

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 30 APRIL 2024 AT 9.10AM

- PRESENT:** Mayor John Robertson
Deputy Mayor Allan Goddard
Dan Tasker
Eady Manawaiti
Gavin Todd
Janette Osborne
- IN ATTENDANCE:** Te Aomarama Anderson (Submitter to the draft Waste Management and Minimisation Plan 2024)
Naomi Hughes, Managing Director, Chalet Bidois, Rangatahi Pathways Lead Coordinator and Xavier Turner, Rangatahi Pathways Coordinator (Aotahi)
- Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
General Manager – Community Services, Helen Beever
General Manager – Strategy and Environment, Alex Bell
General Manager – Infrastructure Services, Shyamal Ram
Manager – Strategy and Policy, Charmaine Ellery
Senior Strategy and Policy Advisor, Alice Tasker
Chief Financial Officer, Tina Hitchen
Property and Facilities Manager, Liz Riley
Facilities Officer, Romerio Pereira
Local Roads Professional Services (Pinnacles), Ryan Stanley

1. Karakia Tuwhera

2. Apology

Resolution

The apology from Councillor Janene New be received and leave of absence granted.

Robertson/Goddard Carried

3. Declarations of Member Conflicts of Interest

Declarations were made as follows:

Name	Item of Business	Reason for Declaration
Cr Janette Osborne	Item 15: 15 Submission on the Waikato Regional Council Long Term Plan 2024-2034	Receive funding from Waikato Regional Council for various environmental projects.

4. Hearing of Submitter to the Waitomo District Council draft Waste Management and Minimisation Plan 2024
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Council considered a business paper setting out the proposed timetable for Council to hear one Submitter speak in support of her written submission to the draft Waste Management and Minimisation Plan 2024 and for Council to refer the verbal submission, all written submissions, and any late submissions, for consideration as part of the deliberations process to be completed at a Council Meeting scheduled for 1.00pm on Tuesday 14 May 2024.

Council heard Te Aomarama Anderson (Submission No 4) speak in support of her written submission to Council's draft Waste Management and Minimisation Plan 2024.

Resolution

- 1 The business paper on Hearing of Submitter to the Waitomo District Council draft Waste Management and Minimisation Plan 2024 be received.
- 2 Council note the verbal submission made by Te Aomarama Anderson (Submission 4).
- 3 The verbal submission and all six written submissions be referred for consideration as part of the deliberations process to be completed at a Council Meeting scheduled for 1.00pm on Tuesday 14 May 2024.

Robertson/Manawaiti Carried

The Property and Facilities Manager and Facilities Officer left the meeting at 9.26am

The General Manager – Infrastructure Services left the meeting at 9.28am

5. Presentation: Rangatahi Pathways Programme Update

Council received a presentation from representatives of Aotahi (Naomi Hughes, Managing Director, Chalet Bidois, Rangatahi Pathways Lead Coordinator and Xavier Turner, Rangatahi Pathways Coordinator) providing an update on delivery of the Rangatahi Pathways Programme.

Mayor Robertson acknowledged Naomi, Chalet and Xavier for putting the programme together and following through with it.

Mayor Robertson also acknowledged that when the Better Off Funding was initially secured for the programme, it was known that there would become a time where future funding options would need to be investigated for the programme to continue.

Resolution

The Presentation – Rangatahi Pathways Programme be received.

Robertson/Todd Carried

Naomi Hughes, Managing Director, Chalet Bidois, Rangatahi Pathways Lead Coordinator and Xavier Turner, Rangatahi Pathways Coordinator (Aotahi) left the meeting at 10.16am

Te Aomarama Anderson left the meeting at 10.16am

The General Manager – Community Services and Manager – Strategy and Policy left the meeting at 10.16am.

The meeting adjourned for morning tea at 10.16am and reconvened at 10.32am.

6. Confirmation of Minutes: 26 March 2024
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Resolution

The Minutes of the Waitomo District Council meeting of 26 March 2024, including the public excluded section, be confirmed as a true and correct record.

Robertson/Todd Carried

7. Confirmation of Minutes: 9 April 2024

Resolution

The Minutes of the Waitomo District Council meeting of 9 April 2024 be confirmed as a true and correct record.

Robertson/Tasker Carried

8. Mayor's Report – April 2024

Council considered a business paper presenting the Mayor's Report for April 2024.

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

Resolution

The Mayor's Report – April 2024 be received.

Robertson/Manawaiti Carried

9. Chief Executive's Report – April 2024

Council considered a business paper providing the Chief Executive's oversight of the organisation and its progress toward achieving its vision, outcomes, and priorities.

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

Resolution

The Chief Executive's Report – April 2024 be received.

Robertson/Tasker Carried

The General Manager – Community Services and Senior Strategy and Policy Advisor entered the meeting at 10.40am.

The Chief Financial Officer entered the meeting at 10.42am.

10. Adoption of Community and Partnerships Fund Policy

Council considered a business paper recommending amendments to the Community and Partnerships Fund Policy to change the number of grants provided by Council.

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

Resolution

1 The business paper on Adoption of Community and Partnerships Fund Policy be received.

- 2 Council agree to remove the Single-Year Community Assistance, Hall Hire Subsidy, and Community Events Fund categories from the Community and Partnerships Fund Policy.
- 3 Council adopt the Community and Partnerships Fund Policy (effective 1 July 2024).
- 4 The Chief Executive be authorised to make any final editorial amendments to the Community and Partnership Fund Policy document.

Robertson/Tasker Carried

Councillor Todd abstained from voting.

The General Manager – Community Services left the meeting at 11.03am.

11. Finance Report for the period ending 31 March 2024

Council considered a business paper providing an overall progress report on Waitomo District Council's financial activities for the period ending 31 March 2024.

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

The General Manager – Strategy and Environment entered the meeting at 11.11am.

Resolution

The business paper on the Financial Report for the period ended 31 March 2024 be received.

Manawaiti/Goddard Carried

12. Leadership/Governance, Finance and Information Services Activity Update Report

Council considered a business paper providing an update on activities that form part of the Leadership/Governance Group including Finance and Information Services.

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

Mayor Robertson questioned the level of executive support provided at consultation drop-in sessions and recommended that this level of support be reviewed.

Resolution

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

Robertson/Manawaiti Carried

The General Manager – Infrastructure Services entered the meeting at 11.23am.

13. Regulatory Activity Update Report
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Council considered a business paper providing an update the Council on work programmes that form part of the regulatory activity.

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

Resolution

The business paper on the Regulatory Activity Performance Reporting be received.

Robertson/Osborne Carried

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

Council considered a business paper -

- 1 Presenting the feedback that has been received on the three options that Council consulted on for the development of a property that Council owns on Eketone Street; and
- 2 Seeking a decision from Council on the sale of this land.

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

It was reiterated that the consultation undertaken was for feedback purposes only and was not a full Special Consultation Process under the Local Government Act.

Mayor Robertson tabled a copy of Councillor Janene New's email which detailed her opposition to any subdivision and recommending that the property be transferred into reserve status.

Resolution

- 1 The business paper on the Potential Release of Council Property for Housing Development – Eketone Street, Te Kuiti be received.
- 2 Council endorse Option 2: Council subdivide three sections along the front of Eketone Street and leave sufficient room so an accessway can be created to allow for access to the land behind.
- 3 Council authorise the Chief Executive to proceed with the subdivision and sale of three sections on Eketone Street.

Robertson/Manawaiti

Councillor Osborne voted against the motion.

15. Submission on the Waikato Regional Council Long Term Plan 2024-2034

Council considered a business paper seeking endorsement of a draft Submission on the Waikato Regional Council's Long Term Plan 2024-2034.

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

Resolution

- 1 Council receive the business paper on Submission on the Waikato Regional Council Long Term Plan 2024-2034.
- 2 Council approve the submission to the Waikato Regional Council Long Term Plan 2024–2034 subject to removal of the Primary Industry Compliance Section and noting that Council wishes to be heard in support of the submission.
- 3 The Mayor and Chief Executive be delegated authority to approve the Submission before submitting.

Robertson/Goddard Carried

The General Manager – Strategy and Environment left the meeting at 12.25pm.

The meeting adjourned for lunch at 12.25pm and reconvened at 1.00pm.

16. Better off Funding Projects – Financial Update and Funding Alternatives
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Council considered a business paper –

- 1 Providing a financial update on Better off Funding Projects.
- 2 Seeking approval to re-prioritise Gateways Funding and utilise the unallocated funds for stormwater infrastructure improvements and costs attributable to delivering on Local Water Done Well Reforms.
- 3 Seeking approval to utilise uncommitted funding from the Methamphetamine Programme for a new Sports Development Role.
- 4 Seeking approval to realign uncommitted funding within the Town Amenity Project grouping.

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

Council requested further information on the proposed stormwater improvements before considering utilising \$719,000 Better Off Funding.

Council requested further information on the Local Waters Done Well Programme Reforms before considering utilising \$250,000 from unallocated Better Off Funding.

