 83 cents
<b>Inspection fee – swimming / spa pools</b>  <i>Note: The first triennial inspection is undertaken at no charge. This fee covers all subsequent inspections.</i>	160.00
<b>Amendments - project value over \$20,001</b>	465.00
<b>Amendments – minor works with project value up to \$20,000</b>	250.00
<b>Compliance Schedules</b>	
New Compliance Schedule (Section 102 Building Act 2004)	380.00

COMPLIANCE	
Description	2023/24 fee or charge (\$)
Amendments to existing Compliance Schedule (Section 106 and 107 Building Act 2004)	280.00
<b>Request for Extension of Time for a Building Consent – work start or CCC</b>	160.00
<b>Application for exemption from requirement to carry out seismic work under section 133AN – includes 1 inspection.</b>	679.00
<b>Applications for waivers or modifications to means of restricting access to residential pools under section 67A – includes 1 inspection.</b>	679.00
<b>Code Compliance Certificate - CCC</b>	150.00
<b>Processing of Section 71/77 Certificate</b>	250.00
Plus on-charge of Solicitors fee to prepare and register certificate. (Actual Cost)	Actual Cost
<b>Certificate of Acceptance - Section 41(c)</b> Any building work in respect of which a building consent cannot practicably be obtained in advance because the building work has to be carried out urgently.	940.00
<b>Certificate of Acceptance - Section 96(1)(a)</b> (i) the work was done by the owner or any predecessor in title of the owner; and (ii) a building consent was required for the work but not obtained. (In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work)	1,600.00
<b>Certificate of Public Use (1 inspection)</b>	650.00
<b>Certificate of Public Use – reissue for extension of time (1 inspection)</b>	350.00
<b>Notice to Fix (1 inspection)</b>	450.00
<b>Accreditation Levy (consents valued over \$20,000)</b>	1.10 per \$1,000
<b>Building Research Levy</b> For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable	1.00 per \$1,000
<b>MBIE Levy</b> For every building consent with an estimated value of \$20,444 and over, \$1.75 per \$1,000 is payable	1.75 per \$1,000
<b>Lapsed or Refused Building Consents</b> Refunds will be paid to the person(s) who paid the fees on application. <i>Note: Refund will have an administration fee deducted (see below)</i>	Refund of BRANZ and MBIE levies, ccc and unused inspection fees, and less administration fee
<b>Administration fee for refund on refused or lapsed consents</b>	200.00
<b>Peer Review of Specific Designs by External Agents</b>	Actual Cost
<b>Any additional costs incurred in processing a building consent shall be recoverable on actual and reasonable basis.</b>	160.00 per hour
<b>Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value over \$20,001.</b> <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	525.00
<b>Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value up to \$20,000</b> <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	250.00
<b>Application for an exemption to carry out seismic work (1 inspection)</b> Process application for exemption from requirement to carry out seismic work on a building subject to an earthquake-prone building notice (Section 133AN Building Act 2004)	600.00
<b>Other Regulatory Fees and Charges</b>	
Overseas investment certificates – for determining and issuing	315.00
Section 348 – Right of way (ROW) application – processing application for ROW under the Local Government Act 1974	630.00
Sale and Supply of Alcohol Certificates for Building Certification	210.00
Record of Title search	30.00
Fee for uplifting building line restrictions. <i>Note: It is not guaranteed that the building line restriction will be approved. The application fee is non-refundable.</i> <i>Note: There are legal fees associated with having the BLR removed from the Record of Title. These legal fees are not included in this fee. Please enquire with your solicitor or conveyancer regarding their fees.</i>	630.00

**Building Act 2004 – explanatory note**

- These fees and charges become operative on 1 July 2023 and will apply for all work carried out and decisions issued on or after 1 July 2023, irrespective of when the application was lodged with the Council.
- The charges set out in this schedule are pursuant to Subpart 9, Section 281 A, B and C of the Building Act 2004.
- All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.
- Where a fixed charge is in any particular case inadequate pursuant to section 281B to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

**Charge-out rates for council officers and mileage**

Charge out rates for Council officers are set out in this schedule and:

- Are fixed charges;
- If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
  - if the fixed charge which has been paid in advance is greater by more than \$50.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
  - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).

**COMPLIANCE**

<b>Description</b>	<b>2023/24 fee or charge (\$)</b>
<b>Land Information Memorandum (LIM)</b>	315.00
Administration Fee for refund on cancelled LIM (note where substantial work has been completed on the LIM a refund will not be given; where substantial work has not been completed, the LIM fee will be refunded minus the administration fee).	52.50
Hardcopy LIM	21.00
<b>Animal and Dog Control Fees</b>	
All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.	
Urban Fee (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	125.00
Spayed or Neutered Dogs in the Urban Area	93.00
Selected Owner (Dog Control Policy) Dogs	73.00
Rural Dogs	52.00
Late registration fee	50% of the fee that would have been payable if that dog had been registered on the first day of the registration year.
Dangerous Dogs registration fee	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.
Disability Assist Dog registration fee <i>Note: To be eligible, the dog must be certified as a disability assist dog in accordance with Schedule 5 of the Dog Control Act 1996.</i>	No charge
Replacement Registration Tag	5.00
<b>Impounding (Poundage) Fees</b>	
The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees irrespective of the fate of the dog.	
Seizure Fee (per dog seized)	65.00
First Impounding (registered dog)	70.00
First Impounding (unregistered dog)	105.00
Second Impounding	145.00
Third and subsequent impounding	210.00
Plus Sustenance fees - per day	18.00
<b>Re-Homing Fee</b>	Re-homing of unwanted/ unclaimed dogs (unregistered)



## COMPLIANCE

Description	2023/24 fee or charge (\$)
	dogs will be the applicable registration fee and micro-chipping fee and all other reasonable associated costs.
Surrender/disposal fee (in addition to applicable impounding charges and sustenance)	80.00
Micro-chipping Fee	25.00
Consent to keep more than 2 dogs in the urban area. Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection.	40.00
Barking collars	35.00
First impounded animal	115.50
Per animal thereafter (impounded at the same time as the first impounded animal)	42.00
<b>Subsequent Impounding</b> – within any 24 month period involving animals owned by the same person/organisation	231.00 plus 42 per additional animal 42.00
<b>Driving charges</b> – leading, driving or conveying stock (pursuant to section 14 of the Impounding Act 1955)	131.00 per hour per officer, plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of any after-hours response
Grazing (per day) – horses, cattle, mules, ass, deer, pigs	8.00
Grazing (per day) – sheep, goats, and any others	2.00 plus costs of any hard/ supplementary feeds i.e. hay, grain
Advertising costs (pursuant to the Impounding Act 1988)	Actual cost

## ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2023/24 fee or charge (\$)
<b>Health Act Licence Fees</b>	
<b>Amusement Device Permits</b> (Section 11 Amusement Device Regulations 1978)	
1. First Device	11.50
2. Each additional Device	2.30
<b>Food Premises</b> <i>Health (Registration of Premises) Regulations 1966</i>	
Low Risk Premises	470.00
High Risk Premises	600.00
Any additional inspections required due to non-compliance	155.00
<b>Fees for Functions under the Food Act 2014</b>	
All administration and verification activities including annual verification, reporting, non-conformance visits and any activity not specified in the schedule below	170.00
<b>Fees applicable to Template Food Control Plans</b>	
Application for new registration of Template Food Control Plan	430.00
Application for renewal of registration of Template Food Control Plan	170.00 (plus hourly rate of 170 after the first hour)
Application for a significant amendment (section 45(3)) of registration of Template Food Control Plan, or move from Template Food Control Plan to National Programme	170.00 (plus hourly rate of 170 after the first hour)
Application for a minor amendment (section 45(2)) of registration of Template Food Control Plan. <i>Note: Minor changes constitute changes to details such as contact information (email, phone, day to day manager, and postal address).</i>	No charge
Voluntary suspension of Template Food Control Plan	85.00 (plus hourly rate of 160 after the first hour)
<b>Fees applicable to National Programmes</b>	

## ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2023/24 fee or charge (\$)
Application for new registration of premises under a National Programme	430.00
Application for renewal of registration of premises under a National Programme.	115.00 (plus hourly rate of 170 after the first hour)
Application for significant amendment (section 81) of registration under a National Programme or move from National Programme to Template Food Control Plan during the registration year.	170.00
Application for a minor amendment of registration under a National Programme, such as a change in contact information, trading name.	No charge
Voluntary suspension of National Programme.	85.00 (plus hourly rate of 160 after the first hour)
Issue of improvement notice, or review of an improvement notice.	155.00 (plus hourly rate of 170 after the first hour)
Application for statement of compliance.	155.00 (plus hourly rate of 170 after the first hour)
Copy of Food Control Plan folder and documents.	25.00
Cancelling an audit or verification within 24 hours of the scheduled date and time of audit.	105.00
Administration fee for refund on cancelled applications pursuant to the Food Act (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee).	52.50
<b>Hawkers and Peddlers (Public Places Bylaw Clause 14)</b>	
Hawkers and Peddlers Note: <i>Some applicants may be eligible for a fee waiver -to check for eligibility please enquire with WDC Customer Services.</i>	63.00
Itinerant Traders	178.00
Mobile Shops	178.00
<b>Impounding of Stereo</b>	
<i>Impounding Charges for Stereo (RMA 1991 sec 336). Note: Impounded stereo will be sold after six months if not claimed and impounding fees not paid.</i>	189.00
<b>Licensing – Alcohol (Ref: Sale and Supply of Alcohol (Fees) Regulations 2013)</b>	
<b>New Licenses, Renewals and Variations</b>	
Existing premises - Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	150.00
New or altered premises - Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	250.00
Off/On/Club Application Fee – Very Low Risk	368.00
Off/On/Club Application Fee – Low Risk	609.50
Off/On/Club Application Fee – Medium Risk	816.50
Off/On/Club Application Fee – High Risk	1,023.50
Off/On/Club Application Fee – Very High Risk	1,207.50
<b>Annual Fees</b>	
Off/On/Club Application Fee – Very Low Risk	161.00
Off/On/Club Application Fee – Low Risk	391.00
Off/On/Club Application Fee – Medium Risk	632.50
Off/On/Club Application Fee – High Risk	1,035.50
Off/On/Club Application Fee – Very High Risk	1,437.50
Managers Certificate – New and Renewal	316.25
Temporary Authority	296.70
<b>Special Licences</b>	
Class 1	575.00
Class 2	207.00
Class 3	63.25
Administration fee for refund on cancelled sale and supply of alcohol applications (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee)	50.00
<b>Licensing – Other</b>	
Transfer of Certificates of Registration or Licence Note: <i>This covers transfer of certificates of registration or licence due to change in ownership of the business.</i>	94.50
Offensive Trades – Registration Fees	252.00
Saleyards – Registration Fees	252.00
Hairdressers – Registration Fees	252.00
Funeral Director – Registration Fees	252.00

## ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING

Description	2023/24 fee or charge (\$)
Mortuary Premises – Registration Fees	252.00
Camping Grounds – Registration Fees	252.00
Skateboarding impounding fee	63.00
Application for Lease of Airspace	105.00
Lease of Airspace	Charge will be assessed on a site by site basis
<b>Parking Infringement Fees</b>	
<b>Excess Parking</b> – For parking on a road in breach of the provisions of Waitomo District Council’s Land Transport Bylaw 2015, in excess of a period fixed by the bylaw or otherwise where the excess is:	
Not more than 30 minutes	12.60
More than 30 minutes but not more than 1 hour	15.70
More than 1 hours but not more than 2 hours	22.00
More than 2 hours but not more than 4 hours	31.50
More than 4 hours but not more than 6 hours	44.10
More than 6 hours	59.80
<b>Other Parking Offences</b>	
Parking on designated bus stop	42.00
Parking on designated loading zone	42.00
Parking on a footpath	42.00
Parking contrary to parking signage	42.00
Parking on ornamental verge	42.00
Parking within 1 m of a vehicle entrance	42.00
Parking on or within 6m of an intersection	63.00
Inconsiderate parking	63.00
Double parking	63.00
Parking on a yellow broken line	63.00
Parking in a designated space for disabled persons	157.00
<b>Towage Fees</b>	
Towage fees are additional to the above fines.	Actual Cost
<b>Litter Infringement Fee</b>	
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier’s consent – First Offence	105.00
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier’s consent – Second or Subsequent Offence within a Year	420.00
Litter, of more than 1 litre and less than or equal to 20 litres, left in a public space, or on private land, without the occupier’s consent <sup>1</sup> – First Offence	157.00
Litter, of more than 1 litre and less than or equal to 20 litres, left in a public space, or on private land, without the occupier’s consent – Second or Subsequent Offence within a Year	420.00
Litter, of more than 20 litres and less than or equal to 120 litres, left in a public space, or on private land, without the occupier’s consent <sup>2</sup> – First Offence	262.00
Litter, of more than 20 litres and less than or equal to 120 litres, left in a public space, or on private land, without the occupier’s consent – Second or Subsequent Offence within a Year	420.00
Litter, of more than 120 litres left in a public space, or on private land, without the occupier’s consent – First Offence	420.00
Litter, of more than 120 litres left in a public space, or on private land, without the occupier’s consent – Second or Subsequent Offence within a Year	420.00
Hazardous or offensive litter left in a public space, or on private land without the occupier’s consent – First Offence	420.00
Hazardous <sup>3</sup> or offensive litter <sup>4</sup> left in a public space, or on private land without the occupier’s consent – Second or Subsequent Offence within a Year	420.00

<sup>1</sup> – 20 litres is the approximate maximum capacity of two standard supermarket bags in normal conditions

<sup>2</sup> – 120 litres is the approximate maximum capacity of a standard mobile garbage bin in normal conditions (for example the red lid ‘wheelie bin’ used for domestic refuse collection in the Waitomo area)

<sup>3</sup> – Hazardous litter includes broken glass, barbed wire, jagged metal, medicines, hazardous waste etc

<sup>4</sup> – Offensive waste includes rotting food, animal remains, faeces including discarded nappies etc

