

# Ōtorohanga District Council

Notice is hereby given that an ordinary meeting of the Ōtorohanga District Council will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 29 April 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

17 April 2025



## OPEN TO THE PUBLIC AGENDA

### Ōtorohanga District Council membership

Chairperson	His Worship the Mayor, Max Baxter
Deputy Chairperson/Kāwhia Tihiroa Councillor	Deputy Mayor, Annette Williams
Kāwhia Tihiroa Councillor	Kit Jeffries
Kio Kio Korakonui Councillor	Rodney Dow
Ōtorohanga Councillor	Katrina Christison
Ōtorohanga Councillor	Steve Hughes
Rangiātea Councillor	Jaimee Tamaki
Rangiātea Councillor	Roy Willison
Waipā Councillor	Roy Johnson
Wharepūhunga Councillor	Cathy Prendergast

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the ŌDC's YouTube channel. Every care will be taken to maintain individuals' privacy however attendees are advised they may be recorded as part of the general meeting proceedings.

## For use in both opening and closing meetings

A Member will provide the words of their preference or may choose to use the following:

Mā te whakapono	<i>By believing and trusting</i>
Mā te tūmanako	<i>By having faith and hope</i>
Mā te titiro	<i>By looking and searching</i>
Mā te whakarongo	<i>By listening and hearing</i>
Mā te mahi tahi	<i>By working and striving together</i>
Mā te manawanui	<i>By patience and perseverance</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>

## For use in blessing food

A Member will provide the words of their preference or may choose to use the following:

Nau mai e ngā hua o te wao	<i>I welcome the gifts of food from the forest</i>
O te ngakinga	<i>From the cultivated gardens</i>
O te wai tai	<i>From the sea</i>
O te wai māori	<i>From the fresh waters</i>
Hei oranga mō tātou	<i>For the goodness of us all</i>
Tūturu whakamaua	<i>Let this be my commitment to all!</i>
Kia tina! Tina! Hui e! Tāiki e!	<i>Drawn together and affirmed!</i>



<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
Commencement of meeting	Te tīmatanga o te hui	5
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
Late items	Ngā take tōmuri	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes (ŌDC 25 March)	Te whakaū i ngā meneti	6
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His Worship the Mayor's verbal report	Te pūrongo ā-waha a te kahika	44

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
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<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>	
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Other business	Ētahi atu take	
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Public excluded	Take matatapu
There are no reports.	

Closing formalities	Ngā tikanga whakakapi	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	211
Meeting closure	Katinga o te hui	211

Workshops	Hui awheawhe	
1	Te Korowai improvement plan	Open to the public
2	Waikato Medical School update	Open to the public
3	Monthly discussion with the Chief Executive	Public not permitted

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 17 April 2025.

**Commencement of meeting****Te tīmatanga o te hui**

The Chairperson will confirm the livestream to YouTube is active then declare the meeting open.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

The Chairperson will invite a member to provide opening words and/or prayer/karakia.

**Apologies****Ngā hōnea**

A Member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The meeting may accept or decline any apologies. For clarification, the acceptance of a Member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).

Should an apology be received the following is recommended: *That Ōtorohanga District Council receive and accept the apology from ... for .... (non-attendance, late arrival, early departure).*

**Public forum****Hui tūmatanui**

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of Council. Requests to attend the public forum must be made to on the form available on Council's website: [otodc.govt.nz/about-council/meetings/speak-at-public-forum](https://otodc.govt.nz/about-council/meetings/speak-at-public-forum). Alternatively, please call 07 873 4000.

Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debated or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

**Speakers**

- Rosemary Davison: Support proposal to re-locate Rewarewa School to the Ōtorohanga Museum
- Evan Cowan: Support proposal to re-locate Rewarewa School to the Ōtorohanga Museum
- Peg Purdie: Support proposal to re-locate Rewarewa School to the Ōtorohanga Museum

**Late items****Ngā take tōmuri**

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

Should a late item be raised, the following recommendation is made: *That Ōtorohanga District Council accept the late item .... due to .... to be heard ....*

**Declaration of conflict of interest****Te whakapuakanga pānga taharua**

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

A conflict can exist where:

- The interest or relationship means you are biased; and/or
- Someone looking in from the outside could have reasonable grounds to think you might be biased.

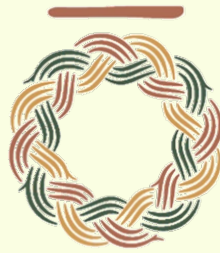
Should any conflicts be declared, the following recommendation is made: *That Ōtorohanga District Council receive the declaration of a conflict of interest from .... for item ... and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.*

**Confirmation of minutes****Te whakaū i ngā meneti**

The unconfirmed Minutes of the Marck meeting is attached on the following page.

**Staff recommendation**

That Ōtorohanga District Council confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 25 March 2025 (document number 815164).



## TE KAUNIHERA Ā-ROHE O ŌTOROHANGA DISTRICT COUNCIL

Open Minutes of an ordinary meeting of the Ōtorohanga District Council held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 25 March 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

2 April 2025

### ATTENDANCE REGISTER

#### Ōtorohanga District Council membership

Chairperson	His Worship the Mayor, Max Baxter	Attended
Deputy Chairperson/Kāwhia Tihiroa Councillor	Deputy Mayor, Annette Williams	Attended
Kāwhia Tihiroa Councillor	Kit Jeffries	Attended
Kio Kio Korakonui Councillor	Rodney Dow	Attended
Ōtorohanga Councillor	Katrina Christison	Attended
Ōtorohanga Councillor	Steve Hughes	Attended
Rangiātea Councillor	Jaimee Tamaki	Attended (Zoom)
Rangiātea Councillor	Roy Willison	Attended
Waipā Councillor	Roy Johnson	Attended
Wharepūhanga Councillor	Cathy Prendergast	Attended

#### Senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Enablement	Graham Bunn	Attended
Group Manager Engineering & Assets	Mark Lewis	Apology
Acting Group Manager Engineering & Assets	Paul Strange	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Attended
Chief Advisor	Ross McNeil	Attended

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
Commencement of meeting	Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
Apologies	Ngā hōnea	4
Public forum	Hui tūmatanui	4
Late items	Ngā take tōmuri	4
Declaration of conflict of interest	Te whakapuakanga pānga taharua	5
Confirmation of minutes (ŌDC 25 Feb)	Te whakaū i ngā meneti	5
Receipt of Minutes (KCB 13 Feb)	Te rironga o ngā meneti	5
His Worship the Mayor's verbal report	Te pūrongo ā-waha a te kahika	5

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
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Item 219 Application for temporary road closure: Hamilton Car Club – Ngutunui Hillclimb		6

<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>	
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Item 221 Ōtorohanga District Development Board Six Month Report 1 July to 31 December 2024		8
Item 222 Update Report on the Mayor's Task Force for Jobs Community Employment Programme 1 July 2024 – 10 March 2025		9
Item 223 Six Monthly Performance Report for the period 1 July to 31 December 2024		9

<b>Other business</b>	<b>Ētahi atu take</b>	
Councillor updates	Ngā kōrero hou a ngā Kaikaunihera	10
Resolution Register	Rēhita tatūnga	11

**Public excluded****Take matatapu**

Item 224	Resolution to exclude the public for Item PE22 - Waitomo Energy Services Customer Trust – Election of Trustees	11
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**Closing formalities****Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	12
Meeting closure	Katinga o te hui	12

**Workshops****Hui awheawhe**

1	Waikato Water Done Well	Open to the public
2	Monthly discussion with the Chief Executive	Public not permitted

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 2 April 2025.

**Commencement of meeting****Te tīmatanga o te hui**

His Worship the Mayor declared the meeting open at 10.00am. Councillors Tamaki and Willison were not in attendance.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

His Worship the Mayor led the Councillors in a recitation of the karakia provided in the agenda.

Councillor Christison provided the following words of wisdom: “Together we build stronger communities. Let’s listen, share and collaborate with open minds and kind hearts. Every voice matters. Let’s make this meeting meaningful”.

**Apologies****Ngā hōnea**

There were no apologies.

**Public forum****Hui tūmatanui****Sarah Snookes, Rebecca Hurley and Dianna Janett on behalf of the Ōtorohanga Riding for Disabled**

Ms Janett spoke on the opportunity provided by the new site and the current activities of the Ōtorohanga RDA. Ms Hurley spoke further on the opportunity provided by the new site and challenges of the current site. Ms Snookes spoke on the feasibility study which was subsequently provided to ŌDC.

Councillor Willison joined the meeting at 10.06am.

In response to a query from Councillor Jeffries, Ms Snookes advised Ōtorohanga Riding For Disabled catered for the wider King Country including Pīo Pīo and Te Kuiti. She noted discussions were being held with Taumarunui for inclusion. She advised there was an RDA in Te Awamutu to the north and New Plymouth to the south.

**Late items****Ngā take tōmuri**

There were no late items.



**Declaration of conflict of interest****Te whakapuakanga pānga taharua**

Councillor Prendergast declared a conflict for the public excluded item. She advised of her intention to leave the room for the duration of the item.

Resolved C341: That Ōtorohanga District Council receive the declaration of a conflict of interest from Councillor Cathy Prendergast for 'Item PE22 – Waitomo Energy Services Customer Trust' and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.

Councillor Prendergast | His Worship the Mayor

**Confirmation of minutes****Te whakaū i ngā meneti**

Resolved C342: That Ōtorohanga District Council confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 25 February 2025 (document number 808985).

Councillor Jeffries | Councillor Johnson

**Receipt of Minutes****Te rironga o ngā meneti**

Resolved C343: That Ōtorohanga District Council receive the unconfirmed Minutes of the meeting of the Kāwhia Community Board – 13 February 2025 (document number 809213).

Councillor Jeffries | Councillor Christison

**His Worship the Mayor's verbal report****Te pūrongo ā-waha a te kahika**

His Worship the Mayor attended several meetings and a workshop around Waikato Water Done Well. He attended the Zone 2 meeting, the All of Government meeting, and the Rural & Provincial meeting. He led the Citizenship Ceremony and attended both the Waipapa and Maketū marae Poukai and the first TUIA wananga at Pohara Marae. His Worship participated in the Risk and Assurance Committee meeting and a community meeting with Elevate, NZ Police and local businesses on security in the central business district. He was also at the Waikato Chiefs game in Hamilton and the honours night for the Fire Brigade.

Resolved C344: That Ōtorohanga District Council receive the verbal update from His Worship the Mayor, Max Baxter.

His Worship the Mayor | Councillor Hughes

Councillor Tamaki joined the meeting via Zoom at 10.15am.

**Decision reports****Ngā pūrongo whakatau****Item 218 Application for temporary road closure – Ōtorohanga and Kāwhia ANZAC parades**

ŌDC's Roading Manager, Paul Strange noted the Executive Summary section of the staff report outlined all the roads affected whereas the Staff Recommendation included only those roads which were to be closed.

Councillor Christison left the meeting at 10.16am.

Deputy Mayor Williams queried the traffic management costs and Mr Strange confirmed there was a specific event budget for ANZAC Day. ŌDC's Tanya Winter confirmed the current financial year's budget for ANZAC Day was \$10,404 with the majority of the budget allocated to the traffic management plan and implementation.

Resolved C345: That the Ōtorohanga District Council:

- a. Approve the Temporary Road Closures, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, of Maniapoto Street SH 3 (from SH31/3 to intersection of Huiputea Drive), Kakamutu Road (from SH3 to Turongo Street), Gradara Avenue (from Kakamutu Street to Summit Drive), in Ōtorohanga on 25 April 2025 between 4.00am and 1.00pm. Noting this will also affect traffic on SH3, SH31, Turongo Street, Kakamutu Road, Tuhoro Street, Balance Street, Ranfurly Street, Huiputea Drive, Whittington Lane, Clarke Street, Whanau Crescent, Gradara Avenue, Cowley Lane, Hunter Lane and Pine Street
- b. Approve the Temporary Road Closure, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, of Pouewe Street and Jervois Street in Kāwhia on 25 April 2025 between 12.00pm and 2.30pm. Note this will affect traffic in and out of Kāwhia.
- c. Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.

Councillor Johnson | Councillor Prendergast

**Item 219 Application for temporary road closure: Hamilton Car Club – Ngutunui Hillclimb**

ŌDC's Roading Manager, Paul Strange referred to point 2.2 noting a typo with the advertised date being 2025 and not 2026 as written. Mr Strange advised the Organisers were currently contacting individuals in the area for approval. In response to a query from His Worship the Mayor, Mr Strange advised the expectation was for the Organisers to resolve any issues relating to the event.

Councillor Christison rejoined the meeting at 10.19am.

Resolved C346: That the Ōtorohanga District Council:

- a. Approve the Temporary Road Closures, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, of Pekanui Road from its intersection with Ngutunui Road to its intersection with Okupata, Pirongia West and Te Rauamoa Roads, 'T' intersection on 4 May 2025 between 7.30am and 4.00pm. Noting this will also affect traffic on Scott Road (no exit) and Okupata, Pirongia West and Te Rauamoa Roads.
- b. Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.

