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Report To: Council



Meeting Date: 24 February 2026
Subject: **Presentation: Sport Waikato Induction**
Type: Information Only
Author(s): Helen Beever
General Manager – Community Services

1. Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Sport Waikato representatives Matthew Cooper, Chief Executive Officer and Steve Dalgety, General Manager Regional Leadership, will be in attendance at 9.00am to provide an induction briefing to Council.

2. Suggested Resolutions

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

- 1 The Presentation Sport Waikato Induction be received.

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 25 NOVEMBER 2025 AT 9:00AM

- PRESENT:** Mayor John Robertson
Deputy Mayor Eady Manawaiti
Councillor Olivia Bukley
Councillor Allan Goddard
Councillor Janette Osborne
Councillor Dan Tasker
Councillor Isaiah Wallace
- IN ATTENDANCE:** New Zealand Transport Agency Representatives:
Andrew Corkill, Director Regional Relationships, Waikato & Bay Of Plenty
Roger Brady, Regional Manager, Waikato & Bay of Plenty
- Janene New
Phil Brodie
Gavin and Sharon Todd
- WSP Representative:
Gideon Bonthuys, Work Group Manager - Water
- STAFF:** Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
Manager – Community Development, Sarah McElroy
Chief Financial Officer, Tina Hitchen
Manager – Strategy and Policy, Charmaine Ellery
Policy Advisor, Rajeshwari (Raj) Mahadevappa
General Manager – Infrastructure Services, Shyamal Ram
Roading Manager, Darren Laycock
Property and Facilities Manager, Liz Riley
Local Roads Professional Services (Pinnacles), Ryan Stanley
General Manager – Strategy and Environment, Alex Bell
Project Manager, Rav Fonseka

The Mayor noted the following Presentations will be made throughout the day:

- 10.30am New Zealand Transport Agency Induction Presentation
- 11.45am Ex-Councillor Presentation at Lunch (Phil Brodie, Janene New, Gavin Todd)
- 2.00pm **Confidential:** WSP representatives to present on Review of the Te Kūiti Stormwater Catchment Modelling Results (Public Excluded Item 5)

1. Karakia Tuwhera

2. Apologies

No apologies

3. Declarations of Member Conflicts of Interest
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No declarations made.

4. Confirmation of Minutes: 28 October 2025
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Resolution

The Minutes of the Waitomo District Council meeting held on 28 October 2025 be confirmed as a true and correct record.

Robertson/Wallace Carried

5. Mayor's Report – November 2025
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Council considered the Mayor's Report for November 2025.

The Mayor expanded verbally on his report and answered Members questions.

Resolution

The Mayor's Report – November 2025 be received.

Robertson/Osborne Carried

6. Bi-Monthly Activity Report: Community and Partnerships
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Council considered a business paper providing an update on activities that form part of the Community and Partnerships Group including a range of Recreation Services and activities.

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

Resolution

The Bi-Monthly Activity Report: Community and Partnerships be received.

Osborne/Tasker Carried

The Manager – Community Development left the meeting at 9.16am.

7. Standing Orders for Meetings
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Council considered a business paper providing an induction to Council on Standing Orders for Meetings.

Standing orders contain rules for the conduct of the meetings of local authorities (including committees, subcommittees and other subordinate decision-making bodies). Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, and lawful manner.

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

Resolution

- 1 The business paper on Standing Orders for Meetings be received.
- 2 Council note the intention of the Local Government (System Improvements) Bill to publish a mandatory set of standing orders for meetings that all councils will be required to adopt and that Council's current Standing Orders will remain in place until the new mandated version is published.

Goddard/Manawaiti Carried

8. Establishment of Committees (including Terms of Reference) and Steering Groups
--

Council considered a business paper for Council to consider a Committee Structure for the current 2025-2028 triennium.

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

Resolution

- 1 The business paper on Establishment of Committees (including Terms of Reference) and Steering Groups be received.
- 2 Council notes that the Mayor is utilizing his authority under Section 41A of the Local Government Act 2002 to establish two committees as follows:
 - 1 **Audit and Risk Committee**
(led by an Independent Chair) with membership as follows:
Independent Chair - Jaydene Kana
Mayor Robertson
Deputy Mayor Manawaiti
Councillor Osborne
Councillor Buckley
 - 2 **Te Raangai Whakakaupapa Koorero (Māori Relations Committee)**
(led by the Deputy Mayor) with membership as follows:
Chair - Deputy Mayor Manawaiti
Mayor Robertson
Councillor Tasker
Councillor Wallace
- 3 Council adopts the Audit and Risk Committee Terms of Reference.
- 4 Council approves the recommendation of the Independent Chair that a review of the Audit and Risk Committee Terms of Reference be undertaken by the Committee for recommended amendments to Council.
- 5 Jaydene Kana be re-appointed Independent Chair of the Audit and Risk Committee for the 2025-2027 triennium.
- 4 An Audit and Risk Committee workshop be scheduled for the purpose of reviewing the Committee's Terms of Reference.
- 5 Council adopts the Te Raangai Whakakaupapa Koorero (Māori Relations Committee) Terms of Reference to include the amendments recommended by the Te Raangai Whakakaupapa Koorero Committee of the last triennium.
- 6 Council note that the Mayor will be establishing the following Steering Groups with membership yet to be confirmed:
 - 1 Te Kuiti Aerodrome (Industrial Park)
 - 2 Waitomo District Landfill and Te Kuiti Transfer Station
 - 3 Les Munro Centre
 - 4 Inframax Construction Ltd Board Liaison
 - 5 Local Roding Network

Robertson/Tasker

Carried

9. Member's Pecuniary Interests Annual Returns and Declaration of Interests – Appointment of Registrar

Council considered a business paper providing a brief of members obligations under Sections 54A – 54I of the Local Government Act 2002 which relates to the requirement of members to provide annual returns of certain pecuniary interests, the requirement for Council to keep a register of pecuniary interests and for Council to appoint a Registrar.

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

Resolution

- 1 The business paper on Member's Pecuniary Interests Annual Returns and Declaration of Interests – Appointment of Registrar be received.
- 2 The Chief Executive be appointed Registrar for the purpose of Section 54G of the Local Government Act 2002.

Goddard/Manawaiti Carried

10. Elected Members Appointments, Roles and Responsibilities

Council considered a business paper providing details for Council to consider elected member appointments, responsibilities and liaison roles within various community groups.

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

Resolution

- 1 The business paper on Elected Member Appointments, Roles and Responsibilities be received.
- 2 Council note and make appointments as set out in the Schedule below:

Details	Appointment
Waitomo District Council Committees and Steering Groups	
<p>Audit and Risk Committee The purpose of the Audit, Risk and Finance Committee is to provide guidance, assurance and assistance to Waitomo District Council on matters specific to risk, compliance, controls and external accountabilities (both financial and non-financial).</p>	<p>Independent Chair - Jaydene Kana Mayor Robertson Deputy Mayor Manawaiti Councillor Osborne Councillor Buckley</p>
<p>Te Raangai Whakakaupapa Koorero The purpose of the Committee is to provide guidance, assistance and support to Waitomo District Council (WDC) on matters specific to Iwi and Mana Whenua relationships.</p>	<p>Chair - Deputy Mayor Manawaiti Mayor Robertson Councillor Tasker Councillor Wallace</p>

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

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

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

Details	Appointment
Regional and Sub-Regional Appointments (including Joint Committees)	
<p>Waikato Regional Council – Regional Transport Committee The RTC is a WRC Committee and its purpose is to plan and coordinate land transport and road safety and to recommend WRC's policy on land transport. The RTC also prepares the Regional Land Transport Strategy and Regional Land Transport Programme.</p>	<p>Councillor Osborne Alternate – Councillor Tasker</p>
<p>Waikato River Authority The Waikato River Authority is an independent statutory body under the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010. The purpose of the of the Authority is to set the primary direction through its Vision and Strategy to achieve the restoration and protection of the health and wellbeing of the Waikato River and Waipā River for future generations. The Authority covers a catchment of 11,000 km2 comprising the Waikato River (from Huka Falls to Te Pūaha o Waikato), and the Waipa River (from its source to its connection with the Waikato River) including both rivers' catchments. The Authority has 10 board members – five appointed from each river iwi (Tainui, Te Arawa, Tuwharetoa, Raukawa, and Maniapoto) and five Crown-appointed members. The Regional Council nominates one Crown member and one is nominated by the territorial authorities. The Minister for the Environment appoints one of two co-chairpersons; iwi choose the other.</p>	<p>nominations</p>
<p>Waipa Joint Management Agreement <i>Nga Wai O Waipa Co-Governance Forum</i> <i>(Waikato, Waipa, Otorohanga and Waitomo Districts)</i> In June 2012, Council resolved to enter a new era of co-management for the Waipa River between Council and the Maniapoto Māori Trust Board through the Nga Wai o Maniapoto (Waipa River Act) 2012. The Act provides that a Joint Management Agreement (JMA) be developed between Council and the Maniapoto Māori Trust Board as part of the co-management arrangements. To assist the JMA process the Nga Wai o Waipa Joint Committee was established involving all local authorities (whose boundaries fall within the legislated boundaries provided for in the Act) as a collective and the Maniapoto Māori Trust Board. This collective approach also satisfies Council's legislative obligation to form a joint committee and also provides for a holistic and collaborative co-governance model for the JMA.</p>	<p>Mayor Alternate – Deputy Mayor</p>
<p>Te Nehenehenui Joint Committee This joint committee has been formed to commence the co-governance and co-management provisions and other obligations relevant to the Councils, triggered on the commencement of the Maniapoto Claims Settlement Act 2022 (the Act). The Act is the final settlement of all historical Treaty of Waitangi claims of Maniapoto and recognises that despite Maniapoto persistently advocating for the maintenance and recognition of their rangatiratanga and mana whakahaere the Crown has failed to uphold its obligations under Te Tiriti and has had a severe impact on Maniapoto's socio economic wellbeing and tribal identify. Te Nehenehenui is the mandated iwi authority established by Trust deed, to receive the treaty settlement. Maniapoto Māori Trust Board ceased to exist and Te Nehenehenui is now the entity responsible for the functions previously performed by the Maniapoto Māori Trust Board.</p>	<p>Mayor Alternate – Deputy Mayor</p>

Details	Appointment
Trusts Providing for Council Nomination/Appointment	
<p>Game On Charitable Trust The purpose of the Trust is:</p> <ol style="list-style-type: none"> 1 To raise and provide funds for the development, establishment, operation and maintenance of land, buildings and equipment for a facility for recreational, sporting and educational needs along with other leisure and educational activities for the social and health benefits of the public and in particular the King Country region. 2 To develop, operate, maintain and manage the land, buildings and equipment of the facility for recreational and other recreational, sporting and educational needs along with other leisure and educational activities for the social and health benefits of the public and in particular the King Country region. 3 To promote, coordinate and provide recreational and educational programmes and activities to promote health and otherwise benefit the community in the interest of social welfare. 4 To be beneficial to the community by providing a recreational facility for the community, with the aim of improving the conditions of life of community members generally, and to promote community health. 5 To undertake such other activities and provide such other assistance whether by way of financial assistance, support or otherwise of a charitable nature and generally do all such acts, matters or things which are incidental or conducive to achieving all or any of the Trust's charitable purposes and to ensure the facility is operationally and environmentally sustainable over several generations. 6 To include such other charitable purpose(s) or modification of the above purpose(s) and to do all things which the Trustees may consider necessary or expedient for the purposes set out above and any other similar charitable purposes. <p>Appointment Representative Trustees are appointed as follows: One Representative Trustee appointed by the Te Kūiti High School Board of Trustees; One Representative Trustee appointed by the Waitomo District Council; One Representative Trustee appointed by Sports Waikato and One Representative Trustee appointed by Maniapoto, Waikato, Apakura (iwi).</p>	Mayor
<p>Maru Energy Trust Maru Energy Trust is a not-for-profit charitable trust, established in August 2018 by The Lines Company. The Trust provides support to improve the energy efficiency of households and wellbeing of the occupants including:</p> <ol style="list-style-type: none"> 1. Developing and implementing educational programmes to help households and the community understand how to better manage their energy use. 2. Identifying households within the community who would benefit from advice and assistance regarding their energy use. 3. Facilitate physical modifications to the home and environment to improve energy use. 4. Securing funding to support the charitable purposes of the Trust; and 5. Undertaking any other purpose that benefits households or the community in keeping with the charitable purposes of the Trust. 	<p>Previously Ruapehu Mayor Weston Kirton</p> <p>Await nominations</p>

Details	Appointment
Trusts Providing for Council Nomination/Appointment	
<p>Core activities of the Trust are facilitating and co-funding the installation of insulation and heat pumps making use of EECA's Warmer Kiwi Homes Funding.</p> <p>The Trust Board must comprise of at least three and no more than eight Trustees appointed in accordance with the Trust Deed.</p> <p>One Trustee is to be appointed to represent the Waitomo, Otorohanga, Taupo and Ruapehu District Councils jointly. The term of this Trustee is three years.</p>	
<p>North King Country Development Trust</p> <p>The North King Country Development Trust (NKCDT) was established in 1993 as part of reforms to the electricity industry to administer a Trust Fund (resultant of the electricity reforms) for the benefit of residents living within the area over which the former Waitomo Electric Power Board was authorised to supply electricity.</p> <p>The Settlers of the Trust were the Waitomo and Otorohanga District Councils.</p> <p>The Trust Deed (Part 2, Clause 1(a)) provides that Waitomo, Otorohanga and Taupo District Councils (the Councils) jointly, are an Appointor for the Trust and are to appoint two Trustees.</p> <p><i>Note</i> Historically the Councils' appointees have been either Mayors or Chief Executives, but there is nothing within the Trust Deed requiring an appointee to be either an employee or elected member of the Councils.</p> <p>The Term of Office is four years from the date of appointment and Trustees shall be eligible for reappointment.</p> <p>Part 1, Clause 3.2(d) of the Trust Deed provides that a Trustee shall cease office if the Appointor which appointed that Trustee gives a notice under Rule 3.5 removing that Trustee from his office as Trustee.</p> <p>Rule 3.5 of the Trust Deed states:</p> <p><i>"From the date of this Deed the Appointors referred to in Part 2 of this Schedule shall each be entitled, by notice to the Secretary or Chairperson, to appoint the number of Trustees referred to in Part 2 and to remove that Trustee or Trustees and appoint another in his or her or their place or fill any vacancy should the Trustee or Trustees appointed by them cease for any reason to hold office as Trustee."</i></p>	<p>Mayor Robertson</p> <p><u>Note:</u></p> <p>Mayor Robertson was first appointed in August 2020 and at the end of his four year term was re-appointed in 2024 with the support of both the Otorohanga and Taupo District Councils.</p> <p>Mayor Robertson's current four year term does not expire until 2028 so no action is required by Council at this time.</p>
<p>Te Kūiti Community House</p> <p>TKCH is a registered Charitable Trust.</p> <p>The purpose of the TKCHT is to support the Te Kuiti community to develop and grow by facilitating appropriate services in the promotion of the well-being of the people living and working in the community including:</p> <ol style="list-style-type: none"> 1. Reduce social isolation 2. Reduce Family violence 3. Strengthening our Community 4. Support for youth and Rangatahi 5. Support for families and whanau 6. Community interaction and cooperation to create a vibrant caring <p>The TKCHT Deed provides under Section 6 –</p> <p><i>"At all times at least one trustee shall be the nominee of the Waitomo District Council."</i></p>	<p>Deputy Mayor</p>

Details	Appointment
Trusts Providing for Council Nomination/Appointment	
There is nothing within the Trust Deed requiring the Council nominated Trustee to be either an employee or elected member of the Council.	
<p>Waitomo Catchment Trust Board The Waitomo Catchment Trust Board is a registered charity (CC33433).</p> <p>The Trust focuses on catchment restoration projects within the Waitomo area, with the aim of improving the health and management of the Waitomo area's waterways and land. The Trust's work is part of wider efforts to manage and protect the Waikato River catchment, and in particular the Upper Waipa catchment.</p> <p>The Trust works in partnership with other organisations including Waikato Regional Council and the Queen Elizabeth Trust and also involves engagement with the community and stakeholders in the Waitomo District. One trustee is to be appointed by the Waitomo District Council in accordance with the Trust's Constitution.</p>	Mayor
<p>Waitomo Caves Museum Society Incorporated <i>Also known as Waitomo Caves Museum & Discovery Centre</i></p> <p>Founded in 1973 and operated as an Incorporated Society, the Waitomo Caves Museum Society Incorporated not only manages the Discovery Centre but also serves as the community's information hub. Alongside its museum collections of fossils, photos, moa bones, and Māori artefacts, the Centre provides ticket sales for local caves and activities, educational programmes, retail services, NZ Post, a library, and community facilities including public toilets.</p> <p>Section 7.6(iv) of the Rules of the Society provide that WDC shall be entitled to appoint (1) representative to the Executive Board of the Society.</p>	Councillor Osborne

Details	Appointment
External Funding Partners – Administered by Council	
<p>Creative Communities WDC administers a local Creative Communities Assessment Committee consisting of two Councillors and community representatives having knowledge of the arts in the Waitomo District, to join the Creative Communities Assessment Committee. The Committee meets twice yearly, in June and November, to distribute funds made available by Creative New Zealand to support community based arts activities in the Waitomo District.</p>	Councillor Osborne Councillor Tasker
<p>DC Tynan Trust The DC Tynan Trust is an outlier in respect to Trusts. Firstly, it is not a registered Trust. Secondly, the Trust falls into the category of an External Funding Partner administered by Council and thirdly, it is also classified as a Council Controlled Organisation (CCO) under the Local Government Act 2002, section 7(3) because the power to appoint and remove trustees is vested with the Council.</p> <p>This Trust was established in 1982 for the purpose of making disbursements from a very generous bequest made to the former Borough of Te Kuiti by the late Daniel Tynan. In terms of his will, it was Mr Tynan's wish that his bequest be utilised for such social, cultural, educational or recreational purposes within the former Borough of Te Kuiti as the trustees think fit.</p>	3 Urban Ward Councillors

Details	Appointment
External Funding Partners – Administered by Council	
Delivery of the Trust Deed rests with four Trustees, three of which are the Waitomo District Council urban Councillors (as the purpose of the Trust is limited to the Urban ward). The funds of the Trust are held in a Trust Account with Forgeson Law and Diane Forgeson is the fourth Trustee.	
Sport New Zealand The Sport New Zealand (SNZ) (formerly SPARC) Rural Travel Fund's objective is to help subsidise travel for junior teams participating in local sport competition. The allocation of the fund's based on a population density formula for territorial authorities that have fewer than 10 people per square kilometre. Council administers one SNZ Rural Travel funding round per year, usually in October. The SNZ Rural Travel Assessment Committee consists of two Council staff, two Councillors, one NZ Police representative and a Sport Waikato representative.	Councillor Tasker Councillor Buckley

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

Waitomo Rural Ward Portfolios The portfolio representation of these areas will include Councillor representation for liaison purposes at community activities, attending community events in these areas, and being the point of contact for residents and ratepayers within these areas of the District. Examples of representation/portfolios are listed beneath the relevant area below. Note: This is not a comprehensive list.	
Rural Northwest (incorporating old Waitomo/Te Anga Rural Wards)	
<ul style="list-style-type: none"> • Marokopa Recreation Ground Committee • Tere Waitomo Community Trust 	Councillor Osborne
Rural Southeast (incorporating old Aria/Mangaokewa Wards)	
<ul style="list-style-type: none"> • Benneydale Hall • Mokauti Hall • Rangitoto Hall 	Councillor Goddard

Rural Southwest (incorporating old Paemako/Tainui Wards)	
<ul style="list-style-type: none"> • Piopio Retirement Board • Mokau Residents and Ratepayers Association • Tainui Wetere Domain Board 	Councillor Buckley

Robertson/Osborne

Carried

11. Code of Conduct (and Policy)

Council considered a business paper providing an overview of Council's current Code of Conduct and corresponding Policy for dealing with alleged breaches of the Code of Conduct.

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

Resolution

- 1 The business paper on Code of Conduct (and Policy) be received.
- 2 Council note the intention of the Local Government (System Improvements) Bill to publish a mandatory code of conduct that all councils will be required to adopt and that Council's current Code of Conduct (and Policy) will remain in place until the new mandated version is published.

Osborne/Buckley

Carried

12. Elected Members Remuneration

1.1 Council considered a business paper -

- (a) for Council to consider making a recommendation to the Remuneration Authority on how the Remuneration Pool should be divided, and
- (b) to inform Council of the Policy on Elected Members' Allowances and Recovery of Expenses as contained in Council's Sensitive Expenditure Policy.

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

Resolution

- 1 The business paper on Elected Members Remuneration be received.
- 2 Council recommends to the Remuneration Authority that the Remuneration Pool be divided on the basis of the Ratio Calculation Spreadsheet as follows:

Modelled on the basis of the Deputy Mayor role receiving Base remuneration x 1.5

Deputy Mayor	1 x Base remuneration of \$55,953 x 1.5	\$83,930
Councillor	5 x Base remuneration of \$55,953	\$279,767
		\$363,697

Note: The above modelling is completed on the basis of the Deputy Mayor being the only position receiving additional remuneration.

- 3 The following short description of the Deputy Mayor role be provided to the Remuneration Authority as follows:
- a) *Performs all the responsibilities and duties, and exercises all the powers of the Mayor:*
 - i) *with the consent of the Mayor at any time during his temporary absence,*
 - ii) *without the Mayor's consent, at any time while the Mayor is prevented by illness or otherwise from performing his duties,*
 - iii) *while there is a vacancy in the office of mayor*
 - b) *Deputises for the Mayor when the latter has competing commitments including chairing meetings of the Council, addressing the media on Council issues, representing the Mayor at civic events and chairing informal meetings of councillors.*
 - c) *Community leadership through holding meetings with various community groups on topical issues, as requested by the Mayor, and working with those groups and council staff to resolve issues.*
- 4 Council notes the Policy on Elected Members' Allowances and Recovery of Expenses as contained in the Sensitive Expenditure Policy.

Robertson/Osborne Carried

The Chief Financial Officer entered the meeting at 9.31am.

13. Adoption of 2026 Meeting Schedule
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Council considered a business paper presenting a Meeting Schedule for the 2026 Calendar year for consideration.

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

Resolution

- 1 The business paper on Adoption of 2026 Meeting Schedule be received.
- 2 The following Schedule of Council Meetings (including Committees) and Workshops for the 2026 calendar year be adopted noting that scheduled meetings and workshops may be cancelled or more meetings convened as the year progresses.

Tuesday	10 February 2026	9.00am	Audit and Risk Committee Meeting Council Workshop <i>to start following the Audit and Risk Meeting</i>
Tuesday	24 February 2026	9.00am	Council Monthly Meeting Council Workshop <i>to start following the Council Meeting</i>
Tuesday	10 March 2026	9.00am	Council Workshop
Tuesday	24 March 2026	9.00am	Council Monthly Meeting Council Workshop

			<i>to start following the Council Meeting</i>
Tuesday	14 April 2026	9.00am	Hearing (Policies) Council Workshop <i>to start following the Council Hearing</i>
Tuesday	28 April 2026	9.00am	Council Monthly Meeting
Tuesday	5 May 2026	9.00am	Council Workshop
Tuesday	12 May 2026	9.00am 1.00pm	Audit and Risk Committee Meeting Council Hearing: <i>Submissions to Draft LTP</i>
Wednesday	13 May 2026	9.00am	Council Hearing: <i>Submissions to Draft LTP</i>
Tuesday	26 May 2026	9.00am	Council Monthly Meeting
Tuesday	30 June 2026	9.00am	Council Monthly Meeting
Tuesday	7 July 2026	9.00am	Council Workshop
Tuesday	28 July 2026	9.00am	Council Monthly Meeting Council Workshop <i>to start following the Council Meeting</i>
Tuesday	4 August 2026	9.00am	Council Workshop
Tuesday	11 August 2026	9.00am	Audit and Risk Committee Meeting
Tuesday	18 August 2026	9.00am	Council Workshop
Tuesday	25 August 2026	9.00am	Council Monthly Meeting
Tuesday	29 September 2026	9.00am	Council Monthly Meeting
Tuesday	6 October 2026	9.00am	Council Workshop
Tuesday	13 October 2026	9.00am	Audit and Risk Committee Meeting
Tuesday	20 October 2026	9.00am	Council Workshop
Tuesday	27 October 2026	9.00am	Council Monthly Meeting
Tuesday	17 November 2026	9.00am	Council Workshop
Tuesday	24 November 2026	9.00am	Council Monthly Meeting
Tuesday	1 December 2026	9.00am	Council Workshop

Robertson/Buckley Carried

14. CoLab 2024/25 Annual Report

Council considered a business paper presenting the Annual Report 2024/25 for Co-Lab, the Council's Controlled Organisation (CCO).

Mayor Robertson informed the Council that the Chief Executive is a Director on the Co-Lab Board.

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

Resolution

- 1 The business paper on the Co-Lab 2024/25 Annual Report be received.
- 2 The Co-Lab 2024/25 Annual Report be published on Council's website.

Robertson/Goddard Carried

15. Treasury Management Report for the period ended 30 September 2025

Council considered a business paper providing an update on Council's debt position and compliance with borrowing limits for the quarter ended 30 September 2025.

Council noted that this business paper is usually presented to the Audit and Risk Committee however was deferred to this Council meeting due to the timing of the Local Government elections. The Chief Financial Officer expanded verbally on the business paper and answered Members questions.

The Manager – Strategy and Policy and Policy Advisor entered the meeting at 9.47am.

Resolution

The business paper on Treasury Management Report for the quarter ended 30 September 2025 be received.

Robertson/Osborne Carried

16. Finance Report for the period ended 30 September 2025

Council considered a business paper providing an overall progress report on WDC's financial activities for the period ended 30 September 2025 and including the Civic Financial Services Half Yearly Report to 30 June 2025.

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

Resolution

- 1 The business paper on the Interim Unaudited Financial Report for the period ended 30 September 2025 be received.

Robertson/Manawaiti Carried

The Chief Financial Officer left the meeting at 9.53am.

17. Quarterly Report - Key Performance Indicators for the period 1 July to 30 September 2025

Council considered a business paper presenting Waitomo District Council's delivery performance on non-financials for the 2025-26 financial year for the period 1 July to 30 September 2025 (Quarter 1).

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

The General Manager – Infrastructure Services entered the meeting at 9.55am.

Resolution

The Quarterly Report: Key Performance Indicators for the period 1 July to 30 September 2025 be received.

Tasker/Buckley Carried

18. Review of Use of Common Seal Policy

Council considered a business paper presenting a draft Use of Council Seal Policy 2025.

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

Resolution

- 1 The business paper on the Review of Use of Council Seal Policy be received.
- 2 The Council adopt the Policy for the Use of Council's Seal as amended.

Goddard/Osborne Carried

19. Determinations Report – Solid Waste Bylaw Review

Council considered a business paper seeking a decision from Council on reviewing the Waitomo District Council Solid Waste Bylaw (the Bylaw) and present the determinations report for consideration.

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

Resolution

- 1 The business paper on Determinations Report – Solid Waste Bylaw Review be received.
- 2 Council determines that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to the matters addressed within the Waitomo District Solid Waste Bylaw 2009 in accordance with section 155 of the Local Government Act 2002.
- 3 Council approves the initiation of a review of the Waitomo District Solid Waste Bylaw 2009 in accordance with Section 58 of the Waste Minimisation Act 2008.

Robertson/Goddard Carried

New Zealand Transport Agency Waikato & Bay Of Plenty representatives Andrew Corkill, Director Regional Relationships and Roger Brady, Regional Manager entered the meeting at 10.24am.

The meeting adjourned for morning tea at 10.25am.

The Manager – Strategy and Policy and Policy Advisor left the meeting at 10.25am.

The meeting reconvened at 10.41am.

20. 10.41am Presentation: New Zealand Transport Agency

Council received an Induction Presentation from New Zealand Transport Agency Waikato & Bay Of Plenty representatives Andrew Corkill, Director Regional Relationships, and Roger Brady, Regional Manager.

Resolution

The Presentation from the New Zealand Transport Agency be received.

Robertson/Goddard Carried

The Rooding Manager entered the meeting at 11.26am

The Property and Facilities Manager entered the meeting at 11.28am.

Ryan Stanley (Pinnacles) entered the meeting at 11.31am.

21. Bi-Monthly Activity Report: Infrastructure Services
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Council considered a business paper providing an update on activities that form part of the Infrastructure Services Group.

The General Manager - Infrastructure Services, Rooding Manager and Property and Facilities Manager expanded verbally on the business paper and answered Members questions.

Janene New entered the meeting at 11.35am.

Resolution

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

Robertson/Manawaiti Carried

22. Rooding Storm Damage – July and October 2025

Resolution

Council noted the business paper providing an update on the recent storm events that have affected the Waitomo District Council Rooding Network, including high-level cost estimates to remediate and outline proposed timelines and the confidential appendage to be read in conjunction with this business paper and deferred consideration of this item to the Public Excluded part of the meeting.