<b>RESOURCE MANAGEMENT</b>		
<b>Description</b>		<b>2023/24 fee or charge (\$)</b>
<b>General</b>		
Pre application	Pre application meeting	Actual staff time
Lodgment meeting	To lodge any consent	Actual staff time
Pre-hearing meeting	For any meeting or mediation held (s99)	Actual staff time
Deemed Boundary Activity (s87BA)	Consider and issue notice	Fixed 400.00
Marginal or temporary rule breaches / exemptions(s87BB) <i>Note: please discuss this with Council's Planner prior to application</i>	Consider and issue notice (if applicable)	Fixed 600.00
<b>Land use consents</b>		
Application or land use consent	All land use consents, except as otherwise provided below	Deposit 1500.00
Application or land use consent	Boundary dispensation (side yard only)	Deposit 600.00
<b>Notified resource consents</b>		
Limited notified consent	<b>Any</b> resource consent application that requires limited notification	Deposit 6,500.00
Notified consent	<b>Any</b> resource consent application that requires public notification	Deposit 10,000.00
<b>Subdivision Consents</b>		
Application for subdivision consent	Creating 9 lots or less where no road/reserves proposed	Deposit 3,000.00
Application for subdivision consent	Creating 10 lots or more, or any subdivision where a road/reserve is proposed	Deposit 4,500.00
Application for joint subdivision and land use consent	For any joint subdivision and land use consent application	Deposit 4,500.00
<b>Subdivision processes (post approval)</b>		
Section 223 certification		250.00
Section 224C certification		250.00
Section 241	Cancellation/partial cancellation of amalgamation condition	Fixed 450.00
Section 221	Consent notice – preparation, authorisation, change or cancellation	Fixed 300.00
Cross lease	Amendments to flats plans	Deposit 600.00
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time
<b>Other resource management activities</b>		
Section 127	Application to change or cancel condition(s) of consent (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 1500.00
Section 125/126	Applications for extensions of consent periods	Deposit 600.00
Section 124	Exercise of resource consent while applying for new consent	Deposit 1,500.00
Section 128-132	Review of consent conditions (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 800.00
Section 134	Transfer of holders interest in a consent (fixed fee)	Deposit 150.00
Section 139A	Existing use right determination	Deposit 2,000.00
Section 138	Application to surrender a resource consent	Deposit 500.00
Section 139	Application for Certificate of Compliance	Deposit 1,000.00
Section 357	Objection pursuant to sections 357(A) or (B)	Deposit 450.00
NES	Confirmation of compliance with National Environmental Standard	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	Deposit 1,500.00

<b>RESOURCE MANAGEMENT</b>		
<b>Description</b>		<b>2023/24 fee or charge (\$)</b>
<b>Designations</b>		
Public or limited notified	Notice of Requirement for Designation	Deposit 10,000.00
Non-notified	Notice of Requirement for Designation	Deposit 5,000.00
Sections 181, 182	Requirement for alteration or removal/partial removal of designation	Deposit 1,500.00
Section 184/184A	Application to determine designation lapsing	Deposit 2,500.00
Section 180	Transfer of rights and responsibilities for designations	Deposit 1,500.00
Sections 177, 178	Request to the requiring authority responsible for an earlier designation. Application to do anything which would prevent or hinder the public work or project	Deposit 600.00
Section 176	Application for outline plan	Deposit 800.00
Section 176A (2)	Waiver of requirement for outline plan	Deposit 250.00
<b>Heritage orders</b>		
Sections 189/189A, 196, 177	Requirement for a heritage order. Requirement for removal of heritage order. Request to requiring authority responsible for the earlier heritage order.	Deposit 1,500.00
<b>Plan Change application (to amend the District Plan)</b>		
1st schedule	Processing, considering and determining a private plan change application.	Deposit 30,000.00
<b>Compliance and monitoring</b>		
General	Administration, review, correspondence.	Actual staff time
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions.	150 per inspection
Engineering	For any inspection required.	Actual staff time
<b>Miscellaneous charges</b>		
Legal instruments	Search for easement documents, covenants, encumbrances, or any other document registered on Certificates of Title.	Actual staff time + LINZ costs
Affixing council's seal/authorising document	For administrative costs incurred in affixing council's seal and/or signature to any document where a charge is not otherwise listed.	Fixed 170.00
Variation/cancellations	Variation or cancellation of any legal document/ instrument not otherwise listed.	Fixed 450.00
Public notice	Costs associated with public notices.	Actual staff time + advertisement fees
Signs	Affixing signs on site.	Fixed 35.00 per sign
Delegated approvals	Staff decision on application, acting under delegated authority.	Actual staff time
Bonds – excluding engineering	Preparation, release and signing of any bond (excluding engineering).	Fixed 300.00
Bonds - engineering	Preparation, release and signing of any bond - engineering (roading and servicing works).	Fixed 400.00 per sign
Consultants	The applicant will reimburse council for any fees paid by council to any consultants.	Actual consultant costs + actual costs
Noise control (for the return of equipment seized under the RMA)	For the return of equipment seized under the RMA.	Fixed 180.00
<b>Hearings</b>		
Attendance	A charge will be made for the costs of all staff and/ or consultants required to attend a hearing.	Actual staff/ consultant time
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs
Hearings by commissioner(s) where requested pursuant to s100A of the RMA	1. Where applicant requests (whether or not also requested by a submitter(s)) 2. Where requested by a submitter(s): (a) The applicant shall pay the amount WDC estimates it would cost for the applicant to be heard and decided if the request was not made. (b) The submitter(s) who made the request will pay equal shares of any amount by which the cost of the application being heard/decided exceeds the amount payable by the applicant (i.e. in (a) above).	Actual costs to be paid by applicant Actual costs As per 2(a) and (b)
Note: applies to applicants and Requiring Authorities		
Hearing by Council	A charge will be made per councillor, including time spent on site visits.	260.00 + 204.00 for each half hour or part
Postponement/withdrawal or cancellation	If the applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing.	Actual Costs
Venue	Hiring a venue for the hearing	Actual Costs
<b>Request for information/supply of resource management documents</b>		

RESOURCE MANAGEMENT		
Description		2023/24 fee or charge (\$)
Providing information	Any request to provide information in respect of the District Plan or any consent.	Actual staff time
Providing copies	Copying information relating to consents and Council's functions under section 35 of RMA and the supply of any document.	Actual staff time + photocopying costs
Waitomo District Plan	Full printed copy of text and planning maps.	157.00 per copy
<b>Photocopying – charged as per Council's corporate rate</b>		
<b>Officer's hourly charge out rates</b>		
General Manager – Strategy and Environment		200.00 per hour
Managers – any other		185.00 per hour
Principal / Senior Planner		185.00 per hour
Planner		175.00 per hour
Engineer		170.00 per hour
Technical staff – any other		170.00 per hour
Team Leader Monitoring and Compliance/ Officer		160.00
Administrator (any) and any other staff member not listed		100.00 per hour
Consultant		Actual costs
<b>Mileage</b>		
For each kilometre travelled		1.25 per km
<b>Hazardous Activities and Industries List (HAIL) determinations</b>		
Investigation fee		157.00

#### Resource Management - explanatory notes

These fees and charges become operative on 1 July 2023 and will apply for all work carried out and decisions issued on or after 1 July 2023, irrespective of when the application was lodged with the Council.

#### Fixed charges

- The charges set out in this schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).

All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.

- All fixed charges are payable in full in advance. Pursuant to Section 36AAB (2) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.

**Note:** Documentation or certificates will not be issued until payment of charges have been cleared.

#### Additional charges

Where a fixed charge is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

The following may also be included as additional charges:

- If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;
- If any legal fees are incurred by the Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge;
- If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

#### Purpose

The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.

#### Charge out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- Are fixed charges;

**Resource Management - explanatory notes**

- If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
  - if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
  - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred)

**Remission of fees**

Staff with delegated authority may decide to reduce any charges Section 36AAB(1) of the RMA.

<b>RECREATION AND PROPERTY</b>	
<b>Description</b>	<b>2023/24 fee or charge (\$)</b>
<b>Cemeteries (Public Amenities Bylaw Clause 8)</b>	
<b>Te Kuiti Cemetery</b>	
<b>Plot Purchase (Berm and Lawn Cemetery)</b>	
Adult	1708.00
Child (under 12 years)	718.00
<b>Ashes Plot</b>	
Ashes Wall	363.00
Garden of Memories	485.00
RSA	
<b>Interment Fees Te Kuiti</b>	
Adult	1312.00
Child (under 12 years)	681.00
Ashes interment	275.00
Stillborn	146.00
<b>Rural Cemeteries: Piopio, Mokau, Te Waitere and Aria</b>	
<b>Plot Purchase</b>	
Adult	1267.00
Child (under 12 years)	530.00
Ashes Plot	220.00
<b>Interment Fees</b>	
Adult	1399.00
Child (under 12 years)	692.00
Ashes interment	385.00
Stillborn	216.00
<b>Sundry (for all cemeteries in the District)</b>	
Extra for breaking concrete	172.00
Additional depth	241.00
Extra Saturday	231.00
Extra Public Holiday	462.00
Fixing of Plaque	172.00
<b>Disinterment Fees (all Cemeteries)</b>	
An estimate will be provided to customer, actual cost will be charged	
Burial	Actual Cost Plus 10% Administration
Ashes	Actual Cost Plus 10% Administration
<b>Non-Residents (out of district burials)</b>	
	Add 60% to plot purchase
<b>Research Fees</b>	
	63.00
<b>Hall Hire – Les Munro Centre</b>	
<b>Total complex</b>	
Full day (8am – 8am)	910.00
Day hire (8am – 5pm)	643.00
Hourly hire (Day hireage applies after 6 hours)	68.00
Weekend rate (5pm Friday – 5pm Sunday)	1712.00
Funeral rate	321.00

RECREATION AND PROPERTY	
Description	2023/24 fee or charge (\$)
<i>Includes hire of crockery and PA system if required</i>	
<b>Foyer</b>	
Foyer – hourly rate	38.00
<b>Supper Room</b>	
Full day (8am – 8am)	492.00
Day hire (8am – 5pm)	321.00
Hourly rate	48.00
Weekend rate (5pm Friday – 5pm Sunday)	840.00
<b>Other (per hire)</b>	
PA System	140.00
Crockery (200 piece setting)	155.00
Grand Piano Hire (per day)	150.00
Cancellation Fee (within 14 days of event)	50% of hire fee
Cancellation Fee (within 15 to 60 days of event)	10% of hire fee
Booking Deposit	10% of hire fee
Bond	The greater of 525.00 or 50% of hire fee
<i>Community Groups may be eligible for a subsidy for hall hireage. To check for eligibility please enquire with WDC Customer Services.</i>	
<b>Community Halls</b>	
<b>Piopia Hall</b>	
Complex hire	
Full day (8am – 8am)	220.00
Hourly rate	39.00
PA system	70.00
Bond – four hours or more and for catered events	105.00
<b>Te Kuiti Railway Station Buildings 1 and 3</b>	
Day hire (8am – 5pm)	134.00
Hourly rate	31.00
Bond - four hours or more and for catered events	106.00
<i>Community Groups may be eligible for a subsidy for hall hireage. To check for eligibility please enquire with WDC Customer Services.</i>	
<b>Elderly Persons Housing - Tenancy arrangement</b>	
Small single bedroom - per week	\$130.00
Large single bedroom - per week	\$140.00
Bedsit - per week	\$120.00
<b>Parks and Reserves</b>	
Commercial Users Only – All Parks	
Ground Hire (per day)	349.00
Bond	To be determined on hire but no less than 500.00.
Application fee for an Activity Requiring Authorisation pursuant to the Reserve Management Plan	160.00
Application fee for a variation to an existing Activity Requiring Authorisation pursuant to the Reserve Management Plan	160.00
<b>District Aquatic Centre</b>	
Adult	4.70
Adult swimmer with an under 5	3.20
Seniors	3.20
Disability/health (green script of letter from health professional required)	2.10
Child	2.10
Students	3.20
Under 5's	
Spectators	1.00
Learn to Swim Classes (per lesson)	12.60
Hire of whole complex (per hour) under 50 swimmers	105.00 per hour + 31.00 for lifeguard per hour
Hire of whole complex (per hour) over 50 swimmers	105.00 per hour + 31.00 per lifeguard per hour e.g. 300



## RECREATION AND PROPERTY

Description	2023/24 fee or charge (\$)
	people would require 6 lifeguards
Lane Hire (per lane per hour)	16.80
Lane Hire for Swimming Club (per lane per hour)	12.60
Schools Base Fee (per hour)	37.00 per hour + 31.00 per lifeguard per hour
BBQ Hire (per hour)	31.50 per hour + a refundable cleaning bond of 21.00
<b>Te Kuiti Aerodrome</b>	
Visiting Aircraft Landing Fee	11.00
Touch and go First	11.00
Annual Plane Storage (casual)	525.00
Ground lease fees (annual)	As per market rate
<b>Banner Poles</b>	
Hireage of Banner Space (max of 4 weeks) per week	15.00
Installation and Removal (minimum then at cost plus 10%)	159.00

## COMMUNITY AND PARTNERSHIPS

Description	2023/24 fee or charge (\$)
<b>Waitomo District Library</b>	
Scanning (per request)	0.60
Binding documents	5.20
Membership Card (initial)	No charge
Temporary membership bond	21.00
Lost Membership Card replacement	5.20
Jigsaw Puzzles (21 days)	2.10
Children's Wooden Puzzles (21 days)	No charge
Rental Talking Books	1.60
Rentals (Fiction) – Books up to 4 years old (Rental 21 Days)	0.60
Rentals (Fiction) – Books over 4 years old (Rental 21 Days)	No charge
Overdues – (per day per book)	No charge
Overdues – Large print titles	No Charge
Overdues - Children's books (per day per book)	No charge
Bestseller Collection - 14 day hire	5.20
Overdues – Bestseller Collection (per day per book)	No charge
Classic DVDs - 1 week hire	1.00
DVDs - 1 week hire	2.00
Best Seller DVDs - 3 day hire	5.20
Electronic Games - 1 week hire	3.00
Over dues - All DVDs and Games (per day, per item)	1.30
Magazines - 1 week hire	1.60
Lost or Damaged Items	Replacement Cost Plus 7.30
Requests to other Libraries (per item) where reciprocal agreement exists	6.30
Requests to other Libraries (per item) where no reciprocal agreement exists	25.20
International Requests to other Libraries (per item)	52.50
Aotearoa Peoples Network (APNK) internet/computer charges	No Charge
Items requests/hold, per request	No Charge
Annual Non-Resident Fee (excluding Ōtorohanga District)	47.20
Sale of Books	0.90
Sale of Books - Fill a Bag	3.15
Books by Mail - postage fee (per item)	6.30
Library Bags	6.00
Kit Collection (3 Days)	5.80
Kit Collection (3 Days) – high value kits	10.00
Kit Collection (1 week)	10.50
Overdues - Kit Collection per day	No charge
Covering Books (Small)	5.20
Covering Books (Large)	6.30