Councillor Johnson | Councillor Jeffries

## Information only reports

## Ngā pūrongo mōhiohio anake

### Item 220     Roothing Activity quarterly update – March 2025

ŌDC's Roothing Manager, Paul Strange spoke to the staff report. In response to a comment from Councillor Jeffries, Mr Strange advised that although a particular project may be over budget due to extenuating circumstances, a scope reduction in other areas ensured the total budget was not exceeded.

In response to a query from His Worship the Mayor, Mr Strange spoke on the removal of \$2M from the budget noting it was the reduced funding from the New Zealand Transport Agency of that amount. In response to a second query, he advised 'Area 9' was around Ngutunui and 'Area 3' was Wharepūhunga.

Councillor Hughes queried if slip events were expected from any heavy rain events following the dry summer to date. Mr Strange advised \$280k was budgeted for minor slip repairs in operational budgets.

Councillor Christison spoke on the improvements made to Huiputea Drive. Councillor Dow queried why the pavement rehabilitation was not continued to State Highway 3. Mr Strange stated the 15 metres in question were under NZTA's responsibility rather than ŌDC's.

Councillor Dow then queried the District's bridge compliance with the 50Max tonne requirements. Mr Strange spoke on the length of bridges, noting there were 17 bridges rated for 44 tonnes that could be increased to 50Max with speed restrictions implemented. ŌDC's Tanya Winter advised staff would present a report with a colour-coded map showing all the District's bridges and their status.

Resolved C347: That the Ōtorohanga District Council receive the report titled 'Roothing Activity Update – March 2025' (document number 810454) from Paul Strange, Manager Roothing.

Councillor Jeffries | Councillor Hughes

**Item 221     Ōtorohanga District Development Board Six Month Report 1 July to 31 December 2024**

ŌDC's Nardia Gower took the report as read and in response to a query from Councillor Christison, advised staff would explore how liaison meetings were arranged and formalise the expected outcome of those meetings with Elevate.

Marain Hurley and Michelle Hollands from Elevate spoke on the Six Month Report. In response to a query from Councillor Jeffries, Ms Hurley advised a 'new residents pack' could be provided for Kāwhia residents, acknowledging Councillor Jefferies comments on liaising with real estate agents to identify new residents. In response to a further comment, Ms Hurley noted the minimum wage increase effective 1 April 2025 was reflected in the updated service agreement for the Kāwhia Museum.

In response to a query from Councillor Jeffries on plans for a retail revitalisation project for Kāwhia, Ms Hurley stated the focus would remain on the completion of the Ōtorohanga project and any further projects would be assessed at a later date. In response to a second query, ŌDC's Ross McNeil advised a retail revitalisation project was not specified in the Kāwhia/Aotea/Ōpārau concept plan but could be included if a project was supported.

His Worship the Mayor queried staffing of the information centre and Ms Hurley spoke on the interim measures following the resignation of two staff over several months. She advised Waitomo District Council had provided two trained staff to assist and the Elevate secretary had taken over the iSite operations in the interim. Ms Hurley noted the roles were reviewed for clarity and had ensured targets were set for both roles. She advised a recruitment agency had been used and interviews for five candidates were being held over the coming week.

Councillor Prendergast queried the assistance provided by Elevate to rural businesses and Ms Hollands advised they were working hard to pick up rural sector activities. She noted membership had increased to 82. Councillor Johnson noted Elevate's assistance to event organisers by being an umbrella organisation for fund raising but also for the public liability insurance required to hold events.

Resolved C348: That the Ōtorohanga District Council receive the report titled 'Ōtorohanga District Development Board Six Month report 1 July - 31 December 2024' (document number 811298) from Nardia Gower, Group Manager Strategy and Community.

His Worship the Mayor | Councillor Dow

His Worship the Mayor adjourned the meeting for a short break at 10.54am and reconvened the meeting at 11.01am.

**Item 222     Update report on the Mayor's Task Force for Jobs Community Employment Programme - 1 July 2024 – 10 March 2025**

ŌDC's Nardia Gower took the staff report as read and in response to a query from Councillor Jeffries on the announcement by Ark Talent that they were not renewing their contract, Ms Gower advised staff were confident that the procurement process would result in a new provider.

Deputy Mayor Williams queried if any information was missing for the driver licences in point 4.5 (level of funding table) and Ms Gower advised staff would review and email the Mayor and Councillors following the meeting.

Elle Freestone and Taylor Barclay from Ark Talent spoke to their report. Ms Freestone advised the contract was for 30 placements and they currently had 64 placements of which at least 30 were rangitahi. In response to a comment by Councillor Dow, Ms Freestone advised 3 placements were into trade apprenticeships, but the overall number had not increased following the COVID initiated recession. His Worship the Mayor noted that Ark Talent would not be renewing their contract and thanked them for the effort and care to place people into jobs and ensure they were able to remain in work.

Resolved C349: That the Ōtorohanga District Council receive the report titled 'Update Report for the Mayor's Task Force for Jobs Community Employment Programme 1 July 2024 – 10 March 2025' (document number 811398) from Nardia Gower, Group Manager Strategy and Community.

His Worship the Mayor | Deputy Mayor Williams

**Item 223     Six Monthly Performance Report for the period 1 July to 31 December 2024**

ŌDC's Nardia Gower and Brendan O'Callaghan spoke to the staff report. Ms Gower noted the report was newly developed and was based on the Chief Executive's key performance indicators. She noted the full information would be reported in the Annual Report, but the new report would provide a snapshot of progress towards those measures. She noted financial information to the end of February 2025 was included to provide a complete picture.

His Worship the Mayor queried if there were any implications resulting from a delay in the Ōtorohanga District Plan review and ŌDC's Tony Quickfall advised there was funding allocated in the Long Term Plan and the Government had made a funding announcement that morning.

His Worship the Mayor queried the resilience infrastructure measure being not on target and Mr O'Callaghan advised this was due to a training issue with staff. He noted there were multiple fields to update in the system and some staff had not realised the importance of filling in all the fields.

His Worship the Mayor left the meeting at 11.14am. Deputy Mayor Williams assumed the Chair in his absence.

Deputy Mayor Williams spoke on the 20% increase in waste management and noted Waipā District Council had a really good website page on recycling. She sought clarity on the types of recycling accepted.

His Worship the Mayor rejoined the meeting and assumed the Chair at 11.15am.

Councillor Jeffries referred to point 4.4 and queried if staff were tracking the additional costs imposed on ŌDC caused by the changing requirements from Central Government legislation. ŌDC's Tanya Winter spoke on the reasons why this was not able to be tracked.

Councillor Johnson sought information on staff numbers and costs and Ms Winter advised a payroll count could be provided.

Councillor Dow spoke on the ability to do comparisons across regions which would require Levels of Services measures to be the same across councils. Mr O'Callaghan advised some measures around infrastructure had mandatory measures from the Department of Internal Affairs. He noted the measure was the same across councils, but the target was set by each council e.g. response times for wastewater issues. Ms Gower spoke on the importance of using measures that were important to ŌDC and the community.

Mr O'Callaghan provided an overview of the financials and in response to a query from Councillor Jeffries stated Ōtorohanga was charged by water meter whereas Kāwhia was a targeted rate.

Resolved C350: That the Ōtorohanga District Council receive the report titled 'Six Monthly Performance Report 1 July to 31 December 2024' incorporating the Financial Report for the month ending 28 February 2025' (document number 811397).

His Worship the Mayor | Councillor Jeffries

### **Councillor updates on meetings attended on behalf of Ōtorohanga District Council**

### **Ngā kōrero hou a ngā Kaikaunihera**

Deputy Mayor Williams, Councillor Prendergast and Councillor Jeffries attended the All of Government meeting in Wellington and the Rural & Provincial meeting the following day. Councillors Hughes, Jeffries and Prendergast attended the Risk and Assurance Committee meeting.

Councillor Jeffries attended the Awaroa Sports day. Councillor Dow and Councillor Christinson attended Reserve Management Plan workshops with the various sports clubs who are based at the Island Reserve.

Councillors attended a Local Water Done Well workshop and online meetings. Councillors Hughes, Dow, Tamaki and Deputy Mayor Williams attended the Citizenship Ceremony hosted by His Worship the Mayor. Councillor Hughes and Councillor Christison attended the business security meeting organised by Elevate in response to the spate of break-ins.

Councillor Christison advised the Ōtorohanga Community Board had an informal catchup around a proposed dog agility area in lieu of a formal meeting. Councillor Jeffries attended a Kāwhia/Aotea/Ōpārau concept plan meeting. Councillor Prendergast attended the North King Country Charitable Trust meeting.

An ŌDC delegation of elected members and staff attended the Maketū Marae poukai and the Waipapa Marae poukai. A delegation also attended the karakia prior to the planned removal of the pōhutukawa trees at Kāwhia. Councillor Tamaki spoke to the Lyceum Club. Deputy Mayor Williams attended the Local Government New Zealand Zone 2 meeting and the Waikato Civil Defence Emergency Management Joint Committee meeting.

Resolution Register

Rēhita tatūnga

ŌDC’s Tanya Winter referenced each Resolution and the staff recommendation to retain or remove from the Register.

Resolved C351: That Ōtorohanga District Council confirm the removal of Resolutions C332, C333 and C335 from the Register.

Councillor Johnson | Councillor Christison

Public excluded

Take matatapu

Item 224      Resolution to exclude the public for Item PE22 - Waitomo Energy Services Customer Trust – Election of Trustees

Resolved C352: That the Ōtorohanga District Council exclude the public from the following parts of the proceedings of this meeting confirming:

- a) 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 7 of that Act where a risk of prejudice is minimised by the holding of the whole or the relevant part of the proceedings of the meeting in public; and
- b) 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 and the specific grounds for the passing of this resolution are as follows:

General subject of each matter to be considered	Ground(s) under section 48(1) for the passing of this resolution	Interest
Item PE22 - Waitomo Energy Services Customer Trust – Election of Trustees	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

His Worship the Mayor | Councillor Prendergast

The public were excluded from the meeting at 11.48am and were re-admitted at 12.05pm.

**Closing prayer/reflection/words of wisdom****Karakia/huritaō/whakataukī**

His Worship the Mayor led the Councillors in a recitation of the karakia provided in the agenda.

**Meeting closure****Katinga o te hui**

His Worship the Mayor declared the meeting closed at 12.05pm.

**Workshops****Hui awheawhe****Monthly discussion with the Chief Executive**

This workshop was taken with the public excluded.

**Waikato Water Done Well**

This workshop was open to the public to attend. No members of the public were present.

There being no further business, the day concluded at 3.07pm.



## Confirmation of minutes

## Te whakaū i ngā meneti

The unconfirmed Minutes of the previous meeting is attached on the following page.

### Staff recommendation

That Ōtorohanga District Council confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 8 April 2025 (document number 817947).



Open Minutes of an **extra-ordinary** meeting of the Ōtorohanga District Council was held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 8 April 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

10 April 2025

### Ōtorohanga District Council attendance

Chairperson	His Worship the Mayor, Max Baxter	Attended
Deputy Chairperson/Kāwhia Tihiroa Councillor	Deputy Mayor, Annette Williams	Attended
Kāwhia Tihiroa Councillor	Kit Jeffries	Attended
Kio Kio Korakonui Councillor	Rodney Dow	Attended
Ōtorohanga Councillor	Katrina Christison	Attended
Ōtorohanga Councillor	Steve Hughes	Attended
Rangiātea Councillor	Jaimee Tamaki	Attended
Rangiātea Councillor	Roy Willison	Apology
Waipā Councillor	Roy Johnson	Attended
Wharepūhanga Councillor	Cathy Prendergast	Attended

### Senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Enablement	Graham Bunn	Attended
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Attended
Chief Advisor	Ross McNeil	Apology

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
Commencement of meeting	Te tīmatanga o te hui	3
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	3
Apologies	Ngā hōnea	3
Late items	Ngā take tōmuri	3
Declaration of conflict of interest	Te whakapuakanga pānga taharua	3

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
Item 225    Local Water Done Well options analysis & identification of Preferred Option		3
Item 226    Local Water Done Well consultation document		5

<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>
There are no reports.	

<b>Public excluded</b>	<b>Take matatapu</b>
There are no reports.	

<b>Closing formalities</b>	<b>Ngā tikanga whakakapi</b>	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	6
Meeting closure	Katinga o te hui	6

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 8 April 2025.

**Commencement of meeting****Te tīmatanga o te hui**

His Worship the Mayor declared the meeting open at 10.00am.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

ŌDC's Tanya Winter led Councillors in a recitation of the karakia included in the agenda.

**Apologies****Ngā hōnea**

Resolved C353: That Ōtorohanga District Council receive and accept the apology from Councillor Roy Willison for non-attendance.

His Worship the Mayor | Councillor Tamaki

**Late items****Ngā take tōmuri**

There were no late items.

**Declaration of conflict of interest****Te whakapuakanga pānga taharua**

There were no declarations made.