Robertson/Wallace Carried

23. Motion to Exclude the Public

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

Resolution

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

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

General Subject	Reason for passing this resolution	Section 48(1) grounds for the passing of this resolution
5. Review of the Te Kūiti Stormwater Catchment Modelling Results	Section 7(2) (i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
6. Waikato Waters Ltd – Transfer Agreement	Section 7(2) (i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
7. Confidential Appendage: Rooding Storm Damage – July and October 2025	Section 7(2) (i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Chief Executive
Manager – Governance Support	Committee Secretary
General Manager – Strategy and Environment	Portfolio Holder
General Manager – Infrastructure Services	Portfolio Holder
Manager Three Waters	Portfolio Holder
Local Roads Professional Services (Pinnacles)	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/Osborne

Carried

The meeting closed to public at 11.45am and adjourned for lunch.

24. Presentation: Acknowledgement of Service to Ex-Waitomo District Council Elected Members (Phil Brodie, Janene New and Gavin Todd)

During the lunch adjournment Mayor Robertson presented acknowledgement gifts to ex-Council members Phil Brodie, Janene New and Gavin Todd in recognition of their service to Waitomo District Council as follows:

Phil Brodie	9 Years Service	2010 – 2019	Rural Ward Councillor
Janene New	9 Years Service	2016 – 2025	Urban Ward Councillor
Gavin Todd	3 Years Service	2022 – 2025	Rural Ward Councillor

Following the presentation the ex-Councillors were invited to join the Council for lunch.

The meeting reconvened in public excluded at 12.55pm.

The meeting re-opened to the public at 3.25pm.

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

Resolution

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

1 Road Stopping Proposal – Marokopa Road, Marokopa

Resolutions 1 and 3 only be made public as follows:

Resolution

1 The business paper on Road Stopping Proposal – Marokopa Road, Marokopa (D G Melgren) be received.

3 Council consent to D G Melgren – Road Stopping Proposal to seek the declaration of the stopping of road pursuant to Sections 342 and 345 and the Tenth Schedule of the Local Government Act 1974.

Robertson/Manawaiti Carried

2 Road Stopping Proposal – Mathers Road, Te Kuiti

Resolutions 1 and 3 only be made public as follows:

Resolution

1 The business paper on Road Stopping Proposal – Mathers Road, Te Kuiti be received.

3 Council consent to the Te Kuiti Dairies Limited Road Stopping Proposal to seek the declaration of the stopping of road pursuant to sections 342 and 345 and the Tenth Schedule of the Local Government Act 1974.

Robertson/Goddard Carried

3 Update - Performance of Recently Installed Three Waters Infrastructure

The Resolution only be made public as follows:

Resolution

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

Robertson/Manawaiti Carried

4 Te Kūiti Water Supply Resilience Improvements Update

The Resolution only be made public as follows:

Resolution

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

Buckley/Manawaiti Carried

5 Review of the Te Kuiti Stormwater Catchment Modelling Results

Resolution 1 only be made public as follows:

Resolution

1 The business paper on the Review of the Te Kuiti Stormwater Catchment Modelling be received.

Manawaiti/Goddard Carried

6 Waikato Waters Ltd – Transfer Agreement

The Resolutions only be made public as follows:

Resolution

1 The business paper on Waikato Waters Transfer Agreement and attached Agreement be received.

2 Council adopts the Draft Transfer Agreement in its current form.

3 Council delegates the Mayor and Chief Executive the power to:

a. Finalise the contents of the Schedules and Annexures to the Draft Transfer Agreement in accordance with the Transfer Principles agreed in the Shareholders' Agreement.

b. Agree to any subsequent legal mechanisms / documentation that may be required to give effect to the terms of the Draft Transfer Agreement.

c. Execute the finalised version of the Draft Transfer Agreement on behalf of Council.

d. Execute the Local Government Funding Agency funding documentation, subject to the overall nature of the Guarantee documentation being in accordance with what was agreed in the Shareholders' Agreement.

e. Take any action and sign such documentation necessary to give effect to the transfers contemplated in the Draft Transfer Agreement and the above resolutions.

4 Council delegates the Chief Executive the power to:

a. Agree the specific services that Council will provide to Waikato Waters under the Post Completion services agreement and sign that agreement.

b. Agree the terms of the Shared Services Agreement and sign that agreement.

5 The Mayor and Chief Executive will present the finalised suite of documents (and any other ancillary documentation) to Council at a future meeting.

Goddard/Manawaiti Carried

Confidential

Confidential

Confidential

Confidential

Confidential

WAITOMO DISTRICT COUNCIL
Audit and Risk Committee

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 10 FEBRUARY 2026 AT 9.00AM

PRESENT: Independent Chair Jaydene Kana
 Deputy Mayor Eady Manawaiti
 Councillor Olivia Buckley
 Councillor Janette Osborne

STAFF: Chief Executive, Ben Smit
 Manager – Governance Support, Michelle Higgie
 General Manager – Community Services, Helen Beever
 Customer and Information Manager, Kat Merrin-Brown
 Health and Safety Coordinator, Tanchia Pitts-Brown
 General Manager – Strategy and Environment, Alex Bell
 Chief Financial Officer, Tina Hitchen
 Asset Accountant, Wayne La Roche
 Manager – Strategy and Policy, Charmaine Ellery
 Policy Advisor, Rajeshwari (Raj) Mahadevappa
 General Manager – Infrastructure Services, Shyamal Ram

1. Karakia Tuwhera

2. Apologies

Resolution

The apology from Mayor John Robertson be received and leave of absence granted.

Osborne/Buckley Carried

3. Declarations of Member Conflicts of Interest

Resolution

The declaration made by the Independent Chair as a Director of Waikato Waters Ltd was noted.

Osborne/ Manawaiti Carried

The Committee also noted that consideration of the two items on the Order Paper relative to Waikato Waters Ltd (Progress Report: Waters – Transition to Waikato Waters Ltd, and Local Government Funding Agency – Debt Guarantee) would be moved to the end of the meeting and that the Deputy Mayor would chair the meeting for those two items so that the Independent Chair could remove herself from the considerations due to her declared conflict.

4. Chair Report – February 2026

The Committee considered the Independent Chair’s report for February 2026

The Independent Chair spoke to her report for February 2026.

Resolution

The Chair Report – February 2026 be received.

Kana/Osborne Carried

5. Audit and Risk Committee Terms of Reference

The Committee considered a business paper presenting the Audit and Risk Committee Terms of Reference adopted by Council on 25 November 2025 and advising that in adopting these Terms of Reference, Council also resolved that a review be undertaken by the new Committee.

The Independent Chair and Chief Executive expanded verbally on the business paper and answered Members questions noting that with all the significant changes in Local Government ahead in the near future the Terms of Reference in the current form do not require amendment at this time, but should be revisited post the transition of water services to Waikato Waters Ltd.

Cr Osborne expressed her concern that there has been no monitoring reporting against non-financial risks to the Committee since late 2024.

Resolution

The business paper on Audit and Risk Committee – Terms of Reference be received.

Kana/Buckley Carried

6. Mastercard Expenditure Report (September – December 2026)

The Committee considered a business paper on expenditure incurred via WDC issued Corporate Mastercard for the period September to December 2025.

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

Resolution

The business paper on Mastercard Expenditure Report: September – December 2025 be received.

Kana/ Manawaiti Carried

The General Manager – Community Services, Customer and Information Manager, Health and Safety Coordinator and General Manager – Strategy and Environment entered the meeting at 9.25am.

7. Progress Report: Health and Safety

The Committee considered a business paper providing a brief on WDC's health and safety performance during quarter two of the 2025/26 year.

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

Resolution

The Progress Report: Health and Safety be received.

Kana/Osborne Carried

The Health and Safety Coordinator left the meeting at 9.46am.

8. Risk Management and Mitigation

The Committee considered a business paper providing an update the Committee on progress implementing the Risk Management Framework.

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

The Independent Chair stated that irrespective of Council's current Risk Management Framework not being reviewed and updated, that reporting against the current Framework should be presented to the Committee.

The Independent Chair noted the Chief Executive's advice that risk management is considered in all operations of Council, but noted there is a gap between what is happening "on the ground" and what is being reported to the Committee and that this gap must be closed.

Councillor Osborne noted that Council has an excellent Risk Management Framework in place, but it is not embedded into governance and that the nine identified risks have not been reviewed recently to identify if they are still relevant. Councillor Osborne also noted the limited resourcing available for risk management monitoring and reporting and questioned how we could move forward and gain traction within existing resources.

Resolution

The business paper on Risk Management and Mitigation be received.

Kana/Osborne Carried

The Chief Financial Officer and Asset Accountant entered 10.10am

9. Emergency Management Readiness Risk

The Committee considered a business paper informing of the Council's current emergency management systems and processes, and to identify the associated risks and opportunities.

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

The Committee agreed that this paper should be presented to the full Council for information purposes.

Resolution

- 1 The business paper on emergency management preparedness be received.
- 2 The Committee notes that:
 - (a) The Chief Executive has initiated discussions with the Western Waikato Councils around emergency management resourcing and that additional discussions will commence on a regional basis.
 - (b) The Chief Executive will report back with an update on these discussions in due course.

Kana/Buckley Carried

The meeting adjourned for morning tea at 10.32am and reconvened at 10.54am

The General Manager – Community Services, Customer and Information Manager and General Manager – Strategy and Environment left the meeting at 10.32am

10. Treasury Management Report for the quarter ended 31 December 2025

The Committee considered a business paper providing an update on Council's debt position and compliance with borrowing limits for the quarter ended 31 December 2025.

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

The Manager – Strategy and Policy and Policy Advisor entered the meeting at 10.58am.

Resolution

- 1 The business paper on Treasury Management Report for the quarter ended 31 December 2025 be received.

- 2 The Committee notes the minor policy breach with respect to fixed interest rate hedging bands for the 2-to-4-year time horizon. The breach is a result of pausing any further hedging due to the anticipated debt transfer to Waikato Waters Limited.

Kana/Manawaiti Carried

The Asset Accountant left the meeting at 11:09am.

11. Progress Report: Audit Fundings for year ending 31 December 2025

The Committee considered a business paper providing an update on WDC's progress on the audit findings from the audit conducted by Deloitte Limited for the year ending 30 June 2025.

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

The Independent Chair recommended the future reports include an extra column or footnotes identifying any findings which have been recurring including and providing information on when they were first identified and what actions have been taken to remedy the findings.

Resolution

The business paper on Progress Report – Audit findings for year ending June 2025 be received.

Kana/Osborne Carried

The Chief Financial Officer left the meeting at 11.27am.

The General Manager – Infrastructure Services entered the meeting at 11.29am.

12. Progress Report: Key Performance Indicators – period ended 31 December 2025

The Committee considered a business paper presenting Waitomo District Council's delivery performance on non-financials for the 2025/26 financial year for the period ending 31 December 2025 (Quarter 2).

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

Resolution

The Quarterly Report: Key Performance Indicators for the period ended 31 December 2025 be received.

Kana/Buckley Carried

The Manager – Strategy and Policy and Policy Advisor left the meeting at 11.58am

13. Progress Report: Procurement Summary Schedule

The Committee considered a business paper presenting a summary of the procurements made in the period 1 October 2025 to 31 December 2025 in accordance with Waitomo District Council's Procurement Policy.

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

Resolution

The business paper on the Progress Report: Procurement Summary Schedule (October 2025 to 31 December 2025 be received.

Kana/Manawaiti Carried

Document ID: 951438

Report To: Council



Meeting Date: 24 February, 2026
Subject: Mayor's Report – February 2026
Type: Information Only
Author(s): John Robertson
 Mayor

1. Purpose of Report

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

2. Suggested Resolution

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

1 The Mayor's Report – February 2026 be received.

3. Commentary

3.1 Our country is facing an increasing number of severe weather events. Thames-Coromandel and the east coast are seeing this on a regular basis. But the King Country is also being hit.

3.2 Ten days ago our neighbours in Otorohanga declared a state of emergency. Our friends in Waipa were hit hard at the same time and had to do the same.

3.3 On 28 January 2023, we declared a state of emergency, the first time ever for our district. In the same year we suffered again when torrential rain poured down in Te Kuiti – over 40 mm in just 80 minutes.

3.4 It is our rural road network and our stormwater network in Te Kuiti that suffer most when these rainfall events occur. There is increased risk of devastation when the ground is soaked and rivers are high.

3.5 We learnt a lot from these 2023 storm events. Stormwater drains are now cleaned out, something most councils around the country never did until everyone learnt the hard way that resources must be devoted to this.

3.6 In late 2023 the Council of the day decided to invest additional budget into improving **Te Kuiti's stormwater network**. After observing the impacts from heavy rainfall events in 2024 and 2025, I believe that these investments have helped mitigate some of the flood risk.

3.7 The investments are continuing. Specifically, a project is being prepared to come to this table that will help mitigate flood risk to some properties on the eastern side of Brook Park.

3.8 Last year this Council decided to invest three million dollars of additional budget into improving our **rural roading network**. This will help mitigate some of the risks from storm damage to our roads.

3.9 As a Council, it is important that we secure the best information around the vulnerabilities of our roading and stormwater networks, and then invest our scarce resources wisely. Afterall, maintaining critical public infrastructure is core business.

3.10 Our roads have been built through difficult terrain. Severe weather events test their resilience.

- 3.11 Te Kuiti is built in a valley with a river flowing through its centre. Weather events on the scale that Otorohanga and Waipa experienced would likely cause severe flooding.
- 3.12 We are about to launch a review of our road network, under the guidance of a governance steering group. This makes sense as matters of design, resilience and funding confront us.
- 3.13 The resilience of Te Kuiti's stormwater network in the face of more concentrated and extreme weather events is also front of mind. Step by step we are improving the network. But while our settlements of Benneydale, Piopio, Awakino/Mokau and Marokopa are all vulnerable to varying degrees, we will never remove risk of major flooding for a town built in a valley with a river running through it.
- 3.14 We also need to be mindful of the location of and access to evacuation centres. They should not be in low lying, flood prone areas. In Te Kuiti, the Paa is important.
- 3.15 We learn from each storm event. We invest in mitigation efforts. But nature can and will be more powerful; we manage as best we can, anticipating and learning as we go.
- 3.16 Our neighbours found this ten days ago. So too did the Manawatu-Whanganui region with their declarations. The Thames-Coromandel, Gisborne and Nelson/Tasman districts are seeing this regularly.
- 3.17 We have been spared the worst so far, but these events highlight worse case scenarios for infrastructure investment and civil defence planning purposes.

Document ID: 949947

Report To: Council

Meeting Date: 24 February 2026

Subject: Chief Executive's Report – February 2026

Type: Information Only

Author(s): Ben Smit
Chief Executive

1. Purpose of Report

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

2. Suggested Resolutions

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

1 The Chief Executive Report – February 2026 be received.

3. Commentary

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

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

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

BIG WINS / LEARNING
<ul style="list-style-type: none"> • Waikato Waters Limited – transfer agreement schedules complete and great progress on other establishment agreements • Annual Plan budgets progress

HEALTH & SAFETY
<p>Incidents, Accidents and Near Misses</p> <ul style="list-style-type: none"> • Nothing significant to report. <p>Staff Wellbeing</p> <ul style="list-style-type: none"> • Probably an increase in the level of anxiety from staff around the creation of and, transition to, Waikato Waters which is understandable. • Recruitment: Asset Manager, Roothing inspector, Property Manager

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

Document ID:

Report To: Council**Meeting Date:** 24 February 2026**Subject:** **Bi-Monthly Activity Report: Business Support and Leadership/Governance****Type:** Information Only**Author(s):** Tina Hitchen
Chief Financial OfficerSaeed Jouzdani
Chief Information OfficerAdrian Lindsay
Legal OfficerBen Smit
Chief Executive**1. Purpose of Report**

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

2. Suggested Resolutions

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

1 The Bi-Monthly Activity Report: Business Support and Leadership/Governance be received.

3. Background

- 3.1 This report incorporates commentary (on an as required basis) on activities including:

- Finance
- Information Technology
- Leadership/Governance
- Legal Matters (including official information requests)
- Inframax Construction Limited
- CoLab
- Council Owned Quarries
- Fleet

4. Finance**4.1 CURRENT ACTIVITY**

- 4.2 The preparation of the draft budgets and associated workshops have been the focus for the finance team over the last quarter. Staff have also been involved in preparation of information requests for the Waikato Waters Ltd (WWL) Finance and Commercial workstream. Discussions are also continuing on the billing services post transfer of water assets and the debt settlement methodology with WWL and treasury advisors.

- 4.3 Planning is underway for the draft Annual Report with the interim audit scheduled for middle of June and final audit commencing 7 September.

- 4.4 The rates team prepared the rates modelling for the draft budgets and modelling for Revenue and Financing Policy considerations. Work continues in the debt collection area to resolve outstanding arrears and engage with our customers and maintain the information between WDC and our

external debt collection agency (DMC). An update on the receivables is included elsewhere in the agenda as part of the Financial Report.

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

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

5. Information Technology

5.1 **CURRENT ACTIVITY**

5.2 **CLOUD MIGRATION**

- 5.3 There are 72 WDC forms that are used by our customers (i.e. dog registration, rates rebate, etc.) which are going to be developed into e-forms to provide easy access from anywhere at any time as long as the user has access to the internet. This work has started and the IT Team has converted 33 of the forms to date (i.e. LIM Report, Retention & Reconsolidation Form, LGOIMA, etc.)
- 5.4 WDC's phone system (MiCollab) has been moved to cloud-based successfully.
- 5.5 All IT assets are to be recorded in our IT asset management application (Invgate). This project is in the discovery phase at present.
- 5.6 The internal Land Information Memorandum (LIM) report automation is expected to be completed within the next few weeks, automating approximately 70% of the process. As MagiQ (an administrative software platform used by WDC) provides the required integration links, the remaining 30% of manual work will be progressively reduced.

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

- 5.8 The integration of Flowingly (a business process management and workflow automation platform used by WDC) and MagiQ is a work in progress. This project is long-term and planned in phases, with the first phase focusing on LIM Report automation and integration. It will allow electronic forms to directly update our MagiQ applications. MagiQ and Flowingly are working together on the integration as this is a first. This is in the test phase.

6. Leadership/Governance

6.1 **CURRENT ACTIVITY**

6.2 **ELECTED MEMBER INDUCTION PROCESS**

- 6.3 The Induction Programme for elected members continues with the following induction sessions completed:

- 30 October 2025 LGNZ Induction Session in Hamilton
- 28 October 2025 Information Technology Training Session
- 11 November 2025 **Council Workshop**

- Governance
- Health and Safety
- Civil Defence and Emergency Management
- Three Waters
- 2 December 2025 **Council Workshop**
 - Finance and Rates
 - Roothing
 - Solid Waste
- 9 December 2025 **Council Workshop**
 - Risk Management
 - Council Controlled Organisations
 - Other Central Government Reforms

6.4 Strategy and Environment (including Communications Engagement and Regulation is scheduled for a Council Workshop on 24 February (following the Council Meeting).

6.5 Induction Tours of the District are scheduled as below, and will complete the induction session for Property and Facilities:

- 17 February 2026 Te Kuiti Township
- 3 March 2026 Waitomo Village and West Coast
- 17 March 2026 Maniaiti/Benneydale, Kopaki and Piopio

6.6 The last of the induction topics, (1) Project Management, and (2) Community Services and Organisation Collaboration are yet to be scheduled into a workshop.

6.7 ELECTED MEMBER REMUNERATION

6.8 Following the Council Meeting on 25 November 2025, Council's proposal to divide the Remuneration Pool (as set by the Remuneration Authority) was submitted on the basis of the Authority's Ratio Calculation Spreadsheet as follows:

Modelled on the basis of the Deputy Mayor role receiving Base remuneration x 1.5

• Deputy Mayor	1 x Base remuneration of \$55,953 x 1.5	\$83,930
• Councillor	5 x Base remuneration of \$55,953	<u>\$279,767</u>
	Total Pool (as set by Remuneration Authority):	\$363,697

Note: The above modelling is completed on the basis of the Deputy Mayor being the only position receiving additional remuneration.

6.9 In acknowledging receipt of Council's proposal, the Authority advised – *"If you do not hear from the Authority, your Council's proposal will have been approved by the Authority and will be included in the amendment determination to be gazetted in early March 2026."*

6.10 Nothing further has been received from the Authority, so it is assumed that Council's proposal has been approved for inclusion in the amendment determination to be gazetted in early March.

6.11 As soon as the Authority advises that the determination has been gazetted, members pay rates will be updated to reflect the new rates and a relevant back-pay made.

6.12 FLEET RENEWAL

6.13 The 2025/2026 Fleet Renewal programme is nearing completion with all new vehicles purchased under an All of Government contract.

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

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

6.16 **LGOIMA REQUESTS**

6.17 Responding to requests for information made under the Local Government Official Information and Meetings Act 1987 (LGOIMA) can take up a significant amount of time.

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

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026 as at Feb
25	35	73	96	85	75	70	50	86	85	75	11

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

6.19 **LOOKING FORWARD – THE NEXT THREE MONTHS**

6.20 **RISK MANAGEMENT**

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

6.22 **SIGNIFICANT ORGANISATION-WIDE PROJECTS**

6.23 Waikato Waters transition (transition planning, 2027-37 Long Term Plan and planning for the organisational change), Stormwater Planning, Waitomo District Landfill and waste management contracts, and development of the Annual Report 2025/26) continue to be a lot of work for the wider Senior Management Team.

Document ID: 951297

Report To: Council

Meeting Date: 24 February 2025

Subject: **Financial Report for the period ended 31 December 2025**

Type: Information Only

Author(s): Tina Hitchen
Chief Financial Officer

Wayne La Roche
Asset Accountant

1. Purpose of Report

- 1.1. The purpose of this business paper is to provide an overall progress report on WDC's financial activities for the period ended 31 December 2025.

2. Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on the Financial Report for the period ended 31 December 2025 be received.

3. Background

- 3.1 The financial report provides financial oversight and accountability of Council's financial performance in delivering core services to the Waitomo District and community. It presents an overview of Council operations for the period including significant variance commentary against full year revised budget and updates on significant capital expenditure projects.
- 3.2 A copy of the Financial Report for the period ended 31 December 2025 is enclosed separately and forms part of this business paper (Attachment 1).

4. Commentary**4.1 INCOME STATEMENT HIGHLIGHTS**

- 4.2 The net operating surplus of \$1.0 million was more than the revised budget surplus of \$0.9 million for the period ended 31 December 2025.
- 4.3 Total revenue was \$1.2 million more than revised budget for the period. The variance against revised budget was due mostly to:
- Rates revenue was less than forecast for metered water charges due to lower consumption during the first six months of the year compared to budget and leak adjustments. Rates penalties revenue was also lower than forecast.
 - Subsidy revenue was more than budget for NZTA subsidy as road operational and maintenance and renewal expenditure was more than forecast so the related subsidy revenue was also more. Funding was also received for Mayors Taskforce for Jobs programme.

- Fees and charges were higher for trade waste revenue, resource consents and building control services.

4.4 Total expenditure was \$1.0 million more than revised budget for the period. The variance against revised budget was due to:

- Additional expenditure incurred for Mayors Taskforce for Jobs programme that was not included in the budget. This programme is fully funded by central government.
- Road's maintenance costs were more for emergency first response, routine drainage maintenance and environmental maintenance. These over-expenditures were partly offset by reduced sealed pavement maintenance and structures maintenance.
- Salary costs were lower than forecast due to vacant positions in the organisation.

4.5 **BALANCE SHEET HIGHLIGHTS**

4.6 Total assets have decreased to \$732.2 million since June 2025, this is mostly due to a decrease in receivables of \$4.6 million. This reduction reflects the receipt of NZTA subsidy revenue for May and June 2025, that was subsequently received in July.

4.7 Total borrowings remained at \$33.2 million as at 31 December 2025 (2024: \$33.2 million).

4.8 **CAPITAL EXPENDITURE**

4.9 Capital expenditure was \$6.5 million (19%), against a full-year revised budget of \$35.0 million.

4.10 Total roads capital expenditure to 31 December 2025 was \$3.9 million, against a full year revised budget of \$19.7 million. Included in the revised budget is additional funding of \$9.5 million for the July and October storm related damage to the road network. Roads expenditure for the storm related damages will commence during the second half of the financial year.

4.11 Commentaries on the significant projects within the capital works programme are included under each area in the attached Financial Report.

4.12 **RISKPOOL: UPDATE TO MEMBERS**

4.13 Riskpool was established in 1997 by local authorities and Civic Assurance (now Civic Financial Services Ltd) to provide collective risk protection for local government entities across New Zealand. It was formed in response to an unreliable and expensive commercial insurance market, particularly following the withdrawal of key insurers from local government liability cover.

4.14 Structured as a not-for-profit mutual fund with a Board of Trustees (the Board) acting in the best interests of members, Riskpool successfully operated for 20 years, returning \$178.7 million in claims to its members in comparison to \$147.5 million in contributions. Waitomo District Council (WDC) was a member of the Riskpool Scheme in that period.

4.15 Since 2017, the Scheme has been in a managed wind-down phase, with the focus on resolving legacy claims, including pursuing recoveries from reinsurers.

4.16 The Board has kept member councils up to date on progress of the wind-down, with the latest update received in December. A copy of the letter is attached and forms part of this business paper with the main points summarised below.

4.17 All call amounts from member councils have been received (Waitomo's share of the call was \$19,574).

4.18 No further calls are anticipated for the financial year ended 30 June 2026. The Board understands the financial constraints councils operate under and will endeavor to provide as much advance notice of future calls to councils for budgetary purposes.

- 4.19 Progress is being made to amend the trust deed, with a few remaining councils still to complete their approvals. Council provided our consent in October 2025. The amendment to the deed was to clarify roles and responsibilities of various parties to the deed and provide indemnification and limitation of liability to the scheme's trustee.
- 4.20 Domestic litigation is still ongoing; however, a high court judgement is expected in March/April, which will provide clarity on how legacy claims are treated and lead to their resolution.
- 4.21 Pursuit of reinsurance is ongoing, although resolution is complex, but necessary to minimise the impact on member councils.

5. Attachments/Separate Enclosures

Attachments:

- 1 Financial Report for the period ended 31 December 2025 (950561)
- 2 Letter from Riskpool: Update to members (17/12/2025) (951313)



17 December 2025

Ben Smit
Waitomo District Council
PO Box 404
TE KUITI 3941

ben.smit@waitomo.govt.nz

Dear Ben

RISKPOOL: UPDATE TO MEMBERS

We write to update you on Riskpool's current work, recent developments in domestic litigation, and progress in our reinsurance negotiations, as we continue to manage legacy claims and safeguard the collective interests of our membership.

Response to August Call

Thank you to all councils who responded to Riskpool's August 2025 funding call. All amounts called have been received. Your continued engagement and support are valued and essential as we continue progressing several key workstreams, summarised below.

We recognise that many Member Councils operate under tight fiscal constraints, and that advance warning of any call for funding is essential. The Board manages the financial needs of the Scheme carefully and, at this stage, we do not anticipate making a further call to Members in the financial year ending 30 June 2026.

Any future call for funding will depend primarily on two factors:

- i. The outcome of ongoing domestic litigation; and
- ii. The position taken by Riskpool's reinsurers in relation to coverage.

Should developments in either area indicate that a further call is likely in future, we will provide Members with as much advance notice as possible to support budget planning.

Trust Deed Consultation

We would also like to thank those Councils who have responded to the proposed Trust Deed amendments to date. Of Riskpool's 75 Members, the Trust Deed amendments require approval from 90%, approximately 68 Councils. As at the date of this letter:

64 Councils, approximately 85% of the membership, have provided signed consents approving the amendments; and

11 Councils have decisions pending or are currently considering the proposal. We are actively following up with these Members.

We recognise that the timing of local government elections has affected the ability of some Councils to consider the amendments. We are happy to accommodate this where needed and will continue to work with those still progressing approvals.

We will update all Members once the full set of responses is received.

Domestic Litigation

As indicated in our previous correspondence, Riskpool is currently defending significant domestic litigation arising from the Supreme Court's 2023 decision in *Local Government Mutual Funds Trustee Ltd v Napier City Council [2023] NZSC 97*, which addressed claims involving both weathertight and non-weathertight issues.

Two of these claims went to trial in the Wellington High Court in September, which concluded at the beginning of October. The key issue to be determined by the High Court is the consequence of these claims having been late notified pursuant to the terms of the Scheme documents (which includes the Trust Deed, Scheme Rules and the Protection Wording). A judgment is expected around March/April next year. We anticipate that the decision will offer meaningful clarity for both Riskpool and reinsurers, allowing us to move forward with the resolution of the remaining legacy claims.

We will provide a further update to Members once the judgment has been released and its implications are understood.