<b>CORPORATE SERVICES</b>	
<b>Description</b>	<b>2023/24 fee or charge (\$)</b>
<b>Official Information</b>	
Handling of enquiries - charge per half hour plus actual and reasonable costs (first hour free of charge)	50.00
Supply of property records (Hardcopy property files accessed by a customer)	10.50
Record of Title	31.50
<b>GIS System – Generating and Printing of Maps/ Plans</b>	
A4 (Plan)	0.40
A4 (Aerial)	0.60
A3 (Plan)	1.05
A3 (Aerial)	2.00
A2 Plotter (plan)	5.00
A2 Plotter (aerial)	10.50
A1 Plotter (plan)	8.20
A1 Plotter (aerial)	12.60
A0 Plotter (plan)	15.50
A0 Plotter (aerial)	19.50
Creation of non-standard maps / plans (cost is per half hour plus printing fees)	50.00
Supply of data in digital form by email (cost is per half hour)	50.00
<b>Property number, allocation only (urban and rural RAPID number)</b>	No charge
<b>Photocopying</b>	
A4 - Black and White, single sided	0.20
A4 - Black and White, double sided	0.40
A4 - Colour, single sided	0.40
A4 - Colour, double sided	0.60
A3 - Black and White, single sided	0.50
A3 - Black and White, double sided	0.80
A3 - Colour, single sided	1.10
A3 - Colour, double sided	2.00
<b>Laminating</b>	
A4, per page	3.20
A3, per page	6.30
<b>Postage and Courier</b>	
E20 courier bag (A5)	7.50
E40 courier bag (A4)	12.00
E60 courier bag (A3)	18.00
<b>Email and digital</b>	
Supply of data in digital format by email. Includes producing a document by computer and sending via email to customer. (per half hour plus actual and reasonable costs)	50.00
Supply of information regarding Rating Information Database to commercial entities (per half hour plus actual and reasonable costs – minimum charge one hour)	50.00
<b>Community Owned Facility Insurance</b>	
Administration fee	105.00

<b>ASSETS</b>	
<b>Description</b>	<b>2023/24 fee or charge (\$)</b>
<b>Roading</b>	
<b>Traffic Management Plans (TMP) – Processing Fee</b>	
Vehicle crossing and minor works	150.00
Major works 5+ days or pavement excavation	300.00
Event minor less 1000 people	150.00
<i>Does not include Road Closure Fee - Traffic Management Coordinator may use discretion to waive Road Closure Fee dependent on complexity of TMP.</i>	
Urban/CBD major works / Major Events (1000+ people)	500.00
<i>Does not include Road Closure Fee - Traffic Management Coordinator may use discretion to waive Road Closure Fee dependent on complexity of TMP.</i>	
Road Closure Application Fee	541.80
<i>Fee includes administration and the cost of one advertisement; two adverts are required. Council will cover the cost of one advertisement</i>	
Entrance way Inspection	260.00

ASSETS	
Description	2023/24 fee or charge (\$)
Annual License to Occupy a Roding Reserve	Minimum of 262.00
Application fee to process a License to Occupy a Roding Reserve	120.00
<b>Road Damage Deposit</b>	
Bond (deposit refundable)	5980.00
Road Opening Notice	209.00
Road Encroachment	252.00
<b>Rapid Number</b>	
New	168.00
Replacement	84.00
<b>Overweight</b>	
Overweight Permit	291.00
Overweight Permit Renewal	247.00
<b>No Spray Zone Application</b>	
<b>Roding Information</b>	
Land Information Request	70.30
Engineering Consent	82.00
<b>High Productivity Motor Vehicle (HPMV) Permit</b>	
HPMV Permit	367.00
HPMV Permit up to 10 identically configured HPVM vehicles, belonging to the same company	376.00
HPMV Permit Renewal	247.00
<b>Sewerage Extraction, Treatment and Disposal</b>	
Administration fee for new connections	239.00
Connection (Te Kuiti, Te Waitere, Maniaiti/Benneydale - All Council supplies excluding Piopio) <i>This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective of existing infrastructure. Traffic Management Plan approval and implementation to be charged at actual cost.</i>	2300.00
Disconnection	238.00
<b>Piopio Wastewater</b>	
Connection involving retrofitting of an existing approved septic tank	10680.00
Connection (including new septic tank) <i>Traffic Management Plan approval and implementation to be charged at actual cost.</i>	22,750.00
<b>Trade Waste</b>	
<b>Administrative Charges</b>	
Required Trade Waste Application Fee	169.00
Non-compliance Re-inspection Fee	130.00
<b>Annual Trade Waste Consent Charges</b>	
Exempt Trade Waste Licence	128.00
Permitted Trade Waste Licence	253.00
Conditional Trade Waste licence (includes disposal from cleaning of separator unit x2 per annum)	712.00
<b>Tankerred Trade Waste Charges</b>	
Receipt treatment and disposal of liquid trade wastes per m <sup>3</sup> (1,000 litres) at Te Kuiti Waste Water Treatment Plant:	
Septage disposal from within Waitomo District per m <sup>3</sup> (1,000 litres) <i>Septage is septic tank waste including partially treated sludge that accumulates in a septic tank</i>	244.11
Greywater per m <sup>3</sup> (1,000 litres)	39.50
Grease Trap waste per m <sup>3</sup> (1,000 litres)	270.00
All out of Waitomo District tankerred waste per m <sup>3</sup> (1,000 litres) casual users <i>Note: Tankered trade waste compromising a mixed waste load will be charged at the higher rate</i>	319.00
<b>Stormwater</b>	
Connection <i>This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective of existing infrastructure. Traffic Management Plan approval and implementation to be charged at actual cost</i>	3335.00
Kerb Connection	1190.00
<b>Water Supply (Water Services Bylaw 2015)</b>	
<b>Water Supply Rates</b>	
Cost per m <sup>3</sup> above 292m <sup>3</sup> - Water rates set by RFP new rate calculated annually through rate setting process.	
Te Kuiti	3.31
Piopio	3.61
Maniaiti/Benneydale	3.98
Mokau	5.29
Bulk Water take (tankers/hydrant etc) Cost per m <sup>3</sup>	12.60
Administration fee	239.00
Connection Fee Te Kuiti, Piopio, Mokau, Maniaiti/Benneydale (All council supplies)	3000.00

<b>ASSETS</b>	
<b>Description</b>	<b>2023/24 fee or charge (\$)</b>
<i>This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective if a connection has already been laid. Traffic Management Plan approval and implementation to be charged at actual cost.</i>	
Disconnection Fee	541.00
<b>Testing Meters Fee</b>	
Domestic 15 mm and 20 mm	465.00
40 mm large connection	552.00
50 mm and 100 mm bulk	849.00
Reconnection	541.00
Water Permit (standpipe) Hire	227.00
Water Take Application Fee	169.00
Toby/ Valve locates	151.00
Water Meter Reading Fee 10% administrative costs	
• Te Kuiti	119.00
• Mokau	205.00
• Maniaiti/Benneydale	139.00
• Piopio	122.00
<b>Other Charges</b>	
For identification of underground services or any other operation deemed to differ from the normal fees and charges line item	Cost Recovery Basis Plus 10% administrative costs
<b>Solid Waste Management</b>	
<b>Kerbside Collection</b>	
Purchase of WDC Rubbish Bags - Residents (each)	4.80
<b>Landfill and Transfer stations</b>	
<b>Waitomo District Landfill</b>	
<i>(Note: most charges are per 1 tonne (1,000kgs). There is no charge to dispose of official WDC Refuse Bags at Landfill)</i>	
<b>Purchase of Recycle Bin (Green Bin, each)</b>	15.70
<b>General Refuse</b>	
General Refuse (per tonne), 10kg and above (see below)	310.00
General refuse minimum charge (under 10kg)	11.00
<i>*Note: refer to example of weighbridge charges below</i>	
<b>Green Waste</b>	
Green Waste (per tonne)	200.00
<b>Special Refuse</b>	
Concrete and Bricks (per tonne)	90.00
Fibreglass (per tonne)	285.00
Bitumen (per tonne)	62.00
Clean Fill (per tonne)	46.00
Clay (per tonne)	35.00
Whiteware - each	22.00
Television - each	22.00
Computer - each	20.00
Toaster/ kettle/ video recorders	8.50
Oil, paint - per litre	6.50
Lead Cell Batteries (each)	34.00
Gas Cylinders (each)	16.00
Metal (scrap only, per tonne)	98.00
Polystyrene (per tonne)	1,410.00
Road Sweeping (per tonne)	76.00
Timber Waste (per tonne)	171.00
Burial (per unit)	72.00
<b>Tyres</b>	
Car	17.00
4x4	22.00
Light Truck	22.00
Truck	27.00
Tractor	66.00
Tyre removal from rim	31.00
Shredded tyres (per tonne)	257.00
<b>Contaminated Soils</b>	353.00

<b>ASSETS</b>	
<b>Description</b>	<b>2023/24 fee or charge (\$)</b>
<b>Contaminated Waste</b>	396.00
<b>Bulk Liquid Wastes will not be accepted</b>	
<b>Rural Transfer Stations</b> <i>Charges are per refuse item: Van (each). If the amount of general refuse is over and above the standard item, additional charges will be applied.</i>	
<b>General Refuse</b>	
Disposal of Unofficial rubbish bags - (if the size of the unofficial bag used is similar or smaller than WDC rubbish bag)	4.80
Larger bags will be assessed pro rata (based on the size of the WDC official bag with the maximum cost being: \$13.00)	13.00
Wheelie Bin	35.00
Car boot	38.00
Van	66.00
Ute	75.00
Trailer	75.00
Special Refuse (E.g. Whiteware)	22.00
Televisions – each	22.00
Computer – each	20.00
Toaster/ kettle/ video recorders	8.50
<b>Landscape Supplies</b>	
<b>Riverstone (per tonne)</b>	
Riverstone 19mm Rolys	117.00
Riverstone 25-65mm Rolys	127.00
Riverstone 65-200mm Rolys	142.00
Riverstone Builder Mix	127.00
<b>Limestone (per tonne)</b>	
Limestone Fines (cream colour)	434.00
Limestone Chip (cream colour) 2-6mm	57.00
Limestone Chip (cream colour) 6-15mm	144.00
Limestone Chip (cream colour) 15-25mm	144.00
Limestone Aggregate Gap 30	70.00

\*Waitomo District Landfill example of weighbridge charges:

6kg - \$11.00  
11kg - \$11.31  
19kg - \$13.79  
22kg - \$14.72

**DRAFT**

**FEES AND CHARGES**

**2023/24**

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**Effective from 1 July 2023**

*All Fees and Charges are inclusive of GST,  
with the exception of bonds, penalties and residential housing*

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COMPLIANCE		
Description	2022/23 fee or charge (\$)	2023/24 proposed fee or charge (\$)
<b>Building consent fees</b>		
Building Consent cost includes Inspection fee (\$190) and Code Compliance Certificate (\$150) All fees are payable on application.		
<b>Record of title</b>	30.00	30.00
<b>Production of Project Information Memorandum (PIM)</b>	300.00	300.00
<b>Solid Fuel Heaters</b>		
Freestanding (1 inspection)	535.00	535.00
Insert (2 inspections)	725.00	725.00
<b>Minor Works (1 inspection)</b> Garden Sheds Basic Warning System Marquees Plumbing or Drainage Swimming pools/Spa pool fence only	600.00	600.00
<b>Minor Building Works (2 inspections)</b> Carports Demolitions Decks Swimming Pools over 35,000 litre capacity (includes fence)	995.00	995.00
<b>Other Buildings (2 Inspections)</b> Garages Hay Barns Implement Sheds Bridges	995.00	995.00
<b>Detached habitable buildings, no plumbing or drainage (5 inspections)</b> Sleep Out Office Studio Additions/alterations up to 30m <sup>2</sup> Internal alterations to dwellings	1,630.00	1,630.00
<b>Detached habitable buildings, with plumbing or drainage (6 inspections)</b> Sleepout with toilet/shower Additions/alterations up to 60m <sup>2</sup> with plumbing and drainage Internal alterations to dwellings	1,930.00	1,930.00
<b>Additions/alterations up to 60m<sup>2</sup> (6 inspections)</b>	1,930.00	1,930.00
<b>Other new buildings up to 60m<sup>2</sup> excluding dwellings and commercial buildings (6 inspections)</b> <i>Note: For other building work over 60m<sup>2</sup> the below dwelling and commercial/ industrial fees apply.</i>	1,930.00	1,930.00
<b>Dairy Sheds (3 inspections)</b>	2,050.00	2,050.00
<b>Re-sited Dwellings (3 inspections)</b>	2,300.00	2,300.00
<b>Re-sited dwellings with additions or alterations (includes 6 inspections)</b>	3,320.00	3,320.00
<b>Dwelling Single Storey up to 100m<sup>2</sup> (8 inspections)</b>	3,280.00	3,280.00
<b>Dwelling Single Storey up to 250m<sup>2</sup> (9 inspections)</b>	3,580.00	3,580.00
<b>Dwelling Single Storey larger than 250m<sup>2</sup> (9 inspections)</b>	3,930.00	3,930.00
<b>Dwelling Two Storey or more up to 250m<sup>2</sup> (9 inspections)</b>	4,050.00	4,050.00
<b>Dwelling Two Storey or more larger than 250m<sup>2</sup> (9 inspections)</b>	4,450.00	4,450.00
<b>Commercial /Industrial up to 300m<sup>2</sup> (9 inspections)</b>	4,360.00	4,360.00
<b>Commercial/Industrial - Basic kit-set type building, no services or internal fit-out (3 inspections)</b>	1,900.00	1,900.00
<b>Commercial/Industrial larger than 300m<sup>2</sup> (9 inspections)</b>	4,910.00	4,910.00
<b>Commercial - Internal Alterations (3 inspections)</b>	1,900.00	1,900.00
<b>Inspection Fee (compliance inspection/ etc.) per inspection</b>	190.00	190.00
<b>Travel costs – applies to inspections in excess of 5km from the Waitomo District Council Queen Street office</b>	83 cents per Km	<b>Tier 1 rate per km – 83 cents</b>
<b>Inspection fee – swimming / spa pools</b>  <i>Note: The first triennial inspection is undertaken at no charge. This fee covers all subsequent inspections.</i>	160.00	160.00
<b>Amendments - project value over \$20,001</b>	465.00	465.00
<b>Amendments – minor works with project value up to \$20,000</b>	250.00	250.00