Resolution

- 1 The business paper on Better off Funding Projects – Financial Update and Funding Alternatives be received.
- 2 Council approve Gateways Project Change to focus on traffic calming only, and release \$969,000 into the Better off Funding unallocated tranche.
- 3 Council approve repurposing \$200,000 allocated for Methamphetamine Programme delivery to a new sub-project Sports Development Role.
- 5 Council approve reallocating \$45,000 from the under budget Town Amenity sealing projects to the Marokopa Campground sub-project.
- 4 An immediate media release and Facebook post be made advising that Council will be going out to tender shortly for demolition of the Old School House at Marokopa.
- 6 Council approve initiating project evaluations on the Social Good, Town Amenity and Les Munro Centre Revitalisation project groupings to provide recommendations at a future meeting as to whether uncommitted funds from these projects should be redirected to water infrastructure improvements and Local Waters Done Well Reforms.

Robertson/Goddard Carried

The General Manager – Community Services left the meeting at 1.32pm.

17. Update on Waikato Waters Done Well Project

Council considered a business paper providing an update on progress with the 'Waikato Waters Done Well' project and the recent information on '3 Waters Reforms'.

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

The General Manager – Strategy and Environment entered the meeting at 1.43pm.

Resolution

The business paper on Update on Waikato Waters Done Well Project received.

Robertson/Osborne Carried

18. Motion to Exclude the Public

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

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
RM22—26 – Bond Dispute	Section 7(2)(g) – To maintain legal professional privilege.	Section 48(1)(a)(i)
Te Kuiti Water Reservoir Upgrades	Section 7(2)(c)(i) – To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a)(i)
Vacancy - Audit and Risk Committee Independent Chairperson	Section 7(2)(c)(i) – To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a)(1)
Mapara South Road – Roading Damage Update	Section 7(2)(c)(i) – To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a)(1)

- 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	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Strategy and Environment	Portfolio Holder
General Manager – Infrastructure Services	Portfolio Holder

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

Robertson/Manawaiti Carried

19. Public Excluded Items to be made public following Council’s decision taking
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Resolution

Following Council’s consideration and decision taking of the public excluded items –

1 RM22—26 – Bond Dispute

The Resolution only be made public as follows:

Resolution

The business paper on RM220026 – Bond Dispute to be received.

Robertson/Goddard Carried

2 Te Kūiti Water Reservoir Upgrades

The Resolution only be made public as follows:

Resolution

- 1 *The business paper on Te Kuiti Reservoir Upgrades be received.*
- 2 *Council approves proceeding with the Water Resilience Project to improve the resilience of the Te Kuiti water supply.*
- 3 *Council agrees to proceed with completing the following proposed works:*
 - a) *Construction of the new Hetet Reservoir to an IL3 standard.*
 - b) *Upgrading of the existing reservoirs by completing Option 1 - Minimal Repair Work and Mitigation.*

Robertson /Goddard Carried

3 Vacancy – Audit and Risk Committee Independent Chairperson

Resolution 1 only be made public, until such time as the vacancy is filled, as follows:

Resolution

- 1 *The business paper on Vacancy - Audit and Risk Committee Independent Chairperson be received.*

Robertson /Todd Carried

4 Mapara South Road – Roading Damage Update

Resolution 1 only be made public as follows:

Resolution

1 The business paper on Mapara South Roading Damage Update be received.

Robertson/Osborne Carried

Robertson/Goddard Carried

There being no further business the meeting closed at 3.20pm

Dated this day of 2024

JOHN ROBERTSON
MAYOR

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WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 14 MAY 2024 AT 1:00PM

PRESENT: Deputy Mayor Allan Goddard
Dan Tasker
Gavin Todd
Janene New

IN ATTENDANCE: Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
General Manager – Infrastructure Services, Shyamal Ram
Manager – Strategy and Policy, Charmaine Ellery
Property and Facilities Manager, Liz Riley
Facilities Officer, Romerio Pereira

1. Karakia Tuwhera

2. Apology

Resolution

The apology from Mayor John Robertson, Janene New and Eady Manawaiti be received and leave of absence granted.

Osborne/Todd Carried

3. Declarations of Member Conflicts of Interest

No declarations made.

4. Deliberation of Submissions to the Draft Waste Management and Minimisation Plan 2024

Council considered a business paper providing comments for deliberation on the six submissions received to the draft Waste Management and Minimisation Plan 2024, including the verbal submission made by Te Aomarama Anderson (Submission 4) at the Council Hearing on 30 April 2024.

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

Resolution

- 1 The business paper on Deliberation of Submissions to the draft Waste Management and Minimisation Plan 2024 be received.
- 2 Remove Target No. 3 from the draft Waste Management and Minimisation Plan 2024 unless there is a legal requirement to retain.

Goddard/Osborne Carried

5. Karakia Whakamutunga

There being no further business the meeting closed at 1.27pm.

Dated this day of May 2024

ALLAN GODDARD
DEPUTY MAYOR

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 14 MAY 2024 AT 9:00AM

PRESENT: Independent Chairperson, Bruce Robertson
Deputy Mayor Allan Goddard
Gavin Todd
Janette Osborne

IN ATTENDANCE: Miles O'Connor (Bancorp) via ZOOM
Matt Laing and Callum Maxwell (Deloitte) via ZOOM

Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgie
General Manager – Community Services, Helen Beever
General Manager – Infrastructure Services, Shyamal Ram
Manager – Strategy and Policy, Charmaine Ellery
Senior Strategy and Policy Advisor, Alice Tasker
Chief Financial Officer, Tina Hitchen
Assets Accountant, Wayne La Roche
Health and Safety Coordinator, Tanchia Pitts-Brown

1. Apology

Resolution

The apologies from Mayor Robertson and Councillor Janene New be received and leave of absence granted.

B Robertson/Goddard Carried

2. Declarations of Member Conflicts of Interest

No declarations made.

3. Confirmation of Minutes: 13 February 2024

Resolution

The Minutes of the Waitomo District Council Audit and Risk Committee meeting of 13 February 2024 be confirmed as a true and correct record.

B Robertson/Osborne Carried

The Manager – Strategy and Policy and Senior Strategy and Policy Advisor entered the meeting at 9.08am.

4. Mastercard Expenditure Report (February/March 2024)

The Committee considered a business paper presenting for the Committee's information and consideration, details of expenditure incurred via WDC issued Corporate Mastercard.

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

Resolution

The Mastercard Expenditure Report for the period February - April 2024 be received.

B Robertson/Todd Carried

5. Progress Report: Key Performance Indicators - period ended 31 March 2024

The Committee considered a progress report presenting the delivery performance on non-financials for the 2023/24 financial year for the period ending 31 March 2024 (Quarter 3).

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

The General Manager – Community Services and Health and Safety Coordinator entered the meeting at 9.13am.

Resolution

The Progress Report: Key Performance Indicators for the period ended 31 March 2024 be received.

Todd/Goddard Carried

The Manager – Strategy and Policy and Senior Strategy and Policy Advisor left the meeting at 9.22am.

6. Progress Report: Health and Safety

The Committee considered a progress report on health and safety performance during quarter three of the 2023/2024 year.

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

The Chairperson requested that in future reporting to the Committee include characterisation in a generalised and anonymised manner of incidents and also detailing the learnings/mitigation measures taken as a result of those incidents.

The Chairperson also requested for a future meeting details are provided on the controls for dealing with aggressive behaviour at Council's different sites.

The General Manager – Infrastructure Services entered the meeting at 9.35am.

Resolution

The Progress Report: Health and Safety be received.

Todd/Osborne Carried

The General Manager – Community Services and Health and Safety Coordinator left the meeting at 9.38am

7. Progress Report – Strategic Risk Management and Monitoring
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The Committee considered a progress report on the risk mitigation actions for Waitomo District Council's Strategic Risks.

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

The Chairperson queried the bandwidth available to Waitomo District Council to deal with the aggregation considerations of 3 Waters by the September 2024 deadline. The Chief Executive verbally briefed the Committee on considerations and actions taken to date.

The following items were identified for future risk management and monitoring reporting –

- The inclusion of information on what mitigation measures have been put in place.
- Once the Long Term Plan has been adopted that Council have a workshop to review the risks contained in the current Risk Register.

Resolution

The business paper on Progress Report – Strategic Risk Management Monitoring be received.

B Robertson/Goddard Carried

8. Progress Report: Procurement Summary Schedule (January 2024 – March 2024)

The Committee considered a progress report presenting a summary of the procurements made in the period 1 January 2024 to 31 March 2024 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 Progress Report: Procurement Summary Schedule (1 January 2024 to 31 March 2024) be received.

Goddard/Osborne Carried

9. Progress Report: WDC Resource Consents – Compliance Monitoring
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The Committee considered a progress report on compliance reporting against Resource Consent conditions, due during the third quarter (2023/2024)

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

The Chief Financial Officer and Assets Accountant entered the meeting at 10.06am.

Resolution

The Progress Report, WDC Resource Consents – Compliance Monitoring, be received.

B Robertson/Todd Carried

The General Manager – Infrastructure Services left the meeting at 10.25am.

10. Recommendation to Council – Removal of Overdraft Facility
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The Committee considered a business paper seeking a recommendation from the Audit and Risk Committee to the Council to remove the overdraft facility from the Council's operating bank account.

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

Resolution

- 1 The business paper on Recommendation to Council - Removal of the Overdraft Facility be received.
- 2 The Audit and Risk Committee recommend the removal of the overdraft facility from Council's operating bank account be referred to Council for approval.

Osborne/Goddard Carried

The meeting adjourned at 10.27am and reconvened at 10.35am.

Miles O'Connor, Bancorp Treasury Services Limited entered the meeting via ZOOM at 10.35am.

11. Treasury Management Report for the period ended 31 March 2024
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The Committee considered a business paper providing an update on WDC's debt position and compliance with borrowing limits for the period ended 31 March 2024.