**Decision reports****Ngā pūrongo whakatau****Item 225 Local Water Done Well options analysis & identification of Preferred Option**

ŌDC's Mark Lewis acknowledged the work undertaken by the Three Waters Project Team and ŌDC staff. He spoke on Central Government's water reform over the previous five years. He acknowledged the report seeks one of the most important decisions that will be made in this Triennium. Mr Lewis spoke on the options analysis and the process for consideration and shortlisting resulting in the two options to be considered at the meeting. He noted the Waikato Water Done Well was the staff recommendation as the preferred option for consultation for the reasons outlined in the staff report. He advised that if ŌDC approve participation as a Stage One shareholder it would enable ŌDC to continue to have influence in the co-design process.

His Worship the Mayor noted the work undertaken by the project team and staff to get to a decision point and commented on the importance to take the future requirements of the district into the consideration. Councillor Prendergast reiterated the comments by His Worship.

Councillor Jeffries endorsed the comments by His Worship and Councillor Prendergast. He spoke on the intent to be 'no worse off' and wanted to ensure that the debts would be taken on by the new entity. He also noted the stranded overheads would be considered in the next stage.

Councillor Johnson agreed with the comments made, noting it was important to make sure there was a pathway for local voices to be heard. He sought the inclusion of a clear pathway in the statement of expectations work. ŌDC's Tanya Winter noted there would be an earlier opportunity to influence the CCO through the Shareholders Agreement.

Councillor Dow acknowledged the work undertaken to date. He noted that the current Waters team had the ability to provide the 'Enhanced Status Quo' (ESQ) service. He advised that although he preferred the ESQ he would support the decision made, noting there would be a further decision following public consultation. His Worship the Mayor stated that the inclusion of the 'no worse off' portion in the staff recommendation was a beneficial inclusion. He noted the consultation is an indication of what the public prefer rather than a referendum.

Resolved C354: That Ōtorohanga District Council:

- 1) Receive the following reports –
  - a. 'Water Services Option Analysis' (document number 815433);
  - b. 'Assessment of Viability and Sustainability of Water Services Delivery' dated December 2024 and 'Progress Update and Options Discussion' dated February 2025 from BECA, MARTINJENKINS & mafic (document numbers 815434 and 815435);
  - c. 'Proposal for Waikato Water Done Well' dated 20 March 2025 and 'Supplementary Financial Analysis for Ōtorohanga District Council' dated 20 March 2025 (document numbers 815436 and 815437);
- 2) Note that following consideration of the water services arrangement options available to Council, only two options were deemed likely to meet the legislative requirements, these being an Enhanced Status Quo option and a multi council CCO option – Waikato Water Done Well (WWDW);
- 3) Endorse Waikato Water Done Well (WWDW) as the preferred option for community consultation noting that –
  - a. It is Council's intention to initially become a Stage One shareholder;
  - b. Transition to becoming a Stage Two shareholder in 2027/28 is on the proviso that the district is no worse off - financially and operationally - under WWDW than it would be under the Enhanced Status Quo Model;

- 4) Make available, as part of the community consultation process, information relating to the analysis of the Enhanced Status Quo as the other 'reasonably practicable option(s)' identified under the Local Government (Water Services Preliminary Arrangements) Act 2024 [S64(2)(b)(i)].

His Worship the Mayor | Councillor Prendergast

Councillor Rodney Dow requested his vote against the motion be recorded.

## Item 226 Local Water Done Well consultation document

ŌDC's Nardia Gower acknowledged the work undertaken by ŌDC staff to develop the consultation document. She noted Council's previous decision to undertake a four week consultation process.

Councillor Christison acknowledged the consultation document's ease of reading. Councillor Jeffries queried what would happen if ŌDC decided not to move to stage two. His Worship the Mayor noted conversations were had with the Waikato Water Done Well members. ŌDC's Tanya Winter noted that over the next two years, other options might arise including joining with one other council who chooses not to join the Waikato Water Done Well. His Worship the Mayor noted the importance of being a stage one shareholder to influence the development of the model.

Councillor Johnson spoke on the section stating rural water schemes will no longer be required however they will continue to exist. He requested the wording be amended however Ms Winter advised it was correct. His Worship the Mayor noted that any rural water scheme providing drinking water running independently would still need to comply with the requirements of Taumata Arowai. Councillor Johnson queried how rural water schemes would have a local voice in the shareholders group. Ms Winter stated that it was unknown as the Shareholders Agreement was still under development, but the need to include local voices was part of the ongoing discussions.

Councillor Dow spoke on the ownership and management of the four schemes. Ms Winter noted that Simpson Grierson were unable to provide a legal opinion on the ownership. Councillor Dow commented that the inclusion or exclusion of the schemes would make a difference to the financial modelling. He stated there was a need to separate out the town and rural cost centres to avoid the perception that one was subsidising the other.

Deputy Mayor Williams noted there were four rural water supply schemes in the Ōtorohanga district, but there were other Waikato rural water supply schemes. The representation at the shareholder level would need to represent all rural scheme users.

Resolved C355: That Ōtorohanga District Council approve 'Kōrero Wai – Let's Talk Water, Local Water Done Well Consultation Document' (document number 815027).

His Worship the Mayor | Councillor Tamaki

**Information only reports**

**Ngā pūrongo mōhiohio anake**

There were no reports.

**Public excluded**

**Take matatapu**

There were no reports.

**Closing prayer/reflection/words of wisdom**

**Karakia/huritao/whakataukī**

His Worship the Mayor led Councillors in a recitation of the karakia provided in the agenda.

**Meeting closure**

**Katinga o te hui**

His Worship the Mayor declared the meeting closed at 10.33am.

**Receipt of Minutes****Te rironga o ngā meneti**

The unconfirmed Minutes of the meetings of the Ōtorohanga and Kāwhia Community Boards are attached on the following page.

**Staff recommendation**

That Ōtorohanga District Council receive the following unconfirmed Minutes:

- Kāwhia Community Board – 3 April 2025 (document number 817967)
- Ōtorohanga Community Board – 7 April 2025 (document number 817915).



# Kāwhia Community Board

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, 141 Jervois Street, Kāwhia on Thursday, 3 April 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

8 April 2025



## ATTENDANCE LOG

### Kāwhia Community Board membership

Chairperson	Geoff Good	Attended (online)
Deputy Chairperson	Hinga Whiu	Attended
Ōtorohanga District Councillor	Kit Jeffries	Attended
Board Member	Richard Harpur	Attended
Board Member	Dave Walsh	Attended

### Senior staff in attendance

Group Manager Business Enablement	Graham Bunn	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Assets & Engineering	Mark Lewis	Attended (online)
Manager Community Development and Wellbeing	Nicky Deeley	Attended (online)

**Opening formalities**

Commencement of meeting	Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
Apologies	Ngā hōnea	4
Public forum	Hui tūmatanui	4
Late items	Ngā take tōmuri	4
Declaration of conflict of interest	Te whakapuakanga pānga taharua	4
Confirmation of minutes	Te whakaū i ngā meneti	4

**Decision reports****Ngā pūrongo whakatau**

Item 32	Kāwhia Fees & Charges increases for the 2025/26 financial year	5
Item 33	New community noticeboard proposal	6

**Information only reports****Ngā pūrongo mōhiohio anake**

There were no reports.

**Public excluded****Take matatapu**

There were no reports.

**Other business****Ētahi atu take**

Board Member updates	8
Board projects	9
Community Board discretionary fund	9

Resolution Register	10
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**Closing formalities**

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

10

Meeting closure

Katinga o te hui

10

**Workshops/briefings**

There were no scheduled workshops or briefings.

These Open Minutes were prepared by PA to Group Managers, Cathy Plowright and approved for distribution by Group Manager Regulatory & Growth, Tony Quickfall on 8 April 2025.

**Commencement of meeting****Te tīmatanga o te hui**

Deputy Chairperson Whiu declared the meeting open at 4.00pm. Deputy Chairperson Whiu had agreed to chair the meeting as Chairperson Good was unable to attend in person.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

Deputy Chairperson Whiu provided the opening karakia.

**Apologies****Ngā hōnea**

There were no apologies.

**Public forum****Hui tūmatanui**

No requests had been received.

**Late items****Ngā take tōmuri**

There were no late items.

**Declaration of conflict of interest****Te whakapuakanga pānga taharua**

Chairperson Good declared a potential conflict of interest with the request for funding from Stephanie Green (which would be taken during the Community Board Discretionary Fund item on the agenda). He said he would be happy to speak to the request but, if necessary, would abstain from voting.

**Confirmation of minutes****Te whakaū i ngā meneti**

Resolved K98: That Kāwhia Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 13 February 2025 (document number 794256).

Board Member Harpur | Councillor Jeffries

Councillor Jeffries asked for the name of speaker 5 in the public forum to be amended to Yvonne Hawkes.

## Decision reports

## Ngā pūrongo whakatau

### Item 32 - Kāwhia Fees & Charges increases for the 2025/26 financial year

ŌDC's Group Manager Business Enablement, Graham Bunn, said the recommendations in the report resulted from direction given at the Elected Member Workshop on 11 March and related to Kāwhia Community Centre hire charges and Kāwhia Wharf fees. He said the amounts included in the recommendation all contained GST. He said the recommended increase in wharf fees would generate another \$2,000 in revenue and the recommended changes to the Community Centre hire charges would simplify the current charging regime.

Mr Bunn said charter boat owners would be emailed to advise them about the Kāwhia wharf charges once the increase has been adopted by Council. He said there were hire agreements in place for the shed rentals. In answer to a question from Board Member Walsh, Mr Bunn confirmed the berthage fees were ring-fenced and would go into a separate account for maintenance on the Kāwhia wharf.

Board Member Harpur asked if paying berthage fees gave boat owners priority use of the wharf? He said the pontoon had been provided from community fundraising and was there for the public of Kāwhia to enjoy, but it was now being overtaken by fishing boats. Mr Bunn said there were no contractual arrangements in place for use of the wharf.

In answer to a question from Board Member Walsh, Mr Bunn said water usage at the wharf was minimal and not enough to justify having separate water meters for each user. He said water usage was included in the berthage fees.

In answer to questions from Councillor Jeffries and Board Member Walsh, Mr Bunn said there had been attempts made over the years to align berthage fees for the charter boats but they had proven difficult to collect and it came down to how this could be policed by ŌDC. Councillor Jeffries said there was also an element of goodwill towards the community with respect to the Taharoa Ironsands trawler.

Chairperson Good said it costs \$150,000 a year to run the wharf, with only \$20,000 of revenue coming from it, and \$50,000 of maintenance required this year. He said ŌDC would never fully recover the cost of running the wharf but gradual increases in berthage fees was better than a heavy-handed approach.

In answer to a question from Councillor Jeffries, Mr Bunn confirmed the ŌDC reserve account for the Kāwhia wharf is in credit.

Councillor Jeffries said the community has asked on a number of occasions if a schedule of fees and charges for hire of the Kāwhia Hall could be placed in the Hall window along with the contact details for the person who takes bookings. Mr Bunn said that shouldn't be a problem.

Resolved K99: That the Kāwhia Community Board recommend to Ōtorohanga District Council that the following Fees & Charges be included in the 25/26 Annual Plan.

**a) Kāwhia Community Centre**

<i>Type</i>	<i>Private/Commercial Group</i>	<i>Non-profit Community Group</i>
Half day (up to 4 hours) - Entire facility	\$75.00	\$35.00
Full day (over 4 hours) - Entire facility	\$150.00	\$75.00
Board/supper room only	\$20.00	\$20.00
Bond	\$200.00	\$200.00

**b) Kāwhia Wharf charges**

<i>Berthage</i>	<i>24/25</i>	<i>25/26</i>
Taharoa Ironsands	\$6,630.00 pa	\$7,625.00 pa
All other berthage (per boat)	\$869.00 pa	\$1,000.00 pa
<i>Shed rental</i>	<i>24/25</i>	<i>25/26</i>
All sheds	\$978.00 pa	\$1,125.00 pa
Power charges	Actual usage	Actual usage

Board Member Harpur | Board Member Walsh

### Item 33 - New community noticeboard proposal

ŌDC's Manager Community Development and Wellbeing, Nicky Deeley, said she had been invited by the Principal of Ōtorohanga College to brainstorm ideas for involving their students in a community project. She said the Kāwhia community noticeboard had been identified as having potential and had been put forward to the Community Board for its consideration.

Chairperson Good noted this was the first approach to the Community Board regarding the project and he asked if a decision had to be made today. He said the amount requested would use up a reasonable amount of the Community Board's discretionary funds without consideration of any other funding requests. He asked if a decision could be put on hold until a design brief had been provided to the Board and other funding options explored. Ms Deeley said the project was time-sensitive as it was tied to the school curriculum, but if it wasn't possible this year then it could be a project for consideration next year.

ŌDC's Group Manager Regulatory and Growth, Tony Quickfall, asked if the Board would be prepared to provide provisional approval for the project subject to Ms Deeley coming back with a design brief. Chairperson Good said he was concerned it would take a fair chunk of the Board's available funds and he asked if it was possible to obtain funding from another source. He said the need for a community

noticeboard had arisen from the Kāwhia/Ōpārau/Aotea Concept Plan and he asked if it could be funded from that source.