COMPLIANCE		
Description	2022/23 fee or charge (\$)	2023/24 proposed fee or charge (\$)
<b>Compliance Schedules</b>		
New Compliance Schedule (Section 102 Building Act 2004)	350.00	<b>380.00</b>
Amendments to existing Compliance Schedule (Section 106 and 107 Building Act 2004)	280.00	280.00
<b>Request for Extension of Time for a Building Consent – work start or CCC</b>	160.00	160.00
<b>Application for exemption from requirement to carry out seismic work under section 133AN – includes 1 inspection.</b>	679.00	679.00
<b>Applications for waivers or modifications to means of restricting access to residential pools under section 67A – includes 1 inspection.</b>	679.00	679.00
<b>Code Compliance Certificate - CCC</b>	150.00	150.00
<b>Processing of Section 71/77 Certificate</b>	200.00	<b>250.00</b>
Plus on-charge of Solicitors fee to prepare and register certificate. (Actual Cost)	Actual Cost	Actual Cost
<b>Certificate of Acceptance - Section 41(c)</b> Any building work in respect of which a building consent cannot practicably be obtained in advance because the building work has to be carried out urgently.	940.00	940.00
<b>Certificate of Acceptance - Section 96(1)(a)</b> (i) the work was done by the owner or any predecessor in title of the owner; and (ii) a building consent was required for the work but not obtained. (In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work)	1,600.00	1,600.00
<b>Certificate of Public Use (1 inspection)</b>	650.00	650.00
<b>Certificate of Public Use – reissue for extension of time (1 inspection)</b>	350.00	350.00
<b>Notice to Fix (1 inspection)</b>	450.00	450.00
<b>Accreditation Levy (consents valued over \$20,000)</b>	1.10 per \$1,000	1.10 per \$1,000
<b>Building Research Levy</b> For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable	1.00 per \$1,000	1.00 per \$1,000
<b>MBIE Levy</b> For every building consent with an estimated value of \$20,444 and over, \$1.75 per \$1,000 is payable	1.75 per \$1,000	1.75 per \$1,000
<b>Lapsed or Cancelled Refused Building Consents</b> Refunds will be paid to the person(s) who paid the fees on application. <i>Note: Refund will have an administration fee deducted (see below)</i>	Refund of fees, and less administration fee	Refund of <b>BRANZ and MBIE levies, CCC and unused inspection fees</b> , and less administration fee
<b>Administration fee for refund on cancelled refused or lapsed consents</b>	125.00	<b>200.00</b>
<b>Peer Review of Specific Designs by External Agents</b>	Actual Cost	Actual Cost
<b>Any additional costs incurred in processing a building consent shall be recoverable on actual and reasonable basis.</b>	160.00 per hour	160.00 per hour
<b>Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value over \$20,001.</b> <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	525.00	525.00
<b>Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, project value up to \$20,000</b> <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	250.00	250.00
<b>Application for an exemption to carry out seismic work (1 inspection)</b> Process application for exemption from requirement to carry out seismic work on a building subject to an earthquake-prone building notice (Section 133AN Building Act 2004)		<b>600.00</b>
<b>Other Regulatory Fees and Charges</b>		
Overseas investment certificates – for determining and issuing	300.00	<b>315.00</b>
Section 348 – Right of way (ROW) application – processing application for ROW under the Local Government Act 1974	600.00	<b>630.00</b>

<b>COMPLIANCE</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
Sale and Supply of Alcohol Certificates for Building Certification	200.00	<b>210.00</b>
Record of Title search	30.00	30.00
Fee for uplifting building line restrictions. Note: <i>It is not guaranteed that the building line restriction will be approved. The application fee is non-refundable. Note: There are legal fees associated with having the BLR removed from the Record of Title. These legal fees are not included in this fee. Please enquire with your solicitor or conveyancer regarding their fees.</i>	600.00	<b>630.00</b>

### **Building Act 2004 – explanatory note**

- These fees and charges become operative on 1 July 2023 and will apply for all work carried out and decisions issued on or after 1 July 2023, irrespective of when the application was lodged with the Council.
- The charges set out in this schedule are pursuant to Subpart 9, Section 281 A, B and C of the Building Act 2004.
- All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.
- Where a fixed charge is in any particular case inadequate pursuant to section 281B to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

#### **Charge-out rates for council officers and mileage**

Charge out rates for Council officers are set out in this schedule and:

- Are fixed charges;
- If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
  - if the fixed charge which has been paid in advance is greater by more than \$50.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
  - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).

<b>COMPLIANCE</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
<b>Land Information Memorandum (LIM)</b>	300.00	<b>315.00</b>
Administration Fee for refund on cancelled LIM (note where substantial work has been completed on the LIM a refund will not be given; where substantial work has not been completed, the LIM fee will be refunded minus the administration fee).	50.00	<b>52.50</b>
Hardcopy LIM	20.00	<b>21.00</b>
<b>Animal and Dog Control Fees</b>		
All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.		
Urban Fee (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	118.00	<b>125.00</b>
Spayed or Neutered Dogs in the Urban Area	90.00	<b>93.00</b>
Selected Owner (Dog Control Policy) Dogs	70.00	<b>73.00</b>
Rural Dogs	50.00	<b>52.00</b>
Late registration fee	50% of the fee that would have been payable if that dog had been registered on the first day of the registration year.	50% of the fee that would have been payable if that dog had been registered on the first day of the registration year.
Dangerous Dogs registration fee	150% of the fee that would apply if the	150% of the fee that would apply if the dog

<b>COMPLIANCE</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
	dog were not classified as a Dangerous Dog.	were not classified as a Dangerous Dog.
Disability Assist Dog registration fee <i>Note: To be eligible, the dog must be certified as a disability assist dog in accordance with Schedule 5 of the Dog Control Act 1996.</i>	No charge	No charge
Replacement Registration Tag	5.00	5.00
<b>Impounding (Poundage) Fees</b>		
The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees irrespective of the fate of the dog.		
Seizure Fee (per dog seized)	65.00	65.00
First Impounding (registered dog)	70.00	70.00
First Impounding (unregistered dog)	100.00	<b>105.00</b>
Second Impounding	138.00	<b>145.00</b>
Third and subsequent impounding	200.00	<b>210.00</b>
Plus Sustenance fees - per day	15.00	<b>18.00</b>
<b>Re-Homing Fee</b>		
	Re-homing of unwanted/ unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro-chipping fee.	Re-homing of unwanted/ unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro-chipping fee <b>and all other reasonable associated costs.</b>
Surrender/disposal fee (in addition to applicable impounding charges and sustenance)	40.00	<b>80.00</b>
Micro-chipping Fee	25.00	25.00
Consent to keep more than 2 dogs in the urban area. Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection.	40.00	40.00
<b>Barking collars</b>		<b>35.00</b>
<b>Stock Poundage Fee - Excluding dogs</b>		
First impounded animal	110.00	<b>115.50</b>
Per animal thereafter (impounded at the same time as the first impounded animal)	40.00	<b>42.00</b>
<b>Subsequent Impounding</b> – within any 24 month period involving animals owned by the same person/organisation	220.00 plus 40 per additional animal	<b>231.00</b> plus 42 per additional animal <b>42.00</b>
<b>Driving charges</b> – leading, driving or conveying stock (pursuant to section 14 of the Impounding Act 1955)	125.00 per hour per officer, plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of any after-hours response	<b>131.00</b> per hour per officer, plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of any after-hours response
Grazing (per day) – horses, cattle, mules, ass, deer, pigs	8.00	8.00
Grazing (per day) – sheep, goats, and any others	2.00 plus costs of any hard/ supplementary feeds i.e. hay, grain	2.00 plus costs of any hard/ supplementary feeds i.e. hay, grain
Advertising costs (pursuant to the Impounding Act 1988)	Actual cost	Actual cost

<b>ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
<b>Health Act Licence Fees</b>		
<b>Amusement Device Permits</b> (Section 11 Amusement Device Regulations 1978)		
1. First Device	11.50	11.50
2. Each additional Device	2.30	2.30
<b>Food Premises Health (Registration of Premises) Regulations 1966</b>		
Low Risk Premises	450.00	<b>470.00</b>
High Risk Premises	570.00	<b>600.00</b>
Any additional inspections required due to non-compliance	150.00	<b>155.00</b>
<b>Fees for Functions under the Food Act 2014</b>		
All administration and verification activities including annual verification, reporting, non-conformance visits and any activity not specified in the schedule below	160.00 per hour	<b>170.00</b>
<b>Fees applicable to Template Food Control Plans</b>		
Application for new registration of Template Food Control Plan	410.00	<b>430.00</b>
Application for renewal of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)	<b>170.00</b> (plus hourly rate of <b>170</b> after the first hour)
Application for a significant amendment (section 45(3)) of registration of Template Food Control Plan, or move from Template Food Control Plan to National Programme	160.00 (plus hourly rate of 160 after the first hour)	<b>170.00</b> (plus hourly rate of <b>170</b> after the first hour)
Application for a minor amendment (section 45(2)) of registration of Template Food Control Plan. <i>Note: Minor changes constitute changes to details such as contact information (email, phone, day to day manager, and postal address).</i>	No charge	No charge
Voluntary suspension of Template Food Control Plan	85.00 (plus hourly rate of 160 after the first hour)	85.00 (plus hourly rate of 160 after the first hour)
<b>Fees applicable to National Programmes</b>		
Application for new registration of premises under a National Programme	410.00	<b>430.00</b>
Application for renewal of registration of premises under a National Programme.	110.00 (plus hourly rate of 160 after the first hour)	<b>115.00</b> (plus hourly rate of <b>170</b> after the first hour)
Application for significant amendment (section 81) of registration under a National Programme or move from National Programme to Template Food Control Plan during the registration year.	160.00	<b>170.00</b>
Application for a minor amendment of registration under a National Programme, such as a change in contact information, trading name.	No charge	No charge
Voluntary suspension of National Programme.	85.00 (plus hourly rate of 160 after the first hour)	85.00 (plus hourly rate of 160 after the first hour)
Issue of improvement notice, or review of an improvement notice.	150.00 (plus hourly rate of 160 after the first hour)	<b>155.00</b> (plus hourly rate of <b>170</b> after the first hour)
Application for statement of compliance.	150.00 (plus hourly rate of 160 after the first hour)	<b>155.00</b> (plus hourly rate of <b>170</b> after the first hour)
Copy of Food Control Plan folder and documents.	25.00	25.00
Cancelling an audit or verification within 24 hours of the scheduled date and time of audit.	100.00	<b>105.00</b>
Administration fee for refund on cancelled applications pursuant to the Food Act (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee).	50.00	<b>52.50</b>
<b>Hawkers and Peddlers (Public Places Bylaw Clause 14)</b>		

<b>ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
Hawkers and Peddlers Note: Some applicants may be eligible for a fee waiver -to check for eligibility please enquire with WDC Customer Services.	60.00	<b>63.00</b>
Itinerant Traders	170.00	<b>178.00</b>
Mobile Shops	170.00	<b>178.00</b>
<b>Impounding of Stereo</b>		<b>189.00</b>
Impounding Charges for Stereo (RMA 1991 sec 336). Note: Impounded stereo will be sold after six months if not claimed and impounding fees not paid.	180.00	
<b>Licensing – Alcohol (Ref: Sale and Supply of Alcohol (Fees) Regulations 2013)</b>		
<b>New Licenses, Renewals and Variations</b>		
Existing premises - Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA		<b>150.00</b>
New or altered premises - Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA		<b>250.00</b>
Off/On/Club Application Fee – Very Low Risk	368.00	368.00
Off/On/Club Application Fee – Low Risk	609.50	609.50
Off/On/Club Application Fee – Medium Risk	816.50	816.50
Off/On/Club Application Fee – High Risk	1,023.50	1,023.50
Off/On/Club Application Fee – Very High Risk	1,207.50	1,207.50
<b>Annual Fees</b>		
Off/On/Club Application Fee – Very Low Risk	161.00	161.00
Off/On/Club Application Fee – Low Risk	391.00	391.00
Off/On/Club Application Fee – Medium Risk	632.50	632.50
Off/On/Club Application Fee – High Risk	1,035.50	1,035.50
Off/On/Club Application Fee – Very High Risk	1,437.50	1,437.50
Managers Certificate – New and Renewal	316.25	316.25
Temporary Authority	296.70	296.70
<b>Special Licences</b>		
Class 1	575.00	575.00
Class 2	207.00	207.00
Class 3	63.25	63.25
Administration fee for refund on cancelled sale and supply of alcohol applications (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee)	50.00	50.00
<b>Licensing – Other</b>		
Transfer of Certificates of Registration or Licence Note: This covers transfer of certificates of registration or licence due to change in ownership of the business.	90.00	<b>94.50</b>
Offensive Trades – Registration Fees	240.00	<b>252.00</b>
Saleyards – Registration Fees	240.00	<b>252.00</b>
Hairdressers – Registration Fees	240.00	<b>252.00</b>
Funeral Director – Registration Fees	240.00	<b>252.00</b>
Mortuary Premises – Registration Fees	240.00	<b>252.00</b>
Camping Grounds – Registration Fees	240.00	<b>252.00</b>
Skateboarding impounding fee	60.00	<b>63.00</b>
Application for Lease of Airspace	100.00	<b>105.00</b>
Lease of Airspace	Charge will be assessed on a site by site basis	Charge will be assessed on a site by site basis
<b>Parking Infringement Fees</b>		
<b>Excess Parking</b> – For parking on a road in breach of the provisions of Waitomo District Council’s Land Transport Bylaw 2015, in excess of a period fixed by the bylaw or otherwise where the excess is:		
Not more than 30 minutes	12.00	<b>12.60</b>
More than 30 minutes but not more than 1 hour	15.00	<b>15.70</b>
More than 1 hours but not more than 2 hours	21.00	<b>22.00</b>
More than 2 hours but not more than 4 hours	30.00	<b>31.50</b>
More than 4 hours but not more than 6 hours	42.00	<b>44.10</b>
More than 6 hours	57.00	<b>59.80</b>
<b>Other Parking Offences</b>		

ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING		
Description	2022/23 fee or charge (\$)	2023/24 proposed fee or charge (\$)
Parking on designated bus stop	40.00	<b>42.00</b>
Parking on designated loading zone	40.00	<b>42.00</b>
Parking on a footpath	40.00	<b>42.00</b>
Parking contrary to parking signage	40.00	<b>42.00</b>
Parking on ornamental verge	40.00	<b>42.00</b>
Parking within 1 m of a vehicle entrance	40.00	<b>42.00</b>
Parking on or within 6m of an intersection	60.00	<b>63.00</b>
Inconsiderate parking	60.00	<b>63.00</b>
Double parking	60.00	<b>63.00</b>
Parking on a yellow broken line	60.00	<b>63.00</b>
Parking in a designated space for disabled persons	150.00	<b>157.00</b>
<b>Towage Fees</b>		
Towage fees are additional to the above fines.	Actual Cost	Actual Cost
<b>Litter Infringement Fee</b>		
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent – First Offence	100.00	<b>105.00</b>
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00	<b>420.00</b>
Litter, of more than 1 litre and less than or equal to 20 litres, left in a public space, or on private land, without the occupier's consent <sup>1</sup> – First Offence	150.00	<b>157.00</b>
Litter, of more than 1 litre and less than or equal to 20 litres, left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00	<b>420.00</b>
Litter, of more than 20 litres and less than or equal to 120 litres, left in a public space, or on private land, without the occupier's consent <sup>2</sup> – First Offence	250.00	<b>262.00</b>
Litter, of more than 20 litres and less than or equal to 120 litres, left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00	<b>420.00</b>
Litter, of more than 120 litres left in a public space, or on private land, without the occupier's consent – First Offence	400.00	<b>420.00</b>
Litter, of more than 120 litres left in a public space, or on private land, without the occupier's consent – Second or Subsequent Offence within a Year	400.00	<b>420.00</b>
Hazardous or offensive litter left in a public space, or on private land without the occupier's consent – First Offence	400.00	<b>420.00</b>
Hazardous <sup>3</sup> or offensive litter <sup>4</sup> left in a public space, or on private land without the occupier's consent – Second or Subsequent Offence within a Year	400.00	<b>420.00</b>