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

Miles O'Connor, Bancorp Treasury Services Limited spoke to the Bancorp Dashboard Treasury Management Report as at 31 March 2024 and answered Members' questions. Miles O'Connor also advised that Bancorp Treasury Services Limited are offering a Treasury Management 101 Presentation to various Councils and if Waitomo District Council is interested they just need to notify him.

Miles O'Connor, Bancorp Treasury Services Limited left the meeting at 10.56am.

Resolution

- 1 The business paper on Treasury Management Report for period ended 31 March 2024 be received.
- 2 The Committee note the policy breaches for fixed interest hedging bands and the plan to remedy the breaches.

B Robertson/Goddard Carried

The Committee agreed that an approach should be made of Bancorp Treatment Services Limited to make a Treasury Management 101 presentation to Waitomo District Council.

Deputy Mayor Allan Goddard noted Bruce Robertson's retirement from the role of the Audit and Risk Committee Independent Chairperson, effective 1 July 2024, and on behalf of the Waitomo District Council acknowledged Bruce's service since November 2018 and thanked him for his time and support to Waitomo District Council over that time.

12. Motion to Exclude the Public

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

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Annual Report and Summary Annual Report 2023/24 – Audit Engagement, Proposal, Service Plan and Timeline	Section 7(2)(c)(1) (c) To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information – (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied;	Section 48(1)(d)
2. Progress Report - Audit findings for year ended June 2023	Section 7(2)(c)(1) (c) To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information – (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied;	Section 48(1)(d)

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
Chief Financial Officer	Portfolio Holder
Manager – Strategy and Policy	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.

B Robertson/Osborne Carried

The meeting adjourned at 11.04am and reconvened at 11.10am.

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

Following the Committee's consideration and decision taking of the public excluded items the following information be made public:

1 Annual Report and Summary Annual Report 2023-24 - Audit Engagement, Proposal, Plan and Timeline

The Resolution only be made public as follows:

Resolution

- 1 *The business paper on Annual Report and Summary Annual Report 2023/24 – Audit Engagement, Plan and Timeline be received.*
- 2 *The Deloitte Audit Engagement Letter be accepted as presented.*
- 3 *The Deloitte Audit Proposal Letter be accepted as presented.*
- 4 *The Deloitte Audit Planning Report be accepted as presented.*
- 5 *The Chief Executive be delegated authority to sign on behalf of the Waitomo District Council*
 - a) *The Deloitte Audit Engagement Letter; and*
 - b) *The Deloitte Audit Proposal letter.*

B Robertson/Goddard Carried

2 Progress Report – Audit findings for year ended 2023

The Resolution only be made public as follows:

Resolution

The business paper on Progress Report – Audit findings for year ended 2023 be received.

Osborne/Goddard Carried

B Robertson/Goddard Carried

There being no further business the meeting closed at 12.06pm.

Dated this day of 2024

BRUCE ROBERTSON
INDEPENDENT CHAIRPERSON

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Document No: A721876

Report To: Council



Meeting Date: 4 June 2024

Subject: Mayor's Report – June 2024

Today we are meeting to deliberate on submissions received on our proposed Long Term Plan 2024 to 2034. Consultation has taken place. We heard submissions a week ago.

Section 82 of the local Government Act 2002 sets out the principles of consultation that should guide us. Section 82 (1) (e) notes:

"that the views presented to the local authority should be received by the local authority with an open mind and should be given by the local authority, in making a decision, due consideration:"

Section 93 of the Local Government Act sets out the requirements of the Long Term Plan, including matters around consultation. Section 93 B advises us of the purpose of consultation.

It is important that we follow these legislative requirements and guidelines carefully. The proposal to introduce a new forestry rate is a matter of particular importance.

The section in our consultation document proposing a new rate set out a few options, including a "do no new rate" - the status quo option.

We reached out to those that would be affected by a proposed new rate, properties that have a forestry exotic classification under our rating system.

A number of owners and managers of such properties have engaged with us, expressing their views and providing advice. We receive these views with an open mind and today will give them due consideration.

If a new rate is decided upon, the type of rate, the amount to be recovered from such a rate, and the coverage of the rate in terms of property type, property location and property size will need to be determined. The rating options set out in the consultation document may be adopted as described, or having heard from submitters, may be amended.

The feedback received from submitters and the subsequent analysis by the executive will assist us in making these calls.

So too is case law on such rates helpful to guide us. The latest decision came from the Court of Appeal - the NZ Forest Owners Association Incorporated versus the Wairoa District Council 2023. See <https://thelawassociation.nz/forestry-owners-lose-rating-battle-with-wairoa-district-council/>

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

JOHN ROBERTSON, QSO
MAYOR

Document No: A720343

Report To: Council



Meeting Date: 4 June 2024

Subject: Appointment of an additional Commissioner for the Proposed District Plan Hearings

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek approval from Council for the appointment of Wikitōria Tane as an Independent Hearing Commissioner to be part of the approved hearing panel for the Proposed Waitomo District Plan (PDP).

Background

- 2.1 Council resolved on 8 October 2019 (A447314) to appoint Greg Hill as the Independent Commissioner Chair, Allan Goddard and Phil Brodie as Hearings Commissioners as well as an Independent Hearing Commissioner with an understanding of Tikanga Māori and of the perspectives of mana whenua to case manage, consider, hear, deliberate and decide on all submissions received, and of all provisions of the PDP. A copy of the resolution from this meeting is set out below.

1. *The business paper on the Appointment of Commissioners for Proposed District Plan Hearings be received.*
2. *In accordance with Section 34A of the Resource Management Act 1991 Council appoint Mr Greg Hill as an Independent Commissioner Chair of the Hearings Panel for the Proposed Waitomo District Plan.*
3. *In accordance with Section 34A of the Resource Management Act 1991 Council appoints Councillors Allan Goddard and Phil Brodie as Hearing Commissioners to the Hearings Panel for the Proposed Waitomo District Plan.*
4. *In accordance with Section 34A(1A) of the Resource Management Act 1991 and the Maniapoto Māori Trust Board Engagement Strategy 2017, at least one further Independent Hearing Commissioner with an understanding of Tikanga Māori and of the perspectives of mana whenua, be appointed to make-up the Hearings Panel of the Proposed Waitomo District Plan.*
5. *Council delegates to the Hearings Panel all powers, duties and functions under the Resource Management Act 1991 (Clauses 8AA to, and including, Clause 10 of the First Schedule of the Resource Management Act 1991) to case manage, consider, hear, deliberate and decide on all submissions and further submissions received on, and provisions of, the Proposed Waitomo District Plan.*
6. *Council delegates the powers to determine the composition of the Hearings Panel for specific topics and/or individual hearings of submissions and further submissions on the Proposed Waitomo District Plan, to the Independent Commissioner Chair appointed under clause (2) of these resolutions.*

- 2.2 The first tranche of the PDP hearings is set to commence on 16 July 2024.

Commentary

- 3.1 In accordance with the Maniapoto Māori Trust Board Engagement Strategy 2017, Council has agreed to appoint a Commissioner for the PDP hearings with knowledge of tikanga Māori and the perspectives of local iwi. Wikitōria Tane has been identified as a qualified Independent Hearing Commissioner who has this experience and knowledge.
- 3.2 Staff consider that Wikitōria Tane would be an ideal Iwi Commissioner for the PDP hearings, as she has considerable RMA and Tikanga Māori knowledge, and understands the perspectives of local iwi given her various appointments on behalf of Maniapoto. I have setout below some of her relevant experience:
- 2016 – 2018 Maniapoto Māori Trust Board (MMTB), Taiao and RMA advisor.
 - 2018 – 2019 Waikato-Tainui RMA Project Manager / Advisor.
 - 2015 – 2022 MMTB Regional Management Committee RMA advisor.
 - 2022 – present Te Nehenehenui Trust, Te Whare o Waiwaiā RMA advisor.
 - Te Awa Lakes Private Plan Change 2, Expert Witness on behalf of Waikato-Tainui.
 - 2017 Happy Valley Nutrition, Cultural Impact Assessment, Witness on behalf of MMTB Te Nehenehenui Regional Management Committee.
 - 2016 Nova Energy Waikato Plant, Cultural Advisor / Cultural Impact.
 - 2018 Cambridge Wastewater Treatment Plant, Cultural Advisor for Waikato-Tainui Submission.
 - 2017 Fonterra Te Awamutu Factory resource consent renewal, Witness on behalf of Waikato-Tainui.
 - 2022-2023 Ōtorohanga District Council (ODC) Long Term Plan, Cultural Advisor to ODC.
 - 2022 - 2024 ODC Cultural Advisor, implementation of LTP.
 - 2018 - 2019 Ngā Karu Atua o Te Waka, Tainui Waka advisory group to Hamilton City Council on behalf of Waikato-Tainui.
 - 2018 - 2019 Future Proof, Cultural Advisor on behalf of Waikato-Tainui.
 - 2018 - 2019 Hopuhopu Development, Hamilton City Council & Waikato District Council, RMA & Cultural Advisor on behalf of Waikato-Tainui.
 - 2018 - 2019 Plan Change 5 Peacocke Structure Plan, RMA & Cultural Advisor on behalf of Waikato Tainui.
 - 2018 - 2019 Ruakura Superhub, Cultural Advisor on behalf of Waikato-Tainui.
 - 2018 - 2019 Sleepy Head Estate Development, Cultural Advisor on behalf of Waikato-Tainui.
 - 2019 Watercare Resource Consent renewal, Cultural Advisor on behalf of Waikato-Tainui.