Reinsurance

Reinsurance remains Riskpool's principal source of funds for settled or accepted claims. The majority of the Scheme's historical liabilities are expected to be met from reinsurance. To the fullest extent possible, the Board is prioritising this recovery as it is central to minimising any further financial impact on Members.

The process of ensuring reinsurers meet their obligations is complex, involving multi-layered "towers" of reinsurance for each fund year. The relevant reinsurance contracts are governed by English law and subject to the jurisdiction of the English commercial courts.

We continue to engage in constructive and proactive dialogue with reinsurers, supported by both our London-based brokers and English and New Zealand counsel. We will continue to provide updates as the recovery process advances.

Riskpool's Ongoing Engagement with Members

Riskpool was established to provide collective risk protection for local government in New Zealand, and the Board remains mindful of, and committed to that founding purpose. We continue to operate in line with the principles on which the Scheme was created: shared responsibility, prudent financial management, and mutual support among Members. Consistent with those principles, the Board is committed to keeping you well informed and engaged as key developments affecting the Scheme progress.

Please do not hesitate to contact me at stephen.ferson@riskpool.org.nz if your Council has any questions or would like further detail on any of the matters outlined above.

Thank you again for your ongoing engagement and support.

Ngā mihi nui,



Stephen Ferson
General Counsel
Local Government Mutual Funds Trustee Ltd (Riskpool)



FINANCIAL REPORT

FOR THE PERIOD 1 JULY 2025 TO 31 DECEMBER 2025

TABLE OF CONTENTS

INTRODUCTION	3	RESOURCE MANAGEMENT	13
SUMMARY	3	FINANCIAL UPDATE	13
FINANCIALS	3	PROJECTS AND PROGRAMME UPDATES	13
INCOME STATEMENT HIGHLIGHTS.....	4	SOLID WASTE	14
CAPITAL EXPENDITURE	6	FINANCIAL UPDATE	14
RATES RECEIVABLES	7	STORMWATER	16
LEADERSHIP	10	FINANCIAL UPDATE	16
FINANCIAL UPDATE	8	WASTEWATER	20
COMMUNITY AND PARTNERSHIPS	9	FINANCIAL UPDATE	17
FINANCIAL UPDATE	9	WATER SUPPLY	22
RECREATION AND PROPERTY	10	FINANCIAL UPDATE	22
FINANCIAL UPDATE	10	ROADS AND FOOTPATHS	24
REGULATORY SERVICES	12	FINANCIAL UPDATE	21
FINANCIAL UPDATE	12		

INTRODUCTION

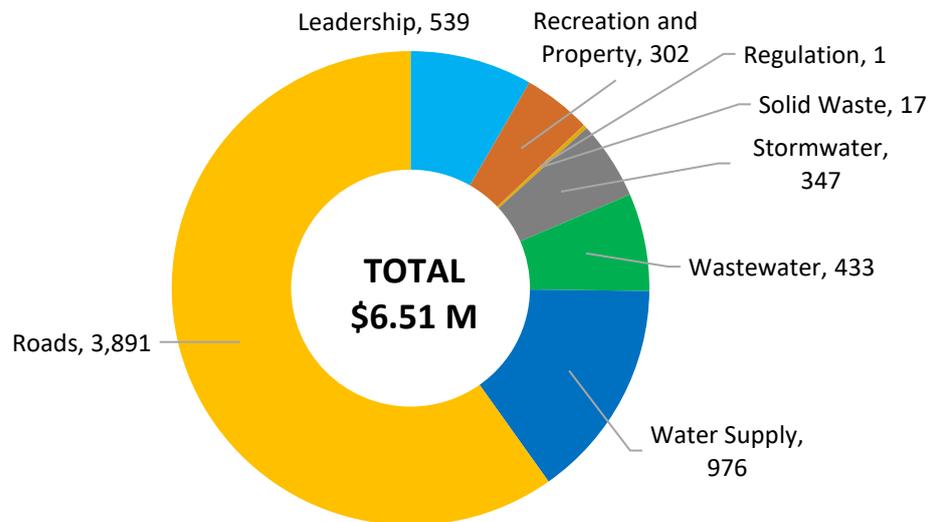
The 2024-34 Long Term Plan (LTP) was adopted in June 2024. It sets out outcomes we aim to deliver for our community, through the activities we undertake. Council also uses Activity/Asset Management Plans to outline the detailed work programme and further communicate an annual programme of work at a high level through Annual Plans.

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

The purpose of this report is to provide high-level financial update of these Council activities for the period July 2025 to December 2025.

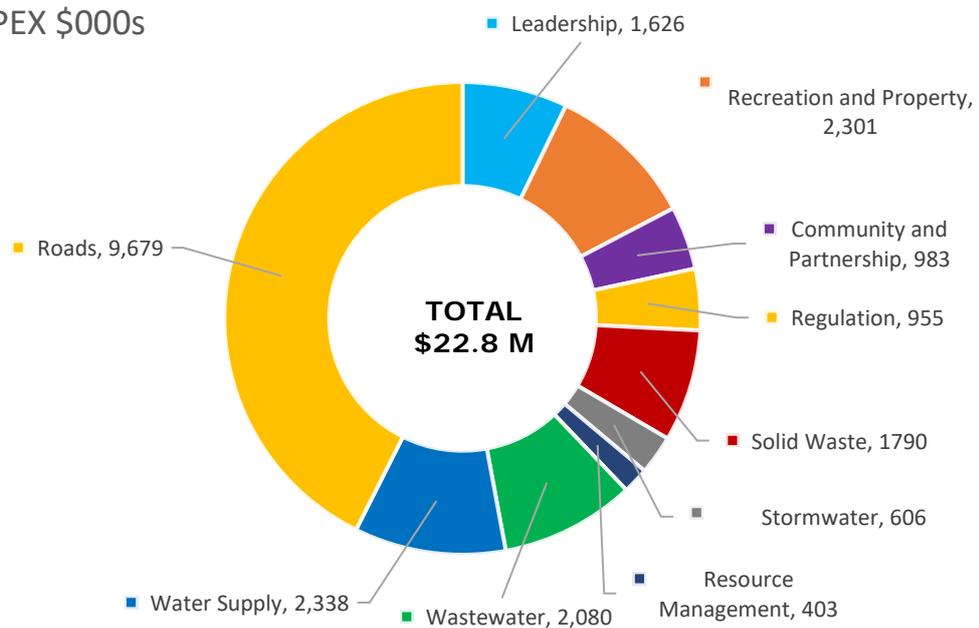
SUMMARY

CAPITAL EXPENDITURE SUMMARY AS AT 31 DECEMBER 2025 \$000'S



OPERATIONAL EXPENDITURE SUMMARY AS AT 31 DECEMBER 2025 \$000'S

OPEX \$000s



FINANCIALS

All figures in the tables, except percentages, are expressed in thousands of dollars (\$000s). Budgets referred to as revised includes the 2025/26 budget, carryovers and any additional budgets approved.

INCOME STATEMENT HIGHLIGHTS

Set out below is the summary of financial information for the period ending 31 December 2025 (A cost of service statement and commentary on significant variances can found within each Group of Activities).

WHOLE OF COUNCIL \$000's	Actual 2024/25	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(25,413)	(26,192)	(25,736)	(12,545)	(12,743)	(198)	A
Subsidies and Grants	(18,572)	(13,522)	(25,225)	(8,477)	(7,406)	1,071	B
Interest Revenue	(195)	(142)	(142)	(61)	(71)	(10)	
Fees and Charges	(4,867)	(4,343)	(4,343)	(2,549)	(2,254)	295	C
Other Revenue incl Gains/Losses	(86)	(529)	(529)	(168)	(137)	31	D
Total Revenue	(49,132)	(44,727)	(55,974)	(23,800)	(22,611)	1,189	-5%
Operating Expenditure							
Other Expenditure	23,949	23,406	24,010	12,833	11,659	(1,174)	E
Depreciation	10,097	10,778	10,778	5,398	5,389	(10)	
Finance Costs	1,589	1,545	1,545	721	773	51	F
Loss on Disposal	355	0	0	0	0	0	
Salary Expenditure	7,482	7,875	7,875	3,809	3,937	128	
Total Operating Expenditure	43,471	43,604	44,208	22,761	21,757	(1,004)	-5%
Net (Surplus)/Deficit	(5,661)	(1,123)	(11,766)	(1,038)	(854)	185	-22%

Net Operating result: The net operating surplus of \$1.0 million is more than the revised budgeted surplus of \$854,000 for the quarter ended 31 December 2025.

Total Revenue was more than revised budget by \$1.19 million.

- A Rates revenue was less than forecast for metered water charges due to metered water consumption for the first six months lower than year to date budget and leak adjustments. Rates penalties revenue was also lower than forecast.
- B Subsidy revenue was more than budget for NZTA subsidy as road operational and maintenance and renewal expenditure was more than forecast so the related subsidy revenue was also more. Funding was also recognised for Mayors Taskforce for Jobs.
- C Fees and charges were higher for resource consents, trade waste revenue and building control services.
- D Other Revenue was higher than forecast for waste minimisation levy revenue.

Total Operating Expenditure was more than revised budget by \$1.0 million.

- E Roads maintenance costs were more for emergency first response, routine drainage maintenance and environmental maintenance. These over-expenditures were partly offset by reduced sealed pavement maintenance and structures maintenance. Additional expenditure was also incurred for Mayors Taskforce for Jobs programme that was not included in the budget. This programme is fully funded by central government.
- F Salary costs were lower than budget due to vacant positions in the organisation.

BALANCE SHEET HIGHLIGHTS

Balance Sheet highlights presented below shows the movement in Council's financial position from 1 July 2025 to 31 December 2025.

BALANCE SHEET HIGHLIGHTS (Amounts in \$000's)	Actual Position 30 Jun 2025	Actual Position 31 Dec 2025	Movement from 30 Jun 2025
Assets			
- Cash and cash equivalents	3,014	2,362	(652)
- Receivables	9,399	4,806	(4,593)
- Other current assets	1,053	246	(807)
- Other financial assets	14,549	15,242	693
- Derivative Financial Instruments	18	18	0
- Non-current assets	708,264	709,483	1,219
TOTAL ASSETS	736,297	732,157	(4,140)
Liabilities			
- Other Liabilities	10,780	5,612	(5,168)
- Total Borrowings	33,235	33,227	(8)
- Derivative financial instruments	520	519	(1)
Total Liabilities	44,535	39,358	(5,177)
Equity			
- Equity	691,762	692,799	1,038
TOTAL LIABILITIES AND EQUITY	736,297	732,157	(4,140)

Total Assets have decreased from \$736.3 million to \$732.2 million.

- Receivables at 31 December 2025 decreased by \$4.5 million. The balance at 30 June included NZTA subsidy receivable for both May and June 2025, which was subsequently received in July.
- Other current assets decreased by \$0.8 million due to the sale of Riverview Heights land and the Te Kumi Road property, which were included in Assets Held for Sale.
- Other financial assets increased by \$0.7 million due to additional investment in LGFA borrower notes, required for the refinancing of a floating rate note in August; and also increased for the establishment funding to Waikato Waters Limited as part of that company's setup.
- Non-current assets increased by \$1.2 million, made up of asset additions of \$6.5 million less depreciation of \$5.4 million.

Total Liabilities have decreased from \$44.5 million to \$39.3 million.

- Other liabilities have decreased from \$10.8 million to \$5.6 million due to a decrease in general payables.
- Total Borrowings is largely unchanged at \$33.2 million, with only minor changes to accrued interest and the finance lease.

Total equity increased from \$691.8 million to \$692.8 million, being the net surplus of \$1.0 million for the quarter.

CAPITAL EXPENDITURE

Set out below is the Capital Expenditure summary for the six months ended 31 December 2025.

SUMMARY CAPITAL EXPENDITURE \$000's	AP 2025/26	Plus, Carryover from Prior Year	Plus Council Approved Budget	Revised Budget	YTD Actuals	Var to Revised Budget
Leadership	580	110	0	690	539	151
Recreation and Property	612	339	0	951	303	648
Community and Partnerships	0	0	0	0	0	0
Regulation	5	0	0	5	1	4
Solid Waste	2,651	74	0	2,725	17	2,708
Stormwater	1,136	215	0	1,351	347	1,004
Wastewater	724	146	0	870	433	437
Water Supply	8,327	381	0	8,708	976	7,732
Roads	8,008	2,228	9,463	19,699	3,891	15,808
Total Capital Expenditures	22,043	3,493	9,463	34,999	6,507	28,492

The total revised capital expenditure budget 2025/26 is \$35.0 million including carryovers from the 2024/25 year of \$3.5 million and \$9.5 million additional budget approved by Council for the repairs to the road network damaged during the July and October storm events.

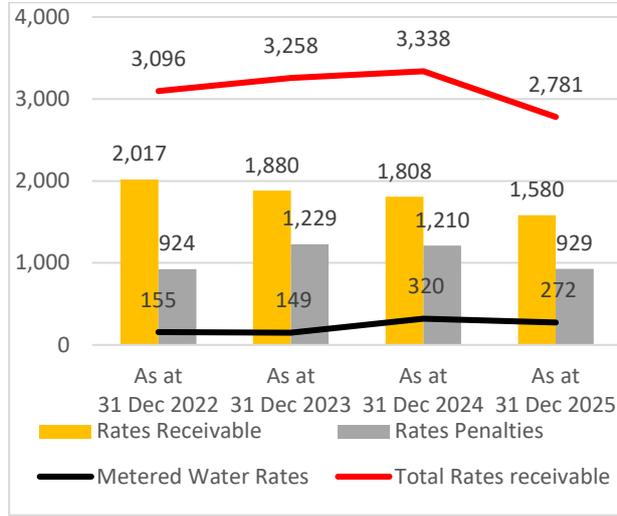
The most significant project budgets carried over from the prior year include emergency reinstatement of roads of \$2.2 million, water supply \$381,000 mainly for water safety plan improvements across all schemes and Centennial Park development and other minor projects under Recreation and Property.

Total expenditure for the six months to December was \$6.5 million (19% of the revised budget), with the majority of the capital expenditure spend to date for Roads and Footpaths. Significant capital spends are expected in the second half of the financial year for Roads and Water Supply.

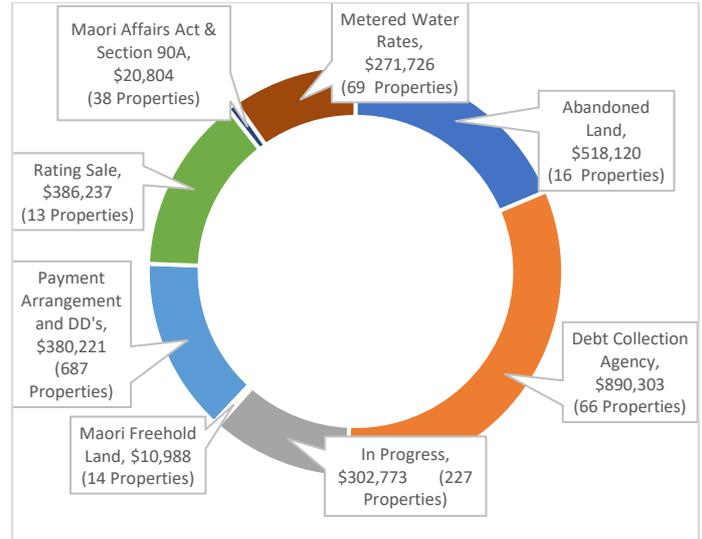
Further commentary on the capital programme is included under each activity.

RATES RECEIVABLES

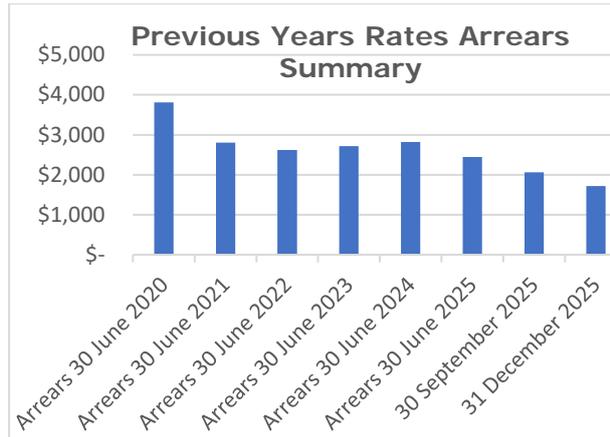
TOTAL RATES RECEIVABLES \$000's
Set out below is the summary of Rates Receivables as at 31 December 2025.



RATES OUTSTANDING AT 31 DECEMBER 2025



PREVIOUS YEARS RATES ARREARS \$000's*



*Excludes metered water rates

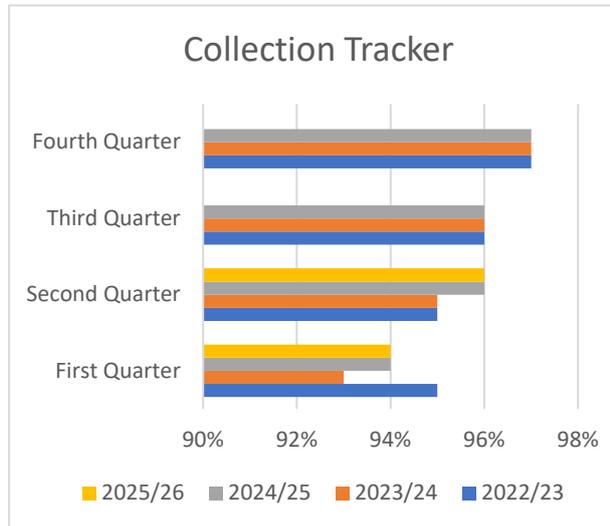
Rates arrears continue to reduce with two Abandoned Land properties sold by tender with settlement in November. One property in Piopio and the other in Maniaiti/Benneydale.

A further five Abandoned Land properties were approved for sale by the court. These properties will be advertised for tender in the next quarter.

Twenty two of the 29 arrears customers with mortgages that were sent to Debt Management Central (DMC) in August, have had their arrears cleared. DMC are following up the last few mortgage demands.

Final notices were sent out for Water and Sundry Debtors in December with those not clearing their accounts to be lodged with DMC for collection in January.

RATES INSTALMENT COLLECTION



Rates Rebates 31/12/25	Rates Rebates 30/06/25	Rates Rebates 30/06/24
274	338	318

LEADERSHIP

FINANCIAL UPDATE

LEADERSHIP \$000's	Actual 2024/25	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(3,312)	(3,210)	(3,210)	(1,671)	(1,705)	(34)	A
Subsidies and Grants	(59)	0	0	(1)	0	1	
Interest Revenue	(195)	(142)	(142)	(61)	(71)	(10)	
Fees and Charges	(24)	(35)	(35)	(21)	(18)	4	
Other Revenue incl Gains/Losses	(339)	(200)	(200)	(4)	0	4	
Total Revenue	(3,929)	(3,586)	(3,586)	(1,759)	(1,793)	(34)	2%
Operating Expenditure							
Other Expenditure	2,262	2,354	2,354	1,086	1,137	51	B
Depreciation	719	754	754	375	377	2	
Finance Costs	298	309	309	165	154	(10)	
Loss on Disposal	31	0	0	0	0	0	
Total Operating Expenditure	3,310	3,417	3,417	1,626	1,669	43	3%
Net (Surplus)/Deficit	(619)	(170)	(170)	(133)	(124)	9	-7%

Variance Comments:

- A Rates revenue is currently tracking less than budget due to rates penalties being less than forecast.
- B Operational expenditure was less than forecast for cloud migration costs, salary costs, asset valuation and software licencing costs.

CAPITAL EXPENDITURE

LEADERSHIP \$000's	Annual Plan 2025/26	Revised Budget	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Quarry Safety Improvements & Renewals	41	95	49	46	A
Information Services Hardware Improvements	40	70	0	70	B
Information Services Hardware Renewals	107	121	18	103	C
Motor Vehicle and Equipment Replacements	371	371	444	(73)	D
Minor Renewals	21	33	28	5	E
Total Capital Expenditures	580	690	539	151	

Variance Comments:

The revised budget includes carryover budgets of \$110,000.

- A Includes a carryover of \$54,000 for quarry safety improvements.
- B Includes a carryover of \$30,000 for system improvements including a high-speed internet connection for the wastewater main pump station (located next to Te Kuiti Primary School). Due to the transfer of water assets to the new entity, this project will no longer be completed.
- C Includes a carryover of \$14,000 for replacement of laptops, mobile phones and monitors.
- D Fleet replacements for motor vehicles and parks maintenance equipment has been completed. The proceeds of sale of fleet vehicles is utilised to part fund the replacement of the vehicles.
- E Minor renewals includes furniture replacement and building renewals, including air conditioning unit replacements.

COMMUNITY AND PARTNERSHIPS

FINANCIAL UPDATE

COMMUNITY AND PARTNERSHIP \$000's	Actual 2024/25	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(1,574)	(1,470)	(1,470)	(732)	(735)	(3)	
Subsidies and Grants	(546)	(178)	(178)	(189)	(78)	112	A
Fees and Charges	(11)	(7)	(7)	(2)	(4)	(1)	
Total Revenue	(2,131)	(1,655)	(1,655)	(924)	(816)	107	-13%
Operating Expenditure							
Other Expenditure	1,902	1,694	1,694	972	857	(116)	A
Depreciation	9	13	13	11	6	(5)	
Total Operating Expenditure	1,911	1,706	1,706	983	863	(120)	-14%
Net (Surplus)/Deficit	(220)	51	51	59	47	(13)	-27%

Variance Comments:

- A Subsidies and grants revenue and Other Expenditure are both higher than budget for the Mayor's Taskforce for Jobs which was not included in the budgets. This programme is fully funded by central government.

RECREATION AND PROPERTY

FINANCIAL UPDATE

RECREATION AND PROPERTY \$000's	Actual 2024/25	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(4,458)	(4,324)	(4,324)	(2,151)	(2,162)	(11)	
Subsidies and Grants	(450)	(1)	(36)	(20)	(19)	1	
Fees and Charges	(553)	(570)	(570)	(289)	(285)	4	
Other Revenue incl Gains/Losses	586	(55)	(55)	0	0	0	
Total Revenue	(4,875)	(4,950)	(4,985)	(2,460)	(2,466)	(6)	0%
Operating Expenditure							
Other Expenditure	4,124	3,809	3,869	1,849	1,847	(1)	
Depreciation	1,534	1,673	1,673	843	837	(6)	
Finance Costs	147	140	140	63	70	7	
Loss on Disposal	155	0	0	0	0	0	
Total Operating Expenditure	5,961	5,623	5,683	2,754	2,754	0	0%
Net (Surplus)/Deficit	1,086	672	697	293	288	(6)	-2%

CAPITAL EXPENDITURE

RECREATION AND PROPERTY \$000's	Annual Plan 2025/26	Revised Budget	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Land Purchases	0	80	0	80	A
BOF Walkways	0	35	18	17	B
Motakiora/Brook Park Improvements	10	26	10	16	C
Centennial Park Development	0	101	0	101	D
Park Renewals	39	39	36	3	E
Playground Renewals	31	31	3	28	F
Minor Renewals	82	87	123	(36)	G
Eketone Street Subdivision Improvements	331	331	4	327	H
Library Books Renewals	46	46	24	22	
Aquatic Centre Renewals	22	57	25	32	I
Minor Equipment Renewals	0	0	7	(7)	J
Toilet Renewals	10	24	11	13	
Te Kuiti Cemetery Development	0	20	5	15	K
Security Camera Renewals	41	74	37	37	L
Total Capital Expenditures	612	951	303	648	

Variance Comments:

The revised budget includes carryover budgets totalling \$340,000.

- A The Land Purchases budget is forecast for capitalisable costs such as subdivision costs, to ready properties identified for sale. This budget may be utilised once surplus reserve land has been identified as suitable for sale and identification of surplus reserve land is intended to be carried out this year.
- B The carryover budget of \$35,000 is for completion of the walkways project. This project is complete and any further work would of a maintenance nature.

- C Motakiora/Brook Park improvements includes fencing and track work. The carry over was required due to lack of contractors' availability delaying work to be done.
- D A budget of \$101,000 is forecast for the continuing development of Centennial Park. Work on this project is currently on hold until decisions are made on the next steps for the park's development.
- E Park renewals includes minor works on the various parks and reserves. Expenditure to date includes completion of the renewal of bollards at Te Kuiti domain.
- F A budget of \$31,000 is forecast for minor playground renewals.
- G A budget of \$114,000 and carryover budget of \$53,000 is for minor renewals of Council owned properties including Redwood Flats, Library and Community House building, public toilets, public amenities and cemeteries. The spend to date includes relocation of the ablution block to Marokopa camp ground, minor building renewals, air-conditioning unit replacement, tables and bin renewals.
- H The Eketone Street subdivision is for the development of four sections located there for eventual sale. The resource consent application is with Waikato Regional Council, waiting for their approval.
- I Aquatic Centre renewals include critical filter and intake pipes replacements for the pool, as well as some fencing replacements.
- J Minor equipment improvements for the Gallagher Recreation Centre. The actuals to date include expenditure for some protective cages around the external air conditioning units.
- K Te Kuiti Cemetery Development project includes the development of a concept and planting plan for the cemetery. This project was not completed last year due to consultants' availability.
- L A budget of \$74,000 is for security camera renewals at various sites in the district. Installation of new cameras is now complete, and an assessment of the existing cameras has been undertaken to determine any that should be replaced.

REGULATORY SERVICES

FINANCIAL UPDATE

REGULATORY SERVICES \$000's	Actual 2024/25	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(1,411)	(1,344)	(1,344)	(669)	(672)	(3)	
Fees and Charges	(788)	(673)	(673)	(483)	(419)	64	A
Other Revenue incl Gains/Losses	(13)	(19)	(19)	(18)	(9)	9	
Total Revenue	(2,212)	(2,036)	(2,036)	(1,170)	(1,100)	70	-6%
Operating Expenditure							
Other Expenditure	1,985	2,017	2,017	946	1,009	63	B
Depreciation	17	19	19	9	9	0	
Total Operating Expenditure	2,002	2,036	2,036	955	1,019	64	6%
Net (Surplus)/Deficit	(210)	0	0	(215)	(81)	134	-164%

Variance Comments:

- A Revenue for Building Control is tracking ahead of budget for additional inspections (including out of district), building accreditation levy revenue, Health Act licence and alcohol licensing fees.
- B Other expenditure was below budget for building control services with less expenditure for Waikato Building Group, consultants and legal fees, allocated costs, earthquake prone buildings expenditure and contracted animal control expenditure.

CAPITAL EXPENDITURE

REGULATORY SERVICES \$000's	Annual Plan	Revised Budget	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Dog Pound Renewals	5	5	1	4	
Total Capital Expenditures	5	5	1	4	

RESOURCE MANAGEMENT

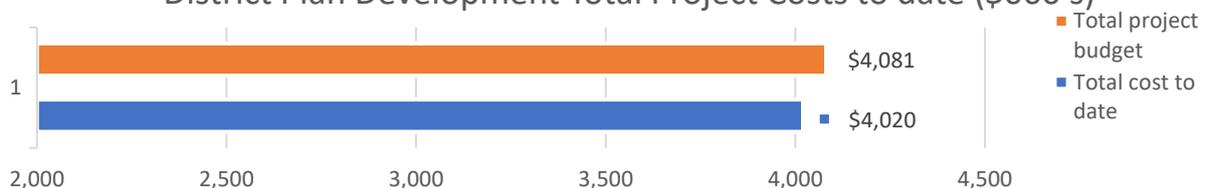
FINANCIAL UPDATE

RESOURCE MANAGEMENT \$000's	Actual 2024/25	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(442)	(631)	(631)	(314)	(316)	(2)	
Fees and Charges	(210)	(192)	(192)	(173)	(96)	77	A
Total Revenue	(652)	(823)	(823)	(487)	(412)	76	-18%
Operating Expenditure							
Other Expenditure	766	693	693	373	347	(27)	B
Finance Costs	65	69	69	30	34	4	
Total Operating Expenditure	832	762	762	403	381	(22)	-6%
Net (Surplus)/Deficit	179	(61)	(61)	(84)	(31)	53	-174%

Variance Comments:

- A Resource consent revenue (which includes the on-charging of consultants costs) was more than budget. Revenue from processing LIMs was also more than YTD budget.
- B Overall expenditure for Resource Management is more than budget, mainly due to additional expenditure for the processing of resource consent applications. However, offsetting this is reduced expenditure for the Proposed District Plan, which is now largely operative. There is a small number of appeals (4) which apply to minimal provisions within the plan, which staff are aiming to resolve through direct negotiation and mediation, and it is expected this project will be completed within budget.

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



PROJECTS AND PROGRAMME UPDATES



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

The Proposed Waitomo District Plan (PDP) must be legally robust and provide guidance for long term resource management issues in the District and is inherently complex with many associated workstreams. This project will continue through the 2025/26 period.