<sup>1</sup> – 20 litres is the approximate maximum capacity of two standard supermarket bags in normal conditions

<sup>2</sup> – 120 litres is the approximate maximum capacity of a standard mobile garbage bin in normal conditions (for example the red lid 'wheelie bin' used for domestic refuse collection in the Waitomo area)

<sup>3</sup> – Hazardous litter includes broken glass, barbed wire, jagged metal, medicines, hazardous waste etc

<sup>4</sup> – Offensive waste includes rotting food, animal remains, faeces including discarded nappies etc

RESOURCE MANAGEMENT			
Description		2022/23 fee or charge (\$)	2023/24 proposed fee or charge (\$)
<b>General</b>			
Pre application	Pre application meeting	Actual staff time	Actual staff time
Lodgment meeting	To lodge any consent	Actual staff time	Actual staff time
Pre-hearing meeting	For any meeting or mediation held (s99)	Actual staff time	Actual staff time
Deemed Boundary Activity (s87BA)	Consider and issue notice	Fixed 350.00	Fixed <b>400.00</b>
Marginal or temporary rule breaches / exemptions(s87BB)	Consider and issue notice (if applicable)	Fixed 600.00	Fixed 600.00
<i>Note: please discuss this with Council's Planner prior to application</i>			
<b>Land use consents</b>			
Application or land use consent	All land use consents, except as otherwise provided below	Deposit 1,000.00	Deposit <b>1500.00</b>
Application or land use consent	Boundary dispensation (side yard only)	Deposit 600.00	Deposit 600.00
<b>Notified resource consents</b>			
Limited notified consent	<b>Any</b> resource consent application that requires limited notification	Deposit 6,500.00	Deposit 6,500.00
Notified consent	<b>Any</b> resource consent application that requires public notification	Deposit 10,000.00	Deposit 10,000.00
<b>Subdivision Consents</b>			
Application for subdivision consent	Creating 9 lots or less where no road/reserves proposed	Deposit 2,500.00	Deposit <b>3,000.00</b>
Application for subdivision consent	Creating 10 lots or more, or any subdivision where a road/reserve is proposed	Deposit 3,500.00	Deposit <b>4,500.00</b>
Application for joint subdivision and land use consent	For any joint subdivision and land use consent application	Deposit 4,500.00	Deposit 4,500.00
<b>Subdivision processes (post approval)</b>			
Section 223 certification		250.00	250.00
Section 224C certification		250.00	250.00
Section 241	Cancellation/partial cancellation of amalgamation condition	Fixed 450.00	Fixed 450.00
Section 221	Consent notice – preparation, authorisation, change or cancellation	Fixed 250.00	Fixed <b>300.00</b>
Cross lease	Amendments to flats plans	Deposit 600.00	Deposit 600.00
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time	Actual staff time
<b>Other resource management activities</b>			
Section 127	Application to change or cancel condition(s) of consent (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 1,000.00	Deposit <b>1500.00</b>
Section 125/126	Applications for extensions of consent periods	Deposit 600.00	Deposit 600.00
Section 124	Exercise of resource consent while applying for new consent	Deposit 1,500.00	Deposit 1,500.00
Section 128-132	Review of consent conditions (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 800.00	Deposit 800.00
Section 134	Transfer of holders interest in a consent (fixed fee)	Deposit 150.00	Deposit 150.00
Section 139A	Existing use right determination	Deposit 2,000.00	Deposit 2,000.00
Section 138	Application to surrender a resource consent	Deposit 500.00	Deposit 500.00
Section 139	Application for Certificate of Compliance	Deposit 1,000.00	Deposit 1,000.00
Section 357	Objection pursuant to sections 357(A) or (B)	Deposit 450.00	Deposit 450.00
NES	Confirmation of compliance with National Environmental Standard	Actual staff time	Actual staff time
Other	Any application pursuant to the RMA not listed	Deposit 1,500.00	Deposit 1,500.00

<b>RESOURCE MANAGEMENT</b>			
<b>Description</b>		<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
elsewhere			
<b>Designations</b>			
Public or limited notified	Notice of Requirement for Designation	Deposit 10,000.00	Deposit 10,000.00
Non-notified	Notice of Requirement for Designation	Deposit 5,000.00	Deposit 5,000.00
Sections 181, 182	Requirement for alteration or removal/partial removal of designation	Deposit 1,500.00	Deposit 1,500.00
Section 184/184A	Application to determine designation lapsing	Deposit 2,500.00	Deposit 2,500.00
Section 180	Transfer of rights and responsibilities for designations	Deposit 1,500.00	Deposit 1,500.00
Sections 177, 178	Request to the requiring authority responsible for an earlier designation. Application to do anything which would prevent or hinder the public work or project	Deposit 600.00	Deposit 600.00
Section 176	Application for outline plan	Deposit 650.00	Deposit <b>800.00</b>
Section 176A (2)	Waiver of requirement for outline plan	Deposit 150.00	Deposit <b>250.00</b>
<b>Heritage orders</b>			
Sections 189/189A, 196, 177	Requirement for a heritage order. Requirement for removal of heritage order. Request to requiring authority responsible for the earlier heritage order.	Deposit 1,500.00	Deposit 1,500.00
<b>Plan Change application (to amend the District Plan)</b>			
1st schedule	Processing, considering and determining a private plan change application.	Deposit 30,000.00	Deposit 30,000.00
<b>Compliance and monitoring</b>			
General	Administration, review, correspondence.	Actual staff time	Actual staff time
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions.	150 per inspection	150 per inspection
Engineering	For any inspection required.	Actual staff time	Actual staff time
<b>Miscellaneous charges</b>			
Legal instruments	Search for easement documents, covenants, encumbrances, or any other document registered on Certificates of Title.	Actual staff time + LINZ costs	Actual staff time + LINZ costs
Affixing council's seal/authorising document	For administrative costs incurred in affixing council's seal and/or signature to any document where a charge is not otherwise listed.	Fixed 170.00	Fixed 170.00
Variation/cancellations	Variation or cancellation of any legal document/ instrument not otherwise listed.	Fixed 450.00	Fixed 450.00
Public notice	Costs associated with public notices.	Actual staff time + advertisement fees	Actual staff time + advertisement fees
Signs	Affixing signs on site.	Fixed 35.00 per sign	Fixed 35.00 per sign
Delegated approvals	Staff decision on application, acting under delegated authority.	Actual staff time	Actual staff time
Bonds – excluding engineering	Preparation, release and signing of any bond (excluding engineering).	Fixed 300.00	Fixed 300.00
Bonds - engineering	Preparation, release and signing of any bond - engineering (roading and servicing works).	Fixed 400.00 per sign	Fixed 400.00 per sign
Consultants	The applicant will reimburse council for any fees paid by council to any consultants.	Actual consultant costs + actual costs	Actual consultant costs + actual costs
Noise control (for the return of equipment seized under the RMA)	For the return of equipment seized under the RMA.	Fixed 180.00	Fixed 180.00
<b>Hearings</b>			
Attendance	A charge will be made for the costs of all staff and/ or consultants required to attend a hearing.	Actual staff/ consultant time	Actual staff/ consultant time
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs	Actual costs
Hearings by commissioner(s) where requested pursuant to s100A of the RMA	1. Where applicant requests (whether or not also requested by a submitter(s)) 2. Where requested by a submitter(s): (a) The applicant shall pay the amount WDC estimates it would cost for the applicant to be heard and decided if the request was not made. (b) The submitter(s) who made the request will	Actual costs to be paid by applicant Actual costs As per 2(a) and (b)	Actual costs to be paid by applicant Actual costs As per 2(a) and (b)
Note: applies to			



<b>RESOURCE MANAGEMENT</b>			
<b>Description</b>		<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
applicants and Requiring Authorities	pay equal shares of any amount by which the cost of the application being heard/decided exceeds the amount payable by the applicant (i.e. in (a) above).		
Hearing by Council	A charge will be made per councillor, including time spent on site visits.	260.00 + 204.00 for each half hour or part	260.00 + 204.00 for each half hour or part
Postponement/withdrawal or cancellation	If the applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing.	Actual Costs	Actual Costs
Venue	Hiring a venue for the hearing	Actual Costs	Actual Costs
<b>Request for information/supply of resource management documents</b>			
Providing information	Any request to provide information in respect of the District Plan or any consent.	Actual staff time	Actual staff time
Providing copies	Copying information relating to consents and Council's functions under section 35 of RMA and the supply of any document.	Actual staff time + photocopying costs	Actual staff time + photocopying costs
Waitomo District Plan	Full printed copy of text and planning maps.	150.00 per copy	<b>157.00</b> per copy
<b>Photocopying – charged as per Council’s corporate rate</b>			
<b>Officer’s hourly charge out rates</b>			
General Manager – Strategy and Environment		190.00 per hour	<b>200.00</b> per hour
Managers – any other		175.00 per hour	<b>185.00</b> per hour
Principal / Senior Planner		175.00 per hour	<b>185.00</b> per hour
Planner		165.00 per hour	<b>175.00</b> per hour
Engineer		160.00 per hour	<b>170.00</b> per hour
Technical staff – any other		160.00 per hour	<b>170.00</b> per hour
Team Leader Monitoring and Compliance/ Officer		150.00 per hour	<b>160.00</b>
Administrator (any) and any other staff member not listed		95.00 per hour	<b>100.00</b> per hour
Consultant		Actual costs	Actual costs
<b>Mileage</b>			
For each kilometre travelled		1.20 per km	<b>1.25</b> per km
<b>Hazardous Activities and Industries List (HAIL) determinations</b>			
Investigation fee		150.00	<b>157.00</b>

**Resource Management - explanatory notes**

These fees and charges become operative on 1 July 2023 and will apply for all work carried out and decisions issued on or after 1 July 2023, irrespective of when the application was lodged with the Council.

**Fixed charges**

- The charges set out in this schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).

All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.

- All fixed charges are payable in full in advance. Pursuant to Section 36AAB (2) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.

**Note:** Documentation or certificates will not be issued until payment of charges have been cleared.

**Additional charges**

Where a fixed charge is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

The following may also be included as additional charges:

- If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant’s fees will be charged in full to the applicant as an additional charge;
- If any legal fees are incurred by the Council in relation to legal advice obtained for any particular

**Resource Management - explanatory notes**

application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge;

- If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

**Purpose**

The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.

**Charge out rates for council officers and mileage**

Charge out rates for Council officers are set out in this schedule and:

- Are fixed charges;
- If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
  - if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
  - if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred)

**Remission of fees**

Staff with delegated authority may decide to reduce any charges Section 36AAB(1) of the RMA.

<b>RECREATION AND PROPERTY</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
<b>Cemeteries (Public Amenities Bylaw Clause 8)</b>		
<b>Te Kuiti Cemetery</b>		
<b>Plot Purchase (Berm and Lawn Cemetery)</b>		
Adult	1,612.00	<b>1708.00</b>
Child (under 12 years)	678.00	<b>718.00</b>
<b>Ashes Plot</b>		
Ashes Wall	343.00	<b>363.00</b>
Garden of Memories	458.00	<b>485.00</b>
RSA	No charge	
<b>Interment Fees Te Kuiti</b>		
Adult	1,238.00	<b>1312.00</b>
Child (under 12 years)	643.00	<b>681.00</b>
Ashes interment	260.00	<b>275.00</b>
Stillborn	138.00	<b>146.00</b>
<b>Rural Cemeteries: Piopio, Mokau, Te Waitere and Aria</b>		
<b>Plot Purchase</b>		
Adult	1,196.00	<b>1267.00</b>
Child (under 12 years)	500.00	<b>530.00</b>
Ashes Plot	208.00	<b>220.00</b>
<b>Interment Fees</b>		
Adult	1,320.00	<b>1399.00</b>
Child (under 12 years)	653.00	<b>692.00</b>
Ashes interment	364.00	<b>385.00</b>
Stillborn	204.00	<b>216.00</b>
<b>Sundry (for all cemeteries in the District)</b>		
Extra for breaking concrete	163.00	<b>172.00</b>
Additional depth	228.00	<b>241.00</b>
Extra Saturday	218.00	<b>231.00</b>
Extra Public Holiday	436.00	<b>462.00</b>
Fixing of Plaque	163.00	<b>172.00</b>
<b>Disinterment Fees (all Cemeteries)</b>		
An estimate will be provided to customer, actual cost will be charged		
Burial	Actual Cost Plus 10% Administration	Actual Cost Plus 10% Administration

<b>RECREATION AND PROPERTY</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
Ashes	Actual Cost Plus 10% Administration	Actual Cost Plus 10% Administration
<b>Non-Residents (out of district burials)</b>	Add 60% to plot purchase	Add 60% to plot purchase
<b>Research Fees</b>	60.00	<b>63.00</b>
<b>Hall Hire – Les Munro Centre</b>		
<b>Total complex</b>		
Full day (8am – 8am)	867.00	<b>910.00</b>
Day hire (8am – 5pm)	612.00	<b>643.00</b>
Hourly hire (Day hireage applies after 6 hours)		<b>68.00</b>
Weekend rate (5pm Friday – 5pm Sunday)	1,632.00	<b>1712.00</b>
Funeral rate	306.00	<b>321.00</b>
<i>Includes hire of crockery and PA system if required</i>		
<b>Foyer</b>		
Foyer – hourly rate	36.00	<b>38.00</b>
<b>Supper Room</b>		
Full day (8am – 8am)	469.00	<b>492.00</b>
Day hire (8am – 5pm)	306.00	<b>321.00</b>
Hourly rate	46.00	<b>48.00</b>
Weekend rate (5pm Friday – 5pm Sunday)	800.00	<b>840.00</b>
<b>Other (per hire)</b>		
PA System	133.00	<b>140.00</b>
Crockery (200 piece setting)	148.00	<b>155.00</b>
Grand Piano Hire (per day)	143.00	<b>150.00</b>
Cancellation Fee (within 14 days of event)	50% of hire fee	50% of hire fee
Cancellation Fee (within 15 to 60 days of event)	10% of hire fee	10% of hire fee
Booking Deposit	10% of hire fee	10% of hire fee
Bond	The greater of 500.00 or 50% of hire fee	The greater of <b>525.00</b> or 50% of hire fee
<i>Community Groups may be eligible for a subsidy for hall hireage. To check for eligibility please enquire with WDC Customer Services.</i>		
<b>Community Halls</b>		
<b>Piopio Hall</b>		
Complex hire		
Full day (8am – 8am)	210.00	<b>220.00</b>
Hourly rate	37.00	<b>39.00</b>
PA system	67.00	<b>70.00</b>
Bond – four hours or more and for catered events	100.00	<b>105.00</b>
<b>Te Kuiti Railway Station Buildings 1 and 3</b>		
Day hire (8am – 5pm)	127.00	<b>134.00</b>
Hourly rate	30.00	<b>31.00</b>
Bond – four hours or more and for catered events	100.00	<b>106.00</b>
<i>Community Groups may be eligible for a subsidy for hall hireage. To check for eligibility please enquire with WDC Customer Services.</i>		
<b>Elderly Persons Housing - Tenancy arrangement</b>		
Small single bedroom - per week	125.00	<b>\$130.00</b>
Large single bedroom - per week	135.00	<b>\$140.00</b>
Bedsit - per week	115.00	<b>\$120.00</b>
<b>Parks and Reserves</b>		
Commercial Users Only – All Parks		
Ground Hire (per day)	330.00	<b>349.00</b>
Bond	To be determined on hire but no less than 500.	
Application fee for an Activity Requiring Authorisation pursuant to the Reserve Management Plan	150.00	<b>160.00</b>
Application fee for a variation to an existing Activity Requiring Authorisation pursuant to the Reserve Management Plan	150.00	<b>160.00</b>
<b>District Aquatic Centre</b>		
Adult	4.50	<b>4.70</b>
Adult swimmer with an under 5	3.00	<b>3.20</b>
Seniors	3.00	<b>3.20</b>