Ms Deeley said if the Community Board chose to approve the concept plan in principle, then staff could look at other funding sources. However, Chairperson Good said he felt the project should be considered as part of the Kāwhia/Ōpārau/Aotea Concept Plan to ensure it fits in with those plans and designs.

Deputy Chairperson Whiu said it would have been good if the Board had been given some proofs and designs to look at. She mentioned the work being undertaken to ensure the design for Kāwhia road signs is in the correct branding and it would need to be the same process for a noticeboard. Ms Deeley said no design work has been undertaken yet as it was very early on in the process. She said if the Community Board felt the proposal had potential then those design elements could become part of the process and the noticeboard tied in with that branding. She said a draft list in the report provided the ability for the Board to feed into that process with respect to colour palette, design, patterns, etc, and that would set the design brief for the students to work on and then come back to the Board with options for their consideration.

Chairperson Good said concepts for Kāwhia such as the storyboards and Kāwhia moana signs were working towards an end goal and the Board needs to be focussed on that. He said care should be taken not to make ad hoc decisions.

Board Member Harpur said the concept was an excellent idea and the foyer of the Community Hall was a good location. He suggested some liaison between Deputy Chairperson Whiu and Ōtorohanga College around the concept design and noted that the Board would be receiving another funding allocation in July. He said if the Board didn't get the project underway now then it would have to wait another year. Ms Deeley confirmed that the idea for the noticeboard had fallen out of the Kāwhia/Ōpārau/Aotea Concept Plan.

Councillor Jeffries said the proposal had his support, but it was just a matter of timing, funding and ensuring the noticeboard fits in with Kāwhia designs. He also expressed concern at the cost of the materials for the noticeboard and asked if sponsorship from a local timber company might be possible.

Board Member Walsh also spoke in support of the proposal. He said the cost of building the noticeboard would be higher if it was done commercially and subject to seeing a design, he was happy for it to proceed.

Chairperson Good said he agreed with the project in principle, as long as it fits with the branding and concept plans for Kāwhia, but he asked why it had to be funded from the Board's discretionary funds when road signs are funded from a different funding source. He asked if it could be funded from a Parks and Reserves budget. Mr Quickfall said a report would come back to the Board with funding options and concept designs.

Resolved K100: That the Kāwhia Community Board approve Ōtorohanga College to prepare a concept design for a new community noticeboard.

Board Member Walsh | Board Member Harpur

Resolved K101: That the Kāwhia Community Board approve the new noticeboard be sited in the outside foyer of the Kāwhia Community Hall, in principle, subject to a final design.

Councillor Jeffries | Board Member Harpur

Resolved K102: That the Kāwhia Community Board approve the design brief and staff to liaise with Deputy Chairperson Whiu on the design.

Board Member Harpur | Board Member Walsh

**Motion lost:** That the Kāwhia Community Board fund \$2,240 towards project costs from the Kāwhia Discretionary Fund.

Board Member Harpur | Board Member Walsh

Chairperson Good, Deputy Chairperson Whiu and Councillor Jeffries asked for their votes against the motion to be recorded.

Resolved K103: That staff report back to the Kāwhia Community Board on the proposed design, funding options and funding request.

Councillor Jeffries | Board Member Harpur

## Information only reports

## Ngā pūrongo mōhiohio anake

There were no reports.

## Public excluded

## Take matatapu

There were no reports.

## Board Member updates

## Ngā kōrero hou a ngā Kaikaunihera

Chairperson Good thanked Deputy Chairperson Whiu for providing cover during his sick leave and he thanked Board members for the robust debates held.



Board Member Harpur said he had received a number of interesting calls regarding the proposed removal of the Pōhutukawa trees on Pouewe Street.

Councillor Jeffries asked that the Board's thanks be recorded for all the work that has gone on behind the scenes around Local Water Done Well. He said the last month has mainly been taken up with that along with work on the Annual Plan. He attended the March Council and Risk and Assurance meetings along with a seminar in Wellington.

Deputy Chairperson Whiu said it was great to see so many ŌDC representatives at the Waipapa Marae Poukai on 12 March. She said she had organised and attended the karakia for the removal of the rakau along with Board Member Harpur on 21 March.

## Board projects

### Project 1: Kāwhia Storyboards

Deputy Chairperson Whiu said she has been busy working on the sign project for Kāwhia incorporating the branding and Te Reo Māori wording. She will have the design work and costings available for the next Board meeting.

## Community Board discretionary fund

Deputy Chairperson Whiu read out the email from Stephanie Green and Kelly Barrett requesting a grant of \$500 to cover the cost of 25 hall bookings for the local community health group, Kāwhia Hauora Club.

Councillor Jeffries said he supported the request and felt it was a good use of the Board's discretionary funds. He said the group had been using the veranda outside Kāwhia School as its exercise location but that wasn't suitable during the winter. He said a cross section of the community had been attending the exercise sessions which were attracting 12 or more people each session.

Chairperson Good said that whilst he would abstain from voting, he supported the request and would not like to see the group lose momentum while it looks for a permanent location with a roof.

Board Members Walsh, Harpur and Deputy Chairperson Whiu also said they supported the request.

Resolved K104: That the Kāwhia Community Board approve a grant of \$500 to the Kāwhia Hauora Club for 25 Kāwhia Community Hall bookings.

Deputy Chairperson Whiu | Board Member Harpur

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
3/10/24	K81	Kāwhia Kai Festival	Event funding	1,000
7/11/24	K86	Kāwhia Kai Festival	Resolution K81 rescinded	-1,000
5/12/24	K94	Annie Mahara	Hall hire for Operation Kai 4 All	417.40
3/04/25	K104	Kāwhia Hauora Club	Hall hire for 25 fitness group sessions	500.00
Total granted				\$500.00
Total remaining				\$4,082.60

## Resolution Register

Resolution #	Date	Resolution	Staff update
N/A	26/2/21	That a meeting be held with recreational and commercial users of the Kāwhia wharf to discuss: a) costs required to maintain the wharf asset b) the setting of fair and reasonable fees and charges and how these will be collected c) who pays.	Retain – no further updates
05/12/24	K91	That the Kāwhia Community Board: a) receives the feedback from the community from the consultation period and b) approves the removal of 12 trees including 10 Pōhutukawa along the seawall to the left of Pouewe St on the main entrance to Kāwhia as identified in the October 2024 report (document number 781672). c) Requests the trees are identified via marking for community awareness prior to their removal. d) Requests the wood is offered to local marae and the community for re-use.	Retain

## Closing prayer/reflection/words of wisdom

## Karakia/huritao/whakataukī

Deputy Chairperson Whiu thanked everyone for attending and provided a closing karakia.

## Meeting closure

## Katinga o te hui

Deputy Chairperson Whiu declared the meeting closed at 5.08pm.

## **Workshops/briefings**

ŌDC's Mark Lewis provided a briefing (via Zoom) on the proposed removal of the 10 Pōhutukawa trees on Pouewe Street.

# Ōtorohanga Community Board

Open minutes of an ordinary meeting of the Ōtorohanga Community Board will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 7 April 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

9 April 2025



## Ōtorohanga Community Board attendance

Chairperson	Councillor Katrina Christison	Attended
Deputy Chairperson	Peter Coventry	Attended
Board Member	Kat Brown-Merrin	Attended
Board Member	Jo Butcher	Attended
Board Member	Councillor Steve Hughes	Attended
Board Member	Tori Muller	Attended

## Senior staff in attendance

Chief Executive	Tanya Winter	Apology
Group Manager Business Enablement	Graham Bunn	Apology
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Apology
Group Manager Strategy & Community	Nardia Gower	Apology
Chief Advisor	Ross McNeil	Apology

**Opening formalities****Ngā tikanga mihimihi**

Commencement of meeting	Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
Apologies	Ngā hōnea	4
Public forum	Hui tūmatanui	4
Late items	Ngā take tōmuri	4
Declaration of conflict of interest	Te whakapuakanga pānga taharua	4
Confirmation of minutes	Te whakaū i ngā meneti	4

**Decision reports****Ngā pūrongo whakatau**

Item 37	Removal of mature trees on Ballance Street	5
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**Information only reports****Ngā pūrongo mōhiohio anake**

There were no reports.

**Other business****Ētahi atu take**

Board Member updates		5
Board projects		5
Discretionary Fund		5
Resolution Register	Rēhita tatūnga	6

**Public excluded****Take matatapu**

There were no reports.

<b>Closing formalities</b>	<b>Ngā tikanga whakakapi</b>	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	6
Meeting closure	Katinga o te hui	6

<b>Workshops</b>	<b>Hui awheawhe</b>	
Workshop 1: Dog agility area		Open

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 9 April 2025.

**Commencement of meeting****Te tīmatanga o te hui**

Chairperson Christison declared the meeting open at 4.00pm.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

Councillor Steve Hughes provided the following words of wisdom: *“Wisdom is knowing what to do next, skill is knowing how to do it and virtue is doing it.”* - Thomas Jeferson

**Apologies****Ngā hōnea**

There were no apologies as all Members were present.

**Public forum****Hui tūmatanui**

No requests to be heard had been received.

**Late items****Ngā take tōmuri**

There were no late items.

**Declaration of conflict of interest****Te whakapuakanga pānga taharua**

There were no declarations made.

**Confirmation of minutes****Te whakaū i ngā meneti**

Resolved O101: That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 02 December 2024 (document number 794259).

Councillor Hughes | Board Member Butcher

## Decision reports

## Ngā pūrongo whakatau

### Item 37: Removal of mature trees on Ballance Street

ŌDC's Manager Community Facilities, Jared le Fleming outlined the location of the trees and the issues arising from the size of the trees. He noted the trees were not historic or planted for any specific reason. In response to a query from Councillor Hughes on footpath remediation, Mr le Fleming advised the Roding team had costed remediation as part of the removal. Board Member Butcher queried the footpath maintenance program and whether it could be used to fund the remediation as a lot of people use their mobility scooters. ŌDC's Mark Lewis stated that a discussion could be held with the Roding team on the wider program and whether that work could be incorporated.

Resolved O102: That the Ōtorohanga Community Board approves the removal of the three Melia trees located on Ballance Street, Ōtorohanga.

Deputy Chairperson Coventry | Board Member Brown-Merrin

## Information only reports

## Ngā pūrongo mōhiohio anake

There were no reports.

## Board Member updates

Councillor Hughes and Chairperson Christison had been busy since the last meeting with their Councillor roles.

## Board projects

### Project 4: Ōtorohanga dog park

Board Member Butcher had liaised with ŌDC's Mark Lewis on a possible area. As a result, a workshop was held after the meeting.

## Discretionary Fund

Chairperson Christison reminded Members that the budget expired on 30 June. No change was made to the Fund.



**Resolution Register****Rēhita tatūnga**

No changes were made to the Resolution Register.

**Public excluded****Take matatapu**

There were no reports.

**Closing prayer/reflection/words of wisdom****Karakia/huritao/whakataukī**

Deputy Chairperson Coventry provided a closing prayer.

**Meeting closure****Katinga o te hui**

Chairperson Christison declared the meeting closed at 4.09pm.

**Workshops****Hui awheawhe**

**Workshop 1: Dog agility area**

**His Worship the Mayor's verbal report****Te pūrongo ā-waha a te kahika**

His Worship will provide a verbal update at the meeting.

**Staff recommendation**

That Ōtorohanga District Council receive the verbal update from His Worship the Mayor, Max Baxter.

**Decision reports****Ngā pūrongo whakatau**

**DISCLAIMER:** The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

**Item 227** Rewarewa Schoolhouse

**To** Ōtorohanga District Council

**From** Sahndra Cave, Community Projects Lead

**Type** **DECISION REPORT**

**Date** 29 April 2025



## 1. Purpose | Te kaupapa

- 1.1. To determine the future of the Rewarewa Schoolhouse building, including its ownership, location and use.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. The Rewarewa Schoolhouse is a former educational building located on Barber Road, Ōtewā. The Council is asked to consider four options regarding its future, each with implications for ownership, funding, community use and heritage preservation.
- 2.2. Public feedback remains divided, with some community members advocating for the building to remain onsite, while others support its relocation to the Ōtorohanga Museum. The future of the Rewarewa Schoolhouse has been a topic of community discussion and debate for more than two decades.
- 2.3. The building is currently underutilised and in need of maintenance, so a decision about its future is timely.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

- Confirms that, subject to b), no further Council funding or staff time be given to Rewarewa Schoolhouse matters.
- Agrees to the sale and removal of the Rewarewa Schoolhouse, with preference given to a purchaser who intends to preserve the building and that the terms and conditions of any sale be to the satisfaction of the Chief Executive.
- Reaffirms its commitment to manage the Rewarewa Reserve in accordance with relevant legislation, policies and plans.

## 4. Context | Horopaki

- 4.1. The Rewarewa Schoolhouse was opened in 1917, re-sited in 1939, and ceased operating as a school in 1973.