Analysis of Options

- 4.1 **OPTION 1 – DO NOT APPOINT AN IWI COMMISSIONER**
- 4.2 It is considered that if Council resolved not to appoint an Iwi Commissioner that this would not be consistent with the Maniapoto Māori Trust Board Engagement Strategy that was agreed in 2017 and would mean that there is no Hearing Commissioner on the panel that has what would be deemed knowledge of Tikanga Māori and understands the perspectives of local iwi.

4.3 **OPTION 2 – APPOINT AN IWI COMMISSIONER**

- 4.4 It is considered that appointing Wikitōria Tane would be consistent with the Maniapoto Māori Trust Board Engagement Strategy that was agreed in 2017, and would ensure that there is a Hearing Commissioner on the panel that has knowledge of Tikanga Māori and understands the perspectives of local iwi.

Considerations

5.1 **RISK**

- 5.2 Conflicts of interest will be managed and recorded through a risk register and can also be managed in part through the composition of the hearings panel for any one hearing topic. By having an Independent Chair Commissioner this will allow the other Commissioners to stand aside for a particular hearing topic if a real or perceived conflict exists that cannot be managed via the RMA hearings process. During the pre-hearing process, risks around these matters will be addressed and managed.

- 5.3 Funding for the PDP, including the hearings phase is provided for in the Long-Term Plan. Provision has been made for the post-notification phase, including additional technical expertise if required.

5.4 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 5.5 The decisions recommended in this business paper are in accordance with the requirements of the RMA.

5.6 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 5.7 The PDP project itself is significant in accordance with WDC's Significance and Engagement Policy, and staff have involved the community in a number of ways to date during the pre-notification phase.

- 5.8 The PDP has been notified in accordance with the legal requirements of the RMA.

Recommendation

- 6.1 This report recommends the appointment of Wikitoria Tane to sit on the Proposed Waitomo District Plan Hearings Panel ("Hearings Panel") for the duration of the PDP hearing process (from clauses 8AA to, and including, 10 of the First Schedule of the RMA).

Suggested Resolutions

- 1 The Business Paper on the Appointment of an additional Commissioner for the Proposed District Plan Hearings be received; and
- 2 That, in accordance with section 34A(1A) of the Resource Management Act 1991, Wikitoria Tane be appointed as an Independent Hearing Commissioner.



ALEX BELL

GENERAL MANAGER - STRATEGY AND ENVIRONMENT

17 May 2024

Document No: A720983

Report To: Council



Meeting Date: 4 June 2024

Subject: Recommendation of Audit and Risk Committee:
Removal of Overdraft Facility from Council's
Operational Bank Account

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider a recommendation from the Audit and Risk Committee to remove the overdraft facility from the Council's operating bank account.

Commentary

- 3.1 Attached to and forming part of this business paper is a copy of the business paper considered by the Audit and Risk Committee at a meeting on 14 May 2024.
- 3.2 The Audit and Risk Committee resolved as follows:
- 1 *The business paper on Recommendation to Council - Removal of the Overdraft Facility be received.*
 - 2 *The Audit and Risk Committee recommend the removal of the overdraft facility from Council's operating bank account be referred to Council for approval.*

Recommendation

- 6.1 In line with the resolution of the Audit and Risk Committee of 14 May 2024, it is recommended that Council approve removal of the overdraft facility from Council's operating bank account.

Suggested Resolutions

- 1 The business paper on Recommendation of Audit and Risk Committee: Removal of Overdraft Facility from Council's Operational Bank Account be received.
- 2 Council approve removal of the overdraft facility from Council's operating bank account.

A handwritten signature in blue ink that reads "Wayne La Roche".

WAYNE LA ROCHE
ASSET ACCOUNTANT

A handwritten signature in blue ink that reads "Tina Hitchen".

TINA HITCHEN
CHIEF FINANCIAL OFFICER

Attachment: Audit and Risk Committee Business Paper – 14 May 2024: Recommendation to Council – Removal of Overdraft Facility

Document No: A718438	
Report To: Audit and Risk Committee	
	Meeting Date: 14 May 2024
	Subject: Recommendation to Council – Removal of Overdraft Facility
	Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek a recommendation from the Audit and Risk Committee (ARC) to the Council to remove the overdraft facility from the Council's operating bank account.

Background

- 2.1 Council's transactional banking requirements are satisfied through an All of Government Contract (AoG). Council's operating account has a historic overdraft facility with a limit of \$100,000.
- 2.2 The overdraft facility is no longer used and has become surplus to the requirements of WDC.
- 2.3 The current Treasury Policy requires that any new or amended borrowing facilities are approved by the full Council following recommendation from the ARC.

Commentary

- 3.1 The overdraft facility has been in place for some time with the original intention to provide cover in the event of an unexpected transaction occurring overnight that would overdraw the account.
- 3.2 There has been minimal use of the overdraft facility in recent times. Finance staff monitor the operational account to mitigate the risk of drawing the account into overdraft and the call advance facility is available to meet the daily cashflow requirements.
- 3.3 The costs associated with maintaining this facility have increased. Previously the facility cost \$40 per month however this cost has now increased to \$100 per month.
- 3.4 In addition, we are unable to earn interest on the operational account whilst the overdraft facility is in place. In the past this has meant that we have entered into term deposits to be able to receive interest on these surplus funds however this takes time to administer and monitor.
- 3.5 Westpac have advised that we can receive interest on our main operating account if we remove the overdraft facility. Under that arrangement interest can be earned on the operating account at a rate OCR plus 0.05%. At the current rate that would be approximately 5.55% for funds in credit. Interest revenue is received on monies held in the retentions account on the same basis.
- 3.6 Any interest revenue received on surplus funds partly offsets the interest cost for Council's debt.

Analysis of Options

- 4.1 There are two options available for consideration.
- 4.2 Status quo - leave the overdraft facility in place.

- 4.3 The alternative option is to remove the overdraft facility which will reduce costs by removing the monthly charge and provide the ability to earn interest revenue on surplus funds in the operational account.

Considerations

5.1 **Risk**

- 5.2 There is minimal risk with this decision. In the unlikely event the operational account inadvertently goes into overdraft, it would be remedied the next working day.

5.3 **Consistency with Existing Plans and Policies**

- 5.4 This decision is consistent with Council's Treasury Policy, where the Audit and Risk Committee can make recommendations to Council for any changes.

5.5 **Significance and Community Views**

- 5.6 Improving financial performance in a prudent way is consistent with community views and this decision does not trigger a decision to be made under the Significance Policy.

Recommendation

- 6.1 The removal of the overdraft facility from Council's operating bank account be recommended to Council for approval.

Suggested Resolutions

- 1 The business paper on Recommendation to Council - Removal of the Overdraft Facility be received.
- 2 The Audit and Risk Committee recommend the removal of the overdraft facility from Council's operating bank account be referred to Council for approval.



WAYNE LA ROCHE
ASSET ACCOUNTANT



TINA HITCHEN
CHIEF FINANCIAL OFFICER

Document No: A718762

Report To: Council



Meeting Date: 4 June 2024

Subject: Community and Partnerships Bi-Monthly Activity Update Report

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on activities that form part of the Community and Partnerships Group.
- 1.2 The business paper also provides an update on a range of Council recreation services and activities.

Background

- 2.1 At its meeting of 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 2.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly agenda.
- 2.3 The Community and Partnerships report incorporates commentary and its activities, along with commentary on the Aquatic Centre, Libraries, Les Munro Centre and Stadium.

Community Support and Development

- 3.1 The Community Support and Development group of activities incorporates Safe Communities, Community Grants, Youth Engagement and Events.
- 3.2 **CURRENT ACTIVITY**
- 3.3 **GREAT NZ MUSTER**
- 3.4 The Great NZ Muster was held on Saturday 6 April 2024, and saw the highest attendance we've seen in many years. The day was a resounding success.
- 3.5 This year's event featured a diverse range of stalls, with a total of 72 registered stallholders and an additional 13 on a waitlist. Stalls lined both sides of Rora Street, creating a vibrant marketplace atmosphere. The food stalls and food court were strategically located in the railway plaza, alongside the entertainment, ensuring a central hub of activity. Amusement rides were positioned along King Street East, providing fun and excitement for all ages. This layout proved effective, catering well to both the crowds and the stall holders, enhancing the overall experience.
- 3.6 To ensure continuous improvement, feedback forms were distributed to all registered stallholders. We received positive and constructive feedback, which will be invaluable for planning future events. The insights provided will help us enhance the stallholder experience and address any areas needing improvement.