<b>RECREATION AND PROPERTY</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
Disability/health (green script of letter from health professional required)	2.00	<b>2.10</b>
Child	2.00	<b>2.10</b>
Students	3.00	<b>3.20</b>
Under 5's		
Spectators	1.00	<b>1.00</b>
Learn to Swim Classes (per lesson)	12.00	<b>12.60</b>
Hire of whole complex (per hour) under 50 swimmers	100.00 per hour + 30.00 for lifeguard per hour	<b>105.00</b> per hour + <b>31.00</b> for lifeguard per hour
Hire of whole complex (per hour) over 50 swimmers	100.00 per hour + 30.00 per lifeguard per hour e.g. 300 people would require 6 lifeguards	<b>105.00</b> per hour + <b>31.00</b> per lifeguard per hour e.g. 300 people would require 6 lifeguards
Lane Hire (per lane per hour)	16.00	<b>16.80</b>
Lane Hire for Swimming Club (per lane per hour)	12.00	<b>12.60</b>
Schools Base Fee (per hour)	35.00 per hour + 30.00 per lifeguard per hour	<b>37.00</b> per hour + <b>31.00</b> per lifeguard per hour
BBQ Hire (per hour)	30.00 per hour + a refundable cleaning bond of 20.00	<b>31.50</b> per hour + a refundable cleaning bond of <b>21.00</b>
<b>Te Kuiti Aerodrome</b>		
Visiting Aircraft Landing Fee	10.00	<b>11.00</b>
Touch and go First	10.00	<b>11.00</b>
Annual Plane Storage (casual)	500.00	<b>525.00</b>
Ground lease fees (annual)	As per market rate	As per market rate
<b>Banner Poles</b>		
Hireage of Banner Space (max of 4 weeks) per week	10.00	<b>15.00</b>
Installation and Removal (minimum then at cost plus 10%)	150.00	<b>159.00</b>

<b>COMMUNITY AND PARTNERSHIPS</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
<b>Waitomo District Library</b>		
Scanning (per request)	0.50	<b>0.60</b>
Binding documents	5.00	<b>5.20</b>
Membership Card (initial)	No charge	No charge
Temporary membership bond	20.00	<b>21.00</b>
Lost Membership Card replacement	5.00	<b>5.20</b>
Jigsaw Puzzles (21 days)	2.00	<b>2.10</b>
Children's Wooden Puzzles (21 days)	No charge	No charge
Rental Talking Books	1.50	<b>1.60</b>
Rentals (Fiction) – Books up to 4 years old (Rental 21 Days)	0.50	<b>0.60</b>
Rentals (Fiction) – Books over 4 years old (Rental 21 Days)	No charge	No charge
Overdues – (per day per book)	0.30	<b>No charge</b>
Overdues – Large print titles	No Charge	No Charge
Overdues - Children's books (per day per book)	No charge	No charge
Bestseller Collection - 14 day hire	5.00	<b>5.20</b>
Overdues – Bestseller Collection (per day per book)	1.00	<b>No charge</b>
Classic DVDs - 1 week hire	1.00	<b>1.00</b>
DVDs - 1 week hire	4.00	<b>2.00</b>
Best Seller DVDs - 3 day hire	5.00	<b>5.20</b>
Electronic Games - 1 week hire	8.00	<b>3.00</b>
Over dues - All DVDs and Games (per day, per item)	1.20	<b>1.30</b>
Magazines - 1 week hire	1.50	<b>1.60</b>
Lost or Damaged Items	Replacement Cost Plus 7.0	Replacement Cost Plus <b>7.30</b>
Requests to other Libraries (per item) where reciprocal agreement exists	6.00	<b>6.30</b>
Requests to other Libraries (per item) where no reciprocal agreement exists	24.00	<b>25.20</b>
International Requests to other Libraries (per item)	50.00	<b>52.50</b>
Aotearoa Peoples Network (APNK) internet/computer charges	No Charge	No Charge
Items requests/hold, per request	No Charge	No Charge

**COMMUNITY AND PARTNERSHIPS**

Description	2022/23 fee or charge (\$)	2023/24 proposed fee or charge (\$)
Annual Non-Resident Fee (excluding Ōtorohanga District)	45.00	<b>47.20</b>
Sale of Books	0.80	<b>0.90</b>
Sale of Books - Fill a Bag	3.00	<b>3.15</b>
Books by Mail - postage fee (per item)	6.00	<b>6.30</b>
Library Bags	5.50	<b>6.00</b>
Kit Collection (3 Days)	5.50	<b>5.80</b>
Kit Collection (3 Days) – high value kits		<b>10.00</b>
Kit Collection (1 week)	10.00	<b>10.50</b>
Overdues - Kit Collection per day	1.00	<b>No charge</b>
Covering Books (Small)	5.00	<b>5.20</b>
Covering Books (Large)	6.00	<b>6.30</b>

**CORPORATE SERVICES**

Description	2022/23 fee or charge (\$)	2023/24 proposed fee or charge (\$)
<b>Official Information</b>		
Handling of enquiries - charge per half hour plus actual and reasonable costs (first hour free of charge)	38.00	<b>50.00</b>
Supply of property records (Hardcopy property files accessed by a customer)	10.00	<b>10.50</b>
Record of Title	30.00	<b>31.50</b>
<b>GIS System – Generating and Printing of Maps/ Plans</b>		
A4 (Plan)	0.30	<b>0.40</b>
A4 (Aerial)	0.50	<b>0.60</b>
A3 (Plan)	1.00	<b>1.05</b>
A3 (Aerial)	1.90	<b>2.00</b>
A2 Plotter (plan)	4.75	<b>5.00</b>
A2 Plotter (aerial)	10.00	<b>10.50</b>
A1 Plotter (plan)	7.75	<b>8.20</b>
A1 Plotter (aerial)	12.00	<b>12.60</b>
A0 Plotter (plan)	14.75	<b>15.50</b>
A0 Plotter (aerial)	18.50	<b>19.50</b>
Creation of non-standard maps / plans (cost is per half hour plus printing fees)	38.00	<b>50.00</b>
Supply of data in digital form by email (cost is per half hour)	38.00	<b>50.00</b>
<b>Property number, allocation only (urban and rural RAPID number)</b>	No charge	No charge
<b>Photocopying</b>		
A4 - Black and White, single sided	0.20	<b>0.20</b>
A4 - Black and White, double sided	0.30	<b>0.40</b>
A4 - Colour, single sided	0.30	<b>0.40</b>
A4 - Colour, double sided	0.50	<b>0.60</b>
A3 - Black and White, single sided	0.40	<b>0.50</b>
A3 - Black and White, double sided	0.70	<b>0.80</b>
A3 - Colour, single sided	1.00	<b>1.10</b>
A3 - Colour, double sided	1.90	<b>2.00</b>
<b>Laminating</b>		
A4, per page	3.00	<b>3.20</b>
A3, per page	6.00	<b>6.30</b>
<b>Postage and Courier</b>		
E20 courier bag (A5)	7.00	<b>7.50</b>
E40 courier bag (A4)	11.00	<b>12.00</b>
E60 courier bag (A3)	17.00	<b>18.00</b>
<b>Email and digital</b>		
Supply of data in digital format by email. Includes producing a document by computer and sending via email to customer. (per half hour plus actual and reasonable costs)	38.00	<b>50.00</b>
Supply of information regarding Rating Information Database to commercial entities (per half hour plus actual and reasonable costs – minimum charge one hour)	38.00	<b>50.00</b>
<b>Fax Service</b>		
<del>National – First sheet</del>	3.60	
<del>National – Second and subsequent sheet</del>	1.10	
<del>International – First Sheet</del>	6.10	
<del>International – Second and subsequent sheet</del>	1.10	

<b>CORPORATE SERVICES</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
Receiving (per sheet)	1.00	
<b>Community Owned Facility Insurance</b>		
Administration fee	100	<b>105.00</b>

<b>ASSETS</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
<b>Roadings</b>		
<b>Traffic Management Plans (TMP) – Processing Fee</b>		
Vehicle crossing and minor works		<b>150.00</b>
Major works 5+ days or pavement excavation		<b>300.00</b>
Event minor less 1000 people		<b>150.00</b>
<i>Does not include Road Closure Fee - Traffic Management Coordinator may use discretion to waive Road Closure Fee dependent on complexity of TMP.</i>		
Urban/CBD major works / Major Events (1000+ people)		<b>500.00</b>
<i>Does not include Road Closure Fee - Traffic Management Coordinator may use discretion to waive Road Closure Fee dependent on complexity of TMP.</i>		
Road Closure Application Fee	516.00	<b>541.80</b>
<i>Fee includes administration and the cost of one advertisement; two adverts are required. Council will cover the cost of one advertisement</i>		
Entrance way Inspection	240.00	<b>260.00</b>
Annual License to Occupy a Roothing Reserve	Minimum of 250.00	Minimum of <b>262.00</b>
Application fee to process a License to Occupy a Roothing Reserve	114.00	<b>120.00</b>
<b>Road Damage Deposit</b>		
Bond (deposit refundable)	5,694.00	<b>5980.00</b>
Road Opening Notice	199.00	<b>209.00</b>
Road Encroachment	240.00	<b>252.00</b>
<b>Rapid Number</b>		
New	160.00	<b>168.00</b>
Replacement	80.00	<b>84.00</b>
<b>Overweight</b>		
Overweight Permit	244.00	<b>291.00</b>
Overweight Permit Renewal	200.00	<b>247.00</b>
<b>No Spray Zone Application</b>	240.00	<b>252.00</b>
<b>Roothing Information</b>		
Land Information Request	67.00	<b>70.30</b>
Engineering Consent	78.00	<b>82.00</b>
<b>High Productivity Motor Vehicle (HPMV) Permit</b>		
HPMV Permit	350.00	<b>367.00</b>
HPMV Permit up to 10 identically configured HPVM vehicles, belonging to the same company	350.00	<b>376.00</b>
HPMV Permit Renewal	200.00	<b>247.00</b>
<b>Sewerage Extraction, Treatment and Disposal</b>		
Administration fee for new connections	228.00	<b>239.00</b>
Connection (Te Kuiti, Te Waitere, <b>Maniaiti/Benneydale</b> - All Council supplies excluding Piopio) <i>This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective of existing infrastructure. Traffic Management Plan approval and implementation to be charged at actual cost.</i>	2,049.70	<b>2300.00</b>
Connection (Maniaiti/Benneydale) <i>This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective of existing infrastructure.</i>	2049.70	
Disconnection	226.60	<b>238.00</b>
<b>Piopio Wastewater</b>		
Connection involving retrofitting of an existing approved septic tank	10,170.00	<b>10680.00</b>
Connection (including new septic tank) <i>Traffic Management Plan approval and implementation to be charged at actual cost.</i>	20,125.00	<b>22,750.00</b>
<b>Trade Waste</b>		
<b>Administrative Charges</b>		

ASSETS		
Description	2022/23 fee or charge (\$)	2023/24 proposed fee or charge (\$)
Required Trade Waste Application Fee	160.70	169.00
Non-compliance Re-inspection Fee	123.60	130.00
<b>Annual Trade Waste Consent Charges</b>		
Exempt Trade Waste Licence	121.54	128.00
Permitted Trade Waste Licence	241.02	253.00
Conditional Trade Waste licence (includes disposal from cleaning of separator unit x2 per annum)	677.74	712.00
<b>Tankered Trade Waste Charges</b>		
Receipt treatment and disposal of liquid trade wastes per m <sup>3</sup> (1,000 litres) at Te Kuiti Waste Water Treatment Plant:		
Septage disposal from within Waitomo District per m <sup>3</sup> (1,000 litres) <i>Septage is septic tank waste including partially treated sludge that accumulates in a septic tank</i>	244.11	256.00
Greywater per m <sup>3</sup> (1,000 litres)	37.60	39.50
Grease Trap waste per m <sup>3</sup> (1,000 litres)	257.50	270.00
All out of Waitomo District tankered waste per m <sup>3</sup> (1,000 litres) casual users	303.85	319.00
<i>Note: Tankered trade waste compromising a mixed waste load will be charged at the higher rate</i>		
<b>Stormwater</b>		
Connection This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective of existing infrastructure. <i>Traffic Management Plan approval and implementation to be charged at actual cost</i>	3,176.52	3335.00
Kerb Connection	1,133	1190.00
<b>Water Supply (Water Services Bylaw 2015)</b>		
<b>Water Supply Rates</b>		
Cost per m <sup>3</sup> above 292m <sup>3</sup> - Water rates set by RFP new rate calculated annually through rate setting process.		
Te Kuiti	3.05	3.31
Piopio	3.33	3.61
Maniaiti/Benneydale	3.67	3.98
Mokau	4.88	5.29
Bulk Water take (tankers/hydrant etc) Cost per m <sup>3</sup>	12.00	12.60
Administration fee	228.00	239.00
Connection Fee Te Kuiti, Piopio, Mokau, Maniaiti/Benneydale (All council supplies) <i>This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective if a connection has already been laid. Traffic Management Plan approval and implementation to be charged at actual cost.</i>	2,008.50	3000.00
<del>Maniaiti/Benneydale Connection Fee (All council supplies)</del> <del><i>This fee covers the cost associated with accessing Council's infrastructure and are applicable irrespective if a connection has already been laid.</i></del>	<del>2,008.50</del>	
Disconnection Fee	515.00	541.00
<b>Testing Meters Fee</b>		
Domestic 15 mm and 20 mm	442.90	465.00
40 mm large connection	525.30	552.00
50 mm and 100 mm bulk	808.55	849.00
Reconnection	515.00	541.00
Water Permit (standpipe) Hire	216.30	227.00
Water Take Application Fee	160.68	169.00
Toby/ Valve locates	144.20	151.00
Water Meter Reading Fee 10% administrative costs		
• Te Kuiti	113.00	119.00
• Mokau	195.00	205.00
• Maniaiti/Benneydale	132.00	139.00
• Piopio	116.00	122.00
<b>Other Charges</b>		
For identification of underground services or any other operation deemed to differ from the normal fees and charges line item	Cost Recovery Basis Plus 10% administrative costs	Cost Recovery Basis Plus 10% administrative costs
<b>Solid Waste Management</b>		
<b>Kerbside Collection</b>		
Purchase of WDC Rubbish Bags - Residents (each)	4.50	4.80

