



Council Workshop

**Tuesday 11 November 2025
at 9.00am**

Important Note:

Mayor John has requested all elected members to be present at
8.00am in the Mayor's Meeting Room
for an hour prior to this Workshop

**Council Chambers
Queen Street
TE KUITI**

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

Council Workshops are not electronically recorded (audio and/or video) or webcast to the Council 's website.

Workshop Reader

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8.00 – 9.00am Elected Members Only Session
Meet in the Mayors Meeting Room

Notes:

- 1 Due to external parties being in attendance for some items at specified times – the order of business below may alter as the day progresses.
- 2 The Mayor has Armistice Day commitments so will be away from the workshop from approximately 10.30am to 11.30am.
- 3 Separate Enclosures marked “(Reference Material)” do not need to be read before this Workshop. They are either material which can be referred to in the future if/when required, or they will be dealt with more fully as part of the Council’s scheduled work plan.
- 4 Those items on this Order Paper with “No Paper” will be dealt with at the Workshop by way of PowerPoint Presentation.

Items of Business	Page No.
1. General Housekeeping Issues	6
a. Point of Contact with WDC Staff	
b. WDC Organisational Structure	
c. WDC Service Request System	
2. Local Authorities (Members’ Interests) Act 1968	10
<u>Separate Enclosures (Reference Material)</u>	
2-1 Office of the Auditor General: A guide for members of local authorities on managing financial conflicts of interest	
2-2 Office of the Auditor General: Managing conflicts of interest: A guide for the public sector	
3. Members Pecuniary Interests Annual Returns and Declaration of Interests	14
<u>Separate Enclosures (Reference Material)</u>	
3-1 WDC Form: Members Annual Pecuniary Interests Return and Declaration of Interests	
3-2 Simpson Grierson Guidance for councils on registers of members’ pecuniary interests	

Items of Business	Page No.
4. Code of Conduct	17
<u>Separate Enclosures</u> (<i>Reference Material</i>)	
4-1 WDC Code of Conduct	
4-2 WDC Policy for dealing with alleged breaches of the Code	
5. Standing Orders for Meetings	20
<u>Separate Enclosure</u> (<i>Reference Material</i>)	
5-1 WDC Standing Orders for Meetings	
6. Committee Structure Considerations	23
(Committees/Working Parties/Steering Groups)	
<u>Separate Enclosures</u>	
6-1 Terms of Reference - Audit and Risk Committee	
6-2 Terms of Reference - Appointments and Chief Executive Relationship Committee	
6-3 Terms of Reference - Te Raangai Whakakaupapa Koorero (Māori Relations Committee)	
7. Elected Member Roles and Responsibilities	30
<u>Separate Enclosure</u>	
7-1 Elected Members Roles and Responsibilities Schedule	
8. Elected Member Remuneration	32
<u>Separate Enclosures</u>	
8-1 WDC Elected Member Claim Form	
8-2 Worksheet 1 Calculate Councillor Remuneration Using Dollar Amounts 2022 Local Elections	
8-3 Worksheet 2 Calculate Councillor Remuneration Using Ratios 2022 Local Elections	
<u>Separate Enclosures</u> (<i>Reference Material</i>)	
8-4 Sensitive Expenditure Policy (which includes Elected Members Allowances and Recovery of Expenses)	
8-5 Local Government Elected Members 2025-26 Determination 2025	
9. 2026 Meeting and Workshop Schedule Considerations	37
<u>Separate Enclosure</u>	
9-1 2026 Calendar (A3 Planner)	

Items of Business	Page No.
10. Policies, Bylaws, Planning and Reporting	41
a. PowerPoint Presentation	
• Policies	
• Bylaws	
• Planning and Reporting Cycle	
• Performance (Setting, Monitoring, Reporting)	
11. Significance and Engagement Policy	<i>No Paper</i>
a. PowerPoint Presentation	
• Overview	
• Review	
<u>Separate Enclosure</u>	
11-1 Significance and Engagement Policy	
12. Solid Waste Bylaw Review	45
a. PowerPoint Presentation	
• Overview	
• Review	
<u>Separate Enclosure (Reference Material)</u>	
12-1 Solid Waste Bylaw	
13. Health & Safety	<i>No Paper</i>
a. PowerPoint Presentation	
• Health & Safety Foundations	
• Governance and Due Diligence	
14. Introduction to Key Changes	47
a. Three Waters Reform – Local Waters Done Well	
b. Te Kuiti Water Resilience Project	
c. Stormwater Management and Future Upgrades	
d. Solid Waste Future	
e. Impact of Change on Residual Organisation	
f. Better Off Funding	

Items of Business	Page No.
15. Te Kūiti Stormwater	<i>No Paper</i>
a. PowerPoint Presentation - Catchment Details - Source Data - Modelling Details - Results - Optioneering - Timelines	
16. 1.30pm: Waikato Waters Limited Induction	<i>No Paper</i>
a. PowerPoint Presentation The following Waikato Waters Ltd representatives will be in attendance via online link for this induction: - Vaughan Payne, Programme Director - Sinead Hart, Governance & Legal Workstream Leader - Jaydene Kana, Director	
<u>Separate Enclosures:</u>	
16-1 Waikato Waters Ltd – Induction PowerPoint Presentation	
16-2 Waikato Waters Ltd – Induction Overview	
16-3 Waikato Waters Ltd – Transfer Agreement Briefing Paper	
17. Civil Defence and Emergency Management	<i>No Paper</i>
a. PowerPoint Presentation The following will be in attendance for this induction: - Alex Bell, Waitomo Local Controller - Michelle Clark, Waitomo Recovery Manager - Dave Simes, Western Waikato Controller and Operations Manager - Cathy Shaw, Western Waikato Emergency Management Officer/Welfare Manager	