Progress: Decisions on the PDP were issued on 19 June 2025. The appeals period closed on the 1 August 2025 with five (5) appeals being received. We are now subject to case management from the environment court. We have resolved one appeal, which leaves four outstanding. Council staff are working to resolve these through court assisted mediation and direct negotiations.

Next steps: Council staff are working to resolve these through court assisted mediation and direct negotiations. However, we are subject to case management from the Environment Court, which dictates our timeframes for resolution.

SOLID WASTE

FINANCIAL UPDATE

SOLID WASTE \$000's	Actual 2024/25	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(1,651)	(1,903)	(1,903)	(971)	(952)	20	
Subsidies and Grants	(3)	0	0	0	0	0	
Fees and Charges	(1,863)	(1,761)	(1,761)	(892)	(880)	11	A
Other Revenue incl Gains/Losses	(186)	(125)	(125)	(96)	(63)	34	B
Total Revenue	(3,703)	(3,789)	(3,789)	(1,959)	(1,895)	65	-3%
Operating Expenditure							
Other Expenditure	3,553	3,672	3,672	1,687	1,762	75	C
Depreciation	281	132	132	57	66	9	
Finance Costs	124	114	114	46	57	11	
Total Operating Expenditure	3,959	3,918	3,918	1,790	1,886	95	5%
Net (Surplus)/Deficit	256	129	129	(169)	(9)	160	

Variance Comments:

- A Revenue received from the landfill was more than forecast for green waste and special waste, offset partly by reduced general waste charges.
- B Other revenue was more than budget for Waste Minimisation Levy revenue which is used to fund waste minimisation programmes, which can include public education programmes and initiatives that reduce refuse being deposited at landfills.
- B Other expenditure is below budget for waste minimisation levy and the timing of emissions trading scheme costs. This was partly offset by increased contract costs for landfill operations and sampling costs.

CAPITAL EXPENDITURE

SOLID WASTE \$000's	Annual Plan 2025/26	Revised Budget	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Te Kuiti Transfer Station Improvements	1,907	1,907	16	1,891	A
Landfill Final Capping	600	600	0	600	B
Minor Renewals	88	88	0	88	C
Rural Transfer Station Improvements	10	10	0	10	
Resealing Benneydale, Piopio and Kinohaku Transfer Stations	46	120	1	119	D
Total Capital Expenditures	2,651	2,725	17	2,708	

Variance Comments:

The revised budget included carryovers of \$74,000.

- A The Te Kuiti Transfer Station improvements includes the construction of the improved, covered transfer station and loading area to improve waste diversion from the landfill. The expenditure to date is for project management for the transfer station improvements.
- B Once the landfill is full, it will be capped with a layer of impermeable clay and topsoil. A reassessment of the remaining volume left has indicated that final capping can be delayed a few years, given current fill rates.

- C Minor renewals are forecast for fencing and drainage renewals.
- D Pavement repairs and resealing are required for Benneydale, Piopio and Kinohaku transfer stations and includes a carry over budget of \$63,000.

STORMWATER

FINANCIAL UPDATE

STORMWATER \$000's	Actual 2024/25	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(929)	(925)	(925)	(469)	(462)	6	
Subsidies and Grants	(3)	(370)	(370)	0	0	0	A
Fees and Charges	(26)	0	0	0	0	0	
Total Revenue	(958)	(1,295)	(1,295)	(469)	(462)	7	-1%
Operating Expenditure							
Other Expenditure	699	684	684	426	368	(58)	B
Depreciation	258	283	283	167	142	(25)	C
Finance Costs	22	29	29	13	15	2	
Loss on Disposal	5	0	0	0	0	0	
Total Operating Expenditure	984	996	996	606	524	(82)	-16%
Net (Surplus)/Deficit	27	(299)	(299)	137	62	(75)	-121%

Variance Comments:

- A The budgeted subsidy is Better Off Funding for stormwater improvements.
- B Other expenditure is tracking more than budget mostly for stormwater modelling, which models the responsiveness of the stormwater network to high intensity rainfall events and identifies chock points and where the network can be improved.
- C Depreciation expenditure was more than forecast due to the revaluation of stormwater assets at 30 June 2025 which increased the value of these assets and the corresponding depreciation expense.

CAPITAL EXPENDITURE

STORMWATER \$000's	Annual Plan 2025/26	Revised Budget	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Eketone Street Stormwater Improvements	120	120	0	120	A
Stormwater Improvements	521	521	121	400	B
Stormwater Renewals	490	490	213	277	C
Te Kuiti Stormwater Main Renewal	0	187	0	187	
Stormwater Discharge Resource Consent Renewals	5	33	13	20	D
Total Capital Expenditures	1,136	1,351	347	1,004	

Variance Comments:

The revised budget includes carryover budgets of \$215,000.

- A Stormwater improvement associated with the Eketone Street subdivision.
- B Stormwater improvements is improving the stormwater network to cope with high intensity rainfall events and the like. This includes budget for improvement works such as wingwalls, safety grills and gabion baskets around outlets and design costs for future projects. Spend to date includes the purchase of a mobile pump.
- C Stormwater renewals include rehabilitation of stormwater pipes.
- D Ongoing work for a district wide resource consent for stormwater discharge is continuing. The application is being applied for under a regional wide consent.

WASTEWATER

FINANCIAL UPDATE

WASTEWATER \$000's	Actual 2024/25	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(2,729)	(3,041)	(3,041)	(1,540)	(1,521)	19	
Subsidies and Grants	(25)	0	0	(1)	0	1	
Fees and Charges	(1,103)	(838)	(838)	(555)	(419)	136	A
Total Revenue	(3,858)	(3,879)	(3,879)	(2,096)	(1,940)	156	-8%
Operating Expenditure							
Other Expenditure	3,307	3,845	3,845	1,370	1,421	51	B
Depreciation	1,040	1,151	1,151	602	576	(26)	C
Finance Costs	249	239	239	109	119	10	
Loss on Disposal	17	0	0	0	0	0	
Total Operating Expenditure	4,614	5,235	5,235	2,080	2,116	35	2%
Net (Surplus)/Deficit	755	1,356	1,356	(15)	176	192	109%

Variance Comments:

- A Fees and charges were more than budget for trade waste revenue in Te Kuiti.
- B Operational expenditure was lower than budget mainly for electricity and salary costs. This is offset by increased costs for consultant and legal fees, reactive maintenance costs for Piopio and Te Kuiti, Taumata Arowai Levies and SCADA maintenance and technical support.
- C Depreciation expenditure was more than forecast due to the revaluation of wastewater assets at 30 June 2025 which increased the value of these assets and the corresponding depreciation expense.

CAPITAL EXPENDITURE

WASTEWATER \$000's	Annual Plan 2025/26	Revised Budget	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Minor Improvements	15	15	0	15	A
Treatment Plant Renewals	348	361	77	284	B
Te Kuiti Main Sewer Renewal	261	388	356	32	C
Te Waitere Soakage Field Improvements	0	6	0	6	
Maniaiti/Benneydale Wastewater Resource Consent Renewal	100	100	0	100	D
Total Capital Expenditures	724	870	433	437	

Variance Comments:

The revised budget includes carryover budgets of \$146,000.

- A Pump station improvements include the purchase and installation of pumps and equipment such as electrical or SCADA components.
- B Treatment plant renewals is generally for replacements pumps, electrical and SCADA components and also includes a storage shed and workplace at the Te Kuiti wastewater treatment plant and renewals to the Imhoff tank and filter at Benneydale wastewater treatment plant. Included also is a carry over budget of \$13,000 for the purchase of turbidimeters and a new directional mixer that was not purchased last year. Construction of the storage shed is well underway, and repairs was completed to the stream bank at the Benneydale wastewater treatment plant.

- C Te Kuiti main sewer renewal is for wastewater pipe replacements to be completed under a contract spanning three years for sites in Te Kuiti including Hospital Roads, John Mandeno Drive, Hillview Rest Home, King Street West and East, Awakino Road, William Street, Esplanade, George Street and Takarei Terrace, Mokau. For the second year of the contract, Takarei Terrace is mostly completed and the King Street East is substantially underway.
- D Maniaiti/Benneydale resource consent renewals is for capital works required to bring the plant up to standard in order for it to comply with the likely new resource consent conditions, plus costs for the consent application. Repair work has been carried out to the Imhoff Tank at the wastewater treatment; however the nature of the work was found to be repair and hence an operational cost.

WATER SUPPLY

FINANCIAL UPDATE

WATER SUPPLY \$000's	Actual 2024/25	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(3,680)	(4,021)	(4,021)	(1,789)	(2,011)	(221)	A
Subsidies and Grants	(357)	0	0	(13)	0	13	B
Fees and Charges	(29)	0	0	(7)	0	7	
Total Revenue	(4,066)	(4,021)	(4,021)	(1,809)	(2,011)	(202)	10%
Operating Expenditure							
Other Expenditure	3,268	3,155	3,155	1,647	1,620	(27)	C
Depreciation	947	1,036	1,036	543	518	(25)	D
Finance Costs	324	326	326	148	163	15	
Loss on Disposal	147	0	0	0	0	0	
Total Operating Expenditure	4,686	4,516	4,516	2,338	2,301	(37)	-2%
Net (Surplus)/Deficit	619	495	495	529	290	(239)	-82%

Variance Comments:

- A Rates revenue was less than forecast for metered water charges due to metered water consumption for the first six months lower than year to date budget and leak adjustments.
- B The subsidy received is for NZTA's share for work undertaken near State Highway 3 and Ward Street, Te Kuiti.
- C Operational expenditure was lower than budget for electricity, salary costs, consent compliance and leak detection. This was offset by additional engineering support, water sampling, reactive maintenance costs for Piopio and Te Kuiti, Taumata Arowai levies and transition costs for WWL (recoverable from WWL).
- D Depreciation expenditure was more than forecast due to the revaluation of water supply assets at 30 June 2025 which increased the value of these assets and the corresponding depreciation expense.

CAPITAL EXPENDITURE

WATER SUPPLY \$000's	Annual Plan 2025/26	Revised Budget	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Minor Improvements	67	151	21	130	A
Te Kuiti Resilience of Supply Improvements	7,000	7,000	672	6,328	B
Water Safety Plan Improvements	269	434	65	369	C
Treatment Plant Renewals	220	277	81	196	D
Reticulation Renewals	518	555	40	515	E
Mokau Water Main Renewal	123	161	93	68	F
Mokau Water Supply Resource Consent Renewal	130	130	4	126	G
Total Capital Expenditures	8,327	8,708	976	7,732	

Variance Comments:

The total revised budget includes carryover budgets of \$381,000.

- A Minor Improvements is for bulk reticulation monitoring and backflow preventers improvements. Included are carryover budgets for the installation of zone valves, flow meters and pressure monitoring devices for network monitoring and upgrading of tobies with black flow manifolds.
- B The Te Kuiti water resilience design and build project is well underway, with physical works expected to be started by mid-February.
- C Water Safety Plans for the four schemes have been approved and planned for this financial year is installation of tanker filling stations and auto shut off valves.
- D Treatment plant renewals include replacement of minor parts and processes such as SCADA and telemetry, filter media, pumps and electrical components on both a planned and unplanned basis. Carryover budgets have been included for installation of a carbon dosing plant and safety rails and commissioning of a new SCADA server for Te Kuiti and repairs to the access road for Mokau.
- E Reticulation renewals include both planned and unplanned replacement pipe work across the networks, including works at William, Anzac and Matai Streets. The revised budget includes a carryover of \$37,000 for the contract currently underway.
- F Mokau water main renewals includes pipe replacement along Takarei Terrace and includes piping, valves, hydrants and fittings is now complete.
- G Mokau water supply resource consent renewal includes the application costs and any remedial capital works required is support of the application.

ROADS AND FOOTPATHS

FINANCIAL UPDATE

ROADS AND FOOTPATHS \$000's	Actual 2024/25	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Bud	%Var and Note Ref
Revenue							
Rates	(5,226)	(5,322)	(5,322)	(2,692)	(2,661)	31	
Subsidies and Grants	(17,129)	(12,973)	(24,641)	(8,252)	(7,309)	943	A
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(259)	(267)	(267)	(127)	(134)	(7)	
Other Revenue incl Gains/Losses	(134)	(130)	(130)	(49)	(65)	(16)	
Total Revenue	(22,748)	(18,692)	(30,360)	(11,120)	(10,169)	951	-9%
Operating Expenditure							
Other Expenditure	9,563	9,360	10,360	6,739	5,680	(1,058)	B
Depreciation	5,291	5,717	5,717	2,793	2,858	65	C
Finance Costs	359	320	320	148	160	12	
Total Operating Expenditure	15,213	15,396	16,396	9,679	8,698	(981)	-11%
Net (Surplus)/Deficit	(7,535)	(3,296)	(13,964)	(1,440)	(1,471)	(30)	2%

Variance Comments:

- A Subsidies and grants revenue was more than budget due to operational and maintenance costs and renewal expenditure being more than forecast. The subsidy rate is tracking more than Council's usual Financial Assistance Rate (FAR) of 75% due to some storm damage emergency first response and renewal works and projects being subsidised at a higher rate.
- B Other expenditure was above budget for emergency reinstatement first response, routine drainage maintenance, network and asset management and environmental maintenance; however, this increased expenditure is partially offset by reduced expenditure for sealed pavement maintenance and structures maintenance.
- C Depreciation was less than forecast as the budgets assumed a higher level of capital expenditure in the 2024/25 year and depreciation on new road assets has not yet commenced as those assets are still under construction.

CAPITAL EXPENDITURE

ROADS AND FOOTPATHS \$000's	Annual Plan 2025/26	Revised Budget	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Crown Resilience Projects	1,220	1,565	697	868	A
Road to Zero Improvements	0	275	41	234	B
Other Road Renewals	101	101	49	52	
Drainage Renewals	357	357	143	214	
Pavement Rehabilitation	1,732	1,732	492	1,240	C
Sealed Surfacing Renewals	2,605	2,647	5	2,642	D
Bridge and Bridge Structures Replacements	381	554	19	535	E
Unsealed Road Metalling Renewals	898	898	398	500	
Storm Damage Reinstatements	0	10,856	2,034	8,822	F
Emergency Reinstatement Renewals	714	714	0	714	G
Tawa Street Reinstatement After Storm Damage	0	0	0	0	
Minor Improvements	0	0	13	(13)	
Total Capital Expenditures	8,008	19,699	3,891	15,808	

Variance Comments:

The total revised budget includes \$2,228,000 of carryover budgets and \$9,463,000 additional budget approved by Council for the July and October storm events.

- A Crown resilience projects include stabilisation works for Taharoa, Speedies Road and Oparure Roads and is NZTA funded at 88%. Includes in the carryover budget is an amount for the Kent Street slip site, this contract was delayed due to the wet weather but has recommenced.
- B Road to Zero improvements include variable speed signage around schools and traffic calming measures and is NZTA funded at 88%.
- C Pavement Rehabilitations have been carried out in preparation for resealing, which is shortly about to start.
- D Sealed surfacing renewals includes a small budget carry over of \$42,000 for additional sites to be resealed that will be done under the road maintenance contract.
- E Bridge structures components replacements include a carryover budget of \$172,800 and will be completed under a multi-year contract over the next two summers.
- F Storm damage reinstatements includes a carryover budget of \$1,393,000 and cover the remaining repairs for storm damage from the July 2022 and January 2023 storms. Funding for this is at a higher rate from NZTA. Additional budget was also approved by Council in November 2025 for the July and October storm events.
- G Emergency reinstatement renewals is a placeholder budget for anticipated storm events that cause renewal works to be required. Funding of storm damage reinstatement costs is usually applied for from NZTA on per site or project basis.

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	Subject: Bi-Monthly Activity Report: Strategy and Environment Group
	Type: Information only
	Author(s): Alex Bell General Manager – Strategy and Environment

1. Purpose of Report

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

2. Suggested Resolutions

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

3. Background

- 3.1 At its meeting of 28 February 2023, the Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 3.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly agenda and Business Support and Leadership / Governance and Regulatory reporting on the other month.
- 3.3 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.

4. Commentary

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

4.4 **RISKS AND OPPORTUNITIES**

4.5 In terms of risks and opportunities, the primary risk relates to our capacity to continue delivering regulatory functions in accordance with the statutory frameworks administered by the Group. We have recently had the resignation of a Building Control Services Officer, who has been appointed as Building Control Manager for Otorohanga District Council. This position will operate on a 50/50 basis between Otorohanga and Waitomo District Councils as part of our broader shared services model. In addition, we have had the retirement of a Senior Building Control Officer. We are currently assessing options to manage these vacancies, including leveraging existing shared services arrangements, utilising the CoLab Building Services processing hub, or recruiting additional resource. All other teams within the Group remain fully staffed.

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

4.7 **LOOKING FORWARD NEXT 3 MONTHS**

4.8 **ANIMAL CONTROL**

4.9 Animal Control staff are now actively pursuing only 15 outstanding unregistered dogs from the previous registration year, reflecting a high level of overall compliance.

4.10 Staff are also undertaking proactive engagement with dog owners to ensure dogs are microchipped, supporting compliance with statutory requirements and improving traceability and public safety outcomes.

4.11 **BUILDING CONTROL**

4.12 Our bi-annual IANZ assessment is scheduled for June this year. Building Control staff have commenced focused preparation, including reviewing desk files, undertaking additional audits of consent processing and inspection functions, and implementing refinements to the Quality Management System where previously identified by IANZ. As the recently resigned BCO held the Quality Manager portfolio, we are utilising additional support from CoLab to assist with quality system updates and to ensure we are well prepared for the upcoming assessment.

4.13 **PROPOSED WAITOMO DISTRICT PLAN**

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

4.15 We have managed to resolve one appeal through direct negotiations. The consent order can be found by following the attached link <https://www.waitomo.govt.nz/media/ke1d2smy/2025-nzenvc-161-taharoa-ironsands-limited-v-waitomo-district-council.pdf>

4.16 We are now subject to case management directions by the Environment Court and are required to file a further memorandum on 26 March updating the Court on our progress to date. In terms of next steps on the four remaining appeals:

- Waikato Regional Council – we are continuing to have direct discussions with WRC to discuss potential resolution to their appeal. If not, this will be referred to Court Assisted mediation.
- Royal Forest and Bird – we have a meeting scheduled for 17 March to discuss potential resolution. There are a number of section 274 parties who have an interest in this appeal, so we will need to discuss with them any potential resolution.
- Roy Wetini Whaanau Trust – awaiting a decision from the Court on jurisdictional and scope issues.

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

4.17 **STRATEGY AND POLICY**

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

- Revenue and Financing policy
- Appointment of directors to CCOs
- Significance and Engagement
- Procurement policy
- Sensitive expenditure
- LOGIMA
- AI Policy
- Drone
- Dangerous and Insanitary buildings

4.19 These policies are being developed on various timelines.

4.20 The team are also working on the following Bylaws

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

4.21 In terms of the Water Services Bylaw (WSB), the Department of Internal Affairs have confirmed that our Water Services Bylaw (due for review in Feb 2025) is now effectively 'on hold' under the Local Government (Water Services) Act 2025 (LGWSA). This means we can still use this as our current bylaw so long as we undertake the requirements under LGWSA. The requirement is within two years (of the Act coming into effect) we must review the bylaw and have an implementation plan within five years (total 7 years). Waikato Waters Limited is working on the requirements for a Water Services Bylaw (excluding Stormwater) and a Memorandum of Understanding with Councils. WDC will provide feedback in this process. The timeframe is yet to be confirmed but will be within two years, likely sooner. WDC will need to draft a Stormwater Bylaw in conjunction with this process, consult on the bylaws and Council would then adopt both. Administrative and enforcement powers under the Water Services Bylaw will be transferred to WWL. Our Roding team will pick up the Stormwater bylaw enforcement.

4.22 The team are also starting to prepare for the upcoming Long Term Plan workshops and continue to monitor legislation changes and understand the impacts of those changes.

4.23 **COMMUNICATIONS UPDATE**

4.24 The communications department works across the entire Council organisation to ensure the community is provided with important information, updates on workstreams and projects, and opportunities to take part in Council consultations. District promotion and community support also form part of the team's work.

4.25 This report covers the period of July-December 2025. The team is made up of 1 FTE and a .3 communications contractor through Co-Lab.

4.26 The last half of 2025 was very busy with the 2025 Local Body Elections and a few major weather events requiring significant time.

4.27 Targeted communication campaigns over this period included: Community movie night, Creative Communities Scheme, other funding rounds, Cultural storyboard development, Top of the Town event, Conservation week, Recycling week, Centennial Park Open Day, and the Waitomo District Christmas parade.

- 4.28 Communication also included roading and water services updates, weather warning messages, water conservation messages, Waikato Waters Ltd news, Waitomo Way newsletter, district promotion, rates rebate scheme, rates reminders, project updates, Citizenship ceremonies, Council employment opportunities, public holiday information, Council service information, Council decisions and more.
- 4.29 Our district was also impacted by a few major weather events, one of which made national news. Such events always increase the comms workload due to Civil Defence PIM duties.
- 4.30 The team has nearly completed the refreshed residents guide for new Waitomo District residents. It will include Council service information as well as district information and directories.
- 4.31 The team has also finalised the design of the new community website www.lovewaitomo.nz. Work is now underway to upload content to the site. When completed, it will go live.
- 4.32 The team is well on track to meet the comms performance KPI of 5 Facebook posts per week for at least 45 weeks, not including FB "shares" or posts on Council's other FB pages. The weekly average was 12 posts. Total posts for the period July 2025 to December 2025 was 312.
- 4.33 Facebook engagement has increased significantly, particularly after the October district flooding event. As at 31 December 2025, we had 8,596K followers, an increase of 1.3K in only a few shorts months.
- 4.34 Facebook page views (July to December) were more than 3 million, with October alone having 1.6 million views. This was due to the district flooding event.
- 4.35 As you can see below, two posts in particular had significant reach.

Title	Date published	Status	Reach	Likes and reactions	Comments	Shares
 Long recovery following extensive flooding event The roa... Multi media · Waitomo District Council	17 Oct 2025		107.9K	875	103	206
 Update as at 8.20pm, Tuesday 14 October 2025 What da... Multi media · Waitomo District Council	14 Oct 2025		108.4K	828	62	81

- 4.29 Roothing related posts still draw the most views and engagement, followed closely by weather watches and warnings.
- 4.30 From July to December 2025, 36 media releases/news items were published.
- 4.31 Looking to the next few months, the communications team will be focusing on: Annual Plan, fees and charges, policy and bylaw review consultations, solid waste and kerbside collection changes, Waikato Waters Ltd news and updates, The Great NZ Muster, recycling education, Council projects, Creative Communities funding round, residents survey, Waitomo Way newsletter, as well as normal BAU.

5. Attachments/Separate Enclosures

Attachment:

- 1 Full public notice of new and amended proposals for national direction (Doc # 879580)



Full public notice of new and amended proposals for national direction

The Minister Responsible for RMA Reform* and the Minister of Conservation,** have prepared the following proposals for new national direction to prepare, review, change or revoke parts of the following national direction and parts of the New Zealand Coastal Policy Statement.

Proposals for new national direction	
Package 1: Infrastructure and development	<ul style="list-style-type: none"> • National Policy Statement for Infrastructure • National Environmental Standards for Granny Flats (Minor Residential Units) • National Environmental Standards for Papakāinga • National Policy Statement for Natural Hazards
Proposals to review or change existing national direction	
Package 1: Infrastructure and development	<ul style="list-style-type: none"> • National Policy Statement for Renewable Electricity Generation 2011 • National Policy Statement on Electricity Transmission 2008 (to be renamed National Policy Statement for Electricity Networks) • Resource Management (National Environment Standards for Electricity Transmission Activities) Regulations 2009 (to be renamed) National Environment Standards for Electricity Network Activities • Resource Management (National Environmental Standards for Telecommunication Facilities) Regulations 2016
Package 2: Primary sector	<ul style="list-style-type: none"> • Resource Management (National Environmental Standards for Marine Aquaculture) Regulations 2020 • Resource Management (National Environmental Standards for Commercial Forestry) Regulations 2017 • New Zealand Coastal Policy Statement 2010 • National Policy Statement for Highly Productive Land 2022 • Resource Management (Stock Exclusion) Regulations 2020 (Stock Exclusion Regulations) <p>Multiple instruments for quarrying and mining provisions</p> <ul style="list-style-type: none"> • National Policy Statement for Indigenous Biodiversity 2023 • National Policy Statement for Freshwater Management 2020 • Resource Management (National Environmental Standards for Freshwater) Regulations 2020 • National Policy Statement for Highly Productive Land 2022
Package 3: Freshwater	<ul style="list-style-type: none"> • National Policy Statement for Freshwater Management 2020 • Resource Management (National Environmental Standards for Freshwater) Regulations 2020

This notice meets the requirements of section 46A (1) and (2) of the Resource Management Act 1991 (RMA).

The proposals may be inspected at <https://environment.govt.nz/news/consultation-on-updating-rma-national-direction>. If you have any questions about the proposal, please contact ndprogramme@mfe.govt.nz.

Any person may make a submission on the proposal through Citizenspace, our consultation hub, by either filling out the feedback form or by uploading your own written submission.

Submissions close at 11:59 pm on 27 July 2025.

We would prefer you use the online system for making your submission. However, if you need to, mail your written submission to:

- National direction consultation, Ministry for the Environment, PO Box 10362, Wellington 6143.

Please include your:

- name or name of the organisation you represent
- postal address
- telephone number
- email address.

Your submission should state whether you support or oppose the proposal. You should state any changes that you want to the proposal. You should give reasons for your views.

Public notice of withdrawal of national policy statements

The Minister Responsible for RMA Reform* has withdrawn previously proposed amendments to the National Policy Statement for Renewable Electricity Generation 2011 and the National Policy Statement on Electricity Transmission 2008 and a proposed National Policy Statement for Natural Hazards Decision-Making, which were all notified for statutory consultation in 2023. These proposals have been withdrawn in accordance with section 51A of the RMA because they are superseded by the new proposals.

**instead of the Minister for the Environment (in accordance with section 7 of the Constitution Act 1986)*

***for proposals which are amendments to the New Zealand Coastal Policy Statement.*

Jo Gascoigne
General Manager – Resource Management System

29 May 2025

Document No: 951234

Report To: Council

Meeting Date: 24 February 2026

Subject: **Adoption of Statement of Proposals for Consultation**
 - **Draft Drone Policy**
 - **Draft Dangerous, Affected and Insanitary Buildings Policy**



Type: Decision

Author(s): Charmaine Ellery
 Manager - Strategy and Policy

Alice Tasker
 Senior Strategy and Policy Advisor

Raj Mahadevappa
 Policy Advisor

Alex Bell
 General Manager – Strategy and Environment

1. Purpose of Report

- 1.1. This purpose of this business paper is to seek approval of the Statement of Proposals for the draft Drone Policy and draft Dangerous, Affected and Insanitary Buildings Policy for public consultation.

2. Suggested Resolutions

- 2.1. The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The Business Paper on the Adoption of Statement of Proposals (SOP) for Consultation on draft Drone Policy and draft Dangerous and Insanitary Buildings Policy be received.
 - 2 Council adopts the Statement of Proposal, which includes the draft revised Drone Policy 2026, for public consultation.
 - 3 Council adopts the Statement of Proposal, which includes the draft revised Dangerous, Affected, and Insanitary Building Policy 2026, for public consultation.
 - 4 Council approves that the public consultation period begins on 27 February 2026 and concludes on 31 March 2026.
 - 5 Council authorises the Chief Executive to make editorial or layout changes to the Statement of Proposal and Draft Policies that may be necessary before it is made publicly available.

3. Background

- 3.1. When a strategy, plan, policy or bylaw is reviewed following the special consultative procedure (SCP) as outlined in the Local Government Act 2002, a SOP must be prepared.
- 3.2. A SOP is a consultation document adopted by Council and presented to the public alongside a feedback form. It is intended to give the public clear, sufficient information to understand what the Council is proposing and why, so they can give informed feedback.

- 3.3. For this upcoming consultation there are no obvious links between any of the policies, so two separate SOPs have been prepared. These will be made available online on WDC's website, promoted through social media and emailed to stakeholders. Physical copies of the SOP will be printed and available at WDC offices and the Library.
- 3.4. The policies are presented in the SOPs with tracked changes so it is clear what has been removed or added, however this can make reading the policy difficult, so a clean version of the proposed policy will also be provided.