<b>ASSETS</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
<b>Landfill and Transfer stations</b>		
<b>Waitomo District Landfill</b>		
<i>(Note: most charges are per 1 tonne (1,000kgs). There is no charge to dispose of official WDC Refuse Bags at Landfill)</i>		
<b>Purchase of Recycle Bin (Green Bin, each)</b>	15.00	<b>15.70</b>
<b>General Refuse</b>		
General Refuse (per tonne), 10kg and above (see below)	290.00	<b>310.00</b>
General refuse minimum charge (under 10kg) <i>*Note: refer to example of weighbridge charges below</i>	10.00	<b>11.00</b>
<b>Green Waste</b>		
Green Waste (per tonne)	170.00	<b>200.00</b>
<b>Special Refuse</b>		
Concrete and Bricks (per tonne)	85.00	<b>90.00</b>
Fibreglass (per tonne)	267.00	<b>285.00</b>
Bitumen (per tonne)	58.00	<b>62.00</b>
Clean Fill (per tonne)	43.00	<b>46.00</b>
Clay (per tonne)	33.00	<b>35.00</b>
Whiteware - each	21.00	<b>22.00</b>
Television - each	21.00	<b>22.00</b>
Computer - each	19.00	<b>20.00</b>
Toaster/ kettle/ video recorders	8.00	<b>8.50</b>
Oil, paint - per litre	6.00	<b>6.50</b>
Lead Cell Batteries (each)	32.00	<b>34.00</b>
Gas Cylinders (each)	15.00	<b>16.00</b>
Metal (scrap only, per tonne)	92.00	<b>98.00</b>
Polystyrene (per tonne)	1,318.00	<b>1,410.00</b>
	71.00	<b>76.00</b>
	55.00	<b>59.00</b>
Road Sweeping (per tonne)	71.00	<b>76.00</b>
Timber Waste (per tonne)	160.00	<b>171.00</b>
Burial (per unit)	67.00	<b>72.00</b>
<b>Tyres</b>		
Car	16.00	<b>17.00</b>
4x4	21.00	<b>22.00</b>
Light Truck	21.00	<b>22.00</b>
Truck	25.00	<b>27.00</b>
Tractor	62.00	<b>66.00</b>
Tyre removal from rim	29.00	<b>31.00</b>
Shredded tyres (per tonne)	240.00	<b>257.00</b>
<b>Contaminated Soils</b>	330.00	<b>353.00</b>
<b>Contaminated Waste</b>	370.00	<b>396.00</b>
<b>Bulk Liquid Wastes will not be accepted</b>		
<b>Rural Transfer Stations</b> <i>Charges are per refuse item: Van (each). If the amount of general refuse is over and above the standard item, additional charges will be applied.</i>		
<b>General Refuse</b>		
Disposal of Unofficial rubbish bags - (if the size of the unofficial bag used is similar or smaller than WDC rubbish bag)	4.50	<b>4.80</b>
Larger bags will be assessed pro rata (based on the size of the WDC official bag with the maximum cost being: \$13.00)	12.00	<b>13.00</b>
Wheelie Bin	33.00	<b>35.00</b>
Car boot	36.00	<b>38.00</b>
Van	63.00	<b>66.00</b>
Ute	71.00	<b>75.00</b>
Trailer	71.00	<b>75.00</b>
Special Refuse (E.g. Whiteware)	21.00	<b>22.00</b>
Televisions - each	21.00	<b>22.00</b>
Computer - each	19.00	<b>20.00</b>
Toaster/ kettle/ video recorders	8.00	<b>8.50</b>
<b>Landscape Supplies</b>		



<b>ASSETS</b>		
<b>Description</b>	<b>2022/23 fee or charge (\$)</b>	<b>2023/24 proposed fee or charge (\$)</b>
<b>Riverstone (per tonne)</b>		
Riverstone 6mm Pea Metal	105.00	
Riverstone 10mm Rolys	111.00	
Riverstone 19mm Rolys	111.00	<b>117.00</b>
Riverstone 6-25mm Rolys	111.00	
Riverstone 25-65mm Rolys	121.00	<b>127.00</b>
Riverstone 65-200mm Rolys	135.00	<b>142.00</b>
Riverstone 200-400mm Rolys	161.00	
Riverstone Pit Sand	87.00	
Riverstone Builder Mix	121.00	<b>127.00</b>
Riverstone Drainage Stone 25-65mm	105.00	
<b>Mulch (per tonne)</b>		
Garden Mulch 2nd Quality unscreened	88.00	
<b>Limestone (per tonne)</b>		
Limestone Fines (cream colour)	42.00	<b>434.00</b>
Limestone Chip (cream colour) 2-6mm	54.00	<b>57.00</b>
Limestone Chip (cream colour) 6-15mm	137.00	<b>144.00</b>
Limestone Chip (white colour) 6-16mm	154.00	
Limestone Chip (cream colour) 15-25mm	137.00	<b>144.00</b>
Limestone Aggregate Gap 25	65.00	
<b>Limestone Aggregate Gap 30</b>		<b>70.00</b>
Limestone Aggregate Gap 50	70.00	
Limestone Aggregate Gap 100	47.00	
Limestone Drainage Stone 25-50mm size	76.00	

\*Waitomo District Landfill example of weighbridge charges:

6kg - \$10.00  
 11kg - \$10.29  
 19kg - \$12.61  
 22kg - \$13.48

\*Waitomo District Landfill example of weighbridge charges:

6kg - **\$11.00**  
 11kg - **\$11.31**  
 19kg - **\$13.79**  
 22kg - **\$14.72**

**Document No:** A673111

**Report To:** Council



**Meeting Date:** 27 June 2023

**Subject:** Review of Māori Representation - Consultation

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to present to Council, for consideration and adoption for public consultation, the attached Consultation Document (CD) for the review of Māori representation.
- 1.2 The supporting information which provides further detail to the consultation is also presented for consideration.

## Background

- 2.1 The Council is reviewing Māori representation and will need to decide whether to introduce Māori wards at the next election following changes to the Local Electoral Act 2001. Any decision with regard to Māori wards will remain in place for six years, taking effect for the 2025 and 2028 triennial elections.
- 2.2 Māori representation is primarily being considered by Te Raangai Whakakaupapa Koorero (TRWK) Committee.
- 2.3 A CD, in the form of a brochure, will be sent to all households in the District and will be available at key WDC locations. This will provide information and encourage the community to provide feedback in the form of submissions.
- 2.4 The community will be presented with four options for consideration:
  1. Status-quo
  2. Introduce Māori wards, or
  3. Introduce a committee with Māori representation.
  4. both Māori wards and a committee with Māori representation
- 2.5 The options are not exclusive as Māori wards and a committee with Māori representation could both be adopted.
- 2.6 A submission period will be open from 10 July to 17 September, with hearings planned for 4 and 5 October.

## Commentary

- 3.1 Council officers are seeking the Council's approval of the attached CD, a final version of this will be tabled for adoption at the 27 June Council meeting.
- 3.2 **Process Forward and Indicative Timeline**
- 3.3 At the Council Workshop on 13 June 2023, guidance was provided to staff to set aside the delegated authority made to the TRWK Committee to make a recommendation to Council on Māori Wards (as provided in the Committee's Terms of Reference) on the basis that the full Council would hear and deliberate on all submissions received.

3.4 As a result of this guidance, the revised process for the consideration of Māori Wards is proposed as follows:

Key Milestone	Timeframe	Commentary
<b>Te Raangai Whakakaupapa Koorero Meeting</b> Consideration of the statutory procedure to establish Māori wards	23 February 2023	Complete
<b>Te Raangai Whakakaupapa Koorero Meeting</b> Consideration of the engagement regarding Māori representation	10 May 2023	Complete
<b>Council Meeting</b> Briefing on Māori Wards and consideration of Electoral System for the 2025 and 2028 Triennial elections.	30 May 2023	Complete Council resolved to maintain the status quo and continue with the First Past the Post electoral system for the next two local body elections, and any associated elections, in 2025 and 2028.
<b>Community Engagement (Pre-consultation)</b> Seeking feedback	February – June 2023	Complete With community, iwi, hapu, & Māori
<b>Council Workshop</b> Consideration of a draft Consultation Document for the review of Māori representation	13 June 2023	Complete Council workshopped a draft Consultation Document and Frequently Asked Questions paper.
<b>Council Meeting</b> Adoption of Consultation Document for the review of Māori representation.	27 June 2023	
<b>Community Consultation</b> Seeking feedback on the Consultation Document	10 July – 17 September 2023	With community, iwi, hapū, & Māori
<b>Hearings</b>	4 and 5 October 2023	
<b>Council Meeting</b> Deliberation of Submissions	17 October 2023 (after the A&R committee)	
<b>Council Meeting</b> Council resolution in respect to the establishment of Māori wards and their make up	31 October 2023	LEA - S19Z - Must be completed by 23 November 2023.
<b>Public Notice</b>	Following above meeting	Last day for public notice is 30 November 2023 but must be made 14 days after resolution.
<b>Notify Public Entities</b>	Following above meeting	

## Considerations

### 4.1 **RISK**

- 5.1 Decisions on Māori wards are often controversial within communities, it is unlikely that any decision made will be popular with everyone in the District. To lessen this, it is important that the Council can explain why they have made the choice they have made, informed by community feedback.
- 5.2 TRWK committee have already been attending Whare meetings to discuss the topic with mana whenua, and a meeting was hosted at Te Kuiti Pā on 12 June for further discussions about what a committee structure could look like. This attached CD is being sent to every household in the District so that everyone has the opportunity to have their say.

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

- 5.4 This is consistent with Council plans and policies, WDC is required by the Local Government Act 2001 to consider Māori wards for the 2025 and 2028 elections.

**5.5 SIGNIFICANCE AND COMMUNITY VIEWS**

- 5.6 Decisions around representation are highly significant and affect everyone who lives in the Waitomo District. Consideration is being given to community views via the significant level of community engagement on this topic.

**Recommendation**

- 6.1 It is recommended that Council adopt the CD and the timeline and process presented for consultation on the review of Māori representation.

**Suggested Resolutions**

- 1 The business paper on Review of Māori Representation - Consultation be received.
- 2 Council set aside the delegated authority made to the Te Raangai Whakakaupapa Koorero Committee to make a recommendation to Council on Māori Wards (as provided in the Committee's Terms of Reference), on the basis that the full Council will hear and deliberate on all submissions received.
- 3 Council adopt the process and timeline for consultation on Māori Wards as above (3.4)
- 4 Council adopt the process and timeline for consultation in the attached communications and engagement plan (attached).
- 5 Council adopt the attached Consultation Document, the final draft of which has been tabled at this meeting.



CHARMAINE ELLERY  
**MANAGER STRATEGY AND POLICY**

18 June 2023

Attachment(s):

- 1 Māori Representation Review Communications Plan
- 2 Review of Māori Representation FAQ Document
- 3 Review of Māori Representation Draft Consultation Document

## COMMUNICATIONS & ENGAGEMENT PLAN

### Background

TOPIC	Māori Representation Review
Project Manager:	Charmaine Ellery
Project Sponsor:	Ben Smit
Communications:	Jenelle Burnell
Date:	June – October 2023

Waitomo District Council is reviewing its representation, the first step of this process is to review Māori participation and for the Council to determine whether to introduce Māori wards.

This project is a focus for Te Rāngai Whakaupapa Kōrero Committee who have determined that there will be four options on the table: status-quo, introduce Māori wards, introduce a form of a committee with Māori representation or a combination of option 3 and 4.

Thus far, the Committee and WDC officers have attended two Whare/RMC hui to introduce the review and encourage Whare/RMC members to discuss the upcoming consultation with their marae. A hui was held at Te Kuiti Pā between Councillors, Council Officers, Whare reps and elders, and other Māori leaders, to further discuss Māori wards and the ‘third’ or alternative option.

### Objective

WDC is seeking to improve Māori participation in Council decision making and to improve its relationships with Māori and mana whenua. To do this it is important to work with local Māori to ensure any changes to representation at Council will work for Māori and provide the representation that they need.

WDC will be required to make a determination on Māori wards every six years. As this does not come around frequently, and this is the first time WDC have considered this under new legislation, we have decided to do a thorough consultation and engagement process. Any decision made will take effect for two election cycles, it is essential to take the community with us in this decision.

We hope to get enough information and feedback from the community about what they want from Māori representation in order to enable to Council to make an informed decision about how it can best represent its community.

## Project team

Ben Smit, Charmaine Ellery, Alice Tasker, Jenelle Burnell, Michelle Higgie

## Audience / Stakeholders

- Waitomo District Council staff
- Elected members
- Mana whenua
- Iwi, Te Nehenehenui, Ngāti Maniapoto
- Whare, marae groups
- Māori who live here but are not Ngāti Maniapoto
- The general community who are not Māori
- Ratepayers who do not live here
- Mana whenua with ties to this rohe but who do not live here

## Strategy

There are a few stages to the community engagement in this project.

### Collaborate

Following an initial introduction of what WDC are doing to local Whare groups, we are now organising a hui where we can collaborate with representatives and elders from local Whare on the third option we will propose. This is an option that will allow for greater Māori participation in Council which isn't Māori wards.

It is intended that at the hui, the group will share ideas of what a committee or board could look like and come up with a broad framework for this group.

### Consult

Following this, we will put together a consultation document which will be sent to all residents, to Te Nehenehenui, and to local Whare groups for discussion with marae.

This consultation period will be open for submissions for ten weeks and will conclude with Council hearings. We will hold an in-person community meeting during this time in Te Kuiti to allow for discussion and questions to be asked.

A FAQs document will be available on the website.

Further visits will also be made to Whare groups for discussion and to hear their perspectives on this.

### Decision

The final decision will be made by council. The public will then be informed via a public notice. There will be no opportunity to appeal the decision.

### Risks / Opportunities

Significant involvement is required from our elected members, as they make the final decision they will need to be equipped to respond to why this decision has been made.