- 3.7 The presence of Prime Minister Rt Hon. Christopher Luxon, MP Hon. Todd McClay and MP Barbara Kuriger added a special touch to the day. Their attendance was warmly received by the crowd, and they expressed their support and enjoyment of the event.
- 3.8 This year, we had the privilege of hosting all emergency services, which were grouped together in the recess beside the town clock. This central location proved popular, allowing for easy access and interaction. The emergency services provided engaging and educational displays.
- 3.9 The New Zealand Motor Caravan Association was in attendance for the full weekend, arriving on the Friday. An estimated 80 caravan/motorhomes were parked on the Te Kuiti Domain.
- 3.10 The roving MCs were a standout feature, engaging the crowd with their approachable demeanor, humor, and professionalism. They played a crucial role in maintaining the flow of the event, ensuring everything ran smoothly and keeping the audience entertained and informed throughout the day.
- 3.11 The Running of the Sheep was the highlight event, attracting eager spectators to witness over 800 sheep make their way down the main street. A particularly memorable moment was when a few sheep made a detour into Liquorland, an amusing incident that captured international media attention. Fortunately, no damage occurred, and it added to the event.
- 3.12 Our ongoing collaboration with the NZ Shearing Committee remains strong. We held regular meetings leading up to the event to ensure seamless coordination and planning. An event debrief meeting in April allowed us to review and reflect on the event, further solidifying our partnership and setting the stage for future success.
- 3.13 We are excited to announce that the 2025 Great NZ Muster is confirmed for 29 March 2025. This date will coincide with the NZ Shearing Championships, which will take place from 27 March to 29 March 2025. We look forward to another fantastic event, building on the success of this year and continuing to grow and enhance the experience for all participants.
- 3.14 **VIBRANT WAITOMO REGIONAL COALITION**
- 3.15 The Vibrant Waitomo Regional Coalition met on Thursday, April 18. The focus of this meeting was to discuss actions for the 2024/2025 Action Plan, particularly emphasising collective actions for the entire coalition.
- 3.16 The Waitomo District Council proposed an action for the coalition: lobbying to make driver testing available in Te Kuiti. This proposal was presented as a collective action for the coalition's support.
- 3.1 Coalition members will present their actions at the next meeting for implementation of the 2024/2025 Action Plan.
- 3.2 **CREATIVE COMMUNITIES SCHEME**
- 3.3 The purpose of Creative New Zealand's Creative Communities Scheme (CCS) is to support arts and cultural activities that encourage participation in a wide range of arts activities.
- 3.4 The Waitomo District Council (WDC) administers two CCS funding rounds per year.
- 3.5 Applications for the current round closed on 1 May 2024 with a total of eleven applications received from a range of groups and individuals within the community.
- 3.6 Applications will be assessed by the Committee on 22 May 2024.

3.7 **CONNECTING WITH YOUTH**

- 3.8 Over the last few months, we have visited our three high schools—Te Kuiti High School, Te Wharekura o Maniapoto, and Piopio College to engage with the senior students.
- 3.9 Students at all schools have enjoyed these interactions and expressed a desire for more. They appreciate the informal chats, our visits to their schools, and the attention to their wants and needs from the Council, as well as their visions for the community.
- 3.10 The students emphasised the importance of having their voices heard during consultations. They clearly stated that they prefer the Council to visit them at their schools rather than attending drop-in sessions.
- 3.11 There is a strong interest in a youth-led event supported by the Council. This idea will be explored further, and a group comprising students from all schools will be formed to work on this initiative.
- 3.12 Another suggestion from the students is the establishment of a Youth Centre, which they would like the Council to investigate. Piopio High School students have also asked for an upgrade to the Piopio skate park and the students from the Wharekura o Maniapoto expressed their concern about the speed of the trucks that go past their school.
- 3.13 There is a desire for more sports events to be held within the Waitomo District, allowing local youth to attend without traveling to major Centres. One way to address this is by inviting Waikato teams to play their pre-season games in our district.
- 3.14 The youth of Waitomo have a clear vision of what they would like to see in our district. They are enthusiastic about engaging with Council in innovative and modern ways.

LOOKING FORWARD – THE NEXT 3 MONTHS

- 3.15 A Matariki event is scheduled for 21 June, this is still in the planning stages.
- 3.16 Waitomo Funding Workshop has been tentatively scheduled for 13 June 2024.

<h3>District Promotion / Development</h3>
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- 4.1 The District Promotion / Development group of activities incorporates Economic Development, Visitor Information Centre, District and Regional Promotion and Sister City.
- 4.2 **CURRENT ACTIVITY**
- 4.3 **MSD CONSERVATION WORK SKILLS PROGRAMME**
- 4.4 The Conservation Work Skills Program (CWSP) funded by MSD, was piloted from 12 February to 26 April 2024. WDC contributed work experience along with two other organisations, with positive outcomes achieved. At the completion of the CWSP, three attendees gained employment locally, whilst five continue to seek employment.
- 4.5 Due to MSD funding constraints, this program will no longer continue in the Central North Island.
- 4.6 **DIGITAL EXPERIENCE PILOT**
- 4.7 Hamilton & Waikato Tourism (HWT) completed filming in Rora Street on 29 April 2024 for the Digital Experience. The online experience will be developed within the 'Google sphere.'
- 4.8 Locations captured included the Millenium Pavilion, Sir Colin Meads Statue, Legends Gallery, Japanese Garden, Heritage House and the Shearing Statue.

- 4.9 Final review of the content will take place in May 2024 with the launch scheduled June 2024.
- 4.10 **TE WAKA**
- 4.11 Te Waka has secured funding from Tech Step to enable the delivery of a technology event in Te Kuiti, focussed on showcasing career pathways into the technology industry. The event will be run in partnership with local community organisations including Aotahi, whose experience in organising the Mahi Expo will support the successful delivery of this tech event. Through consultation with Aotahi and local schools, the event will be held on the 7 August 2024.
- 4.12 Unfortunately, Te Waka is ceasing its operations on 30 June 2024.
- 4.13 **LOOKING FORWARD – THE NEXT 3 MONTHS**
- 4.14 HWT Digital Experience completed June 2024.
- 4.15 Meeting of the Housing Taskforce June 2024.
- 4.16 Tech Event 'Tech Step' will take place on 7 August 2024.

Customer Services and Library

- 5.1 **CURRENT ACTIVITY**
- 5.2 **HOLIDAYS AT THE LIBRARY**
- 5.3 Once again, the school holidays were a great success, with 152 participants taking part in events and craft sessions.
- 5.4 The doggy dos and don'ts session was well received. Together, the WDC Animal Control Team and the Library team gave the children some safety advice on how to interact with dogs. The children enjoyed being in the Library space with some adorable puppies.
- 5.5 The sticker art was also a hit, with a lot of children and their parents going home to make more. Numerous stickers featuring excellent artwork were created. This was a craft made with basic materials that a lot of people have at home, which was appreciated by parents/grandparents.
- 5.6 100 holiday activity packs were created in addition to the events. The theme was "Wonderfully Awesome and Totally Fun". Packs were handed out within the first week of the holidays, which is possibly the fastest ever. Since many people were still requesting packs in the second week, staff will consider producing more next holidays.
- 5.7 **NEW TECHNOLOGIES**
- 5.8 The 3D printer arrived earlier this year and staff are learning how to use the new technology. This serves as a helpful reminder for staff of how a lot of library customers feel when they come in for assistance with new technologies.
- 5.9 Staff hope to have the service available to the public by the beginning of July. Since many individuals are unfamiliar with this kind of technology, staff must have a good understanding of how it works so they can assist the public in printing their own designs.

5.10 **DEDICATED STEM SPACE**

5.11 Over the last couple of years, during the school holidays, a trestle-table has been set up in the public space with Lego etc. for the children to create and play with. Last term, the table was moved to a more suitable location near the children's section of the library and staff trialed leaving this in place on a full-time basis. This was well received with both adults and children using this space.

5.12 The Library has made the decision to grow and establish this space as a permanent feature which is a positive step in changing perceptions from library space to community space.

5.13 **LOOKING FORWARD**

5.14 A focus on promoting the Beanstack App. Feedback so far has been positive and staff look forward to continuing to grow the Beanstack community. Part of this will include conversations with teachers about how it can be used to aid in promoting literacy in schools.

5.15 The Library hosts a lot of crafts and events for our Tamariki but is currently limited in what it hosts in the adult space. There is a book club that meets monthly, but staff would like to expand on this. Possibilities include craft clubs, writer's clubs, chess/boardgame clubs. The Library staff will do some research on what it can provide using limited resources to help connect and inspire adults in the community.

Council Recreation Services

6.1 Council Recreation Services incorporates the Waitomo Aquatic Centre, Les Munro Centre, and Gallagher Recreation Centre.

6.2 **CURRENT ACTIVITY**

6.3 **GALLAGHER RECREATION CENTRE (GRC)**

6.4 As of 17 May 2024, membership was 375.

6.5 GRC ran a mixed Netball Competition during February, March and April, which proved popular in the community, especially as pre-season training.

6.6 There has been a busy start to Term 2, with Volleyball holding a 4-week competition, Futsal starting and Basketball running in the evenings. A secondary school Basketball Competition run by the WBA will start on 7 June 2024, with 16 teams confirmed.

6.7 Reached out to Maniapoto Netball Association regarding possibly holding games at GRC but due to costs, they have declined. Bush United Rugby Club will be using GRC as an alternative training venue.

6.8 The proposal for the extension of hours is currently with consultants.

6.9 **RISKS AND OPPORTUNITIES**

6.10 There are no immediate identified risks with this activity.

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

6.12 Mini-Ball is due to start again in Terms 3 and 4, with the midget grades possibly moving to GRC from the Waitomo Stadium.

6.13 Ongoing advertising and promotion of the Gallagher Recreation Centre.

Human Resources

7.1 Over the last few months, WDC has been successful in recruiting the following positions:

- Health and Safety Coordinator
- Roading Manager

7.2 The recruitment process is underway for the following positions, which remain vacant:

- Roading Engineers

Suggested Resolution

The business paper on Community and Partnerships Performance Reporting be received.