- 4.2. Since then, it has experienced intermittent use and maintenance, largely led by community members. The site is classified as a Recreation Reserve, and the building is not historically listed.
- 4.3. Multiple Council reports over the years have cited challenges managing the site due to community disagreements and lack of a unified plan.
- 4.4. In recent years, the building has remained locked and underutilised.
- 4.5. A 2024 assessment identified several maintenance issues including possible roof leaks, signs of rodent activity, and the need for both internal and external repainting to address weathering and general wear. Priority maintenance requirements have been assessed at \$40,000 (excluding GST).
- 4.6. The building has sentimental and local heritage value to parts of the community.
- 4.7. Differing opinions exist within the community on whether to retain, relocate, or divest the building.

## **5. Considerations | Ngā whai whakaarotanga**

### **Significance and engagement**

- 5.1. This is not a significant decision under Council's Significance and Engagement Policy.

### **Impacts on Maori**

- 5.2. There are no significant impacts on Māori identified in relation to the future of the Rewarewa Schoolhouse.

### **Risk analysis**

- 5.3. Matters being considered in this report are not identified as impacting on any of Council's top risks.
- 5.4. Continued management of a low-use asset will divert resources from higher-priority projects.
- 5.5. Inaction or prolonged ongoing debate would lead to further deterioration of the building and increased costs and has the potential to continue consuming valuable staff and elected member time and resources in managing ongoing issues and community tensions related to the site. Any decision to limit further Council resourcing, including maintenance, will likely result in the building's deterioration to a point where its demolition and removal will be inevitable unless a third party steps in. Without substantially increased usage and a sustainable maintenance programme, the building only has limited intrinsic value.
- 5.6. Past arrangements for in-situ maintenance by third parties has not proved successful, therefore revisiting such an arrangement is not considered practical.
- 5.7. Given the long-standing divergent views about the future of the Schoolhouse, any decision by Council to bring this matter to a close will not find favour with some people with an interest in this matter. However, Council may adopt a position that reflects the best interests of the wider community/district.

**Policy and plans**

- 5.8. The site is part of a Recreation Reserve under Council management. Historical efforts to draft a Reserve Management Plan were initiated but not fully actioned. A stocktake and review of rural reserves is an action signalled in the Rural Ōtorohanga Concept Plan.

**Legal**

- 5.9. As the building is not heritage-listed, relocation or sale would not trigger heritage protections, or any other statutory limitations or restrictions.

**Financial**

- 5.10. Maintaining an older building without an assigned budget presents significant financial challenges. In the case of the Rewarewa Schoolhouse, there is no dedicated budget; maintenance is funded through the District Reserves Budget.
- 5.11. Historically, maintenance has been carried out by community members under informal arrangements, which has meant that the Council has not budgeted for these expenses in the past. While this community involvement has helped reduce costs, it also creates uncertainty and makes it difficult to plan for ongoing and future maintenance needs.
- 5.12. For a building of its age, this is particularly concerning, as older structures often require specialised materials and skilled labour to ensure their preservation. Without consistent funding, minor issues can escalate into more serious and costly repairs, and essential long-term work may be deferred, increasing both risk and expense over time.

**6. Discussion | He kōrerorero**

- 6.1. The following options are presented for consideration:

**Option 1: Status Quo**

- 6.2. The schoolhouse remains at the Barber Road site. Council continues maintenance and provides managed public access. This option avoids relocation costs but requires ongoing maintenance and time investment.
- 6.3. As an older building, the Rewarewa Schoolhouse will likely require frequent and potentially costly upkeep. An estimated \$40,000 excluding GST is required immediately for essential maintenance, with further ongoing maintenance expected over time to preserve the building's condition including re-painting approximately every 7 years.
- 6.4. Due to the remote location of the Rewarewa Schoolhouse, coordinating and carrying out maintenance can be more challenging and costly, as contractors and materials must be transported to the site, likely resulting in increased travel time and associated expenses.

**Option 2: Retain on Site, Appoint Bolt Trust as Caretakers**

- 6.5. The schoolhouse remains on site, with Bruce Bolt and the Bolt Trust acting as caretakers for the building and surrounding area (as proposed by Bruce Bolt). Council retains responsibility for native tree areas and contracts mowing for the road frontage, while the Bolt Trust is responsible for maintenance of the

schoolhouse building and grazing of the grassed areas of the reserve. This model reduces Council's hands-on role and maintenance costs, while maintaining local oversight.

### **Option 3: Relocate to Ōtorohanga Museum Site**

- 6.6. The building becomes part of the Ōtorohanga Museum complex, used as a creative hub for local artists and Te Reo classes. The Historical Society would manage the interior; Council would maintain the exterior. This repurposes the building for wider public use and secures community interest. This option achieves heritage preservation and increases community use.
- 6.7. The estimated cost for relocating the schoolhouse, completing immediate maintenance, and preparing the new site is approximately \$125,000 excluding GST. This includes around \$20,000 to connect the Ōtorohanga Museum to the town's sewage system, as the proposed location for the schoolhouse sits on the museum's septic tank soakage field and there is not the space to allow retention of an on-site wastewater system.
- 6.8. The Museum currently does not have funding available to cover these costs.
- 6.9. A new committee was appointed following their recent AGM, and it has yet to confirm whether the relocation of the Rewarewa Schoolhouse is something they want to pursue.

### **Option 4: Sell the Building for Removal and Relocation**

- 6.10. The building would be offered for sale "as is" for private removal. Interested parties, including those who have previously expressed interest—such as the Ōtorohanga Museum, the Bolt Trust, and community members—would have the opportunity to submit expressions of interest or place bids to purchase the building. Successful purchasers would be responsible for the full cost of removal, relocation, and any subsequent restoration and ongoing maintenance.
- 6.11. This option removes future Council liability and proceeds from the sale could be used to enhance the existing reserve through native planting. However, it risks local community opposition from those valuing the building's heritage (in situ).

## **7. Options analysis**

### **Option 1: Status Quo**

- 7.1. Rewarewa Schoolhouse is situated on its original historical site.

#### ***Cons***

- 7.2. The Schoolhouse is not being utilised by anyone.
- 7.3. The Schoolhouse building has not received the level of maintenance needed to keep it in reasonable condition and will need ongoing maintenance.
- 7.4. Council retains financial responsibility for the schoolhouse building, fencing and reserve.
- 7.5. Council deals with community issues regarding the Reserve and Schoolhouse and incurs the cost of staff time spent on these issues.

**Option 2: Retain on Site, Appoint Bolt Trust as Caretakers**

- 7.6. Rewarewa Schoolhouse is situated on its original historical site.
- 7.7. Bruce Bolt/Bolt Trust responsible for fencing and grazing grassed area.
- 7.8. Bruce Bolt/Bolt Trust responsible for maintenance of schoolhouse building.
- 7.9. Less financial burden on Council.

**Cons**

- 7.10. The Schoolhouse is not being utilised by anyone.
- 7.11. Council is responsible for mowing the road frontage.
- 7.12. This arrangement has been attempted in the past, and it resulted in numerous issues being raised with Council, requiring a significant amount of staff time to address. Historically, due to inaction following a similar local maintenance agreement, a previous Council had to pass a resolution ending that arrangement.

**Option 3: Relocate Rewarewa Schoolhouse to Ōtorohanga Museum Site**

- 7.13. The Rewarewa Schoolhouse building is maintained and preserved.
- 7.14. Allows public access to the schoolhouse as an extension of the Museum.
- 7.15. Ōtorohanga Historical Society responsible for interior maintenance.
- 7.16. Provides location for local artists to utilise.
- 7.17. Provides location for Te Reo Māori classes to be held.

**Cons**

- 7.18. Rewarewa Schoolhouse is not situated in the community it previously served.
- 7.19. Relocation and immediate maintenance costs must be borne by someone (ŌDC, ŌHS, grant or combination thereof)
- 7.20. In order to accommodate the new building ŌHS needs to be connected to the town wastewater system and removal of a tree is required, with substantial associated costs.
- 7.21. Opposition from some in the Rewarewa community.
- 7.22. Council continued responsibility for exterior maintenance of schoolhouse building.

**Option 4: Sell the Building for Removal and Relocation**

- 7.23. No automatic current or future financial burden on Council for building upkeep.
- 7.24. No future involvement of Council staff and elected members in conflicts between Rewarewa residents over the Schoolhouse.
- 7.25. Interested parties have the option to purchase, relocate and restore the building.
- 7.26. Significantly reduced ongoing costs for Council to maintain the reserve, once native plants are established.

*Cons*

7.27. Rewarewa Schoolhouse is not situated in the community it previously served.

7.28. Opposition from some in the Rewarewa community.

**8. Recommendation option and rationale**

8.1. The preferred option is Option 4: Sell the Rewarewa Schoolhouse for removal.

8.2. This Option presents the best opportunity to preserve the building's historic value while providing greater assurance of ongoing maintenance and increased community usage. It also limits Council's ongoing cost and resourcing level.



**Item 228** 2025/26 Annual Plan – Confirmation of Workshop Direction

**To** Ōtorohanga District Council

**From** Nardia Gower, Group Manager Strategy and Community

**Type** **DECISION REPORT**

**Date** 29 April 2025



## 1. Purpose | Te kaupapa

- 1.1. To confirm the direction given by Ōtorohanga District Council (ŌDC), from specific workshops during the development of the 2025/26 Annual Plan (AP).

## 2. Executive summary | Whakarāpopoto matua

- 2.1. This report confirms the direction provided by elected members during the 2025/26 AP workshops. It outlines key adjustments from the Long Term Plan (LTP), including decisions on NZTA funding allocations, operational support for the Ōtorohanga Historical Society, and several recommendations from the Kāwhia Community Board aimed at reducing local rates.
- 2.2. ŌDC also considered—but ultimately decided against—changing the capital value/uniform rate split, opting to maintain the current balance given the upcoming district-wide revaluation.
- 2.3. The recommended updates are assessed as low in significance and align with existing LTP commitments, meaning no formal consultation is required.
- 2.4. The report recommends ŌDC approve the workshop direction to support timely preparation of the 2025/26 AP.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council approves the direction provided through the 2025/26 Annual Plan workshops as follows:

### **NZTA Waka Kotahi Subsidy**

- a) That ŌDC apply a portion of the unmatched 'local share' from the 2025/26 roading budget to select unmatched capital (\$600,000) and operating projects (\$70,000) that align with ŌDC's Land Transport Asset Management Plan 2024 – 34 and the Long-Term Plan 2024-2034

### **Funding the Ōtorohanga Historical Society**

- b) That ŌDC fund the Ōtorohanga Historical Society with an operational grant of \$58,010 in the 2025/26 financial year for Ōtorohanga Museum; re-purposing \$35,000 from the LTP that was budgeted to fund Creative Waikato

### **Kāwhia Community Board (KCB)**

- c) That ŌDC consider bi-monthly board meetings and overhead allocation through 2027-37 LTP process
- d) That ŌDC consider the General Rate Split through 2027-37 LTP process
- e) That ŌDC use 50% of the surpluses from the Kāwhia Refuse Account and the Kāwhia Rates Account to offset rates in the 2025–2026 financial year
- f) That ŌDC increase commercial berthage fees at Kāwhia wharf by 15% starting 1 July 2025; reflect in Fees & Charges
- g) That ŌDC undertake further analysis on cost-benefit of metered standpipes

### **Capital Value/Uniform Rate split**

- h) That ŌDC do not make changes to current general rate split of 70% capital value and 30% uniform charge.

## **4. Context | Horopaki**

- 4.1. The Long Term Plan (LTP) and AP work together to guide ŌDC activities, spending, and decision-making.
- 4.2. The LTP sets the strategic direction for the district over a 10-year period, outlining the key projects, services, and infrastructure investments ŌDC intends to deliver, along with how these will be funded. It is reviewed and updated every three years.
- 4.3. The AP is the tool ŌDC uses to confirm the budget and work programme for the year ahead. It highlights any differences from the LTP, such as revised project timing, budget updates, or new priorities. Annual Plans ensure transparency by confirming the rates for the year and allowing for community input when significant changes are proposed. Where there are no material or significant changes, consultation is not required.
- 4.4. Together, these plans ensure continuity while allowing flexibility to respond to emerging needs and priorities.
- 4.5. While the AP process is less extensive than the LTP, it still involves a series of workshops where elected members provide strategic direction.
- 4.6. This report confirms and records the direction provided through those workshops.

## **5. Discussion | He kōrerorero**

- 5.1. The following sets out the various AP workshop topics and the direction given by ŌDC:

### NZTA Waka Kotahi Subsidy

5.2. The final NZTA funding allocations were confirmed in August 2024—after the LTP was adopted—and were lower than forecast. In November 2024, ŌDC resolved to<sup>1</sup>

- Spend \$600k of local share on capital works
- Spend \$70k of local share on operating activities
- Hold \$375k of Operating and \$275k of Capital Funding should additional NZTA funding become available.

5.3. The direction given in the AP workshop on 11 March was to apply the same portion of the unmatched 'local share' from the roading budget for 25/26 of:

- Spend \$600k of local share on capital works
- Spend \$70k of local share on operating activities.