4. Commentary

4.1. **DRONE POLICY**

- 4.2. The Drone Policy provides rules for when members of the public wish to fly drones over WDC owned land, buildings and local roads.
- 4.3. Although there are no legislative requirements to consult on this Policy, it was discussed with Elected Members that doing so could provide a good opportunity to educate the public about drone flying rules. WDC rarely receives requests to fly drones despite being the contact point for seeking permission to fly within 4km of the Te Kūiti Aerodrome, this suggests many drone users are either unaware of or not following either our policy or the Civil Aviation Authority Rules.
- 4.4. The following key changes have been made to provide more clarity and make the Policy more user friendly:
- Updated the permitted descriptions to provide more clarity.
 - Updated the prohibited areas to include parks and recreational spaces for public safety and privacy reasons.
 - Updated the criteria to allow the use of drones.
 - As there is an aerodrome and heliport in the District, the Policy states the additional rules for flying in proximity to an aerodrome or heliport.
 - Updated the maps to include both restricted airspaces.
 - Minor editorial changes throughout to improve readability and accuracy.
- 4.5. The draft SOP attached (attachment one) has been prepared to present the draft policy and explanatory information to the public. The clean draft policy is also included after the SOP.

4.6. **DANGEROUS, AFFECTED AND INSANITARY BUILDINGS POLICY**

- 4.7. The Dangerous, Affected and Insanitary Buildings Policy supports WDC in meeting its requirements under the Building Act 2004 and outlines how officers will identify dangerous buildings, how they will be inspected and what will be done to make them safe again.
- 4.8. The Policy must be reviewed every five years and was last reviewed in 2021. When amendments are made the community must be given the chance to provide feedback following the special consultative procedure.
- 4.9. In March 2025, the Policy was audited by IANZ which identified a number of areas the Policy could be improved to better fit the guidance provided by the Ministry for Business, Innovation and Employment (MBIE).
- 4.10. The following key changes have been made based on the review to provide more clarity, to comply with the Act and make the Policy more user friendly:
- Updating the title of the Policy to include the word 'affected' to be consistent with the Building Act.
 - Added detail on Council's role under the Buildings Act (section 1).

- The Policy must state whether Council has a passive or proactive approach, the word proactive has been added and the section on our approach expanded.
- Included detail on how buildings will be assessed, within what timeframe and what takes priority.
- Further detail included on what actions the Council will take to remedy a dangerous or insanitary building (section 6).
- Statements including Council will work with building owners and further detail on who bears the cost of any work.
- Minor editorial changes throughout to improve readability and accuracy.

4.11. The draft SOP attached (attachment two) contains background information on the Policy and provides a draft with the IANZ recommended changes incorporated. The clean draft policy is also included after the SOP.

5. Attachments/Separate Enclosures

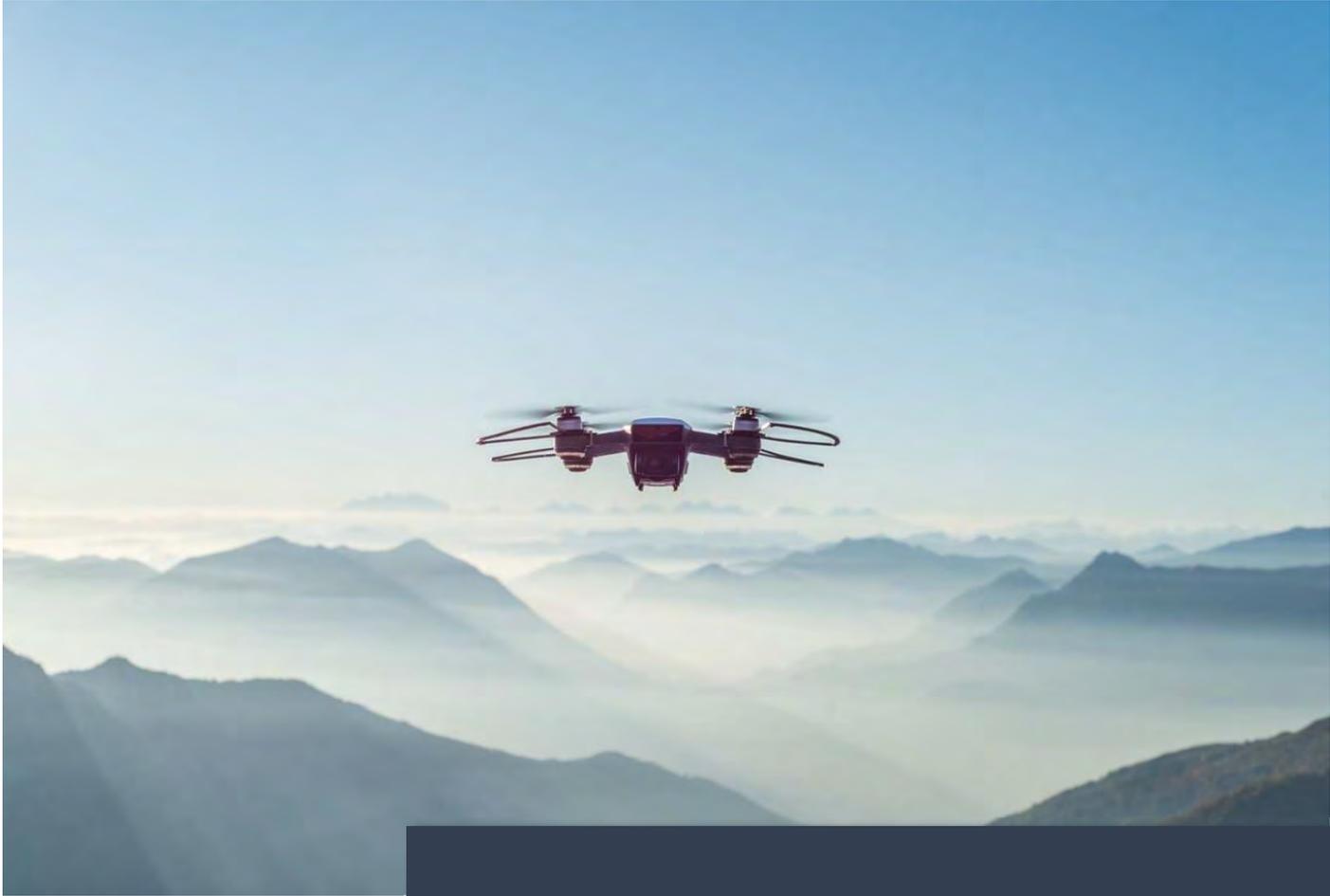
Attachments:

- 1 Draft Statement of Proposal – Drone Policy (Doc #951432)
- 2 Draft Statement of Proposal – Dangerous, Affected and Insanitary Buildings Policy (Doc #951212)

STATEMENT OF PROPOSAL

Review of Drone Policy 2026

Waitomo District Council



PURPOSE	2
BACKGROUND	2
REASON FOR PROPOSAL	2
WHAT WE ARE PROPOSING.....	3
DRONE POLICY	4
SUBMISSION FORM	12

PURPOSE

Waitomo District Council's (Council) vision for our District is "*Te hanga tahi o tātou Takiwa - Shaping our District together*". Council policies support this vision and the community outcomes.

The purpose of the Drone Policy is to:

- Provide guidance on the use of drones on or over Council property, facilities and roads; and
- State the rules for flying in proximity to our aerodrome.

BACKGROUND

The Civil Aviation Authority (CAA) is the government agency responsible for aircraft safety and regulation. Anyone flying a drone must follow the relevant CAA rules.

The CAA Rules state that approval must be obtained from a property owner prior to flying a drone over someone else's land.

As a landowner, Council uses the Policy to set out the rules for operators when flying over Council owned or controlled land. The Policy applies to all aircraft that are subject to CAA Rule Part 101, both recreational and commercial operators.

Please note this Policy is applicable for Council administered land. The CAA rules cover the use of drones over public and private property.

REASON FOR PROPOSAL

The Policy was first adopted in 2016 and was last reviewed in 2023. Council reviews the Policy every three years.

This scheduled review has provided the opportunity to set out the criteria in addition to the CAA rules, to the use of drones over land or property owned or controlled by the Council.

Council wants your feedback on the changes proposed to this policy.

KEY DATES

WHEN	WHAT
27 February 2026	Submissions open
31 March 2026	Submissions close
14 April 2026	Hearings (should people wish to speak to their submissions) and Deliberations (Council discusses feedback from the community and changes are agreed to if appropriate)
28 April 2026	Council adopts the final Policy

This Statement of Proposal has been prepared to fulfil the requirements of sections 83 and 87 of the Local Government Act 2002.

WHAT WE'RE PROPOSING

Council has reviewed and updated its existing Drones Policy and is seeking your views.

This is a proposal to adopt the Waitomo District Council Drone Policy 2026 and revoke and replace the Use of Remotely Piloted Aircraft Systems (Drones) Policy 2023.

Summary of Key changes

The following key changes have been made to provide more clarity and make the policy more user friendly.

- Updated the permitted descriptions to provide more clarity.
- Updated the prohibited areas to include parks and recreational spaces for public safety and privacy reasons.
- Updated the criteria to allow the use of drones.
- Due to there being an aerodrome and heliport in the District, the Policy states additional rules for flying in proximity to aerodromes and heliports.
- Updated the map to show both restricted airspaces in Te Kuiti.
- Minor editorial changes throughout to improve readability and accuracy.

Draft under review

Waitomo District Council

**~~Use of Remotely Piloted
Aircraft Systems (Drones)~~
Policy 2026**

First Adopted:	October 2016
Review History:	May 2023 May 2026
Date of Next Review:	May 2026 May 2029
Responsibility:	General Manager – Strategy and Environment
Adopted by:	Council

Contents

INTRODUCTION KUPU ARATAKI	7
PURPOSE AND SCOPE TE ARONGA ME TE KORAHI	7
DEFINITIONS NGĀ WHAKAMĀRAMATANGA	7
POLICY KAUPAPA HERE	8
1. PERMISSION TO OPERATE A DRONE	8
2. AERODROMES AND HELIPORTS	8
3. ROADS	9
4. PROHIBITED AREAS	9
5. POLICE AND EMERGENCY SITUATIONS	10
SCHEDULE 1 WAHANGA 1	11
MAP INDICATING 4KM NO-FLY RADIUS AROUND THE TE KUITI AERODROME AND THE TE KŪITI HOSPITAL	11
SUBMISSION FORM	12

INTRODUCTION | KUPU ARATAKI

Civil Aviation Authority (CAA) Rules require Council approval to be obtained prior to operating Remotely Piloted Aircraft Systems (RPAS) or drones over Council land within 4km of Te Kuiti Aerodrome.

The Use of Remotely Piloted Aircraft Systems (Drones) Policy (the Policy) also provides guidance to RPAS users or drone operators outlining when activities are permitted, or not, on land under the control or management of the Waitomo District Council.

The use of drones must comply with the Civil Aviation Rules regulating RPAS.

~~is policy relates to Remotely Piloted Aircraft Systems (RPAS) as defined in Part 101—Rules of the Civil Aviation Authority of New Zealand and which weigh less than 25kg.~~

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHI

1. The purpose of this Policy is to provide guidance on the use of RPAS drones on or over Waitomo District Council (Council) property, facilities, and roads.
- ~~2. —Due to the aerodrome and heliport in the District, additional CAA rules for flying in and around Te Kuiti, these rules are stated in the Policy and apply to public and private land.~~
- ~~3.2. —~~

This Policy applies to all aircraft that are subject to CAA Rule Part 101, both recreational and commercial operators. RPAS over 25kg have to be certified by the CAA.

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Remotely Piloted Aircraft Systems (RPAS)

~~An~~ means an unmanned aircraft that is piloted from a remote station and: (1) includes a radio controlled model aircraft; but, ~~(1)(2)~~ (2) ~~but~~ does not include a control line model aircraft or a free flight model aircraft.

Unmanned Aircraft (not a drone)

An aircraft designed to operate with no pilot on board and includes unmanned balloons, kites, control-line model aircraft, free flight model aircraft ~~and remotely piloted aircraft.~~

Drones

Also known as Unmanned Aircraft Systems (UAS) or unmanned aerial vehicles (UAVs) and including Remotely Piloted Aircraft Systems (RPAS) —They can be remotely piloted or fly autonomously.

Emergency Situation

An emergency situation is defined as a serious, unexpected, and often dangerous situation requiring immediate action to avoid injury, loss of life or damage to property.

Shielded Operation

A shielded operation is a flight where your aircraft remains within 100 metres of, and below the top of, a natural or man-made object. For example, a building, tower, or trees.
When flying as a shielded operation you are allowed to fly at night, or within controlled airspace without Air Traffic Control clearance, as other aircraft are unlikely to be flying so low and close to structures.

This Policy does not apply to Unmanned Aircraft, however Unmanned Aircraft are subject to the relevant CAA Rules Part 101. The Policy does not apply to Drones that are land or water based i.e. not aerial.

POLICY | KAUPAPA HERE

1. Permission to operate a drone

Permitted Areas

- 1.1. ~~Council does not allow the use of RPAS drones in areas except those listed in sections 2, 3 and 4 on or above Council parks and reserves, unless prior permission has been obtained, subject to the following conditions:~~
- ~~(a) The operator must comply with Part 101 Rule or any other relevant CAA rules and regulations which apply to RPAS.~~
 - ~~(b) Booked events on Council reserves and property take priority. The permission of the occupier, site manager and/or event organiser will be required.~~
 - ~~(c) The operator must immediately cease use of the RPAS drone if requested by Council employees or contractors.~~
 - ~~(d) The RPAS drone operator is responsible for any damage or claims caused by the use of the drone in relation to Council or other property.~~
 - ~~(e) The use of a RPAS drone for the application of any product or chemical is prohibited, except for approved contractors.~~
 - ~~(f) The operator is responsible for ensuring compliance with the Privacy Act 1993 and the Office of the Privacy Commissioner guidance on preserving people's personal privacy.~~
- 1.2. ~~Any breach of the above conditions could result in termination of the operator's permission to use public land for the purpose of operating a RPAS and/or a report of any non-compliance with Part 101 Rule to the CAA.~~

2. Aerodromes and Heliports

- ~~2.1. Operators of RPAS must not fly them within a four-kilometre radius of an aerodrome boundary (even if that radius includes uncontrolled airspace). See Schedule 1 for map.~~
- 2.1. **The Waitomo District is home to an aerodrome and heliport, the Te Kūiti Aerodrome and Te Kūiti Hospital helicopter landing pad. Within 4km of all aerodromes and heliports (see Schedule 1 for map), drone operators must:**
- ~~a) obtain permission from the aerodrome/heliport operator. If within an area of overlapping aerodromes/heliport, the operator must seek permission from both.~~
 - ~~b) possess an appropriate pilot qualification or be under the direct supervision of someone who does.~~
 - ~~c) never fly over a runway strip or aircraft maneuvering area.~~
- 2.2. ~~The CAA rules allow flying within 4km of aerodromes/heliports if flying as a shielded operation. This means that a drone is flown within 100m of a natural or man-made object (e.g., trees or buildings) and below the top of it, to keep out of any flight paths.~~
- ~~1.2. Part 61 Pilot Licences are exempted from this, as are operators who have received a "Wings" badge from MFNZ, or are accompanied by someone who has. Operators under these~~

~~categories still need prior authorisation from the aerodrome operator to fly within the four kilometre zone however they must not fly their model over any active runway strip, or any area where aircraft taxi. Control line aircraft must also remain clear of such areas.~~

3. Roads

- 3.1. ~~This policy does not apply to Council roads or road reserve. If an operator wants to fly a RPAS drone over a Council road or road reserve, a Corridor Access request (CAR) must be applied for and approved. permission must be sought from the Roading Manager via the Drone Flight Form.~~

4. Prohibited Areas

- 4.1. Council does not allow the use of RPAS on or above the following Council properties:
- a) WDC Queen Street Office
 - b) Waitomo District Library
 - c) ~~Te Kūiti i Site Visitor Information~~ WDC Customer Service Centre
 - d) Te Kūiti Railway Building Complex and Plaza area
 - e) Waitomo District Water and Wastewater Treatment Plants
 - f) Waitomo District Landfill and ~~Rural~~ all Transfer Stations
 - g) Waitomo District Council Cemeteries
 - h) Les Munro Centre and adjoining Centopath Memorial Garden
 - i) Piopio Memorial Hall
 - j) Redwood ~~Park Housing Complex~~ Flats Elder Persons Housing
 - k) Menz Shed, Te Kūiti
 - l) ~~Te Kūiti Campground~~
 - l) Waitomo District Aquatic Centre
 - m) Waitomo District Pound
 - n) Parks, playgrounds and recreation areas owned or administered by Waitomo District Council
- 4.2. This does not apply to the use of ~~RPAS drone~~ by Council or its ~~staff~~ employees, contractors or authorised persons ~~for the purpose of promotional filming and property or emergency management in those areas.~~

~~2. Permitted Areas~~ (note – has moved to section 1)

- ~~2.1. Council allows the use of RPAS on or above parks and reserves, subject to the following conditions:~~
- ~~(a) The operator must comply with Part 101 Rule or such other CAA rules and regulations which apply to RPAS, in particular the requirement to obtain permission of people before flying the RPA over them.~~
 - ~~(b) Booked events on Council reserves and property take priority. The permission of the occupier, site manager and/or event organizer will be required.~~
 - ~~(c) The operator must immediately cease use of the RPAS if requested by a member of Council staff or its contractor.~~
 - ~~(d) The RPAS operator is responsible for any damage or claims caused by the use of the drone in relation to Council or other property.~~
 - ~~(e) The use of a RPAS for the application of any product or chemical is prohibited.~~

~~(f)–The operator is responsible for ensuring compliance with the Office of the Privacy Commissioner guidance on preserving people’s personal privacy and the Privacy Act 1993.~~

~~2.2. Any breach of the above conditions could result in termination of the operator’s permission to use public land for the purpose of operating a RPAS and/or a report of any non-compliance with Part 101 Rule to the CAA.~~

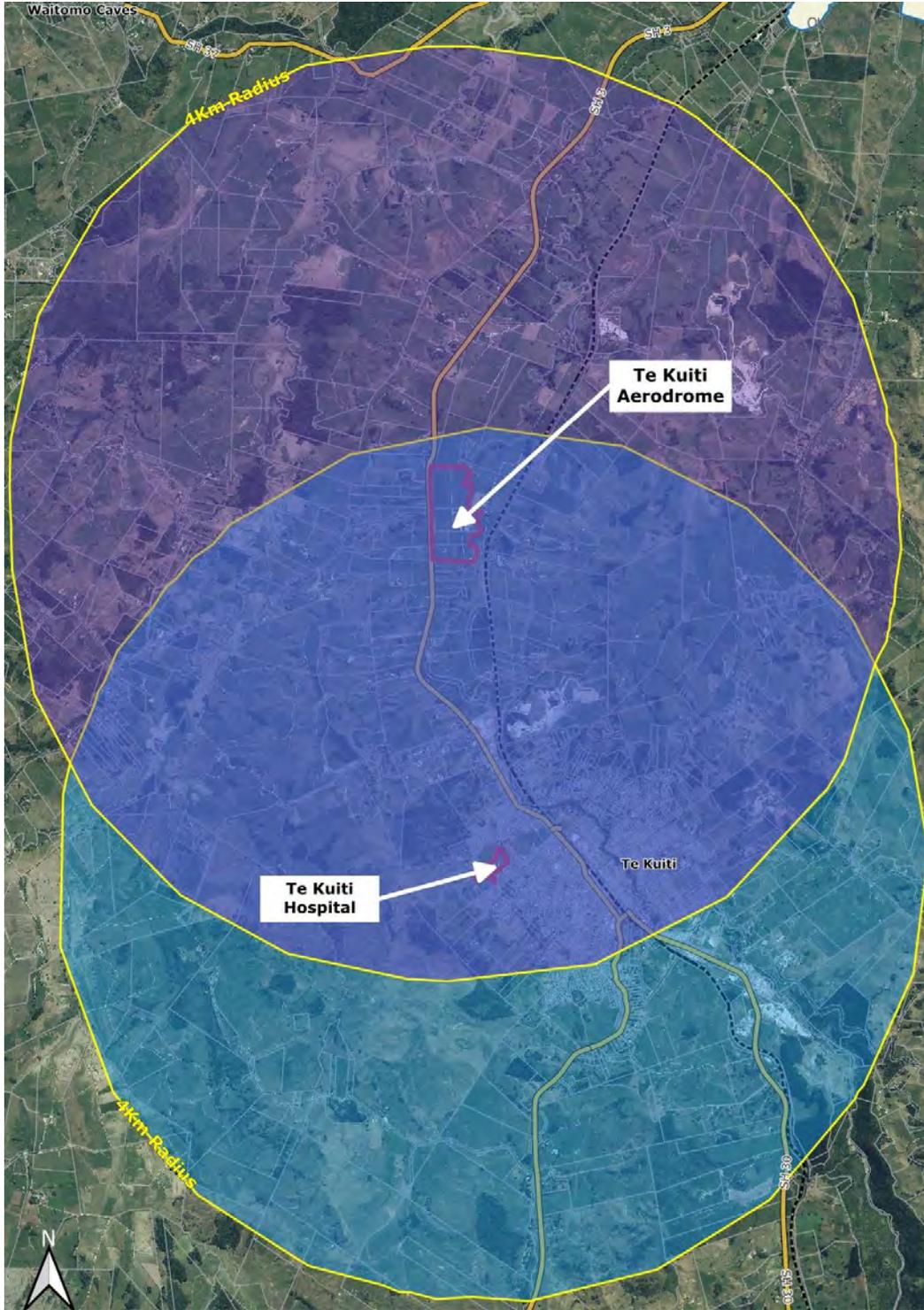
5. Police and Emergency Situations

5.1. There is no requirement for the New Zealand Police, Civil Defence, or Emergency Management officials to apply to the Council for permission to fly above Council property, including roads, during an emergency situation.

5.2. Other than RPAS-drones used by the Civil Defence and Emergency Management officials, no approval is given to fly a RPAS-drone over any Council property within 1 kilometre of an emergency situation which is being actively attended by emergency officials.

SCHEDULE 1 | WAHANGA 1

Map indicating 4km no-fly radius around the Te Kuiti Aerodrome and the Te Kūiti Hospital



Draft under review
Waitomo District Council

Drone Policy 2026

First Adopted:	October 2016
Review History:	May 2023 May 2026
Date of Next Review:	May 2029
Responsibility:	General Manager – Strategy and Environment
Adopted by:	Council

Contents

INTRODUCTION KUPU ARATAKI	7
PURPOSE AND SCOPE TE ARONGA ME TE KORAHI	7
DEFINITIONS NGĀ WHAKAMĀRAMATANGA	7
POLICY KAUPAPA HERE	8
1. PERMISSION TO OPERATE A DRONE	8
2. AERODROMES AND HELIPORTS	8
3. ROADS	9
4. PROHIBITED AREAS	9
5. POLICE AND EMERGENCY SITUATIONS	10
SCHEDULE 1 WAHANGA 1	11
MAP INDICATING 4KM NO-FLY RADIUS AROUND THE TE KUITI AERODROME AND THE TE KŪITI HOSPITAL	11
SUBMISSION FORM	12

INTRODUCTION | KUPU ARATAKI

Civil Aviation Authority (CAA) Rules require Council approval to be obtained prior to operating drones within 4km of Te Kuiti Aerodrome.

The Drone Policy (the Policy) also provides guidance to drone operators outlining when activities are permitted, or not, on land under the control or management of the Waitomo District Council.

The use of drones must comply with the Civil Aviation Rules regulating RPAS.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. The purpose of this Policy is to provide guidance on the use of drones on or over Waitomo District Council (Council) property, facilities, and roads.
2. Due to the aerodrome and heliport in the District, additional CAA rules for flying in and around Te Kuiti, these rules are stated in the Policy and apply to public and private land.

This Policy applies to all aircraft that are subject to CAA Rule Part 101, both recreational and commercial operators. RPAS over 25kg have to be certified by the CAA.

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Remotely Piloted Aircraft Systems (RPAS)	means an unmanned aircraft that is piloted from a remote station and: <ol style="list-style-type: none"> (1) includes a radio controlled model aircraft; but, (2) does not include a control line model aircraft or a free flight model aircraft.
Unmanned Aircraft (not a drone) Drone	An aircraft designed to operate with no pilot on board and includes unmanned balloons, kites, control-line model aircraft, free flight model aircraft Also known as Unmanned Aircraft Systems (UAS) or unmanned aerial vehicles (UAVs) and including Remotely Piloted Aircraft Systems (RPAS) —They can be remotely piloted or fly autonomously.
Emergency Situation	An emergency situation is defined as a serious, unexpected, and often dangerous situation requiring immediate action to avoid injury, loss of life or damage to property.
Shielded Operation	A shielded operation is a flight where your aircraft remains within 100 metres of, and below the top of, a natural or man-made object. For example, a building, tower, or trees. When flying as a shielded operation you are allowed to fly at night, or within controlled airspace without Air Traffic Control clearance, as other aircraft are unlikely to be flying so low and close to structures.

This Policy does not apply to Unmanned Aircraft, however Unmanned Aircraft are subject to the relevant CAA Rules Part 101. The Policy does not apply to Drones that are land or water based i.e. not aerial.

POLICY | KAUPAPA HERE

1. Permission to operate a drone

- 1.1. Council does not allow the use of drones in areas listed in sections 2, 3 and 4 ,unless prior permission has been obtained, subject to the following conditions:
- (a) The operator must comply with Part 101 Rule or any other relevant CAA rules and regulations which apply to RPAS.
 - (b) Booked events on Council reserves and property take priority. The permission of the occupier, site manager and/or event organiser will be required.
 - (c) The operator must immediately cease use of the drone if requested by Council employees or contractors.
 - (d) The drone operator is responsible for any damage or claims caused by the use of the drone in relation to Council or other property.
 - (e) The use of a drone for the application of any product or chemical is prohibited, except for approved contractors.
 - (f) The operator is responsible for ensuring compliance with the Privacy Act 1993 and the Office of the Privacy Commissioner guidance on preserving people’s personal privacy.
- 1.2. Any breach of the above conditions could result in termination of the operator’s permission to use public land for the purpose of operating a RPAS and/or a report of any non-compliance with Part 101 Rule to the CAA.

2. Aerodromes and Heliports

- 2.1. **The Waitomo District is home to an aerodrome and heliport, the Te Kūiti Aerodrome and Te Kūiti Hospital helicopter landing pad. Within 4km of all aerodromes and heliports (see Schedule 1 for map), drone operators must:**
- a) obtain permission from the aerodrome/heliport operator. If within an area of overlapping aerodromes/heliport, the operator must seek permission from both.
 - b) possess an appropriate pilot qualification or be under the direct supervision of someone who does.
 - c) never fly over a runway strip or aircraft maneuvering area.
- 2.2. The CAA rules allow flying within 4km of aerodromes/heliports if flying as a shielded operation. This means that a drone is flown within 100m of a natural or man-made object (e.g., trees or buildings) and below the top of it, to keep out of any flight paths.

3. Roads

- 3.1. If an operator wants to fly a drone over a Council road or road reserve, permission must be sought from the Roading Manager via the Drone Flight Form.

4. Prohibited Areas

- 4.1. Council does not allow the use of RPAS on or above the following Council properties:
- a) WDC Queen Street Office

- b) Waitomo District Library
- c) WDC Customer Service Centre
- d) Te Kūiti Railway Building Complex and Plaza area
- e) Waitomo District Water and Wastewater Treatment Plants
- f) Waitomo District Landfill and all Transfer Stations
- g) Waitomo District Council Cemeteries
- h) Les Munro Centre and adjoining Centopath Memorial Garden
- i) Piopio Memorial Hall
- j) Redwood Flats Elder Persons Housing
- k) Menz Shed, Te Kūiti
- l) Waitomo District Aquatic Centre
- m) Waitomo District Pound
- n) Parks, playgrounds and recreation areas owned or administered by Waitomo District Council

- 4.2. This does not apply to the use of drone by Council or its employees, contractors or authorised persons.