HELEN BEEVER

GENERAL MANAGER – COMMUNITY SERVICES

17 May 2024

Document No: A694999

Report To: Council



Meeting Date: 4 June 2024

Subject: **Infrastructure Services Group Bi-Monthly Activity Update Report**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the activities that form part of the Infrastructure Services Group.

Background

- 2.1 At its meeting on 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 2.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly Agenda, and Business Support and Leadership / Governance and Regulatory reporting on the other month.
- 2.3 The Infrastructure Services report provides commentary on activities and operational projects covering three waters, roading, waste management, housing, and other property.
- 2.4 The report provides relatively high-level detail and will provide commentary on significant, not 'business as usual' matters.
- 2.5 Each sub-group will cover the following:
 1. **Current Activity** - This narrative will cover operational projects, any further narrative on Capex projects not covered in the bi-monthly financial report, issues, and operational topics in these activities.
 2. **Risks and Opportunities** that are important to note.
 3. **Looking Forward** - What is happening in the next 1-3 months to give a picture of what is coming up.

Roads and Footpaths

- 3.1 The Roads and Footpaths group of activities incorporates maintenance and renewal of the road surface, pavement, footpaths and other roading assets such as bridges and structures.
- 3.2 **CURRENT ACTIVITY**
- 3.3 The 2022/23/24 Footpaths and Associated Works Contract is completed, with some minor remedial works on both Seddon & Lawrence Street in Te Kuiti. These will be completed through May then practical completion can be granted.
- 3.4 The Structural Component Renewals Contract that was awarded to MaxBuild is now completed. A final walkover is being organised for any defects and then practical completion can be granted.

- 3.5 The Interim Speed Management Plan was consulted on and adopted by Council at the 28 November 2023 Council meeting. The Plan was then submitted to the director of Land Transport for review and approval. This has now been approved and will move into the implementation phase with further funding being made available in the next LTP roading budgets.
- 3.6 Pavement Rehabilitation sites for 2022/23 are completed including the Taharoa Road Flooding section. The 23/24 site (Te Anga Road) was also completed and sealed in late April. The contractor is now moving on to complete one of the storm damage sites.
- 3.7 The resealing programme was completed in April, with the last site on Rora Street completed under night works.
- 3.8 **CYCLONE RECOVERY**
- 3.9 In February 2022, July-August 2022, January 2023, and September 2023 the region was struck by severe adverse weather. The initial response works have been completed, and repair works are now well underway with some significant contracts.
- 3.10 Mangatōa Road Sites have now been completed and all four sites were sealed by March. Cambridge Excavators Limited have been awarded further work under this contract including sites on Taharoa, Fullerton & Oparure Roads with works that were similar to the original contract works.
- 3.11 Fullerton & Mairoa Road works are ongoing. The retaining wall at Fullerton Road is completed with just the pavement and finishing works to be completed. The poles at Mairoa Road are installed and the timber lagging is to be installed.
- 3.12 Further damage to the roading network was incurred during the Auckland Anniversary 2023 storm event. The initial clean up works were funded at 100% through Waka Kotahi. Design and investigations for these sites will be undertaken during the 2023/24 financial year.
- 3.13 Mangarino Road was damaged during the storm event on 24 September 2023 to the point of a full road closure being put in place. Design and contract documentation was completed in February 2024. This package of works has been awarded to Nicholls & Uttinger and works are to commence in May.
- 3.14 **CONTRACT RENEWAL/EXTENSION**
- 3.15 The Roads Maintenance and Reseals Contract Tender was advertised prior to Christmas 2023 and closed in January 2024. Tender evaluations are ongoing, and the award date is now estimated to be early June 2024.
- 3.16 **ACTIVITY MANAGEMENT PLAN**
- 3.17 A draft Roads and Footpaths Activity Management Plan (AMP) was developed to provide a high-level plan for the next 10 years. The AMP incorporates details from the next National Land Transport Program (NLTP). This gives an indication to Waka Kotahi of what funding will be required in the near and distant future.
- 3.18 The AMP was submitted to Waka Kotahi for approval in August 2023. Due to the change in Government and priorities, there has been a delay in the confirmation of roading budgets and therefore finalisation of the LTP and AMPs.
- 3.19 **RISKS AND OPPORTUNITIES**
- 3.20 Indications are, there is an increasing likelihood of more regular and more intense weather events which will affect the region going forward. These types of events interrupt scheduled work programmes and potentially push jobs into the next financial year.
- 3.21 Expected increases in inflation and material prices will be reflected in contractors' rates. This is of particular relevance with the new Roads Maintenance Contract which is currently being evaluated. Prices received for current tenders have been in-line with budgets which suggests a competitive market.

- 3.22 Due to limited funding for year three, the resurfacing KPI will not be met. The current KPI is to reseal 34.5km of the network, but the forecast based on the available budget will be 21.1km which is 4.6% of the total sealed network. This has been reduced due to the Rora Street asphalt site being added which has a much higher cost compared to rural chip sealing. This budget may further be affected by any drainage upgrade works.
- 3.23 There is a risk that the new Roads Maintenance and Reseals Contract may not be awarded in time and the existing contract may need to be extended by a few months to allow for all the negotiations and transition to the new contract.
- 3.24 The Piopio Carpark Project funded from Better-off Funding (BOF) commenced on 27 October 2023. The asphalt has been laid and the car park is now in use. There is still some minor outstanding work to be completed on the project. The cycle rack and major public car park signboard are waiting to be installed, weather pending.
- 3.25 Two sites in Benneydale are also part of the BOF Carpark Project. One site is the Benneydale Hall Carpark, and the other is widening on the State Highway opposite the dairy. Both these sites are sealed, and line marking has been completed.
- 3.26 The BOF Walkway Project involves upgrading/creating a footpath along the Mangaoweka River between Lawrence Street and Te Kumi Side Road. The project has reached completion and identified remedial works will be completed by July 2024. An associated project involving upgrading the track to Mangaoweka Reserve is currently being scoped and is scheduled to be completed next financial year. Other components of this project include a storyboard and sign installation along the track from Brook Park to Mangaokewa Reserve.
- 3.27 **LOOKING FORWARD – THE NEXT 3 MONTHS**
- 3.28 Capital works are ongoing making use of good weather. Budgets are being tracked to confirm no overspends. This includes pavement rehabilitation sites, footpaths and reseals.
- 3.29 Cyclone recovery emergency works are ongoing (multiple weather events).
- 3.30 Maintenance Contract Renewal evaluation and award.

Three Waters

- 4.1 The Three Waters group of activities includes drinking water, wastewater, stormwater, and management of treatment plants and the reticulation network. This section will also cover a summary of transition activities relating to the three waters reform.
- 4.2 **THREE WATERS REFORM**
- 4.3 There are no specific updates to report.
- 4.4 **CURRENT ACTIVITY**
- 4.5 **DRINKING WATER**
- 4.6 The Te Kuiti Water Resilience Project is progressing well with Stage 1 of tender submissions closing at the end of May 2024. Developing tender documents for Stage 2 submissions is progressing. Additional geotechnical investigation will be done to confirm the ground condition and mitigate risks. Negotiations are continuing with the landowners for purchasing the new site and easements over other properties. There is a risk that the easements and land purchase step could delay the overall project.
- 4.7 On the evening of 16 May 2024, the Water Treatment Plant in Te Kuiti stopped operating for a couple of hours. Staff and contractors worked throughout the night to get it back in service before the morning peak. An email with the findings will be sent to the elected members.

4.8 **WASTEWATER**

- 4.9 Different dewatering and disposal methods for sludge at the Te Kuiti Wastewater Treatment Plant are being considered.
- 4.10 Initial upgrades and security fencing for the Te Waitere wastewater soakage system were completed in March 2024.
- 4.11 540 properties were inspected under the Inflow and Infiltration investigation programme. This investigation will be put on hold due to resourcing challenges.
- 4.12 Staff are currently designing the new wastewater pipeline at the eastern end of Hospital Road to alleviate any wet weather overflow risks.

4.13 **STORMWATER**

- 4.14 The stormwater pipeline project on Carrol Street and the grouting of the old pipeline under the railway tracks were completed in April 2024. Updating the Asset Recognition Forms and As-Builts is currently underway. The project involved re-routing stormwater flow, which was initially going under the railway line, into the 1800mm main from Place Makers, and later discharging into Mangaokewa Stream. This will eliminate any damage to the railway line due to leaking. The new pipeline starts from a manhole opposite George Street to another manhole opposite Place Makers, next to the railway line.
- 4.15 Inspections of the critical stormwater reticulation network, such as open channels, wingwalls and screens will continue to be monitored before, during, and after heavy rainfall events. Remedial work before any forecast heavy rainfall will be implemented as soon as possible after getting approval from Council 3 Waters staff.
- 4.16 All seven-stormwater resource consent renewal applications have been submitted to WRC and are awaiting approval. The consents are for Te Kuiti, Piopio, Mokau/Awakino, Benneydale, Te Waitere, Waitomo Village and Marokopa.
- 4.17 Work is in progress for the supply and installation of a flood level sensor on the open channel in Ngatai Street, Te Kuiti, as well as on three other sites. These level sensors will provide real time water level monitoring inside the open channels so we can attend promptly.
- 4.18 Costings of carrying out stormwater modelling in Te Kuiti have been received and are being reviewed before finalising the contract. This project will be awarded next financial year 2024/25.
- 4.19 A work programme for short-term measures to alleviate the flooding issue in Te Kuiti is progressing well. This year's work is expected to be completed by June 2024.
- 4.20 The project to update a section of the stormwater pipeline at Waitete Road (SH3), Te Kuiti has commenced and is expected to be completed this financial year. This project primarily increases manhole and pipe capacity to cater to high rainfall events.
- 4.21 A contractor will connect 12 property service laterals to the newly installed stormwater line on Edward Street, Te Kuiti. This additional work will allow rainfall from properties to flow through their downpipes directly to the stormwater pipe network, and not flood their homes.
- 4.22 Work continues with the stormwater Medium-Term Plans. This includes attenuation ponds. The first site is at the back of Hill Street properties and the second is on the Ward Street Reserve. The majority of the property owners have been met with, and design work will commence once a designer has been appointed. Once the design has been completed, easements or purchasing of land will be discussed with the property owners. The first two ponds aim to minimise flooding on Ward, Ngatai and Duke Streets.