### Funding the Ōtorohanga Historical Society

5.4. In December 2024 ŌDC received a request from the Ōtorohanga Historical Society for wage support following an unsuccessful grant application to Lotteries. ŌDC resolved to fund the Ōtorohanga Historical Society Incorporated \$29,005 through until 30 June 2025 with further funding to be a consideration as part of the 2025/26 AP<sup>2</sup>.

5.5. At the March workshop, ŌDC agreed to provide a \$58,010 operational grant for 2025/26. This includes repurposing \$35,000 originally allocated in the LTP for Creative Waikato.

### Kāwhia Community Board (KCB)

5.6. In February 2025 KCB provided ŌDC with correspondence (Appendix 1) highlighted the desire to reduce the forecasted rates and included recommendations for ŌDC to consider in either the 25/26 or future years.

5.7. The table below summarises those recommendations and the direction provided:

KCB Recommendations	ŌDC Direction
Hold ordinary KCB meetings bi-monthly to reduce staff costs	Consider bi-monthly meetings and overhead allocation through the next LTP
Review the 50/50 general rate split between District and Kāwhia/Aotea	Consider as part of the next LTP
Use 50% of the Kāwhia Refuse and Rates account surpluses to offset 2025/26 rates	Implement and reflect in 25/26 rates
Review commercial wharf/shed rents and report back with user-specific increases and water use details	Increase commercial berthage fees by 15% from 1 July 2025; reflect in Fees & Charges
Investigate metered water standpipes to monitor and charge extraordinary use	Undertake further analysis on cost-benefit of metered standpipes

<sup>1</sup> <https://www.otodc.govt.nz/assets/Documents/Meetings/Council/Minutes-ODC-12-November-2024.pdf>

<sup>2</sup> <https://www.otodc.govt.nz/assets/Documents/Meetings/Council/2024/Minutes-ODC-10-December-2024.pdf>

### **Capital Value/Uniform Rate split**

- 5.8. Rates are split between a 'capital value' component (based on property value) and a 'Uniform Annual General Charge' (a fixed amount per rating unit).
- 5.9. ŌDC considered changing the current general rate split of 70% capital value and 30% uniform charge. Staff modelled the impact of shifting to a 74% capital value and 26% uniform split, which would have altered how rates are spread across different communities. However, with a district-wide revaluation due next financial year, ŌDC decided not to make changes at this time to avoid frequent adjustments and maintain consistency.

## **6. Considerations | Ngā whai whakaarotanga**

### **Significance and engagement**

- 6.1. Councils may adjust planned programmes without public consultation if the changes are not significant or material under the Significance and Engagement Policy. However, good practice encourages keeping the community informed.
- 6.2. The changes in this report are considered to have low significance.
- 6.3. Specific consideration was given to the operational funding for the Ōtorohanga Historical Society. When measured against the 2024–34 LTP, this funding aligns with the 'Strong Communities' outcome, supporting social, cultural, and wellbeing outcomes rather than being viewed solely as funding a new service delivery.
- 6.4. Based on the level of change and alignment with existing LTP commitments, an 'inform' level of engagement as per the Significance and Engagement Policy is indicated.
- 6.5. There is no requirement to formally consult on the 25/26 AP.

### **Impacts on Māori**

- 6.6. With the exception of the funding support for the Ōtorohanga Historical Society, the remaining AP are not expected to significantly affect Māori interests such as te taiao, whenua, wāhi tapu, or taonga (the environment, land, sites of cultural significance, and treasured objects).
- 6.7. The operational funding for the museum is seen as a positive contribution, supporting the preservation of taonga and local archives of significance to tangata whenua and the wider community.

### **Risk analysis**

- 6.8. There are no identified risks associated with confirming the workshop direction. Should ŌDC wish to revise any elements, further staff work will be required to enable timely adoption of the AP.

### **Policy and plans**

- 6.9. The direction given in this report both individual and collectively align to all ŌDC's policy and plans, and those that govern our delivery nationally, including but not limited to:
  - 2024-34 Long Term Plan

- Infrastructure Strategy
- Land Transport Asset Management Plan
- Government Policy Statement on Land Transport 2024 (GPS 2024)
- 2024-27 National Land Transport Programme

**Legal**

- 6.10. There are no legal concerns with approving the workshop directions.
- 6.11. The AP must be adopted by 30 June 2025.

**Financial**

- 6.12. The AP direction has been modelled into the draft AP forecasted rates and meets all financial constraints and obligations.

**7. OPTIONS**

**Option 1: Approve the direction given by elected members in Annual Plan 24/25 workshops**

- 7.1. This enables ŌDC staff to progress with the draft Annual Plan, ensuring alignment with the LTP and strategic direction.

**Option 2: Do not approve the direction given by elected members in Annual Plan 24/25 workshops**

- 7.2. ŌDC does not confirm the direction provided, and requests further staff work or changes. This may delay adoption and require reconsideration of proposed budgets or activities.

**Recommended option and rationale**

- 7.3. Staff recommend Option 1. The direction aligns with ŌDC’s priorities, remains financially prudent, and reflects input received through workshops and community channels, and from community boards.

**8. Appendices | Ngā āpitihanga**

Number	Title
1	Kāwhia Community Board recommendations to Ōtorohanga District Council

**REPORT TO:** OTOROHANGA DISTRICT COUNCIL  
**FROM:** KĀWHIA COMMUNITY BOARD  
**DATE:** 24 FEBRUARY 2025  
**SUBJECT:** PROPOSED 2025-2026 RATES FOR KĀWHIA/AOTEA

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Tēnā koutou katoa

As a result of the recent informal workshops held by the Board it has been agreed that the Ōtorohanga District Council be advised of the following concerns relating to the proposed increases of rates in 2025-2026 for Kāwhia/Aotea.

### Background

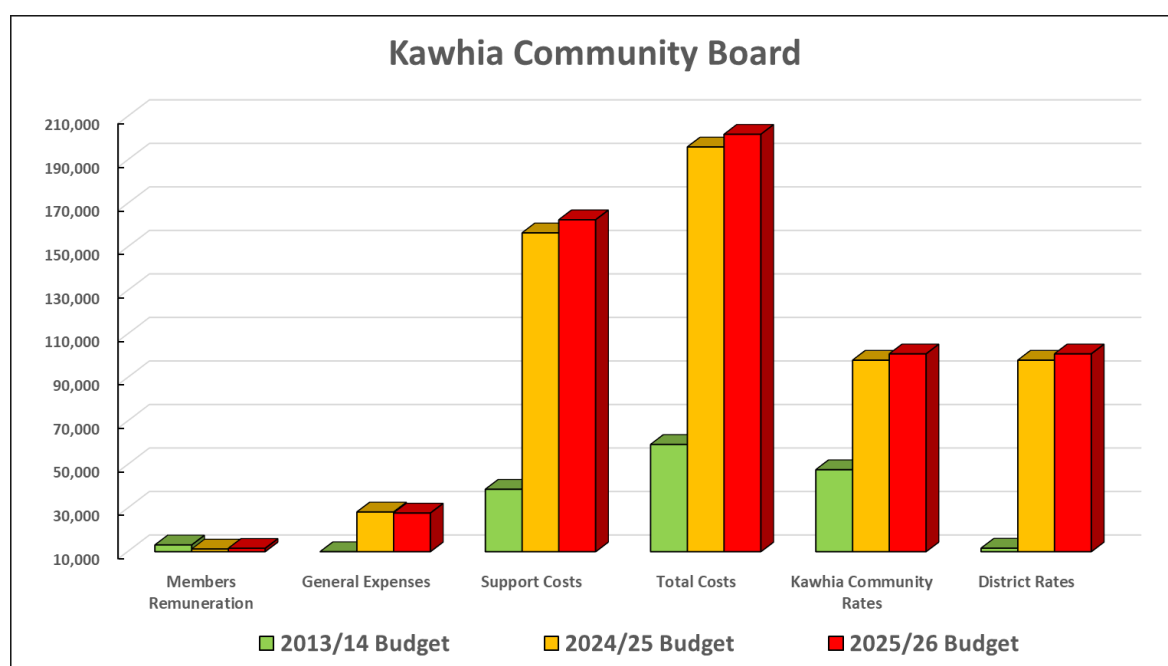
At its 13 February 2025 meeting the Board received a discussion document from Tanya & Brendan indicating that rates for Kāwhia/Aotea are proposed to increase by 14.82% in 2025-2026 with a further 7.90% in 2026-2027. These increases are on top of the 15% increase levied in the current year – a total increase over 3 years of some **38%**.

The Board is understandably concerned about these substantial increases given the socio-economic climate faced by many Kāwhia residents.

In particular the Board is concerned about the ever increasing cost of Council's allocated support services and focused on the budget for the Kāwhia Community Board. That budget indicates proposed total operating expenditure of \$201,847 for 2025-2026 (an increase of \$14,267 or 7.6% on the 2024-2025 budget). Of that amount approximately **\$163,000** is allocated overheads.

The Board notes that this account is funded 50% District, 50% Kāwhia - \$100,924 for each.

The particular question then is this - why have the support (overhead) costs for Kāwhia/Aotea significantly increased by **320%** over the last 10-11 years as indicated in the following graph.



The Board finds it difficult to accept that staff are spending that much more time with the Board than they did say 10-12 years ago, especially as the number of staff reports to the Board (particularly from finance, engineering and community facilities) have decreased over that 12 year period.

According to the Quotable Value rating valuations report, there were 5,287 rateable properties within the Ōtorohanga District in March 2023 - approximately 605 related to Kāwhia and 1,405 to the Ōtorohanga Township. Council's Finance Manager advises that **\$18,000** is approximately 1% of Kāwhia's total rate requirement and **\$150,000** 1% of the District's rate requirement.

Based on these figures, \$18,000 across all Kāwhia rateable properties equates to a saving of approximately \$30.00 per property. That same \$18,000, if allocated to the District, would amount to an increase of \$3.40 per rateable property - accepting of course that Kāwhia also picks up a share of the District rates.

The Reserve Bank's inflationary calculator states that \$1 in 2014 is equivalent in purchasing power to about \$1.33 today, an increase of **\$0.33** over 11 years. The dollar had an average inflation rate of 2.65% per year between 2014 and today, producing a cumulative price increase of **33.32%**.

So even taking into account that inflationary factor of 33.32%, the increases in overhead costs and rates in Kāwhia appear most excessive. The Board considers that a substantial factor in these increases is primarily as a result of those support costs (i.e. staff numbers and associated remuneration. However, without access to those numbers or figures for 2014 the Board can't be more definitive than that).

It's of interest that based on a per rateable property basis, the cost to the Ōtorohanga Community for its share of the rates to fund its Community Board is approximately \$96.00 per property. In Kāwhia it is **\$167.00**. Is it time to consider equalising the Communities rates in which case all rateable properties in both Ōtorohanga & Kāwhia would contribute equally to maintaining the District's Community Boards – i.e. approximately \$117.00 per property for 2025/2026.

The attached analysis shown as Appendix One provides some interesting reading and illustrates the increases in rates on Kāwhia and Aotea rateable properties over the last 10 years. **Those increases are generally well in excess of the Reserve Bank's inflationary index and do not include the effect of further increases proposed for 2025-2026.**

#### **Recommendations:**

Having given due consideration to the proposed rates increases in 2025-2026 for Kāwhia/Aotea the Board recommends to the Ōtorohanga District Council the following:

- (i) That the Kāwhia Community Board recommends that in order to reduce staff costs ordinary meetings be held **bi-monthly**. (Board member Whiu voted against this recommendation).
- (ii) That Ōtorohanga District Council be requested to amend the 50/50 split of the District General Rate and the Kāwhia/Aotea General Rate in the Kāwhia Community Board account to 70% District and 30% Kāwhia/Aotea, effective from 1 July 2026 and notes that the effect of this amendment will have a negligible effect on the District General Rate but would be of significance to the Kāwhia/Aotea General Rate by alleviating the impact of the proposed rate increases.

				No. of Rateable Properties			
				50/50 Split	70/30 Split	Kawhia	District
						605	5,287
Kawhia Community Rates				100,924	60,554.40	- 66.73	Decrease in Kawhia
Otorohanga District Rates				100,924	141,293.60	7.64	Increase in District
				201,848	201,848		
						check 40,370	40,370

- (iii) That **50%** of the surpluses in the Kāwhia Refuse Account & the Kāwhia Rates Account be offset against the 2025-2026 rates increases proposed for Kāwhia and Aotea. This would achieve a reduction in the 2025-2026 proposed rates increases of approximately **\$33,278** (or approximately 1.85%).
- (iv) That staff be requested to review the level of rents received from all commercial wharf and shed users and report back to the Board with proposed increases for individual users and boats together with details of water usage by each for the 2026-2027 financial year.
- (v) That Ōtorohanga District Council be requested to investigate the introduction of metered standpipes to record and bill for extraordinary water usage from the town's reticulated water supply.

Council's favourable consideration to adopting these recommendations will be greatly appreciated by the Board.