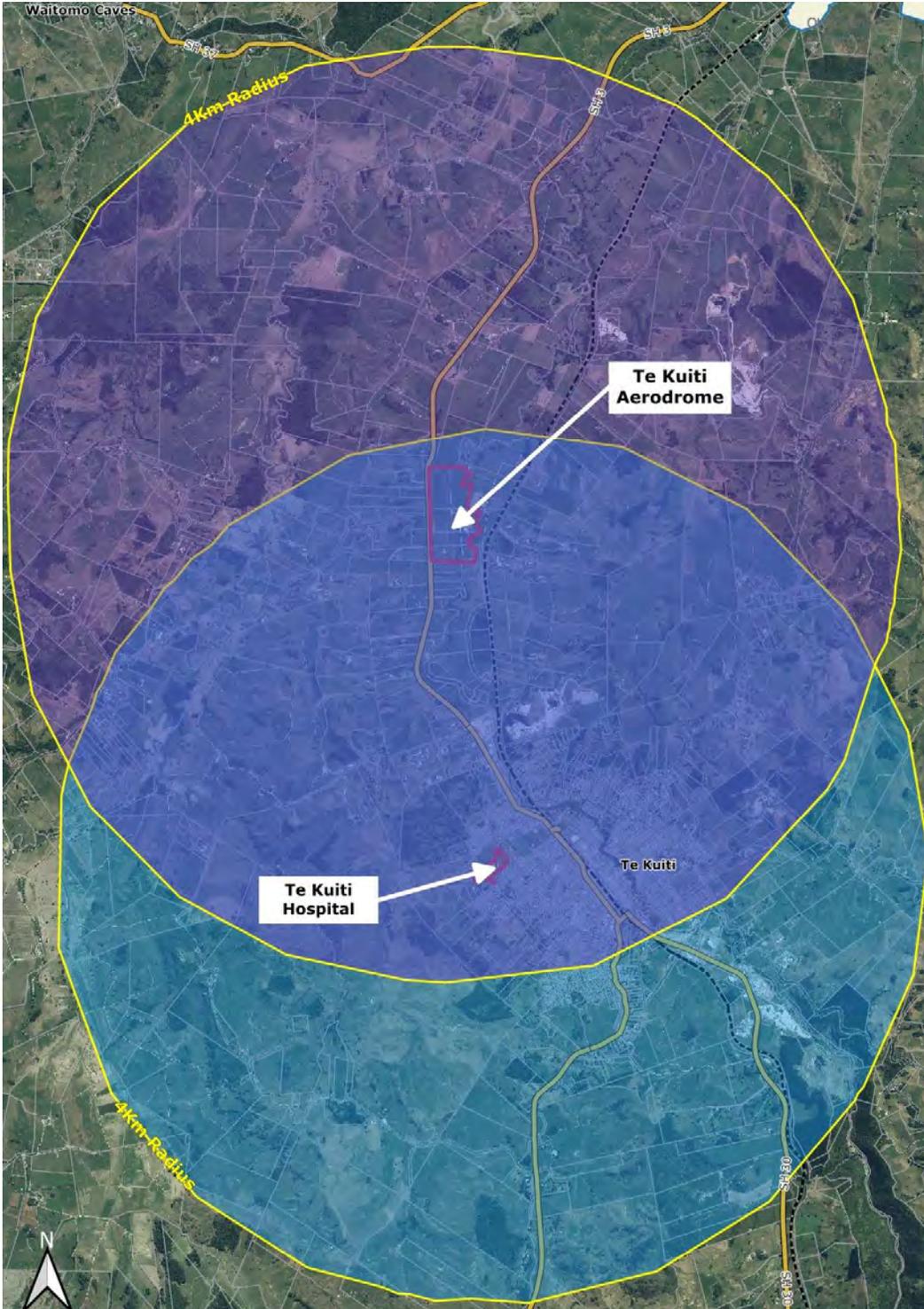
(note – has moved to section 1)

5. Police and Emergency Situations

- 5.1. There is no requirement for the New Zealand Police, Civil Defence, or Emergency Management officials to apply to the Council for permission to fly above Council property, including roads, during an emergency situation.
- 5.2. Other than drones used by the Civil Defence and Emergency Management officials, no approval is given to fly a drone over any Council property within 1 kilometre of an emergency situation which is being actively attended by emergency officials.

SCHEDULE 1 | WAHANGA 1

Map indicating 4km no-fly radius around the Te Kuiti Aerodrome and the Te Kūiti Hospital





Submission Form

Draft Drone Policy 2026

Submissions close 5pm 31 March 2026

Sub No.

For office use only

You can share your views by:

- Completing this submission form and returning it to us by:
 - Visiting our Customer Service & Visitor Hub on Rora Street, Te Kuiti
 - emailing it to: haveyoursay@waitomo.govt.nz (scan and pdf or take a photo)
 - Posting to: FREEPOST 112498, Waitomo District Council, PO Box 404, Te Kuiti 3941
- Visiting our website: waitomo.govt.nz/consultation and fill an online submission form

Full Name:	<input type="text"/>
Organisation: <i>(if responding on behalf of)</i>	<input type="text"/>
Phone: <i>(home/mobile)</i>	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Email:	<input type="text"/>

The Local Government Act 2002 requires submissions to be made available to the public. Your name and/or organisation will be published with your submission and made available in a report to elected members and to the public. Other personal information supplied (such as address / email address) will be removed from the public copy.

I wish to speak to Council about my submission. Yes No
(Hearings are scheduled for 14 April 2026. We will contact you to arrange a time.)

YOUR FEEDBACK

Please give us your feedback on the Draft Drone Policy 2026

STATEMENT OF PROPOSAL

Review of Dangerous, Affected and Insanitary Buildings Policy

Waitomo District Council



PURPOSE.....	2
BACKGROUND.....	2
REASON FOR PROPOSAL	2
WHAT WE ARE PROPOSING	3
DRAFT DANGEROUS, AFFECTED AND INSANITARY BUILDINGS POLICY 2026.....	4
SUBMISSION FORM.....	16

PURPOSE

Waitomo District Council's (Council) vision for our District is *"Te hanga tahi o tātou Takiwa - Shaping our District together"*. Council policies support this vision and the community outcomes.

The purpose of the Dangerous and Insanitary Buildings Policy is to:

- Reduce the potential risk posed to residents in the District by dangerous, affected and insanitary buildings; and
- Provide a clear framework of how Council will manage dangerous, affected, insanitary and heritage buildings.

BACKGROUND

Section 131 of the Building Act 2004 (the Act) requires Council to adopt a policy on dangerous, affected and insanitary buildings within its district.

The Policy must state –

- The approach that the Council will take in performing its functions under this Part (of the Act); and
- The Council's priorities in performing those functions; and
- How the policy will apply to dangerous, affected, insanitary and heritage buildings.
- Section 132 of the Act states that the policy must be reviewed every 5 years and can only be amended or replaced in accordance with the special consultative procedure.
- Section 132A (2) states that Council must amend an existing policy to take into account affected buildings at the latest within a reasonable period following the next review of the policy.

REASON FOR PROPOSAL

The Dangerous, and Insanitary Buildings Policy was first adopted by Council in 2006 and must be reviewed every 5 years. The policy was last reviewed in 2021, therefore Council is required to review its current Dangerous, and Insanitary Building Policy now.

This scheduled review has provided the opportunity to streamline and enhance the Policy in addition to meeting the review requirements of Section 132A(2) of the Act to make our communities safer.

Council wants your feedback on the changes proposed to this policy.

KEY DATES

WHEN	WHAT
27 February 2026	Submissions open
31 March 2026	Submissions close
14 April 2026	Hearings (should people wish to speak to their submissions) and Deliberations (Council discusses feedback from the community and changes are agreed to if appropriate)
28 April 2026	Council adopts the final Policy

This Statement of Proposal has been prepared to fulfil the requirements of section 83 and 87 of the Local Government Act 2002.

WHAT WE ARE PROPOSING

Council is committed to ensuring that Waitomo District is a safe place to live, visit and work in. Council has reviewed and updated its existing Dangerous and Insanitary Buildings Policy as required under the Act and is seeking your views.

This is a proposal to adopt the Waitomo District Council Dangerous, Affected and Insanitary Buildings Policy 2026 and revoke and replace the Dangerous and Insanitary Buildings Policy 2021.

Summary of Key changes

The Policy was recently reviewed as part of the IANZ audit of Waitomo District Council's building control (territorial authority) functions in May 2025. The following key changes have been made based on the review to provide more clarity, to comply with the Act and make the policy more user friendly.

- Updating the title of the Policy to include the word 'affected' to be consistent with the Building Act;
- Added detail on Council's role under the Buildings Act (section 1);
- The Policy must state whether Council has a passive or proactive approach, the word proactive has been added and the section on our approach expanded;
- Including detail on how buildings will be assessed, within what timeframe and what takes priority;
- Further detail included on what actions the Council will take to remedy a dangerous or insanitary building (section 6);
- Statements including that Council will work with building owners and further detail on who bears the cost of any work;
- Minor editorial changes throughout to improve readability and accuracy.

DRAFT under review
Waitomo District Council
Dangerous, Affected and
Insanitary Buildings Policy

First Adopted:	25 July 2006
Review History:	2011, 2016, 2021, <u>July 2026</u>
Date of Next Review:	25 July 2026 <u>July 2031</u>
Responsibility:	GM Strategy and Environment
Adopted by:	Council (26 October 2021)

CONTENTS

INTRODUCTION | KUPU ARATAKI 7

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ 7

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA 7

POLICY | KAUPAPA HERE 9

1. COUNCIL’S ROLE 9

2. COUNCILS APPROACH TO DANGEROUS, AFFECTED OR INSANITARY BUILDINGS10

3. HERITAGE BUILDINGS10

4.ASSESSMENT PROCEDURE11

5.IMMEDIATE DANGER12

6.ACTIONS FOR DANGEROUS, AFFECTED OR INSANITARY BUILDINGS 12

8.COUNCIL’S PRIORITIES14

9.COST TO OWNERS14

11.REVIEW15

SUBMISSION FORM16

Introduction | Kupu Arataki

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

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

~~The provisions of the Building Act 2004 (the Act) reflect the governments concern with the safety of the public in buildings and in terms of dangerous and insanitary buildings, the need to reduce the danger to the public posed by such buildings. The Act also requires the Policy to state the Council's policy approach regarding affected buildings, which are buildings adjacent to, adjoining or nearby to a dangerous building or dam.~~

~~The Act leaves it up to each territorial authority to determine the approach to be taken to the management of dangerous and insanitary buildings. The approach can either be active or passive.~~

Purpose and scope | Te aronga me te korahi

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

Definitions | Ngā whakamāramatanga

Affected Building

Defined in section 121A of the Act as a building ~~is an affected building for the purpose of this Act if it~~that is adjacent to, adjoining, or nearby:

- (a) A dangerous building as defined in section 121 of the Act; or
- (b) A dangerous dam within the meaning of section 153 of the Act.

Authorised officer has the same meaning as section 222 of the Act, ~~as follows:~~ **and** means an officer of a territorial authority to whom either or both of the following applies:

- (a) he or she is authorised to carry out inspections; or
- (b) he or she is authorised to enter the land ~~—by this Act;~~ or by an order of the District Court made under section 227 **of the Act**.

Building Owner ~~Defined in section 7 of the Act;~~ Owner in relation to any land or buildings on the land,

- (a) means the person who –
 - (i) is entitled to the rack rent from the land; or
 - (ii) would be so entitled if the land were let to a tenant at a rack rent; and
- (b) includes –
 - (i) the owner of the fee simple of the land; and
 - (ii) for the purposes of sections 32,44,92, 97 and 176 (c) **of the Act** any person who has agreed in writing, whether conditionally or unconditionally, to purchase the land or any leasehold estate or interest in the land, or to take a lease of the land, and who is bound by the agreement because the agreement is still in force.

Council Means the Waitomo District Council

Dangerous Building Defined in ~~section~~ **section** 121 of the Act ~~as a~~ **as a** building that is dangerous ~~for the purposes of this Act~~ if;

- (a) in the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause –
 - (i) injury or death (whether by collapse or otherwise) to any persons in it or to persons on other property; or
 - (ii) damage to other property; or
- (b) in the event of fire, injury or death to any persons in the building or to persons on other property is likely.

~~For the purpose of determining whether a building is dangerous in terms of subsection (1)(b), a territorial authority:~~

~~2—May seek advice from employees, volunteers, and contractors of Fire and Emergency New Zealand who have been notified to the territorial authority by the board of Fire and Emergency New Zealand as being competent to give advice; and~~

~~If the advice is sought, must have due regard to the advice~~

Heritage Building Defined in ~~section~~ **section** 7 of the Act ~~and~~ **and**; ~~M~~ means a building that is included on:

- (a) the New Zealand Heritage List / Rarangi Korero maintained under section 65 of the Heritage New Zealand Pouhere Taonga Act 2014; or
- (b) the National Historic Landmarks / Ngaa Manawhenua o Aotearoa me onaa korero Tuturu list maintained under section 81 of the Heritage New Zealand Pouhere Taonga Act 2014.
- (c) a place, or part of a place, that is subject to a heritage covenant under section 39 of the Heritage New Zealand Pouhere Taonga Act 2014 and is registered under section 41 of that Act; or
- (d) a place, or part of a place, that is subject to a heritage order within the meaning of section 187 of the Resource Management Act 1991; or
- (e) a place, or part of a place, that is included in a schedule of a district plan because of its heritage value:
- (f) elsewhere in ~~this the~~ Act, a building referred to in paragraph (a)(i) ~~or (ii)~~ (a) or (b) above.

Immediate danger

Defined in section 129 of the Act:

- (1) This section applied if, because of the state of the building;
 - (a) Immediate danger to the safety of people is likely in terms of section 121 or 123; or
 - (b) Immediate action is necessary to fix insanitary conditions.

Insanitary Building

Defined in section 123 of the Act:

A building is insanitary for the purposes of the ~~is A~~ Act if the building:

- (a) is offensive or likely to be injurious to health because of how it is situated or constructed; or it is in a state of disrepair; or
- (b) has insufficient or defective provisions against moisture penetration so as to cause dampness in the building or in any adjoining building; or
- (c) does not have a supply of potable water that is adequate for its intended use; or
- (d) does not have sanitary facilities that are adequate for its intended use.

Property file and register

A record of legal information the Council is required to maintain in terms of section 216 of the Act.

Territorial Authority

Within the context of this ~~P~~ policy means Waitomo District Council.

The Act

The Building Act 2004

Policy | Kaupapa here

1. Council's Role

1.1. Buildings may become dangerous or insanitary due to a number of reasons, such as unauthorised alterations being made, from a fire, from a natural disaster, or as a result of its use or neglect by an owner or occupant.

1.2. Council has a statutory responsibility to act promptly to ensure the safety of persons or property when buildings that may be dangerous or insanitary come to the Council's attention. Council is also required to consider whether any other buildings may be affected by a dangerous building and if so, what action, if any, is appropriate.

1.3. If a building is found to be dangerous, affected or insanitary, the Council will work with the building owner(s), and if necessary, use powers it has available, to ensure appropriate action is taken to make the building, its occupants and the public safe.

~~1.1.~~1.4. Where a state of emergency has been declared (or following a state of emergency, when a transition period has been declared) the Council may choose to exercise powers under the Civil Defence Emergency Management Act 2002 instead of or in addition to powers under the Building Act 2004.

2. Councils approach to dangerous, affected or insanitary buildings

2.1. Council will not ~~actively~~ proactively inspect all buildings within the District, but will make it a priority to quickly and efficiently respond to information received regarding potentially dangerous, affected or insanitary buildings.

2.2. -To identify whether a building is dangerous, affected or insanitary, Council will use any of the following information:

- a) the observations of employees or contractors,
- b) information or complaints received from the public or members of professional bodies such as Engineering New Zealand,
- c) notification from Ministry of Business, Innovation and Employment (MBIE) or from Fire and Emergency New Zealand (FENZ),
- d) An application for a building consent under sections 112 to 116A of the Act.

2.3. Likely sources of information will be building occupants, neighbours, or following an inspection by Council officers, the Police, FENZ, or other agencies authorised to inspect buildings.

3. Heritage Buildings

3.1. This Policy applies to Heritage buildings in the same way it applies to all other buildings.

~~3.1.~~ 3.2. Where Council receives information regarding buildings which have a heritage classification under Heritage New Zealand Pouhere Taonga, in addition to consulting with affected owners, Council will consider seeking advice from Heritage New Zealand

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

3.2.

~~3.2.~~3.3. A number of heritage buildings are listed with the New Zealand Historic Places Trust and/or are listed in the Heritage section of the District Plan.

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

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

4. Assessment Procedure

4.1. When Council receives information about a potential ~~information from any person that indicates that a building is potentially~~ dangerous, affected, or insanitary building it will actively undertake an inspection and assessment of the buildings condition in terms of the Act, and will consider the following: ~~it assess the building in order to determine whether or not it is a dangerous, affected or an insanitary building. This will involve (but not be limited to):~~

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

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

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

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

issue if it is.

4.5. Criteria for determining priority of issue

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

5. ~~Building Act 2004 Requirements~~ Immediate Danger

5.1. Where a building is determined to be ~~a~~ dangerous, affected or ~~an~~ insanitary ~~building~~, Council will work with the building owners to find a mutually acceptable plan of action before exercising its powers under the Act. Council will, however, exercise its statutory powers under section 129 the Act where action is required to avoid immediate danger or fix insanitary conditions or in circumstances where an acceptable solution cannot be negotiated with the building owner.

6. Actions for dangerous, affected or insanitary buildings

6.1. Taking action to resolve any dangerous and/or insanitary building is the responsibility of the building owner(s). However, there may be circumstances that require Council to take action or carry out work (e.g. immediate danger as above). If Council does have to take action or carry out work in accordance with sections 126 or 129 of the Act:

- (a) The owner of the building is liable for the costs of the work or action taken; and
- (b) Council may recover those costs from the owner; and
- (c) ~~(c)~~ The amount recoverable by the Council becomes a charge on the land on which the building is situated, or the work was carried out.

6.2. The priority for action for a dangerous, affected or insanitary building will be decided after the initial assessment of the building.

6.3. Council may do any or all of the following if a building is deemed dangerous, affected or insanitary:

- a) Consult with the owners of the relevant building to further determine the circumstances and decide on an appropriate course of action. This may include voluntary rectification by the owner.
- b) Except for an affected building, attach a notice to the building (sections 124 & 125 of the Act) requiring the owner to undertake building work to reduce or remove the danger, or prevent the building from remaining insanitary. This may include

demolishing all or part of the building.

- c) Put up a hording or fence to prevent people from approaching the building nearer than is safe.
- d) Issue a notice (section 124(2)(d) of the Act) restricting entry to the building for particular purposes or restricting entry to particular people or groups of people. The notice may be issued for a maximum of 30 days and only re-issued once for a further period of 30 days (section 125(1A) of the Act). A copy of a notice must be issued to all people listed under section 125(2) of the Act.
- e) Take any action that is necessary to remove any immediate danger to the safety of people, or immediate action that is necessary to fix insanitary conditions (sections 129 and 130 of the Act). The owner is liable for the Council's costs in doing so, and the amount recoverable becomes a charge on the land.

6.4. Where a notice requiring building work to be undertaken has been attached to a dangerous or insanitary building, Council:

- a) Will contact the owner at the end of the time period set down in the notice to gain access to the building and check whether the notice has been complied with.
- b) If the required work has not been carried out in accordance with the notice, may carry out the required work itself following application to the District Court (section 126 of the Act). The owner is liable for the costs, and the amount recoverable becomes a charge on the land.

6.5. May pursue further enforcement action under the Act if the requirements of the notice are not met within a reasonable period of time, or for any other noncompliance matters (e.g. if the danger or insanitary conditions are as a result of unconsented building works).

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

6.7. Working with building owners

6.8. Where there is an agreement between the Council and the building owner to rectify any deficiency, the Council may choose not to issue a formal notice but will retain details of the building in the property file.

6.9. Where an acceptable agreement between the building owner and the Council cannot be obtained or where more urgent action is required, the Council may exercise its powers and issue a notice under section 124 of the Act. The section 124 notice will outline the danger to be removed and a timeframe to achieve the necessary result.

~~(c) — Approach Applied~~

~~a. — In forming its view as to the work or action that is required to be carried out on the building to prevent it from remaining a dangerous, affected or insanitary building, or where Council needs to prioritise work on buildings, the following issues will be taken into account:~~

- ~~10.1.1 The size of the building;~~
- ~~10.1.2 The complexity of the building;~~
- ~~10.1.3 The location of the building in relation to other buildings, public places and natural hazards;~~
- ~~10.1.4 The life of the building;~~
- ~~10.1.5 How often people visit the building;~~
- ~~10.1.6 How many people spend time in the building;~~
- ~~10.1.7 How many people spend time in the vicinity of the building;~~
- ~~10.1.8 The current or likely future use of the building;~~
- ~~10.1.9 The reasonable practicality of any work concerned; and~~
- ~~10.1.10 Any other matters Council considers may be relevant, taking into account the particular set of circumstances.~~

8. Council's Priorities

8.1. Council will prioritise action based on:

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

9. Cost To Owners

- 9.1. The owner of a building which is determined to be a dangerous, affected or an insanitary building, will bear all costs incurred in meeting the requirements of the Act. These costs include assessment and enforcement costs incurred by Council.

- 9.2. The Council may issue a notice under section 124(2)(c) of the Act requiring work to be carried out on a dangerous or insanitary building to reduce or remove the danger, or to prevent the building from remaining insanitary. If work required under such a notice issued is not completed or proceeding with reasonable speed, the Council may use its powers under Section 126 of the Act and apply to the District Court to gain authorisation to carry out the building work required in the notice.
- 9.3. If the Council carries out building work, under section 126 of the Act or under a warrant issued under section 129, it is entitled to recover costs associated with that work from the building owner.

10. Council Records

- ~~10.1. Council will retain all information relating to dangerous, affected and insanitary buildings on the relevant property file. This includes a copy of the inspection record and any action taken.~~ Council will keep a record of all dangerous, affected and insanitary buildings noting the status of requirement for improvement or the results of improvements as applicable. All information relating to dangerous, affected or insanitary buildings will be filed on the relevant property file.
- 10.2. The Local Government Official Information and Meetings Act 1987 (section 44A) requires the Council to include information concerning any consent, certificate, notice, order, or requisition affecting the land or any building on the land previously issued by the territorial authority on the Land Information Memorandum (LIM) for a property.
- 10.3. In particular, the Council will include information relating to notices that have been issued by Council regarding dangerous and insanitary conditions, or affected building status that are not resolved.
- 10.4. The Council is required (under section 216 of the Act) to hold a summary of any written complaint concerning alleged breaches of the Act, and the Council's response. This information will be provided upon request, subject to the requirements of section 217 of the Act.

11. Review

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

DRAFT under review
Waitomo District Council
Dangerous, Affected and
Insanitary Buildings Policy

First Adopted:	25 July 2006
Review History:	2011, 2016, 2021, July 2026
Date of Next Review:	July 2031
Responsibility:	GM Strategy and Environment
Adopted by:	Council (26 October 2021)

CONTENTS

INTRODUCTION KUPU ARATAKI	7
PURPOSE AND SCOPE TE ARONGA ME TE KORAHİ	7
DEFINITIONS NGĀ WHAKAMĀRAMATANGA	7
POLICY KAUPAPA HERE	9
1. COUNCIL’S ROLE	9
2. COUNCILS APPROACH TO DANGEROUS, AFFECTED OR INSANITARY BUILDINGS.....	10
3. HERITAGE BUILDINGS	10
4. ASSESSMENT PROCEDURE	10
5. IMMEDIATE DANGER.....	11
6. ACTIONS FOR DANGEROUS, AFFECTED OR INSANITARY BUILDINGS	12
8. COUNCIL’S PRIORITIES.....	13
9. COST TO OWNERS.....	13
11. REVIEW.....	14
SUBMISSION FORM	15

Introduction | Kupu Arataki

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

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

Purpose and scope | Te aronga me te korahi

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

Definitions | Ngā whakamāramatanga

Affected Building	Defined in section 121A of the Act as a building that is adjacent to, adjoining, or nearby: <ol style="list-style-type: none"> (a) A dangerous building as defined in section 121 of the Act; or (b) A dangerous dam within the meaning of section 153 of the Act.
Authorised officer	has the same meaning as section 222 of the Act and means an officer of a territorial authority to whom either or both of the following applies: <ol style="list-style-type: none"> (a) he or she is authorised to carry out inspections; or (b) he or she is authorised to enter the land by this Act; or by an order of the District Court made under section 227 of the Act.
Owner	Owner in relation to any land or buildings on the land, <ol style="list-style-type: none"> (a) means the person who –

- (i) is entitled to the rack rent from the land; or
 - (ii) would be so entitled if the land were let to a tenant at a rack rent; and
- (b) includes –
- (i) the owner of the fee simple of the land; and
 - (ii) for the purposes of sections 32,44,92, 97 and 176 (c) of the Act any person who has agreed in writing, whether conditionally or unconditionally, to purchase the land or any leasehold estate or interest in the land, or to take a lease of the land, and who is bound by the agreement because the agreement is still in force.

Council Means the Waitomo District Council

Dangerous Building Defined in section 121 of the Act as a building that is dangerous if;

- (a) in the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause –
 - (i) injury or death (whether by collapse or otherwise) to any persons in it or to persons on other property; or
 - (ii) damage to other property; or
- (b) in the event of fire, injury or death to any persons in the building or to persons on other property is likely.

Heritage Building Defined in section 7 of the Act and means a building that is included on:

- (a) the New Zealand Heritage List / Rarangi Korero maintained under section 65 of the Heritage New Zealand Pouhere Taonga Act 2014; or
- (b) the National Historic Landmarks / Ngaa Manawhenua o Aotearoa me onaa korero Tuturu list maintained under section 81 of the Heritage New Zealand Pouhere Taonga Act 2014.
- (c) a place, or part of a place, that is subject to a heritage covenant under section 39 of the Heritage New Zealand Pouhere Taonga Act 2014 and is registered under section 41 of that Act; or
- (d) a place, or part of a place, that is subject to a heritage order within the meaning of section 187 of the Resource Management Act 1991; or
- (e) a place, or part of a place, that is included in a schedule of a district plan because of its heritage value;
- (f) elsewhere in the Act, a building referred to in paragraph ((a) or (b) above.

Immediate danger	Defined in section 129 of the Act: (1) This section applied if, because of the state of the building; (a) Immediate danger to the safety of people is likely in terms of section 121 or 123; or (b) Immediate action is necessary to fix insanitary conditions.
Insanitary Building	Defined in section 123 of the Act: A building is insanitary for the purposes of the Act if the building: (a) is offensive or likely to be injurious to health because of how it is situated or constructed; or it is in a state of disrepair; or (b) has insufficient or defective provisions against moisture penetration so as to cause dampness in the building or in any adjoining building; or (c) does not have a supply of potable water that is adequate for its intended use; or (d) does not have sanitary facilities that are adequate for its intended use.
Property file and register	A record of legal information the Council is required to maintain in terms of section 216 of the Act.
Territorial Authority	Within the context of this Policy means Waitomo District Council.
The Act	The Building Act 2004

Policy | Kaupapa here

1. Council's Role

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

2. Councils approach to dangerous, affected or insanitary buildings

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

3. Heritage Buildings

- 3.1. This Policy applies to Heritage buildings in the same way it applies to all other buildings.
- 3.2. Where Council receives information regarding buildings which have a heritage classification under Heritage New Zealand Pouhere Taonga, in addition to consulting with affected owners, Council will consider seeking advice from Heritage New Zealand Pouhere Taonga. Council recognises heritage buildings as important infrastructure that add character and history to the District.
- 3.3. A number of heritage buildings are listed with the New Zealand Historic Places Trust and/or are listed in the Heritage section of the District Plan.

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

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

4. Assessment Procedure

- 4.1. When Council receives information about a potential dangerous, affected, or insanitary

building it will actively undertake an inspection and assessment of the buildings condition in terms of the Act, and will consider the following:

- a) The details of the property against Council records;
 - b) Have an authorised officer undertake a full and extensive inspection of the building in question;
 - c) Where necessary, seek advice from the FENZ or any other professional or organisation deemed appropriate by Council;
 - d) Prioritise the issue in light of the perceived risks around the building; and
 - e) Prepare an inspection record.
- 4.2. All inspections of potentially dangerous, affected or insanitary buildings will involve assessment of the condition of the building in terms of the definitions in sections 121, 121A and 123 of the Act. Inspection records will be prepared to document any inspection.
- 4.3. Authorised officers are not required to inform or obtain approval for inspections to determine whether or not a building is dangerous or insanitary, unless the building is a household unit. In these circumstances Council must either obtain consent of the occupier of the household or an order from a District Court, unless a state of emergency applies.
- 4.4. Council may engage a subject matter expert to assist with determining whether a building is dangerous, affected or insanitary, and/or the course of action to rectify the issue if it is.
- 4.5. Criteria for determining priority of issue**
- 4.6. A building is less likely to be classified as dangerous, affected or insanitary if it is unoccupied; however, the risk to the public and other properties must still be considered. Council will carefully consider these issues and determine whether they warrant immediate action to prevent injury or death. Each case will be considered on its own merits.

5. Immediate Danger

- 5.1. Where a building is determined to be dangerous, affected or insanitary, Council will work with the building owners to find a mutually acceptable plan of action before exercising its powers under the Act. Council will, however, exercise its statutory powers under section 129 the Act where action is required to avoid immediate danger or fix insanitary conditions or in circumstances where an acceptable solution cannot be negotiated with the building owner.

6. Actions for dangerous, affected or insanitary buildings

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

out the required work itself following application to the District Court (section 126 of the Act). The owner is liable for the costs, and the amount recoverable becomes a charge on the land.