4.23 **RISK AND OPPORTUNITIES**

4.24 It is predicted that there will be an increased likelihood of stormwater flooding in Te Kuiti and other local towns due to the predicted increase in frequency and severity of storm events in the future.

4.25 Improvements to Mokau water supply catchment management by preventing stock from accessing source water (2 x top dams), will reduce the level of contaminants in the raw water source.

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

4.27 Work to inspect and service all domestic sewer pumps for each property in the Piopio township will continue. This is unbudgeted but has to be undertaken for operational and resource consent reasons.

4.28 Work will continue in Te Kuiti and Mokau for the inspections and servicing of all water network fire hydrants.

4.29 The pipeline renewals programme for the next two or three years is currently being finalised. Once all the sites have been identified, the services can then be procured.

Waste Management

5.1 The Waste Management activity incorporates Landfill, Kerbside Collections and Transfer Station operations.

5.2 **CURRENT ACTIVITY**

5.3 The new cell development, high wall stabilisation and gas flaring projects at the Landfill are on hold while other options are being considered. This includes identifying options for sludge disposal.

5.4 One submitter was heard at WMMP hearings held on 30 April 2024. The deliberation of the WMMP was held on 14 May 2024 and adoption of WMMP will be on 25 June 2024.

5.5 The two-year Kerbside Collection Contract extension is currently under review. WDC intends to utilise the contract extension as an opportunity to implement the changes requested by Mokau community. The kerbside collection days will be changing for most of the areas from 1 July 2024 and this is being communicated to the general public.

5.6 The kerbside organics feasibility study is underway and due to be completed by June 2024.

5.7 **RISKS AND OPPORTUNITIES**

5.8 The risk for this quarter lies in the adjustment to the altered kerbside collection schedules as residents face the challenge of adapting to the shift in collection days.

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

5.10 Commencing 1 July 2024, the Waste Levy will increase by \$10, and this has been reflected in the Fees and Charges.

Property and Other Facilities

6.1 The Property and Other Facilities activity covers:

- Parks and Reserves
- Public Amenities
- Residential and Elder Housing
- Library
- i-Site
- Railway and Administration Buildings
- Aerodrome
- Holiday Parks

6.2 **CURRENT ACTIVITY**

6.3 The four Property Asset Management Plans are under review.

6.4 The infrastructure upgrades to Marokopa Holiday Park, including the septic tank replacement necessitated by the old system's failure over summer, have been completed and are now awaiting consent from WDC's Building Department.

6.5 A one-year contract for the management of the Marokopa Holiday Park has been established with Warren and Gail Keegan.

6.6 The Request for Quotation (RFQ) for the demolition of the Marokopa School House has been sent to four contractors for tender. The contract will be awarded by early June 2024.

6.7 **RISK AND OPPORTUNITIES**

6.8 The received RFQ's for the demolition of the Marokopa School House could exceed the budget.

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

6.10 Redwood Tree assessments within the Te Kuiti urban area will be conducted by Treescape within the next two months.

6.11 Security access for all WDC properties will be finalised within two months, with outstanding work remaining for the Community House, and Railway Buildings 1 & 3.

Suggested Resolution

The business paper on Infrastructure Services Group Activity Update Report be received.



SHYAMAL RAM
GENERAL MANAGER – INFRASTRUCTURE SERVICES

16 May 2024

Document No: A720999

Report To: Council



Meeting Date: 4 June 2024

Subject: New Zealand Transport Agency – Change to Emergency Works Investment funding

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the proposed changes to Waka Kotahi funding for emergency works investment funding.

Background

- 2.1 The National Land Transport Fund (NLTF) is applied at different funding assistance rates (FAR) to assist approved organisations (AO's) to undertake emergency works in relation to sudden events that damage transport infrastructure.
- 2.2 In recent years, the scale and intensity of weather-related events have increased significantly, and this trend is expected to continue. The NLTF allocation to respond to these events is not sufficient to fund all response and recovery work for those events that qualify for funding. Substantial additional Crown funding has been required to fund the more severe nationally significant weather events, such as the 2023 North Island Weather Events.
- 2.3 Waka Kotahi undertook a review of their existing emergency works investment policies because of uncertainty about the availability of the NLTF to cover all emergency events and a lack of clarity about the FAR that applies to recovery versus rebuild.
- 2.4 Feedback on the proposed changes is sought from AOs, iwi and stakeholders in the transport sector.
- 2.5 This feedback will help finalise proposals relating to FAR for NZTA Board approval and managerial endorsement of any other policy changes for implementation as follows:
- **1 July 2024** – Changes to definitions, processes and operational policies take effect.
 - **1 July 2025** – Any confirmed changes to FAR in relation to emergency works take effect.
- 2.6 A summary of the proposed changes for feedback is below.
- Change the qualifying trigger for an emergency event attracting an enhanced FAR to a minimum frequency 1 in 20-year event from the current 1 in 10-year event.
 - Reduce the enhanced FAR from normal FAR +20% to normal FAR +10%.
 - Retain the current trigger for enhanced FAR as costs exceeding 10% of annual maintenance spend.
 - Restrict provision of a bespoke FAR (i.e., greater than an enhanced FAR) to only those extreme events for which Crown funding is made available.
 - Clarify that the enhanced FAR applies to response and recovery costs and is conditional upon the following:

1. The AO's Activity Management Plan has considered, in advance of an emergency event, which parts of the network are prioritised to restore levels of service and which parts of the network may require consideration of a different level of service or alternatives to recovery; and
2. After an emergency event, genuine discussions with funders and affected communities occur for those parts of the network where consideration of a different level of service or alternatives to recovery is appropriate.

Commentary

- 3.1 The table (Appendix) shows the emergency funding received so far by the Council. The last three columns show Council's share currently, as well as the share that would be required if the proposals are changed. The proposed changes would have a significant impact on Council's budget, in the event of similar events occurring in the future.
- 3.2 Roding will be submitting feedback to Waka Kotahi opposing any change to the current funding criteria as the impact would be unaffordable to a small council such as Waitomo.

Suggested Resolution

The business paper on New Zealand Transport Agency – Change to Emergency Works Investment Funding be received.



DARREN LAYCOCK
ACTING ROADING MANAGER



SHYAMAL RAM
GENERAL MANAGER – INFRASTRUCTURE SERVICES

13 May 2024

Appendix

EMERGENCY FUNDING ACTIVITY		FAR	NZTA SHARE	WDC SHARE	PROPOSED FAR	WDC PROPOSED SHARE
Cylone Dovi Intial Response	\$760,000	75%	\$570,000	190000	75%	\$190,000
Winter Storm Initial Response	\$524,665	95%	\$498,432	26233	85%	\$78,700
November 22 Storm (Pukerimu)	\$236,014	95%	\$224,213	11801	85%	\$35,402
Waitomo DC February 2022 Cyclone Dov I&D 21/21	\$1,090,000	75%	\$817,500	272500	75%	\$272,500
Waitomo DC February 2022 Cyclone Dovi - Construction 22/23	\$240,737	75%	\$180,553	\$60,184	75%	\$60,184
Waitomo DC February 2022 Cyclone Dovi - Construction 22/23	\$1,514,592	95%	\$1,438,862	\$75,730	85%	\$227,189
Waitomo DC February 2022 Cyclone Dovi - Construction 22/23	\$1,227,890	75%	\$920,918	\$306,973	75%	\$306,973
Waitomo DC February 2022 Cyclone Dovi - Construction 22/23	\$3,395,398	95%	\$3,225,628	\$169,770	85%	\$509,310
Waitomo DC February 2022 Cyclone Dovi - Construction 23/24	\$2,235,000	95%	\$2,123,250	\$111,750	85%	\$335,250
Auckland Anniversary Initial Response	\$104,741	100%	\$104,741	\$-	100%	\$-
Mangarino Road Slip Repair	\$1,420,000	95%	\$1,349,000	\$71,000	85%	\$213,000
Winter Storm I & D 23/24	\$900,000	95%	\$855,000	\$45,000	85%	\$135,000
Winter Storm Construction 23/24	\$3,993,145	95%	\$3,793,488	\$199,657	85%	\$598,972
Total Applied	\$17,642,182			\$1,540,597 (Current)		\$2,962,479 (Proposed)

Document No: A721635

Report To: Council Meeting



Meeting Date: 4 July 2024

Subject: **Adoption of Animal and Dog Control and Food Act 2014 Fees and Charges**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council for adopting the fees and charges for animal and dog control and Food Act 2014 to enable invoices to be issued for these activities which are due for payment from 1 July 2024. The remainder of the Fees and Charges will be presented for adoption on 25 June 2024.