Ngā mihi,

.....  
Geoff Good

**Chairman**  
**Kāwhia Community Board**



## APPENDIX ONE

RATING EXAMPLES					
Annual Rates Income - Wetere Street					
Valn No	Location	2014/15 Rates \$	2024/25 Rates \$	Increase \$ %	
564003200	19 Wetere St	2,035.45	1,160.25	- 875.20	-43.0%
564003203	37 Wetere St	2,224.70	3,780.00	1,555.30	69.9%
564003202	43 Wetere St	2,914.15	4,557.60	1,643.45	56.4%
564005200	46 Wetere St	2,914.15	3,811.60	897.45	30.8%
564005301	52 Wetere St	2,305.80	3,743.80	1,438.00	62.4%
564003201	55 Wetere St	2,386.90	3,676.00	1,289.10	54.0%
564005300	62 Wetere St	2,454.55	4,060.25	1,605.70	65.4%
564001702	75 Wetere St	2,468.05	4,060.25	1,592.20	64.5%
564004501	82 Wetere St	608.30	1,039.80	431.50	70.9%
564004400	96 Wetere St	3,076.35	4,738.40	1,662.05	54.0%
		\$ 23,388.40	\$ 34,627.95	\$ 11,239.55	48.1%
Annual Rates Income - Pouewe Street					
Valn No	Location	2014/15 Rates \$	2024/25 Rates \$	Increase \$ %	
564000500	5569 Kawhia Road	2,900.65	5,100.10	2,199.45	75.8%
564001100	40 Pouewe St	1,202.05	1,713.25	511.20	42.5%
564005501	46 Pouewe St	2,359.50	4,286.30	1,926.80	81.7%
564000706	51 Pouewe St	2,130.05	3,608.15	1,478.10	69.4%
564000502	53 Pouewe St	2,265.25	3,856.85	1,591.60	70.3%
564000713	71 Pouewe St	2,481.55	4,082.90	1,601.35	64.5%
564000705	77 Pouewe St	2,238.20	3,766.40	1,528.20	68.3%
564000702	79 Pouewe St	2,184.15	3,698.60	1,514.45	69.3%
564000600	81 Pouewe St	816.75	-	- 816.75	-100.0%
564010201	811 Pouewe St	2,616.75	4,037.65	1,420.90	54.3%
564000712	91 Pouewe St	2,224.70	3,743.80	1,519.10	68.3%
564000711	103 Pouewe St	2,170.65	3,676.00	1,505.35	69.4%
564006600	1034 Pouewe St	2,116.55	3,811.60	1,695.05	80.1%
564009501	1037 Pouewe St	2,062.50	3,562.95	1,500.45	72.7%
564000700	133 Pouewe St	2,400.45	3,969.85	1,569.40	65.4%
564000710	135 Pouewe St	1,445.35	2,493.10	1,047.75	72.5%
564000714	145 Pouewe St	1,715.75	2,764.40	1,048.65	61.1%
564000703	147 Pouewe St	2,359.90	3,653.40	1,293.50	54.8%
564000704	157 Pouewe St	2,522.10	4,241.10	1,719.00	68.2%
564000707	225 Pouewe St	3,130.45	5,167.90	2,037.45	65.1%
564000800	231 Pouewe St	2,616.75	4,308.95	1,692.20	64.7%
564000902	253 Pouewe St	2,400.45	3,924.65	1,524.20	63.5%
564001001	298 Pouewe St	716.45	1,491.90	775.45	108.2%
564001000	333 Pouewe St	2,751.90	4,557.60	1,805.70	65.6%
		\$ 48,928.20	\$ 80,417.30	\$ 31,489.10	64.4%

Annual Rates Income - Rosamond Terrace						
Valn No	Location	2014/15 Rates \$	2024/25 Rates \$	Increase		
				\$	%	
564004200	Rosamond Terrace	819.45	1,186.55	367.10	44.8%	
564005400	Rosamond Terrace	-	5,109.15	5,109.15	100.0%	
564005800	35 Rosamond Terrace	2,711.35	4,399.35	1,688.00	62.3%	
564005801	67 Rosamond Terrace	2,211.20	3,721.20	1,510.00	68.3%	
564005900	95 Rosamond Terrace	2,373.40	3,924.65	1,551.25	65.4%	
564006001	141 Rosamond Terrace	3,544.75	5,582.20	2,037.45	57.5%	
564006100	173 Rosamond Terrace	2,373.40	3,924.65	1,551.25	65.4%	
564006300	217 Rosamond Terrace	2,373.40	3,698.60	1,325.20	55.8%	
564007000	313 Rosamond Terrace	1,913.80	3,348.20	1,434.40	75.0%	
564004202	318 Rosamond Terrace	-	-	-	0.0%	
564004203	360 Rosamond Terrace	2,076.00	3,879.45	1,803.45	86.9%	
564004204	368 Rosamond Terrace	2,048.95	3,517.75	1,468.80	71.7%	
564004205	386 Rosamond Terrace	5,940.20	9,748.50	3,808.30	64.1%	
564004206	418 Rosamond Terrace	2,008.40	1,160.25	848.15	-42.2%	
564004207	428 Rosamond Terrace	2,021.90	3,540.35	1,518.45	75.1%	
564004208	454 Rosamond Terrace	2,048.95	3,653.40	1,604.45	78.3%	
564004210	474 Rosamond Terrace	1,256.10	2,380.10	1,124.00	89.5%	
564004209	504 Rosamond Terrace	1,031.70	2,041.00	1,009.30	97.8%	
564007600	1228 Rosamond Terrace	2,194.95	3,676.00	1,481.05	67.5%	
		\$ 38,947.90	\$ 68,491.35	\$ 29,543.45	75.9%	
Annual Rates Income - Aotea Township						
Valn No	Location	2014/15 Rates \$	2024/25 Rates \$	Increase		
				\$	%	
564061800	70 Ash Terrace, Aotea	1,629.30	2,901.30	1,272.00	78.1%	
564062200	150 Ash Terrace, Aotea	2,195.60	2,603.80	408.20	18.6%	
564073800	185 Ash Terrace, Aotea	2,183.70	3,317.85	1,134.15	51.9%	
564071600	27 Lawton Drive, Aotea	1,906.50	2,762.50	856.00	44.9%	
564073100	152 Lawton Drive, Aotea	1,667.10	2,822.00	1,154.90	69.3%	
564065600	306 Lawton Drive, Aotea	1,780.50	3,198.85	1,418.35	79.7%	
564050308	660B Lawton Drive, Aotea	2,145.90	3,873.25	1,727.35	80.5%	
564050317	86 Sulby Drive, Aotea	1,518.40	3,020.35	1,501.95	98.9%	
564050339	516 Sulby Drive, Aotea	1,090.00	2,736.60	1,646.60	151.1%	
564050345	626 Sulby Drive, Aotea	1,153.00	1,923.35	770.35	66.8%	
564065500	25 Cooper Drive, Aotea	2,384.55	2,841.80	457.25	19.2%	
564064800	129 Cooper Drive, Aotea	1,835.20	2,316.45	481.25	26.2%	
564063200	322 Cooper Drive, Aotea	1,818.30	2,861.65	1,043.35	57.4%	
		\$ 23,308.05	\$ 37,179.75	\$ 13,871.70	59.5%	
Annual Rates Income - Random Kawhia Township						
Valn No	Location	2014/15 Rates \$	2024/25 Rates \$	Increase		
				\$	%	
564002700	672 Hoturoa Street	2,481.55	4,173.30	1,691.75	68.2%	
564003303	533 Hoturoa Street	2,305.80	4,128.10	1,822.30	79.0%	
564004800	386 Hoturoa Street	2,170.65	3,721.20	1,550.55	71.4%	
564018400	71A Waiwera Street	2,008.40	3,225.05	1,216.65	60.6%	
564022301	237 Waiwera Street	2,170.65	3,834.20	1,663.55	76.6%	
564025500	447 Waiwera Street	2,013.80	3,359.50	1,345.70	66.8%	
564023500	40 Kaora Street	2,643.75	4,286.30	1,642.55	62.1%	
564026500	228 Kaora Street	2,197.65	3,495.15	1,297.50	59.0%	
564028001	90 Moke Street	2,048.95	3,495.15	1,446.20	70.6%	
564026400	290 Moke Street	3,017.55	4,926.65	1,909.10	63.3%	
564003000	58 Davies Drive	2,089.50	3,562.95	1,473.45	70.5%	
564003111	248 Davies Drive	1,789.40	3,122.15	1,332.75	74.5%	
564014401	150 Matire Street	1,878.60	3,260.05	1,381.45	73.5%	
564014108	190 Ahurei Street	1,897.55	3,237.45	1,339.90	70.6%	
564019001	55 Tainui Street	2,238.20	3,766.40	1,528.20	68.3%	
564012700	401 Tainui Street	2,130.05	3,608.15	1,478.10	69.4%	
564004215	99 Pearl Avenue	2,048.95	3,540.35	1,491.40	72.8%	
564004218	179 Pearl Avenue	2,359.90	3,879.45	1,519.55	64.4%	
564029200	4 Kawhia Street	1,908.35	3,257.80	1,349.45	70.7%	
564028900	179 Kawhia Street	2,441.00	4,071.60	1,630.60	66.8%	
564004225	56 Cowell Street	1,905.65	3,144.80	1,239.15	65.0%	
564017700	35-49 Hone Street	2,238.20	3,969.85	1,731.65	77.4%	
564017300	135 Hone Street	1,908.35	3,257.80	1,349.45	70.7%	
		\$ 49,892.45	\$ 84,323.40	\$ 34,430.95	69.0%	

**Item 229** Draft Development and Financial Contributions Policy – Approval to Consult

**To** Ōtorohanga District Council

**From** Ross McNeil, Chief Advisor

**Type** **DECISION REPORT**

**Date** 29 April 2025



## 1. Purpose | Te kaupapa

- 1.1. To present a proposed draft Development and Financial Contributions Policy for approval to commence statutory public consultation.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. The current Development and Financial Contributions Policy was last reviewed some years ago. Most of the development projects referenced in the Policy have been completed and no new growth-related projects have been signalled in the 2024-34 Long-Term Plan (LTP). Accordingly, a new Policy reflecting the current context is now required. A new Policy must meet the requirements of the Local Government Act 2002 (LGA).
- 2.2. A proposed draft Policy has been developed and reviewed by a lawyer experienced in the application of development and financial contributions. The draft Policy retains:
  - a) A Development Contribution relating to the repayment of a loan for growth-related stormwater infrastructure in serving the catchment area north of State Highway 3 in Ōtorohanga township.
  - b) A district-wide Financial Contribution for reserves/community facilities as per the provisions of the operative Ōtorohanga District Plan.
- 2.3. The LGA, enabled by the draft Policy, includes provision for stand-alone development agreements, where a proposed development of a larger scale or complexity trigger the need for new infrastructure and/or will consume a significant amount of the capacity in existing network infrastructure. The proposed Policy also includes voluntary provisions enabling affordable housing.
- 2.4. Before adopting a new Policy, Council is required to consider the views of persons likely to be affected by or have an interest in the application of development and/or financial contributions. For this reason, Council should conduct a formal public consultation process. In this case there is no minimum statutory period for consultation, but the significance of this proposal is such that a longer consultation period is proposed – being 1-28 May 2025.
- 2.5. Hearing and consideration of submissions is signalled for Tuesday 10 June, with the final Policy to be adopted by Council on 24 June 2025.

### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That, having regard to the decision-making provisions of the Local Government Act 2002, including the principles of consultation, and considered the proposed draft Development and Financial Contributions Policy, the Ōtorohanga District Council:

- a) Approves the draft Development and Financial Contributions Policy for public consultation, with the consultation period running from 1-28 May inclusive.
- b) Confirms the hearing and consideration of submissions will be held on 10 June 2025, with the final draft Policy referred to Council for adoption on 24 June 2025.

### 4. Context | Horopaki

- 4.1. Every territorial local authority (city/district council) is required by the LGA to have a policy on development and financial contributions (DFCP) as part of their suite of revenue and financing policies. Development and financial contributions are a legitimate source of revenue to assist in offsetting the costs of infrastructure and related services required as a direct consequence of growth. Without such revenue options these growth-related costs would otherwise be borne by ratepayers. The principle here is that 'growth pays for growth'. A Council does not, however, have to have development or financial contributions (i.e. a Policy can state there will be no development or financial contributions).
- 4.2. A DCFP must comply with sections 102 and 106 of the LGA. Development Contributions can be levied against new growth (referenced as Housing Equivalent Units – HEUs) where that growth gives rise to the need for new network infrastructure not otherwise required. Financial Contributions can, for example, be levied in response to the effects of growth on existing reserve assets/infrastructure/service capacity and must be specified in the operative district plan.
- 4.3. Council's current Policy needs to be reviewed, primarily because most of the projects specified in the Policy have now been completed and/or any loans taken out to fund those growth-related projects have been repaid. In addition, no new growth-related projects have been signalled in the 2024-34 LTP, meaning there are no grounds to introduce new development contributions.