- 6.5. May pursue further enforcement action under the Act if the requirements of the notice are not met within a reasonable period of time, or for any other noncompliance matters (e.g. if the danger or insanitary conditions are as a result of unconsented building works).
- 6.6. May consider any other enforcement options available to it, including the Health Act 1956 and Resource Management Act 1991.
- 6.7. Working with building owners**
- 6.8. Where there is an agreement between the Council and the building owner to rectify any deficiency, the Council may choose not to issue a formal notice but will retain details of the building in the property file.
- 6.9. Where an acceptable agreement between the building owner and the Council cannot be obtained or where more urgent action is required, the Council may exercise its powers and issue a notice under section 124 of the Act. The section 124 notice will outline the danger to be removed and a timeframe to achieve the necessary result.

8. Council's Priorities

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

9. Cost To Owners

- 9.1. The owner of a building which is determined to be a dangerous, affected or an insanitary building, will bear all costs incurred in meeting the requirements of the Act. These costs include assessment and enforcement costs incurred by Council.

- 9.2. The Council may issue a notice under section 124(2)(c) of the Act requiring work to be carried out on a dangerous or insanitary building to reduce or remove the danger, or to prevent the building from remaining insanitary. If work required under such a notice issued is not completed or proceeding with reasonable speed, the Council may use its powers under Section 126 of the Act and apply to the District Court to gain authorisation to carry out the building work required in the notice.
- 9.3. If the Council carries out building work, under section 126 of the Act or under a warrant issued under section 129, it is entitled to recover costs associated with that work from the building owner.

10. Council Records

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

11. Review

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

Document ID: 951478

Report To: Council

Meeting Date: 24 February 2026

Subject: **Proposed Road Name Change - Te Kumi Station Road to Tuariri Road**

Type: Decision Required

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

1 Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider a Road Naming Application to rename Te Kumi Station Road, Te Kūiti to Tuariri Road in recognition of the history of the adjacent land.

2 Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Proposed Road Name Change - Te Kumi Station Road to Tuariri Road be received.
 - 2 The Council approve the Road Naming Application to change the name of Te Kumi Station Road, Te Kūiti to Tuariri Road in recognition of the history of the adjacent land.

3 Background

- 3.1 At the Te Raangai Whakakaupapa Koorero (Māori Relations Committee) (TRWK) meeting held on Tuesday 10 December 2024, Grant and Maryanne Morgan addressed the Committee as follows:

Te Kuiti Aerodrome Land History

Grant Morgan addressed the Committee on the history of the land on which the Te Kūiti Aerodrome is situated and suggested the Committee consider renaming Te Kumi Station Road to Tuariri Road to acknowledge the history of the land.

- 3.2 Below is a link to that TRWK meeting recording on Council's website, which includes the address by the Morgans.

<https://www.youtube.com/watch?v=Tzkg42Z-9Uo>

- 3.3 At the TRWK/Whare hui held on Sunday 6 April 2025, discussion on the proposal to rename Te Kumi Station Road to Tuariri Road was included on the Agenda. At that hui, whanau indicated a strong desire for Te Kumi Station Road to be renamed in recognition of the history/original ownership of the adjacent land.
- 3.4 Following the 6 April 2025 TRWK/Whare hui, the Morgans were provided with copies of Waitomo District Council's Road Naming Policy and a Road Naming Application Form for completion and submission to the Council.
- 3.5 Council has a Road Naming Policy (the Policy), any application to rename a road must follow the process as set out in the Policy.
- 3.6 TRWK later held a committee meeting on 8 October 2025 and resolved:

"The Road Naming Application received proposing the renaming of Te Kumi Station Road to Tuariri Road, on the basis that all information required to support that application is in order and that the application meets the requirements of the Waitomo District Council's Road Naming Policy 2025, be approved by the Council."

4 Commentary

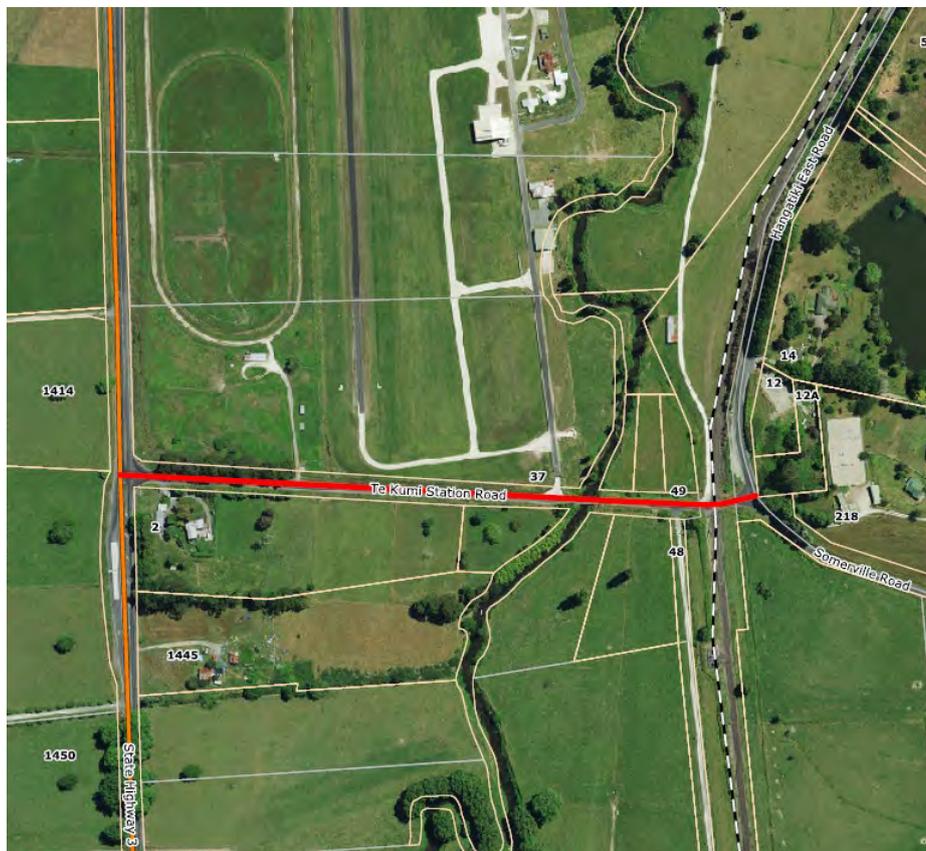
4.1 Consultation

4.2 A formal Road Naming Application was received in October 2025. Following the process as set out in the Policy, officers then consulted with landowners, residents and lessees of Te Kumi Station Road, this includes the Te Kūiti Aerodrome, so Aerodrome leaseholders were also consulted with. Letters were sent out in early December, with consultation open until 31 January 2026.

4.3 Only one response was received from an Aerodrome lessee, Aerowork, to say they had no objection. No other responses were received.

4.4 The proposal

4.5 Te Kumi Station Road is a short (557m in length) road running between State Highway 3 and the intersection with Somerville and Hangatiki East Roads and is to the immediate south of the Te Kuiti Aerodrome. (Refer aerial below)



4.6 The applicants are descendants of Tuariri Kiore Pakoro Hohepa. We understand that the land, which was 72 acres, was originally owned by Tuariri and Whitinui Hohepa before it was divided between the brothers in 1931.

4.7 Tuariri's land was passed on to his descendants who leased it to the Te Kūiti Racing Club, when the Club closed, the land was taken by the Crown under the Public Works Act 1928 for the purpose of an aerodrome. This was gazetted on 3 September 1936. The land was later vested in WDC as the administering body of the reserve.

4.8 A change of name to Tuariri Road would give honour to the original owner of the land as requested by his descendants. The name Te Kumi Station refers to the railway station that the road led to, the Station closed in 1968.

- 4.9 Section 2.1 of Waitomo District Council's Road Naming Policy mentions the circumstances for renaming an existing road. Local Government Act 1974, 319(1)(j) gives councils general powers to change a road name.

5 Analysis of Options

- 5.1 There are two options available to Council as follows:
- 5.2 **Option 1:** Pass a resolution approving the Road Naming Application under the Road Naming Policy to change the name of Te Kumi Station Road, Te Kūiti to Tuariri Road to reflect the history of the adjacent land.
- 5.3 **Option 2: Do Nothing**
- 5.4 The Council can resolve to reject the application and retain the name of Te Kumi Station Road, Te Kūiti.

6 Considerations

- 6.1 **RISK**
- 6.2 While the application to change the road name was consulted on with landowners, residents, and lessees of Te Kumi Station Road, there was no wider public consultation. There is a risk others in the community will have strong feelings about this road name change and will feel they weren't given an opportunity to have their say.
- 6.3. There is a risk approving a road name change of this type, for the reasons stated above, that other groups will also want to change the name of other roads in the District which would then be hard to refuse.
- 6.4. However, choosing not to change the name misses an opportunity to recognise a historic concern which is significant for the descendants of the original landowner.
- 6.5. **CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 6.6. A decision to change the name of Te Kumi Station Road is consistent with the Road Naming Policy, "considering the benefit to the community ... taking into account the economic, social, cultural and environmental impact of the decision to the community, stakeholders and residents on the road."
- 6.7. **SIGNIFICANCE AND COMMUNITY VIEWS**
- 6.8. Under the Significant and Engagement Policy 2024 this matter is of low significance.
- 6.9. The viewpoints of those most affected - adjacent landowners, residents, and lessees - has been considered with the above given an opportunity to provide feedback through a limited consultation over December – January 2026.

7 Recommendation

- 7.1 Council considers the recommendation made by the Te Raangai Whakakaupapa Koorero (Māori Relations Committee) and approve the Road Naming Application to change the name of Te Kumi Station Road, Te Kūiti to Tuariri Road in recognition of the history of the adjacent land.

8 Attachments/Separate Enclosures

Attachment:

- 1 Te Kumi Station Road – Road name change application to Tuariri Road. October 2025. Grant Morgan. (Doc # 934769)

1. Applicant Details

Name

Postal Address

Email Address

Contact Number

Phone Mobile

Are you applying on behalf of a group or organisation? Yes No - go to section 2

If yes, please provide the name of the group or organisation

2. Naming of a road

Is this a new road? Yes - go to section 4 No - go to section 3

Resource consent application number

Legal description

Please attach a map showing the new road.

3. Renaming of a road

Current name of road

Location of road

Please state reasons for requesting a road name change (attach extra pages if necessary).
If known, please state history of the existing road name.

To Honour the Tupuna who had his whenua taken to form this road.
Te Kumi Station was closed and land disposed of in the 1950's

4. Proposed road name details

Type of road public road private road right-of-way

Proposed road name 1 and reason

Tuariri Road.
To honour the sacrifice of Tuariri Huhupa who owned the whenua solely when this land was taken to form the road.

Proposed road name 2 and reason

Proposed road name 3 and reason

Consultation with mana whenua and other stakeholders

The applicant is required to consult with mana whenua in the rohe in which the road is located to determine appropriate names and the order of preference prior to submitting the application. **Please attach evidence of consultation and engagement (for example - meeting minutes), and state the date that iwi and mana whenua were initially contacted.**

Note: The Council may seek its own direct feedback from mana whenua where it considers this appropriate especially where locations may have significant cultural importance to mana whenua.

5. Documents required

- A map showing the proposed road name
- Evidence of consultation with mana whenua, Te Nehenehenui and key stakeholders

Please refer to the Road Naming Policy prior to making the application - <https://www.waitomo.govt.nz/council/publications/policy/>

Signature

G B R Morgan

Date

8-10-25

6. Office Use Only

Date application received

Receipt of application acknowledged

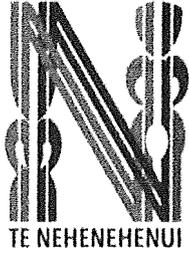
email

phone

132

I can confirm that Te Nehenehenui supports Te Whare Hauāuru ki Uta in their decision to support your application to the Waitomo District Council on behalf of the descendants of Tuariri to rename Te Kumi Station Road to Tuariri Road.

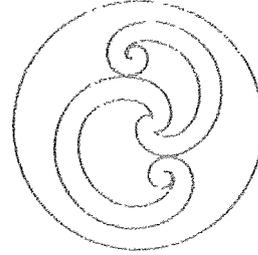
Ngā mihi,



Tramaine Murray

Settlement Protection, Rights & Interests
Manager

E: Tramaine.murray@tnn.co.nz
M: 021134 6758 P: +64 7 878 6234
49 Taupiri Street, PO Box 36, Te Kūiti
www.tenehenehenui.co.nz



From: Tramaine Murray
Sent: Wednesday, 9 July 2025 10:36 am
To: Grant Morgan <grant.gforce.gm@gmail.com>
Subject: Grant Morgan Enquiry - TNN support for application

Kia ora Grant,

[Quoted text hidden]

 **Letter of support for Grant Morgan (Naa Te whare hauaauru ki Uta).pdf**
73K

Tramaine Morgan
Settlement Protection, Rights and interests manager
Te Nehenehenui

Thursday 17th July 2025

Kia ora Tramaine,

Te Whare Hauaaaru ki Uta marae members discussed the application to the Waitomo District Council to rename Te Kumi Station Road to Tuariri Road at our monthly meeting dated July 14th, 2025, with the applicant - Grant Morgan.

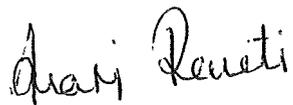
Te Whare Hauaaaru ki Uta marae members support this application on behalf of the descendance of Tuariri.



Ngaa mihi
Jerreau Tonge
On behalf of Te Whare Hauaaaru ki Uta
Te Kauae Marae rep

To Whom It May Concern,

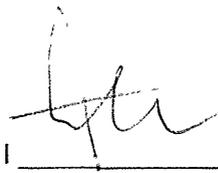
At a duly convened meeting of the trustees of Te Kumi A31 held at Te Korapatu Marae on 19 July 2025, the trustees considered the application tabled by Grant Morgan to change the name "Te Kumi Station Road" to "Tuariri Road." The trustees by majority vote support the proposed change. The Chair is authorised to sign this resolution and provide a copy to the appropriate recipients as evidence of the trustee's position.

A handwritten signature in black ink, appearing to read 'Tuari Reweti', written in a cursive style.

Tuari Reweti

Chairman Te Kumi A31 on behalf of the trustees of Te Kumi A31

Date: 26/09/2025

I  Adrian Martin

support the application made on behalf of my Whanau to

Change the name of Te Kumi Station Road to Tuariri Road to honour our Tupuna who

Owned the whenua that the road lies on.

I Charité Morgan support the application made on behalf of my Whanau to
Change the name of Te Kumi Station Road to Tuariri Road to honour our Tupuna who
Owned the whenua that the road lies on.

A handwritten signature in blue ink, appearing to read 'Charité Morgan', is written below the text.

I Tony Kapa Martin support the application made on behalf of my Whanau to
Change the name of Te Kumi Station Road to Tuariri Road to honour our Tupuna who
Owned the whenua that the road lies on.


29th Sept 2025.

I Whanganui Esana support the application made on behalf of my Whanau to

Change the name of Te Kumi Station Road to Tuariri Road to honour our Tupuna who

Owned the whenua that the road lies on.



Document ID: 950925

Report To: Council



Meeting Date: 24 February 2026

Subject: Emergency Management Preparedness

Type: Information Only

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

Helen Beever
General Manager – Community Services

1. Purpose of Report

- 1.1 The purpose of this business paper is to inform elected members of the Council's current emergency management systems and processes, and to identify the associated risks and opportunities.

2. Suggested Resolutions

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

- 1 The business paper on Emergency Management Preparedness be received.
- 2 Council notes that:
 - (a) The Chief Executive has initiated discussions with the Western Waikato Councils around emergency management resourcing and that additional discussions will commence on a regional basis.
 - (b) The Chief Executive will report back with an update on these discussions in due course.

3. Background

3.1 HAZARD OVERVIEW

- 3.2 The Waitomo District is susceptible to natural and biological hazards. Flooding is the most common hazard experienced in the District. A broad overview of key hazards for the District is outlined below:

- **Severe Weather:** Fluvial and surface water flooding are the two primary sources of flooding in the District. The lower reaches of the Awakino, Mokau, Mangapu and Marokopa Rivers and the Mangaokewa Stream are vulnerable to flooding. However, ongoing river maintenance activities designed to increase the conveyance of floodwater and remove channel blockages has reduced the flooding risk. The district is also susceptible to high winds and tornado activity associated with severe weather events.
- **Landslide:** Due to the slope gradient, geology (Mahoenui Group mudstone) and land cover type, urban and rural parts of the district are susceptible to landslide activity. The primary trigger for landslides is prolonged or intense periods of rainfall.
- **Earthquake Shaking:** There are no active faults located in the district. However, faults outside of the district are capable of large earthquakes; for example, the Hikurangi Subduction Zone may cause an earthquake shaking in the Waitomo District. There is a low percentage of unconsolidated sediments in the district, except in Te Kūiti where the proportion is much higher at 53%. Overall, it is likely that liquefaction risk is low.

- **Volcanic Eruption:** Volcanic activity from nearby Mount Ruapehu could have impacts on our District from matters such as ashfall.
- **Animal Pest/Disease:** Agriculture is a key industry in the Waitomo District. Any animal pest/disease outbreak is likely to significantly impact the local economy.

3.3 **ROLE OF THE WESTERN WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT IN EMERGENCY MANAGEMENT PREPAREDNESS**

3.4 Waitomo District Council is part of the Western Waikato Civil Defence Emergency Management Group (WWCDEM), which is a shared services arrangement for emergency management resources with Waipa and Otorohanga District Councils. This shared services agreement is due to be reviewed and renewed on 30 June 2026. The WWCDEM employs two full time Civil Defence Emergency Management (CDEM) staff. An Operations Manager (who is also a local controller) and an Emergency Management Co-ordinator. The rest of the staffing is provided by the three Councils. The table below sets out how many trained staff we have across the three Councils.

Council	Foundation	Intermediate / Co-ordinated Incident Management System	Function/ Incident Management Team
Waipā	175	63	61
Ōtorohanga	58	30	17
Waitomo	69	29	11
Western Waikato Total	302	112	89

3.5 At a high level, the below is a summary of our civil defence emergency management preparedness:

- Close liaison with the Waikato Regional Council (WRC) Hazards and Regional Flood Co-ordination teams. This includes:
 - Identify remedial work (removal of tress and debris) required along rivers and waterways which form part of the Waikato Regional Council work programme, to reduce the risk of flooding.
 - When a severe weather warning is issued, a flood room meeting is initiated by the WRC Flood Liaison Officer. We attend these meetings with all other partner agencies to understand the incoming risk and likely impact.
 - Registered and receive WRC river alerts as part of the high level river alert system, and accompanying actions at each respective alert level within the Waitomo District Council area.
- Internal communications, on receipt of severe weather warnings (orange or red) ahead of a potential event, we ensure that messaging is disseminated to relevant teams across the Council (i.e. customer services, waters, roading and property) this is to enable preparatory matters to be undertaken such as clearing of stormwater drains, culverts, swales and catchment areas. When we know an event is coming, we can also ensure that there is more heightened awareness amongst staff of the risks (i.e. to be more vigilant around reports of flooding and landslips).
- Public messaging of the weather warnings published on our website and Facebook. These messages also contain advice from the MetService of what to do based on the weather event.
- Council has a stock of 1000 sandbags, with arrangements in place to provide sand to requested locations for public/volunteer support to fill the bags.
- Community Response Plans in place for all towns in the District. These plans include phone trees, communication plans, and community lead welfare centres for evacuations during severe weather i.e. flooding.

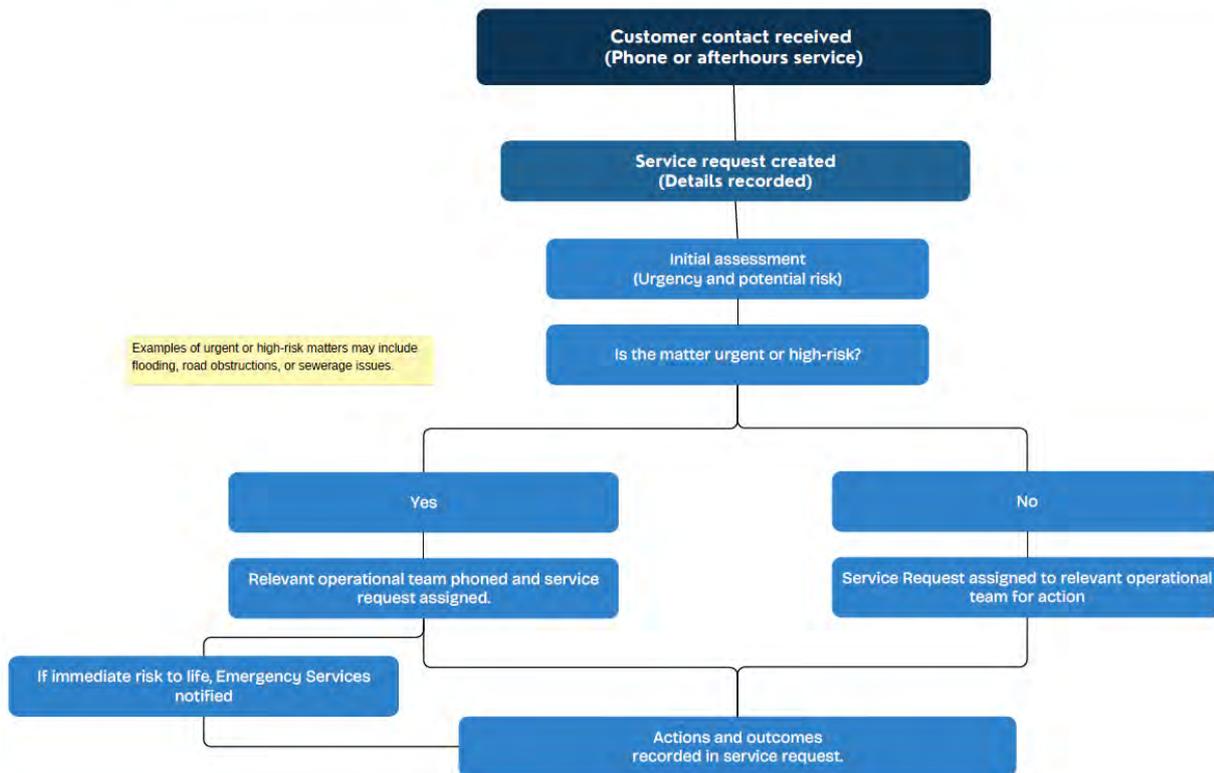
- A WDC Operational Response Plan, which includes identified hazards, Emergency Operating Centre (EOC) activation levels (i.e. trigger points for setting up an EOC) public alerting and communications plan.
- Civil Defence Centres including Marae, located strategically throughout the District, which are capable of providing welfare assistance to those affected by flooding.
- Active Welfare Committees, including Government Agencies, NGO's, Iwi representation that meet regularly to discuss the welfare needs and readiness to respond to affected communities if called upon.
- Regular training of EOC staff, including an annual external assessment of EOC Capability (LTP measure) to ensure readiness and competent to respond.

3.6 **ROLE OF CUSTOMER SERVICES IN EMERGENCY MANAGEMENT PREPAREDNESS**

- 3.7 The Customer Services Team has an important role in supporting Council's emergency management preparedness as a key point of contact for the community during emerging or unexpected events. Through routine interactions with the public, the Customer Services Team are well placed to recognise early indicators of potential risk, increased service demand, or matters that may require escalation.
- 3.8 The Customer Services Team operates under existing business rules and established escalation practices that guide how incidents, service disruptions, or matters with potential health, safety, or welfare implications are assessed and responded to during normal working hours. These practices support timely internal notification and escalation to relevant operational teams when required.
- 3.9 Council maintains afterhours customer contact coverage through an external service provider to ensure urgent or high-risk matters can be received at all times. The afterhours service operates under agreed escalation processes that identify matters involving potential risk to people, livestock, property, or critical services, and escalate these to on-call Council staff and, where appropriate, Emergency Services for assessment and response.
- 3.10 Customer Services retains oversight of the afterhours service arrangements and ensures escalation pathways and responsibilities remain aligned with Council expectations and emergency management arrangements, supporting continuity between normal working hours and afterhours response.
- 3.11 Contact by customers received by phone during working hours or the afterhours service are managed through a consistent service request process. Information received through a call is recorded as a service request and forwarded to the relevant operational area, ensuring a single, auditable record of the issue and actions taken.
- 3.12 Where a service request relates to an urgent or potentially high-risk matter, Customer Services escalate the matter by contacting the relevant staff member or contractor in line with established responsibility arrangements. Escalation activity and outcomes are recorded within the service request, providing transparency and accountability for actions taken.
- 3.13 Customer Services does not make response decisions but supports situational awareness by sharing information internally where emerging issues may be developing. This supports coordination across teams while maintaining clear decision-making accountability within operational and emergency management functions.
- 3.14 Customer Services does not make response decisions. Where emerging issues appear to be developing or escalating, Customer Services shares information internally so potential risks are identified and can be monitored and responded to through appropriate operational or emergency management arrangements.
- 3.15 **DECLARING VS NOT DECLARING – WHAT COSTS CAN COUNCIL RECOVER**
- 3.16 The threshold for declaring a local state of emergency is met when an emergency has occurred or is imminent and the situation cannot be adequately managed using normal statutory powers, such that special emergency powers are required to protect life, property, or the environment. The decision is based on the necessity of emergency powers and coordinated command arrangements, rather than the scale of damage or cost alone.

- 3.17 In a state of local emergency, a Council can claim for reasonable, necessary costs directly associated with emergency response and immediate life-safety activities, including EOC operations, staff deployment, welfare support, and emergency protective works. Claims do not extend to business as usual functions or long term recovery and reinstatement, which are addressed through separate recovery and insurance mechanisms (i.e. the process for repairing roads etc is covered by a separate process administered by the NZ Transport Agency, Waka Kotahi, and housing damage is covered by insurance).
- 3.18 In a non-declared event, which is an event that does not meet the threshold for a declaration, we can still claim for welfare assistance costs (i.e. temporary accommodation up to 14 days and basic needs (food, clothing and transport, reimbursements for marae if they have been used as a Civil Defence Centre, or the costs associated with setting up a Civil Defence Centre). However, we may be able to recover additional costs in a non-declared event, but these will be at the discretion of central government, or specific government departments depending on what we are trying to claim (i.e. waste disposal).
- 3.19 **PROPOSED CHANGES UNDER THE EMERGENCY MANAGEMENT BILL**
- 3.20 Under the current Civil Defence Emergency Management Act 2002, local authorities' preparedness obligations are largely framed around participation in regional CDEM Groups, high level planning requirements, and coordination roles, with limited prescription about minimum capability or performance. The proposed Emergency Management Bill goes further by making preparedness expectations more explicit and enforceable. It strengthens accountability for preparedness outcomes, enables the setting of national minimum standards through regulation, and places greater emphasis on demonstrable capability, continuous improvement, and integration with wider council functions such as infrastructure planning and community resilience. In contrast to the current Act's more permissive and process-focused approach, the new legislation shifts councils toward clearer responsibility for preparedness performance, with increased oversight and compliance expectations.
- 3.21 In practical terms, these changes mean that councils will be expected not just to have Emergency Management Plans in place, but to be able to demonstrate that they are genuinely prepared. "Preparedness outcomes" refers to tangible results such as having trained staff, tested response arrangements, functioning Emergency Operations Centres, and clear arrangements with partners and communities that would work in a real event. Strengthened accountability means councils may be required to show evidence that these arrangements are effective, rather than simply confirming that plans exist. The ability to set national minimum standards through regulation allows central government to prescribe baseline requirements for preparedness, such as capability, planning, training, and exercising. The emphasis on demonstrable capability and continuous improvement reflects an expectation that councils regularly test, review, and improve their preparedness over time. Integration with wider council functions means emergency preparedness must be embedded into everyday council activities, particularly infrastructure planning, asset management, land-use decisions, and community resilience initiatives, rather than being treated as a standalone or purely emergency management function.
- 3.22 **EMERGENCY RESPONSE TO UNEXPECTED EVENTS**
- 3.23 Building on Council's emergency management preparedness arrangements, this section outlines how unexpected events are identified and responded to, including customer contact, escalation, and continuity of response during normal working hours and afterhours.
- 3.24 During normal working hours, calls relating to unexpected or potentially high risk events are received and managed through the Customer Services Team, in line with existing business rules and escalation practices. The Customer Services Team assess the nature and urgency of calls and escalate matters that indicate potential risk to relevant operational teams, contractors, or emergency management personnel as appropriate.
- 3.25 Outside normal working hours, calls are received through Council's afterhours service provider, which operates 24/7 under agreed escalation processes. The afterhours service identifies urgent or high risk matters and escalates these to on call Council staff and, where appropriate, Emergency Services for assessment and response.
- 3.26 Across both normal working hours and afterhours periods, these arrangements support early identification of emerging issues, timely escalation, and coordinated response, with continuity between Customer Services, operational teams, and emergency management functions.

Customer contact and escalation



3.27 **INCIDENT RESPONSE TRAINING**

3.28 As not all events that impact Council are related to weather events, we are also exploring having specific staff trained for incident response management in some of our key areas.