Background

- 2.1 Council's Revenue and Financing Policy (RFP) provides information on funding sources that are available to Waitomo District Council and provides the rationale for the use of each funding source. Fees and Charges (FCs) are a legitimate source for funding activities (or parts of activities), and the rationale for their use in funding certain activities is set out in detail in the RFP.
- 2.2 Council must set FCs in a manner set by section 150 of the Local Government Act 2002 (LGA), namely that the FCs must represent the recovery of fair and reasonable costs incurred by Council in the matter for which the fee is charged. There are other legislative requirements for specific fees and charges as defined in the Resource Management Act 1991, Sale and Supply of Alcohol Act 2012, Food Act 2014, Dog Control Act 1996 and the Building Act 2004.
- 2.3 FCs are one funding source evaluated as part of the construction of the annual planning and budgeting process. This annual review provides the opportunity to reflect the changing circumstances in the operating environment.
- 2.4 Most FCs can be adopted by Council resolution without the need to undertake the special consultative procedure (SCP). However, Council is required to undertake a special consultative procedure when amending fees and charges under the Food Act 2014 (Food Act) and the Resource Management Act 1991 (RMA).

Commentary

- 3.1 An annual review of the FCs has been undertaken by staff. The outcome of this review was that due to the increase in operating costs, most fees and charges were required to be increased by 5% to ensure that costs are recovered so that Council services are not subsidised further by rates. There have also been additional FCs that have been increased by more than the above percentages, where staff noted that the current FCs were not sufficient to cover the increased staff time or higher contractor costs for delivering these.
- 3.2 The Council elected to undertake consultation on all FCs for the 2024/25 year by using the SCP under section 83 of the LGA. This consultation period was done in conjunction with the Long Term Plan 2024-34 consultation which ran from 16 April to 17 May 2024.
- 3.3 The following commentary provides key details of the proposed changes to the fees and charges for Animal and Dog Control and Food Act 2014 charges. These are proposed to be adopted earlier than the rest of the FCs in order to allow time for changes to be made

before letters and invoices are sent to dog owners to pay annual registration fees and renewal of food control plans that are due in July.

3.4 **ANIMAL AND DOG CONTROL**

3.5 There is a general \$3-5 increase in dog fees.

3.6 Discounts similar to those offered by other councils have been proposed for dog owners that have a Gold Card and those with a significant number of rural dogs, such as large farms.

3.7 Bark collar batteries are now offered for sale alongside the collars.

3.8 Grazing rates for stock have been increased to cover costs of pasture maintenance and staff time.

3.9 The Full Schedule of fees and charges that were consulted on is set out below:

Description	Proposed 2024/25 fee or charge (\$)
Animal and Dog Control Fees All Fees are set in accordance with the Dog Control Act 1996 and by Council Resolution.	
Urban Fee (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	130.00
Spayed or Neutered Dogs in the Urban Area	98.00
Selected Owner (Dog Control Policy) Dogs	77.00
Gold card discount of 10% for urban dogs	117.00
Rural Dogs	55.00
Rural Dogs > 5 For every 5 rural dogs you register the 6th dog registration is free if paid on or before registration date.	Multiple rural dog discount
Late registration fee	50% of the fee that would have been payable if that dog had been registered on the first day of the registration
Dangerous Dogs registration fee	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.
Disability Assist Dog registration fee <i>Note: To be eligible, the dog must be certified as a disability assist dog in accordance with Schedule 5 of the Dog Control Act 1996.</i>	No charge
Replacement Registration Tag	5.25

3.10 **FEES FOR FUNCTIONS UNDER THE FOOD ACT 2014**

3.11 Alignment to other councils has been made where shared services are involved. Food premises inspection fees are now incorporated into the Food Control Plan fees.

3.12 The Full Schedule of fees and charges that were consulted on is set out below:

Description	Proposed 2024/25 fee or charge (\$)
Fees for Functions under the Food Act 2014	
All administration and verification activities including annual verification, reporting, non-conformance visits and any activity not specified in the schedule below	185.00
Fees applicable to Template Food Control Plans	
Application for new registration of Template Food Control Plan (plus hourly rate of 185 after the first hour)	450.00
Application for renewal of registration of Template Food Control Plan (plus hourly rate of 185 after the first hour)	360.00
	185.00
Application for a significant amendment (section 45(3)) of registration of Template Food Control Plan, or move from Template Food Control Plan to National Programme (plus hourly rate of 185 after the first hour)	180.00
	185.00
Application for a minor amendment (section 45(2)) of registration of Template Food Control Plan. <i>Note: Minor changes constitute changes to details such as contact information (email, phone, day to day manager, and postal address).</i>	80.00
Voluntary suspension of Template Food Control Plan (plus hourly rate of 185 after the first hour)	90.00
	185.00
Fees applicable to National Programmes	
Application for new registration of premises under a National Programme (plus hourly rate of 185 after the first hour)	450.00
	185.00
Application for renewal of registration of premises under a National Programme. (plus hourly rate of 185 after the first hour)	360.00
	185.00
Application for significant amendment (section 81) of registration under a National Programme or move from National Programme to Template Food Control Plan during the registration year. (plus hourly rate of 185 after the first hour)	180.00
	185.00
Application for a minor amendment of registration under a National Programme, such as a change in contact information, trading name.	180.00
Voluntary suspension of National Programme. (plus hourly rate of 185 after the first hour)	90.00
	185.00
Issue of improvement notice, or review of an improvement notice. (plus hourly rate of 185 after the first hour)	170.00
	185.00
Application for statement of compliance. (plus hourly rate of 185 after the first hour)	170.00
	185.00
Copy of Food Control Plan folder and documents.	30.00

<p>Canceling an audit or verification within 24 hours of the scheduled date and time of audit.</p>	<p>110.00</p>
<p>Administration fee for refund on cancelled applications pursuant to the Food Act (note where substantial work has been completed on the application a refund will not be given, where substantial work has not been completed, the application fee will be refunded minus the administration fee).</p>	<p>55.00</p>

3.13 **COMMUNITY CONSULTATION**

- 3.14 The consultation period was open from 16 April to 17 May 2024. Information and links were prominent on WDC website, posts were made on the WDC Facebook page. Hardcopies were distributed to prominent local businesses in Te Kuiti, Piopio, Maniaiti/Benneydale, Waitomo Village, and Mokau. Te Kuiti District Library, WDC Customer Service on Rora Street, WDC Queen Street office centre also had hardcopies available at the front reception areas.
- 3.15 There were 14 submissions received on the FCs during the consultation period. Seven of these submissions related only to the draft Long Term Plan (LTP) and are being considered as submissions to the LTP, while seven other submissions – in part or whole – related to FCs, so are being considered through Fees and Charges submissions.
- 3.16 None of these submissions related to Animal and Dog Control or Fees and Charges under the Food Act 2014, so it is appropriate to adopt these fees and charges now.

Considerations

4.1 **RISK**

- 4.2 There are no significant risks associated with approving the proposed changes to these fees and charges for the 2024/25 year as the community have been consulted on all the proposed changes.
- 4.3 The majority of the fees and charges are proposed to move in keeping with inflation to ensure cost recovery as per legislation. Where significant cost increases have been identified changes have been proposed.

3.17 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 4.4 The proposed fees and charges for the 2024/25 year are consistent with, and are required to fund delivery of, current Council plans or policies, specifically the Revenue and Financing Policy and the draft LTP 2024-34.

3.18 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 4.5 Council elected to undertake consultation on all FCs for the 2024/25 year by using the Special Consultative Procedure under section 83 of the LGA. This was done in conjunction with the draft LTP 2024-34 consultation which ran from 16 April to 17 May 2024.
- 4.6 There were no submissions received related to Animal and Dog Control or Fees and Charges for functions under the Food Act 2014, therefore the proposed changes to the fees and charges for 2024/25 are taken as appropriate by the community.

Analysis of Options

- 5.1 Council is required by the LGA to adopt its fees and charges prior to 1 July.
- 5.2 Council can choose to adopt the fees and charges for Animal and Dog Control and the Food Act 2014 now, so that the public can be made aware of these, so that they can be

operational by 1 July 2024. The remainder of the FCs can be adopted at the meeting on 25 June.

- 5.3 The Council can choose to adopt all FCs together at the meeting on 25 June 2024, but that will not give enough time to inform the community before fees and charges for Animal and Dog and the Food Act 2014 are due to be paid.

Recommendation

- 6.1 It is recommended that Council adopt the fees and charges for Animal and Dog Control and the Food Act 2014, as consulted as outlined in sections 3.9 and 3.12 of this paper.

Suggested Resolutions

- 1 The business paper on 'Adoption of Animal and Dog Control and Food Act 2014 Fees and Charges' be received.
- 2 Council adopt the fees and charges for Animal and Dog Control and the Food Act 2014 as consulted as outlined in sections 3.9 and 3.12 of this paper to become effective on 1 July 2024.



CHARMAINE ELLERY
MANAGER - STRATEGY AND POLICY



ALEX BELL
GENERAL MANAGER – STRATEGY AND ENVIRONMENT

23 May 2024