Risk	Status (high, medium, low)	Mitigation
Not enough engagement or consideration of mana whenua views (or perception of this)	High	High levels of engagement and targeted consultation with iwi, Whare / marae and general Māori community.
Racist sentiments emerge	High	Debates over Māori ward often bring racist sentiments and debates to the forefront. It is important we engage well to understand what the community want and that we are able to well explain what the Council is trying to achieve.
Council makes a decision which the community is not happy about	High	It is almost inevitable that some people will not be happy with the decision made. Important that Council can articulate why a decision has been made and ready to respond to criticism.
Confusion about the process and what the choices are	Medium	Try to make communications simple and clear, provide community meetings for those who would prefer to discuss in person.
Delay in final decision due to high engagement	Medium	Intend to complete resolution 1 month before statutory deadline to ensure there is some give.
Protests	Medium	This cannot be managed but high levels of communication and transparency about how this decision is being made will be made available.

### Key messages

- WDC is reviewing Māori participation and representation at Council
- The options are: status-quo, introduce Māori wards, or introduce another form or participation through a committee with Maori representation or a combination of option 2 and 3.
- The intention is to increase participation by Māori in council decision making and increase the number of Maori who vote by making the representation more relevant to them.
- The decision will take effect for the next two elections

## Spokesperson

Ben Smit – Chief Executive

John Robertson – Mayor

Eady Manawaiti – Chair, Te Rāngai Whakaupapa Kōrero

## Tactics

Message	Tactic	Content	Collateral
Notify review and promote CD	Social media	Inform and encourage to engage	FB posts
Notify review and promote CD	KC News and Waikato Times	Inform and encourage to engage	Print ad
CD, notify, encourage engagement	WDC Website	Inform, online submission form	Webpage content
Inform	FAQ document	Answers to FAQs	On website
Consultation document	Letters/flyers/ brochure	Briefing of what WDC is doing, three options, submission form	A3 folded document

## Budget

### Costs

Print and delivery of flyers to 3366 households = \$1020+GST

Newspaper advertisement = \$ X

## Evaluation

- Community is engaged and good numbers of submissions are received
- Submissions and questions to WDC indicate that people understand the process and what they are being asked to submit on
- After a decision has been made, whether the community like it or not, there is general acceptance of the decision

## Other considerations

We will inform WDC staff of the process and equip staff, especially customer service officers, of the process and how to respond to queries.

There will be an impact on elected members time, especially for the TRWK Committee members who will have additional commitments and meetings.



## Schedule

Date	Tactic	Content	Cost
Over July, August, September	Social media, FB	Inform and encourage to engage	
July	KC News and Waikato Times	Inform and encourage to engage	
July	WDC Website	PDF of consultation doc, FAQs and online submission form	
July	FAQ document	FAQs on website with QR link in consultation doc	
10 July	Flyers	Consultation document to all of district	\$1173 (printing and postage)

## Frequently Asked Questions

### **How is Council already facilitating participation by Māori in decision making?**

This term, Council has established a new committee, Te Rāngai Whakakaupapa Kōrero, to provide guidance, assistance, and support to Council on matters specific to iwi and mana whenua relationships. Made up of two sitting councillors and the Mayor, the committee also considers topics which are of particular interest to Māori.

The Council has existing relationships with Whare (committees made up of representatives from local marae) and direct relationships with hapū such as regular meetings with representatives of Ngāti Rora. We are developing relationships with the new Post-Settlement Governance Entity for Maniapoto, Te Nehenehenui, and have ongoing obligations in the Joint Management Agreement (JMA) that was developed as part of the Ngā Wai o Maniapoto (Waipa River) Act 2021 and will have additional obligations under a new JMA with Te Nehenehenui.

### **What is a Māori ward?**

Council areas are often divided into wards to provide more specific representation to communities. In the Waitomo District we have an urban ward (Te Kuiti) and a rural ward (everywhere else). A Māori ward would be an additional ward for the Māori population, represented by councillors elected by voters on the Māori roll. The ward could be split (for example) into rural and urban.

### **Who votes in the Māori ward?**

Anyone who is registered to vote on the Māori electoral roll can vote for their preferred candidate in the Māori ward. If you are on the Māori electoral roll you can only vote for the candidates standing for your Māori ward and the Mayor (who is elected by everyone). If you are Māori, you can choose to be on the Māori electoral roll and can make this change at any time up to 3 months before an election.

### **What is the difference between a Māori Ward and a Māori Constituency?**

These mean the same thing for different types of councils, the term ward is used by city and district councils (like us), whereas constituency is used by regional councils (like Waikato Regional).

### **How many Māori ward councillors would we have?**

To make sure representation is fair, the number of councillors representing a ward reflects the proportion of the overall population in that ward. For Māori wards, we are required to use the 'Māori Electoral Population'<sup>1</sup> as a proportion of the general electoral population. It is based on the Māori roll, not on the Māori population.

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<sup>1</sup> the Māori electoral population is derived by applying a ratio to the estimated resident population of Māori descent at 30 June 2022; this ratio is attained by dividing the number of people of Māori descent who were on the Māori electoral roll by the number of people of Māori descent who were on either the general or Māori electoral roll. The general electoral population is calculated as the difference between the estimated resident population and the Māori electoral population. (Local Government Commission, 30 November 2022)

Currently Council has six councillors, a decision of whether we increase this number will be made in 2024 through the wider Representation Review, but if we keep this and our existing wards, we will have two rural, two urban, and two Māori ward councillors. Some options for the different ratios are in the table below:

Total no. of councillors	No. of Māori seats	No. of general seats	No. of at-large seats
6	2	4	0
9	3	6	0
12	4	8	0
6	1	3	2

It is worth noting that we can also make the choice of electing some members ‘at-large’. Members elected at-large are elected by voters across the district, so everyone can vote for these candidates. This provides a balance between specific representation (by wards) and representation of the wider community. This would result in fewer Māori seats, but electors on the general and Māori rolls could all vote for these candidates. This decision is made during the Representation Review in 2024.

#### **If Māori make up almost 50% of the population, why would Māori seats only make up about 30%?**

This is because of the way the seats must be calculated based on the Māori Electoral Population (1), not just the resident population. There are many Māori who choose to be on the general roll who will vote for their preferred candidate in a general ward not the Māori ward.

As at May 2023, there are 1456 people on the Māori roll and 4403 people on the general roll. There are 3160 calculated as ‘Māori Electoral Population’ out of a total 9670 population.

#### **Who will I vote for on election day?**

If we established a Māori ward you will be able to have the following votes:

- a) A person on the Māori roll may vote for:
  - the Mayor.
  - members elected from a Māori ward.
  - any members elected “at large” from the district as a whole (if applicable).
  
- b) A person on the general roll in the urban area may vote for:
  - the Mayor.
  - members elected from the urban general ward.
  - any members elected “at large” from the district as a whole (if applicable).

c) A person on the general roll in a rural area may vote for:

- the Mayor.
- members elected from the rural general ward.
- any members elected “at large” from the district as a whole (if applicable).

#### **Who could stand as a candidate in a Māori ward?**

Anyone who is eligible to stand in a general ward is also able to stand as a candidate in a Māori ward, regardless of which electoral roll they are enrolled on. They only have to receive a nomination from 2 people on the Māori roll in Waitomo District.

More information about who is eligible to stand is available from the [Electoral Commission](#).

#### **What are other councils doing?**

Every council who didn't review their Māori representation before the 2022 elections is reviewing theirs now. 6 of the 11 (54%) Regional Councils have Māori wards and 29 of the 67 (43%) Territorial Authorities (like WDC) have Māori wards.

There are also many examples of how other councils enable Māori participation aside from Māori wards, this is discussed with examples in a report by Local Government New Zealand '[Council-Māori Participation Arrangements](#)' (2017, page 14).

#### **When can I decide which electoral roll I want to be on?**

Voters can now switch rolls at any time except for the three-month window before any election day. This change happened in March 2023 when the Electoral (Māori Electoral Option) Legislation Bill passed into law. Before this, voters only had the opportunity once every five years. To change, head to [vote.govt.nz](http://vote.govt.nz).

#### **What are the alternatives to Māori wards?**

Council has had discussions with local mana whenua about what alternatives might work for them and this has formed the basis of 'option 3' in our proposal. There are many examples of how other councils enable Māori participation, this is discussed with examples in a report by Local Government New Zealand '[Council-Māori Participation Arrangements](#)' (2017, page 14).

*First flap***What's the process?**

This consultation document has been sent to households within the Waitomo District. We are seeking feedback and submissions from iwi, mana whenua, Māori and the general population.

Submissions are open until Sunday 17 September 2023.

Following the close of submissions, the Council will hold hearings for anyone wanting to speak to their submission.

This is not a vote, but your input is hugely important. Following the hearings, the Council will make a decision on Māori Representation for the next election.

*Timeline image**Back of brochure***Top FAQs – with QR code to link to website***Cover*

# We're reviewing Māori representation at Council

We would love to hear your views on our options for encouraging Māori participation in Council decision making in time for the 2025 local government election.

Inside brochure

Image

### **Why is it important to talk about Māori Representation?**

This District, being within Te Rohe Potae King Country, has a rich history in the formation of the governance of New Zealand. Approximately half of our population in Waitomo are Māori, so it is important our Council is set up to enable Māori perspectives and values to be considered when we're making significant decisions. We want to ensure that the way Māori are represented works for our District.

Council will continue to strengthen our relationships with local Māori, hapū, and iwi through which ever method of representation is chosen. We will ensure that we facilitate participation by Māori in local decision making by doing more than just the obligations we have under Te Tiriti o Waitangi and the Local Government Act 2002, which requires councils to provide opportunities for Māori to contribute to decision-making processes.

### **Why are we asking about this now?**

Following recent amendments to the Local Electoral Act 2001, we need to decide whether to establish a Māori ward for the 2025 and 2028 elections before the end of the year. But before we make that decision, it is worth considering all the options we have for representation and participation for Māori at Council. We have made some recent changes with the new Council and want to consider if this meets the community need or if other options would work better.

Communities are no longer able to request binding polls on the topic of Māori wards, and any decision Council makes about this is final and cannot be appealed or changed for at least six years. That's why it's so important we hear from everyone in the community.

### **What are the options?**

We have three options for consideration, the status-quo, introducing Māori wards, or introducing a Māori advisory committee.

Further information is available on our website with answers to FAQs and an online submission form.

*(Add QR code)*

Open up



**Option 1: Status-quo**

Following our review, we can decide that what we're doing now is working well and choose to make no changes.

This term, the Council has newly established Te Raangai Whakakaupapa Koorero committee (TRWK) to provide guidance, assistance, and support to the Council on matters specific to iwi and mana whenua relationships. Made up of two sitting councillors and the Mayor, the committee also considers topics which are of particular interest to Māori. The current structure only allows for elected members to be on the committee.

The Council also has existing relationships with Whare(1) and some hapū, we are developing relationships with the new Post-Settlement Governance Entity for Maniapoto, Te Nehenehenui, and have ongoing obligations in the Joint Management Agreement (JMA) relating to the management of Waipā river and will have additional obligations under a new JMA with Te Nehenehenui.

Members of the public are and will continue to be able to bring matters directly to Council as individuals or groups at monthly Council meetings. Anyone can directly contact councillors and the Mayor to discuss matters one on one.

Advantages	Disadvantages
The new TRWK enables a focus on topics of concern to Māori and is a place people where may feel more comfortable discussing issues that are important to Māori.	It isn't guaranteed that any Māori candidates will be elected to Council from our existing wards.
The Council is currently able to engage with Māori for specific projects.	Stronger representation may reduce the risk that Council decision making does not always consider Māori perspectives.
Between the General roll and the Māori roll, there is no impact on voting for any candidate.	The current structure of this committee only allows for elected members to be on the committee.

**Option 2: Māori Wards**

Māori wards provide for direct representation of Māori at the Council table. In the same way that Māori seats in Parliament work, voters on the Māori electoral roll vote for candidates in a Māori ward, and voters on the general roll vote for candidates in a general ward.

If we create Māori wards, we don't get to choose how many Māori ward councillors we have. While influenced by population numbers, this is calculated based on the proportion of the local voting population who are on the Māori roll not the population who are Māori. Currently Council is made up of six councillors and a Mayor. If we kept these numbers, we would have two Māori seat councillors and four general seat councillors.

More information about the choices available if we decide to create a Māori ward are available in the FAQ document. *(Add QR code)*

Advantages	Disadvantages
Specific Māori seats at the table can help ensure representation and make sure Māori voices are heard across all areas of Council.	It could be hard to elect one or two persons to represent the diversity of Māori views.
Recognise the unique cultural identity of Māori communities and promote diversity. Is consistent with Te Tiriti o Waitangi and principles of the Local Electoral Act 2001 to consider fair representation.	There may be better ways for Māori viewpoints and perspectives to be raised with Council.
Encourage participation by Māori voters in local government and strengthen Council's relationships with Māori.	With few people typically standing for election, the District may struggle to have enough people standing in each seat which diminishes democracy and choice.
	Māori who do not live in the District cannot vote for Māori ward candidates.

**Option 3: A committee with Māori representation**

A Māori committee is a formal council committee set up to represent Māori interests. If established, this committee would meet to specifically discuss issues relevant to Māori (whanau, iwi, and hapū). This committee will include some elected members, but unlike the status-quo (TRWK committee), community members will also be appointed. Community members could be representatives from local Whare(1) who would enable broader representation and a greater diversity of Māori perspectives.

Māori committees provide input and expertise into council decision-making processes, in the same way that WDC's existing Audit and Risk Committee provides input into council decisions about risk and compliance.

(1) Whare within the District are made up of representatives of local marae. Whare meet to discuss issues of importance to those marae.

Advantages	Disadvantages
Representation on this committee could strengthen Council's ability to consider Māori viewpoints.	These appointments won't have a seat at the Council table so do not have as much ability to influence decision making over all of Council's decisions.
Local hapū could determine the most appropriate people to sit on this committee, providing more diverse representation than Māori seats.	It could be seen as undemocratic to have appointments to a Council committee who have voting rights.
Encourage participation by Māori voters in local government and strengthen Council's relationships with Māori.	

**Have your say**

**Name:** \_\_\_\_\_ **Organisation/group (if applicable):** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Do you want to speak to Council about your submission? Y | N**

**Please circle your preferred option:**

- 1) Status-quo                      2) Māori wards                      3) A committee with Māori representation  
 4) both Māori wards and a committee with Māori representation

**Please explain why you have made the above choice:**

**Document No:** A673030**Report To: Council****Meeting Date:** 27 June 2023**Subject:** **Motion to Exclude the Public for the Consideration of Council Business****Type:** Decision Required**Purpose**

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

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

**Commentary**

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

**Suggested Resolutions**

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

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

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary

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

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**