4. **Commentary**

4.1 **WHAT ARE THE RISKS AND OPPORTUNITIES?**

- 4.2 Currently, we have five trained local controllers across the three Western Waikato councils. Only one of those local controllers is a full time CDEM staff member. The other four have existing specialised roles within their respective Councils. Each Council has a recovery manager, none of the recovery managers are full time CDEM staff and each Council has a welfare manager, once again these are not full time CDEM staff, but are supported by the Emergency Management Co-ordinator.
- 4.3 The rest of the staff who would support the Emergency Operations Centre are staff who have been trained in those functions, but once again these are not their full time roles, and they are required to often perform these roles alongside their normal roles in the event of a civil defence emergency unless staffing cover can be provided internally.
- 4.4 Given the renewal date of the shared services contract, the current level of resourcing and frequency of severe events, it is considered that now is an appropriate time to consider resourcing for response and recovery in an emergency. We consider that there are some risks with our ability to respond to a severe event (i.e. the number of full time CDEM staff is low and our statutory roles (local controller, recovery manager and welfare manager) are all performed by people with existing full time roles) and a prolonged event (i.e. where there is a long period of recovery, which would necessitate taking some staff away from the business as usual roles for an extended period of time).

5. Analysis of Options

5.1 STATUS QUO

5.2 One option is to continue with the status quo and have two full time staff servicing the Western Waikato area to be supported by CDEM trained staff. However, it is considered that this model may not be sufficient given the increasing number and severity of weather events that have been occurring.

5.3 DISCUSS LEVEL OF RESOURCING WITH OUR WESTERN WAIKATO PARTNER COUNCILS

5.4 One potential option is to have a discussion with our Western Waikato partner councils about increasing the level of full time equivalent specialist staff. This would allow for more staff who are specifically trained and focused on Civil Defence to be employed and have a greater emphasis on our emergency management planning and delivery. The Chief Executive has begun discussions with the other Western Waikato Council Chief Executives on a more formal service delivery and will also discuss this with the other Waikato Council Chief Executives.

6. Considerations

6.1 RISK

6.2 Staff have noted that we have received an increase in weather watches and warnings, and nationally there has been an increase in severe weather events causing widespread damage (for example Nelson in 2025 and Thames Coromandel, Northland and Gisborne this year). At the time of drafting this paper, we have requested specific statistics for the Waitomo District for weather watches and warnings, but have not yet received them. We will share this data once we have received it.

6.3 It is considered that given these events are becoming more frequent and severe there is a need to investigate whether existing staffing levels are sufficient to manage these events, and also whether the organisation can manage business as usual activity alongside response and recovery to an emergency.

6.4 From a Customer Services perspective, prolonged or severe emergency events can place additional pressure on frontline staff due to increased call volumes, heightened public concern, and the need for timely escalation. While the Customer Services Team supports early identification and escalation of emerging risks, its ability to manage business as usual activity alongside sustained emergency response is influenced by the scale and duration of events and the availability of operational support.

Document ID: 950403

Report To: Council**Meeting Date:** 24 February 2026**Subject:** New Zealand Transport Agency Additional Funding Available**Type:** Decision Required**Author(s):** Shyamal Ram
GM- Infrastructure Services**1 Purpose of Report**

- 1.1 The purpose of this business paper is to seek Council approval for an additional local share portion to enable Waitomo District Council to access a further \$2.8m NZTA funding for Roading activities.

2 Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on NZTA Additional Funding Available be received.
 - 2 Council approve the additional allocation of Waitomo District Council local share of \$708,663.

3 Background

- 3.1 The original Long Term Plan (LTP) budget submitted to NZTA was generally split into two primary components: Maintenance & Renewals (M&R), and Low-Cost Low-Risk (LCLR).
- 3.2 For the local road operations, pothole prevention and walking and cycleways improvements programme portion (previously known as maintenance, operations and renewals (MOR)), the approved LTP 24-34 budget was \$45,710,352.
- 3.3 Following confirmation of actual known costs from the maintenance contract, an updated bid was submitted to NZTA, resulting in an approved NZTA allocation of \$48,545,003. This is what is currently approved in the Transport Investment Online portal.
- 3.4 This represents an excess of \$2,834,651 NZTA funding compared to WDC's approved budget. To fully utilise this additional funding, a local share contribution of \$708,663 is required.

4 Commentary

- 4.1 The LCLR and Road to Zero component of the original bid was set at \$4,717,040, which included WDC's local share of \$1,179,260. In the LTP 24-34 the local share of the LCLR and Road to Zero programme was loan funded.
- 4.2 The LCLR and Road to Zero portion was not funded at all during the NZTA national allocation process for the 2024–2027 LTP period. This outcome has had a significant impact on planned LCLR activities and required a strategic reassessment of priorities and funding sources.
- 4.3 In response to the lack of LCLR funding, WDC successfully secured targeted funding for resilience and speed management projects. The resilience allocation totals \$1,990,000, with an 88% Funding Assistance Rate (FAR), requiring a local share of \$238,800.

- 4.4 The speed management initiative received \$310,000 in funding at a 75% FAR, resulting in a local share requirement of \$77,500. Combined, these two projects require a total local share of \$316,300. This amount is being drawn from the previously allocated LCLR local share, leaving a remaining balance of \$862,960 (which was forecast to be funded from loan in the LTP).
- 4.5 It is important to note that these resilience and speed management projects are scheduled to be delivered in the 2025/26 financial year. Additionally, while the figures presented here provide a simplified overview, the actual budget landscape is more complex due to prior year adjustments and carryovers that have influenced current allocations.

5 Analysis of Options

- 5.1 An additional budget proposal was raised through the Induction Roding and Footpaths Workshop held on 2 December 2025.
- 5.2 The only option to consider, is whether to approve the reallocation of WDC funds from LCLR to enable us to receive the additional NZTA funding.
- 5.3 The additional \$2.8m, or portion of this, from NZTA, this would be focused into the following areas:
1. Unsealed Road Metalling: Currently the available budget cannot achieve the existing KPI of 15% of the unsealed network (82.95km). To achieve this an additional budget of approx. \$540k would be required.
 2. Culvert Improvement on Te Kumi Station Rd. This is designed to improve the flooding around the aerodrome and SH3.
 3. Drainage Improvements around Te Kuiti: This is to improve the catchment capability of the network and reduce flooding issues.
 4. Network and investment efficiencies will be investigated using an external resource. It will include a review of roads with limited usage, paper roads, roads that are less resilient, and roads that could be vested to NZTA.
- 5.4 Drainage Renewals would benefit from additional budget: Currently the budget is \$1m. A portion of this goes into drainage improvements on rehab sites. Leaving a lesser amount for the rest of the district. Effective drainage is crucial to providing resilience to the roading network.
- 5.5 Any surplus would be streamed into Sealed Road Resurfacing and Pavement Rehabilitation budgets to ensure any large-scale renewals don't need to be differed into following years
- 5.6 This additional spending, on these items, would have benefits to the local community so shouldn't cause any issues.

6 Considerations

- 6.1 **RISK**
- 6.2 The additional allocation of funds from WDC, would be used from existing reserves so would not have any additional effect on rates.
- 6.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 6.4 The decision for the approval of the additional allocation of funds, is consistent with WDC policies and plans.
- 6.5 **SIGNIFICANCE AND COMMUNITY VIEWS**
- 6.6 The decision is not considered significant when assessed against the Significance and Engagement Policy.

7 Recommendation

- 7.1 It is recommended that Council approves the additional reallocation of funds of \$708,663 (Local Share Portion Only).
- 7.2 Expenditure is forecast to be spent over the 2025/26 and 2026/27 years, with the local share funded from roads asset replacement reserve (rate funded depreciation). Noting that these reserves are not represented by cash, external loan funding would increase as a result, which is consistent with the loan funding of the previously allocated LCLR local share.

Document No: 951165

Report To: Council



Meeting Date: 24 February 2026

Subject: **Roading Storm Damage Update – July and October 2025**

Type: Information only

Author(s): Ryan Stanley
Roothing Professional Services

Shyamal Ram
General Manager – Infrastructure Services

1. Purpose of Report

- 1.1. The purpose of this business paper is to update Council on the July and October 2025 storm events that affected the Waitomo District Council (WDC) Roothing Network and provide high-level cost estimates to remediate and outline proposed timelines.

2. Suggested Resolutions

- 2.1. The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 The business paper on Roothing Storm Damage Update – July and October 2025 be received.

3. Background

- 3.1. There were two documented storm events in July and October 2025, that both resulted in significant damage to WDC's roading assets.
- 3.2. When a storm / rainfall event occurs, the recovery and response are broken down into multiple phases.
- a) Initial Response: Clearing of slips and opening roads (where possible).
 - b) Investigation & Design of the sites that fall outside of the initial response, these are broken down into four categories (A-D), where the higher the category the more engineering involvement required.
 - c) Physical works construction.
- 3.3. Category A sites are generally just minor works including drainage and surfacing and Category B,C & D sites require more detailed geotechnical investigation and designs.

4. Commentary

- 4.1. **JULY 2025 STORM EVENT**
- 4.2. During June and July 2025 WDCs roading network experienced above average rainfall (60% over the long-term average) followed by significant rainfall concentrated for a 48-hour period between 3-5 July 2025.

- 4.3. Although the recorded rain event only reached between a 2–5-year event, due to high rainfall in the preceding weeks, this smaller event resulted in significant damage. It is noted that the weather station is only a single point and may not be representative of rainfall at the damaged sites.
- 4.4. During the July 2025 Storm Event – there were 83 category A sites, five Category B sites and 13 Category C sites. The below image maps the Category B and C sites showing how widespread the damage is.



July 2025 Storm Event – Category B & C Sites

- 4.5. The initial response costs for the July event are known as being \$350,000 with an estimated cost of \$9.9m to complete the design, investigation and construction of the 96 sites (A-C Category sites).
- 4.6. **PROPOSED TIMING**
- 4.7. Originally the recovery works had been programmed to be completed within the 2025/26 Financial Year. With the recent October 2025 event however, sites will have to be prioritised with these new sites and will extend into the 2026/27 Financial Year.
- 4.8. It is proposed that the Category B & C sites are packaged into 4-5 larger packages of works to reduce tendering time. To date three packages have been put out to tender including a walls package (5 sites), retreats (4 sites), and buttresses (2 sites). The remaining engineered sites will continue with design and be either added as variations to these packages or tendered separately.
- 4.9. **OCTOBER 2025 STORM EVENT**
- 4.10. During the period 12-14 October 2025, WDC received approximately 200mm of rainfall, this was concentrated on 14 October 2025 when 87.5mm fell.
- 4.11. Similar to the July event, before the worst of the rain hit, there had been significant rainfall in the days and weeks prior to the 14 October 2025 event. This event exceeded a 1:5 year storm event.
- 4.12. During the October Storm Event – there were 121 sites recorded that require remediation works. These sites are currently still being assessed. The initial assessment has 65 Category A sites, 3 Category B sites, 14 Category C sites, 8 Category D sites and 31 sites yet to be categorised.
- 4.13. A Category D site is where the engineering solution is not immediately apparent or known. This includes the major under slip that has occurred at Kopaki Road. Various Options are being considered for how to repair Kopaki Road, including a do-nothing option where the Road may be

closed. A multi criteria analysis is completed which assesses all possible options and gives council the means to make an informed decision on the best way forward. This is covered in a separate paper.

- 4.14. Kopaki Road has sustained further damage at approximately 2km west of the major site where the road is cracked and reduced to one lane. The site is still active and is a risk of major failure with a risk that residents are cut off. The site is being monitored weekly. Site investigation has been completed and Geotechnical design is underway. This is a high priority site to ensure access is maintained to Kopaki Road and Mapara South Road stakeholders.
- 4.15. For the October sites, the costs are currently unknown, but this has a significant number of larger sites, and initial estimates will fall between \$1-1.5m for the initial response and recovery.



Kopaki Road – Major Under slip

- 4.16. Concerns have been raised by residents about two sites on Te Waitere Road at RP 8.4 & 8.5 near the cemetery. One site (RP 8.5) is a steep drop out which has been reduced to one lane and one (RP 8.4) is a significant recurring slump.



Te Waitere Road RP 8.4 & RP 8.5 respectively

4.17. The dropout at RP 8.5 occurred in July 2025 and got worse in October 2025. The delay to resolving this site is due to the added complexity introduced by the second site which means that both sites need to be assessed as a whole. At this point a wall option looks significant with reinforced concrete piles to 10-15m depths. We are currently doing a feasibility assessment for a large-scale earthworks option to retreat the road away from both slips. When the preferred option is confirmed design and construction will be prioritised over less vulnerable sites.

4.18. PROPOSED TIMING

4.19. Sites from both the July and October 2025 Storm events are currently being prioritised, where the higher priority sites across both events will be designed and built this financial year and the less priority sites will extend into the 2026/27 Financial Year.

Tender Package	Site Package Name	No. of sites in package	Treatment Options	Cost Estimate (\$)	Updates
July 2025 Storm					
1	Wall Sites	5	Timber Pole barrier walls and retaining walls		Tender closed: 22 Jan, to be awarded mid-Feb
2	Buttresses	2	Earth Buttresses		Tender closes: 2 Mar
3	Retreats	4	Road Retreats		Tender closed: 30 Jan, to be awarded mid/late Feb

Tender Package	Site Package Name	No. of sites in package	Treatment Options	Cost Estimate (\$)	Updates
-	Rip and Remake	2	Rip and Remake with grid		To be procured
Phase 3 Sites	TBC	5	Various		Design ongoing
			TOTAL	\$6,665,000	
October 2025 Storm					
Priority 1	Kopaki Rd 6.8 Mokauiti Rd 21.984 Te Waitere 8.4	3	TBC		In design, aiming for construction 25/26 FY
Priority 2	Walls	8	Buried pile wall Retaining wall		Some sites may be added to upcoming contracts. All to be completed over 25/26 & 26/27 seasons.
Priority 2	Retreats	4	Retreat		Some sites may be added to upcoming contracts. All to be completed over 25/26 & 26/27 seasons.
Priority 3	Stream Scour	7	Hex-loc or similar		Preparing for construction in summer 26/27
			TOTAL	\$10-11M	

3. Attachments/Separate Enclosures

Attachments:

- 1 Winter Storm – Site List
- 2 October Storm – Site List
- 3 Site Photos

Winter Storm – Site List

Site:	Category	Description	Proposed Treatment
Various – 83	A		TBC
Gibbon Road RP 1.25	B	Tension cracking and under slip on the TLHS of the road. Failure encroaching on the LHS of the road, 3.5 m of road width remaining. Creek approx. 10 m below road. Large tree on the RHS of the road. Tension cracks extends within the road shoulder by 5 m at the high RP end. Side cast fill related failure of the road shoulder.	Road Retreat/Repair
Manganui Road RP 20.477	B	Underslip on the LHS of the Road headscarp runs along the LHS edge line and bund installed behind headscarp. 5.2 m road width remaining. Road located above the outside bend of river 16 m below. Surface water flowing over headscarp at the low RP end and eroding a channel in debris. Driven by erosion at the toe by the river	Road Retreat/Repair
Mangatoa Road RP 24.8	B	Underslip on the RHS of the road. Mangatoa Road located on the outside of a river bend with the river 4 m below road. Headscarp located along the RHS edge of seal with the road being undermined by approx. 200 mm. Bund formed along the headscarp. 5.2 m road width. Fast, blind corner Driven by erosion at the toe by the river	Road Retreat/Repair
Mapara South Road RP 2.663	B	Underslip on the TLHS of the road. Limited to the left hand road shoulder. River at the toe of slope eroding the road shoulder. Headscarp limited to the edge of the road formation. Tension cracking extends from the high RP end of the headscarp into the road shoulder. No tension cracking noted in the road width.	Road Retreat/Repair
Totoro Road RP3.790	B	Tension cracks and headscarp running along the LHS road lane and shoulder. Cracking up to 150 mm wide and 400 mm deep, approx. 1 m into lane. Farmland below very hummocky with standing water (pond) at the toe. Low RP feature has substantial gravel on the shoulder indicating a recurring failure that has been topped up. Failure driven by groundwater seepage and ponding at the toe in the farmland below	Road Retreat/Repair
Kumara Road RP 3.625	C	Underslip on RHS of the road, extends halfway into the RHS lane. Old rehab/stab and drainage upgrade site. The LHS lane has slumped approx. 200 mm. Effecting the road for approx. 15 m and extends at each end into the farmland. Culvert at the low RP end of the site. Flume flowing water from the farmland above the LHS. Large rotational failure driven by groundwater seepage	Timber Retaining

Site:	Category	Description	Proposed Treatment
Mangarino Road RP 4.57	C	Tension cracking on the TRHS of the road. At the low RP end of the site cracking extends into the LHS lane then progresses up RP within the road shoulder at the high RP end of the road. Road is at the top of a large rotational failure. Total cracking length of 40 m with 15 m within the lane at the low RP end. Previous retreat and shoulder reform site. Substantial fill along the road shoulder.	Drainage improvements and pavement reconstruction.
Mangaotaki Road RP 4.37	C	Cracking and slumping in the TRHS lane through a previous storm repair site. A do min approach was taken as part of the Winter Storm recovery but this has since failed.	Timber Barrier Pole Wall
Mangatoa Road RP 0.8	C	Dropout of shoulder and part of TRHS lane into a steep slope beneath. Previous mass block wall failed.	Timber Retaining
Rangitoto Road RP 0.2	C	Tension cracking across both lanes of the road. Tension cracks sealed, approx. 100 mm drop in road height. Slumping to the RHS of the road. Alluvial deposits at toe of road batter. Indications and large historic slope instability feature above the LHS of the road. Expect the road is built on fill and colluvium. Semi rotational failure into the RHS of the road	Structural fill buttress
Rangitoto Road RP 6.743	C	Slumping of the LHS lane on inside of a bend. Approx 100 mm tension cracking land and 50mm drop in pavement height. Tension cracks extend into farmland at either side of the site. New seal indicated a previous rip and relevel site. Culvert at low RP end of site discharging into farmland below the LHS of road. Giveaway priority setup at the site. Road appears to be formed on fill across a gulley feature. Failure mechanism of rotational failure of the fill into the farmland below.	Structural fill buttress
Te Anga Road RP 22.97	C	Slumping and tension cracking on the RHS of the road. Te Anga river runs parallel to the road approx. 8.5 m below the road. Tension cracks extend into the RHS lane by 0.8 m, 50 mm wide and 50 mm drop in road height. Tension cracking extends in the RHS shoulder at either end of cracking in lane. Rock present in headscarp under the road. We have done borehole testing 20 m up RP from this tension cracking - Rock at 2 m under road.	TBC
Te Anga Road RP 4.34	C	Reactivation of a recently repaired slip. Underslip/tension cracking in the TLHS lane. Previous rehab/drainage upgrade site. Culvert discharging at the high RP end of the slumping section. Approx 100 mm of drop in height. 100 mm tension cracks in the road shoulder.	Timber Barrier Pole Wall
Te Waitere Road RP 5.92	C	Underslip on the RHS of Road. Headscarp encroaching into RHS lane. Potentially old site with edge line marking going around the headscarp.	Rip Rap wall/Road reconstruct

Site:	Category	Description	Proposed Treatment
		Oteke Stream below the road and eroded the toe leading to failure of the road shoulder. Rock located at the toe of slope.	
Te Waitere Road RP 8.5	C	One lane slip	TBC
Te Waitere Road RP9.667	C	Slumping of the RHS lane (upto 150 mm). Tension cracks extending a further 15 m at the high RP end within the road shoulder. Driven by coastal erosion at the toe and groundwater seepage daylighting near the toe. Similar mechanism occurring along this stretch of road.	Timber Barrier Pole Wall
Totoro Road RP8.837	C	Cracking/slumping on the LHS of the road. Approx 150mm drop in road height, cracking extend through RHS lane and halfway through the LHS lane. Tension cracking extends 20 m within the road shoulder at the low RP end of the site. Mokau River located 14 m below road level. Progressed between visits	Drainage improvements and pavement re-construction.
Walker Road RP7.1	C	Reactivation of a previously repaired slip. Previous rehab, and drainage improvement site. Tension cracking across the entire width of the road. Approx 50 to 100 mm of road drop. Further tension cracking and failures in the LHS road shoulder around new culvert and rip rap lined swale. Rotational failure of fill and colluvium on stiff soil below. Driven by groundwater seepage.	Timber Barrier Pole Wall

October Storm – Site List

Site:	Category	Description	Proposed Treatment
Various – 96	A		TBC
Hauturu Road RP 9.439	B	Underslip on the TLHS of road, culvert #949 on RHS of road is blocked and will require Clearing	Road Retreat/Repair
Managanui Road RP 18.012	B	Failure below the RHS of the road. Headscarp is encroaching on the edge of the road and is slightly undermining the road. Road is located on the outside of a bend in the river below. Headscarp is approx. 2 to 3 m above the river below. Two white lines on the edge of the road indicates previous failure and regression. Rock located at the toe (river level) could be boulders.	Ecoreef or Similar
Mangaorongo Road RP 5.472	B	Tension cracking up to 100 wide and 300 mm deep behind a 2 m high mass block retaining wall supporting the RHS of the road. Wall and cracking is 20 m long approx. 400mm in to the road. Road cutting on the LHS tapers from 0 m to 3 m high at the high RP end of site.	Road Retreat/Repair
Mangaotaki Road RP 16.355	B	Underslip in the RHS lane of the road. Road sits approximatrelly 3 metres above Mangaotaki River. Erosion from river in strom event has caused failure	Ecoreef or Similar
Pomarangai Road RP 19.010	B	Underslip on TRHS of the road, high water levels during storm event caused river to erode away at the bank causing the underslip. Still to be repaired	Ecoreef or Similar
Pomarangai Road RP 20.936	B	Drop out on bridge approach,requires urgent attention	Ecoreef or Similar
Taharoa Road RP 4.571	B	Failure below the RHS of the road. Headscarp is 0.5 m from the edge of the road and is slightly undermining the road. Road is located on the outside of a bend in the river below. Headscarp is approx. 2 m above the river below.	Ecoreef or Similar
Waikawau Road RP 2.750	B	Shoulder has washed out within previous storm site. Sight rail has also washed out. To be repaired	Ecoreef or Similar
Hetet Street RP 0.290	C	Landslide below the RHS of the road. Landslide between RP0.250 to RP 0.285. Slumping of the shoulder into right hand lane is localised to RP0.285 but tension cracking along centreline and middle of RHS lane to low RP end, indicates landslide is 35 m long with headscarp to centreline. Headscarp has dropped approx. 0.8 m, exposing green PE cable ducting. Low overhead electricity cables are located over the slip and road. Upslope formed by mass block retaining and resident driveways. Downslope is a gully feature.	Timber Retaining
Kopaki Road RP 6.8	C	Large landslide below the LHS of the road at the low RP end of the site, initial movement happened prior to 2007 with no signs of movement between then and now. Headscarp is limited to the road shoulder with an existing guardrail around the headscarp. Headscarp extend in the farmland and bush at either end. Tension cracks in the farmland are upto 300mm wide. Tension cracking in at the high RP end of the site are mostly limited to the LHS lane with minor	Timber Barrier Pole Wall

Site:	Category	Description	Proposed Treatment
		cracking extending into the RHS lane. There is suspected sidecast fill on the LHS which is expected to be settling due to the tension cracking present further below from the low RP feature.	
Mairoa Road RP 1.385	C	road is formed on side cast fill particularly the RHS of the road and the material is slumping. Cracking has caused surface deformations across the road width of approx. 50 to 100 mm. There is an old patch the length of the cracking section which is approx 40 m in length. It appears surface water on the road would run off the shoulder where the cracks are present, along with a culvert discharging near the base of the fill profile.	Timber Barrier Pole Wall
Mangaotaki Road RP 2.573	C	Dropout on RHS of road to be repaired	Timber Barrier Pole Wall
Mangaotaki Road RP 8.2	C	Slump across full road width dropped 100-200mm.	Timber Barrier Pole Wall
Mangatoa Road RP 17.826	C	Rotational failure below the LHS of the road. Headscarp up to 4.0 m high and undermining the LHS by 0.5 m. Headscarp is 30 m long on the road shoulder on the inside of a 90 degree left hand bend. Bund installed around the headscarp. Road appears to be crossing a gully feature with fill expected on the LHS shoulder. Significant water seepage under the road and daylighting at the toe of the headscarp. Water from the gully flows into down RHS swale and discharged through culvert on the LHS at low RP end of site.	Road Retreat/Repair
Mangatoa Road RP 24.49	C	Scour from stream below affecting half of lane width.	Ecoreef or Similar
Mangatoa Road RP 21.291	C	Rotational failure below the LHS of the road. Headscarp up to 4.0 m high. Headscarp is 35m long on the road shoulder on the inside of a 90 degree left hand bend. Road appears to be crossing a gully feature with fill expected on the LHS shoulder. Significant water seepage under the road and daylighting at the toe of the headscarp. Surface water flows across the road surface and to the LHS of the road. Water from the gully flows into up RHS swale and discharged through culvert on the LHS at high RP end of site.	Road Retreat/Repair
Mokauiti Road RP 21.984	C	Large landslide below the LHS of the road, encompassing both lanes of the 5 m wide gravel road. Slope on the RHS of the road is approximately 3.5 m high with pastoral farmland above. Below the LHS of the road a gully runs perpendicular to the road. Significant groundwater seepage and water at the toe. Debris runout indicates a significant amount of water seepage. Small single lane road retreat (3m) has been completed by locals with a bund formed around the headscarp.	Rip Rap wall/Road reconstruct
Te Waitere Road RP 7.529	C	Tension cracking across the LHS lane of the road and extending into the RHS lane. Full length of feature is 40 m long with the cracking extending into both lanes for approx. 12m. Tension	Timber Barrier Pole Wall

Site:	Category	Description	Proposed Treatment
		<p>cracking upto 75 mm wide and 200 mm deep in the worst areas. Noticeable drop in height when driven across.</p> <p>New seal at either extent of the site indicate a reoccurring feature that has been rehabbed previously.</p>	
Te Waitere Road RP 8.491	C	Tension cracking across both lanes with significant drop in road height. Tension cracking at the high RP end upto 150 mm wide. Large historic headscarp located in forestry above the LHS of the road with tension cracking noticed below the headscarp. Tension cracking extends into the farmland on the RHS of the road at either end of the site. The road traverses across a historic feature.	Standalone pricing
Te Waitere Road RP 9.455	C	<p>Two landslide features below the RHS of the road.</p> <p>Low RP tension cracking feature is limited to the shoulder of the road and approx. 15 m long. Tension cracks upto 50 mm wide behind a headscarp of an older feature.</p> <p>High RP feature extends across the RHS lane and into the edge of the LHS lane. Approx 0.6 m drop in lane height through the failure. A culvert under the road discharges below the landslide. Culvert appears to have been blocked and water flown over the road. Significant water flowing from catchment above the LHS of the road.</p>	Timber Retaining
Totoro Road RP 7.593	C	<p>Landslide below the LHS of the road, extending through the LHS lane and into the centreline of the road. Up to 400 mm drop in height at the high RP end of the site and tension cracking at the low RP end of the site. Failure extends into the farmland below the road at the high RP end. Water seepage and channels present below the road.</p> <p>Potential sidecast fill on the shoulder of road from the cutting of the road on the RHS. Likely the failure is not limited to the fill materials. Cut batter on the LHS of the road is up to a maximum of 4.0 m high.</p>	Road Retreat/Repair
Waimiha Road RP 1.400	C	Cracking in seal. Digger operator has since completed temporary fix, further repairs still required	Timber Barrier Pole Wall
Whakapirau Road RP 2.94	C	Landslide below the RHS of the road. Landslide is approx. 25 m long and into the road by approx. 1 m. Approximately 2.5 m of road width remains. Headscarp has dropped approx. 1.0 m. Culvert discharges at the high RP end of the failure. Mature pine trees are located on the right hand side of the road, below the failure and within the failure mass.	Road Retreat/Repair

Winter Storm – Site Photos



Kumara Road



Kopaki Road



Aria Road



Te Waitere Road



Gribbon Road



Rangitoto Road



Te Waitere Road

October Storm – Site Photos



Kopaki Road



Mangatoa Road



Mangaotaki Road



Te Waitere Road

Document ID: 949948

Report To: Council

Meeting Date: 24 February 2026

Subject: **Motion to Exclude the Public**

Type: Decision Required

Author(s): Michelle Higgie
Manager – Governance Support

1. Purpose of Report

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

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

2. Suggested Resolutions

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

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

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

General Subject	Reason for passing this resolution	Section 48(1) grounds for the passing of this resolution
3. Kopaki Road Under Slip: Remediation Options	Section 7(2) (h) To enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
4. Waikato Waters Ltd – Debt Guarantee Arrangements	Section 7(2) (h) To enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

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

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

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

3. Commentary

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