### 5. Considerations | Ngā whai whakaarotanga

#### Significance and engagement

- 5.1. In adopting a Development and Financial Contributions Policy, Council must have regard to the decision-making requirements of the LGA, including understanding the views of persons likely to be affected by or interested in such a Policy. No specific requirements, such as a minimum consultation processes or timeframes, need to be followed.
- 5.2. Having regard to Council's Significance and Engagement Policy, the proposed consultation approach – a four-week consultation period supported by local newspaper public notice, an online feedback option and hard copies of the draft Policy in reception and the Library – is considered appropriate.

**Impacts on Māori**

- 5.3. The proposed Policy does not give rise to any specific impact on Māori. However, the LGA requires that a policy on development and financial contributions must support the principles set out in the preamble to Te Ture Whenua Māori Act 1993. The proposed Policy is not inconsistent with these principles.

**Risk analysis**

- 5.4. The underlying technical nature of development and financial policies, along with complexities associated with legal compliance presents risks. The use of a legal review process limits the compliance risk. On the contra side, not fully exploring the potential for development or financial contributions risks ratepayers having to, unnecessarily, fund the costs of growth. The proposed Policy covers those areas where Council can legitimately levy development and financial contribution and is legally robust.

**Policy and plans**

- 5.5. The existing Development and Financial Contributions Policy no longer reflects the current context for growth when aligned with Council's recent and proposed growth-related capital works programme. Further, the 2024/34 LTP signal the review of the current Policy would be undertaken during 2024/25.

**Legal**

- 5.6. The LGA requires that Council must have a policy on development and financial contributions, although there is no requirement to levy either development or financial contributions. There are specific legislative requirements that apply to development contributions (LGA) or financial contributions (RMA/District Plan) and the manner in which any contribution revenue is to be applied. Further, such a Policy can only be adopted in accordance with the decision-making requirements of the LGA.
- 5.7. The LGA, enabled by the draft Policy, includes provision for stand-alone development agreements, where a proposed development of a larger scale or complexity trigger the need for new infrastructure and/or will consume a significant amount of the capacity in existing network infrastructure.

**Financial**

- 5.8. Development and financial contributions are a legitimate source of revenue to offset the financial impacts of growth. The proposed Policy signals the retention of the targeted Ōtorohanga stormwater development contribution, with all revenue received used to pay down the existing loan. The proposed Policy also signals the retention of the financial (reserves) contribution as contained in the District Plan. Revenue generated through this means is held in reserve to support the development of existing reserve land and facilities.
- 5.9. No new development or financial contributions are proposed as there are no growth-related projects signalled in the 2024-34 LTP. This may change as part of the 2027-37 LTP process.

**6. Discussion | He kōrerorero**

- 6.1. The Policy review process has considered what development or financial contributions are no longer needed (or not legitimate to continue to levy) and which ones can continue to be levied.

- 6.2. The extra stormwater main installed under State Highway 3 provides additional capacity to support growth/development in the Harper Avenue/Thomson Avenue area north of the highway. This was funded by way of a loan. A stormwater development contribution has been levied on new development in that area, which has progressively reduced the loan amount. As that loan has not yet been reduced to zero, a development contribution for stormwater can continue to be levied on all new development in that area and can remain in place until the loan is paid off.
- 6.3. The proposed stormwater development contribution is updated from the existing Policy because the amount of development that has occurred since the levy was established (i.e. the remaining loan is reduced, as has the number of HEUs served by stormwater pipe).
- 6.4. The Ōtorohanga District Plan provides for the levying of a financial (reserves) contribution on any new lot created district-wide for the purposes of supporting the development of existing reserve land and facilities. This financial contribution is proposed to remain.
- 6.5. The price for financial (reserves) contribution is based on a formula that factors in the value of Council-owned reserve land and buildings, the average household size and the district population. The proposed price of this contribution has changed (increased) because of a significant increase in valuation levels (2024). The household size and district population levels reflect 2023 Census data.
- 6.6. The proposed draft Policy has been subject to legal review.
- 6.7. The Government has recently announced a proposal to remove the current development contributions regime and replace it with a development levy arrangement. As the details of the new arrangement have yet to be revealed and a specific legislative arrangement will be required to bring this into force, it will take some time before any change occurs. Therefore, it is prudent to proceed with this proposal to introduce a new policy and then determine what change will result from the 'new' regime once that detail is known.

#### **Option 1: Description**

- 6.8. Proceed with the proposed Draft Development Contributions and Financial Contributions Policy, with a development contribution levy for stormwater covering the northern area of Ōtorohanga Town and a district-wide financial (reserves) contribution levy applicable to all new lots created through subdivision.

#### **Option 2: Description**

- 6.9. Proceed with an amended Draft Development Contributions and Financial Contributions Policy with no development or financial contribution levies being proposed.

#### **Recommended option and rationale**

- 6.10. Option1: Proceed with the proposed Draft Development Contributions and Financial Contributions Policy. This option is favoured because the two proposed levies can legitimately be applied. If no contributions levies were to be applied, then the cost of paying for the existing growth-related stormwater infrastructure and future reserves upgrades driven by growth would borne by existing ratepayers.

## 7. Appendices | Ngā āpitihanga

Number	Title
1	Draft Ōtorohanga District Council Development Contributions and Reserve Contributions Policy – April 2025



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# DEVELOPMENT AND FINANCIAL CONTRIBUTIONS POLICY

## ŌTOROHANGA DISTRICT COUNCIL

Approval authority	Council
Administrator	TBC
Effective date	April 2025 - DRAFT FOR CONSULTATION
Next review date	2027



## VERSION HISTORY

Date	Changes	By	Date Adopted
April 2025	PRE-CONSULTATION DRAFT	Ross McNeil	N/A

## PURPOSE

Ōtorohanga District Council is required to have a policy on development or financial contributions (s102 Local Government Act 2002 - LGA).

## SCOPE

This policy applies to development contributions levied pursuant to s106 of the LGA and financial contributions levied pursuant to s108, s111 and s411 of the Resource Management Act 1991 (RMA) and Ōtorohanga District Plan.

## INTRODUCTION

### Purpose of the Policy

1. Population and business growth, including both infill and greenfields, create the need for new subdivisions and developments, and these place increasing demands on the assets and services provided by Council. As a result, significant investment in new or upgraded assets and services is required to meet the demands of growth.
2. The purpose of this Policy is to ensure that a fair, equitable, and proportionate share of the cost of that infrastructure is funded by development. Council intends to achieve this by using:
  - Development contributions under the Local Government Act 2002 (LGA) for stormwater within the district; and
  - Financial contributions under the Resource Management Act 1991 (RMA) for parks, reserves and community facilities within the district. It is noted that financial contributions may also be used for any development that has an adverse effect on the environment and will be the subject of a rule in the District Plan.

### Navigating this document

3. This Policy outlines Council's approach to funding development infrastructure via development contributions under the LGA and to applying financial contributions under the RMA.
4. This Policy has three main parts:
  - Part 1: Policy operation

- Part 2: Policy background and supporting information
- Part 3: Catchment maps for the development contribution charges

## Part 1: Policy Operation

5. Part 1 provides information needed to understand if, when, and how development contributions and financial contributions will apply to developments. It also explains peoples' rights and the steps required to properly operate the Policy.
6. The key sections of Part 1 are:
  - The charges
  - Liability for development contributions
  - When development contributions are levied
  - Determining infrastructure impact
  - Review rights
  - Other operational matters
  - Summary of financial contributions
  - Definitions

## Part 2: Background and SUPPORTING INFORMATION

7. Part 2 provides the information needed to meet the accountability and transparency requirements of the LGA for this Policy, including explaining Council's policy decisions, how the development contribution charges were calculated, and what assets the development contributions are intended to be used towards.
8. The key sections of part 2 are:
  - Requirement to have the Policy
  - Funding summary
  - Funding policy summary
  - Catchment determination
  - Significant assumptions of the Policy
  - Cost allocation
  - Calculating the development contribution charges
  - Schedule 1 Development contribution charge calculations
  - Schedule 2 Future assets and programmes funded by development contributions
  - Schedule 3 Past assets and programmes funded by development contributions

### Part 3: CATCHMENT Maps

9. Part 3 provides the catchment maps that show where the development contribution charges in this Policy apply.

DRAFT

# Part 1: Policy OPERATION

## Development contributions

### The charges

10. There is one area (catchment) within the Council's district where development contributions apply. The catchment where development contributions apply for the infrastructure activity is mapped in Part 3 of this Policy.
11. The related development contribution charges per Household Equivalent Unit (HEU) for each activity are in Table 1. See the *Determining infrastructure impact* section below for an explanation of a HEU.
12. For each infrastructure activity for which development contributions are required, the development contribution payable is calculated by multiplying the number of HEUs generated by the development by the charge for that activity. This is then aggregated for all activities for which development contributions are required to give the total charge.
13. For example, a three-lot residential development in Ōtorohanga town will pay three times the stormwater, charges, totalling \$4569.00 (GST incl.).
14. These charges may be adjusted for inflation annually in line with the Producers Price Index outputs for Construction, as permitted by sections 106 (2B) and (2C) of the LGA. The latest charges will be published on Council's website <http://www.otodc.govt.nz/property-and-rating/development-and-financial-contributions/> and/or the annual Fees and Charges schedule.

Table 1: Development contribution charge per HEU at 1 July 2025<sup>1</sup> (GST inclusive)<sup>2</sup>

ACTIVITY	DEVELOPMENT CONTRIBUTION CHARGE PER HEU
Stormwater	
Catchment SW1 Otorohanga SH3/Factory Drive	\$1,523

### Liability for development contributions

15. If subdividing, building, connecting to Council's services, or otherwise undertaking some kind of development in Ōtorohanga district, development contributions may need to be paid. Development contributions apply to developments within the areas shown in the Development Contribution Catchment Maps in Part 3, including infill developments and/or additional permitted residential units on the same property.

<sup>1</sup> The Council has determined that for this Policy residential development contributions will not apply for water, wastewater or transportation. However, they may apply for large developments subject to a separate Development Agreement.

<sup>2</sup> GST has been applied at the rate of GST as at 1 July 2025 (15%). Should the rate of GST change, the charges will be adjusted accordingly. The GST exclusive charge per activity can be found in Schedule 1.

16. In some circumstances, development contributions may not apply or may be reduced. Further information on these circumstances can be found in the sections, *when development contributions are levied, credits and limitations on imposing development contributions*.
17. Financial contributions may also be required in some cases. This is discussed later in this Policy.
18. Development of new infrastructure sometimes means that areas not previously liable for a development contribution become liable. For example, a bare section in a subdivision may be liable for development contributions whereas previously constructed houses on the same subdivision were not.
19. Council officers will be available to help resolve any uncertainty about development contribution liabilities.

## When development contributions are levied

20. Once a complying application is made for a resource consent, building consent, certificate of acceptance or service connection, or where Council is notified of or becomes aware of a permitted development which does not require consent or involves a new connection, the normal steps for assessing and requiring payment of development contributions are:



21. These steps are explained in more detail below.

### Trigger for requiring Development Contributions

22. Council can require a development contribution for a development upon:
  - The granting of a resource consent.
  - The issue of building consent or certificate of acceptance.
  - An authorisation for a service connection to stormwater services.
  - Becoming aware of a permitted additional residential unit where no consent is required and there is no new separate service connection.
23. Council will generally require development contributions at the earliest possible point (i.e. whichever consent, certificate or authorisation listed above is granted first). For new developments, the resource consent is often the first step in the process and therefore the first opportunity to levy development contributions. Where development contributions were not assessed (or only part assessed) on the first consent, certificate or authorisation for a development this does not prevent the Council assessing contributions on a subsequent consent, certificate or authorisation for the same development (for the reasons set out in the following paragraphs).
24. Development contributions will be assessed under the Policy in force at the time the application for resource consent, building consent, certificate of acceptance or service connection was submitted with all

required information, or at the time of Council being notified or becoming aware of an additional permitted residential unit.

## Assessment

25. On receiving an application for resource consent, building consent, certificate of acceptance or service connection, or on Council being notified or of becoming aware of an additional permitted residential unit, Council will check that:
- (A) The development (subdivision, building, land use or work) generates a demand for reserves, community infrastructure or network infrastructure; and
  - (B) The effect of that development (together with other developments) is to require new or additional assets or assets of increased capacity in terms of reserves, community infrastructure or network infrastructure; and
  - (C) Council has incurred or will incur capital expenditure to provide appropriately for those assets. This includes capital expenditure already incurred by Council in anticipation of development; and
  - (D) Development contributions and/or financial contributions have not been levied previously for the same activity.
26. Council has identified the assets and areas that are likely to meet the requirements of (B) and (C), and these are outlined in Schedules 2 and 3 (past and future assets funded by development contributions) and Part 3 (development contribution catchment maps). In general, if a development is within one of the areas covered by the catchment maps it is likely that development contributions will be required.

Development contributions may be waived or reduced if:

- A resource consent or building consent does not generate additional demand for any community facilities (such as a minor boundary adjustment); or
  - One of the circumstances outlined in the section *Limitations on imposing development contributions* apply; or
  - Credits apply as outlined in the *Credits* section.
27. If a subsequent resource consent (including a change to a condition of a resource consent), building consent, certificate of acceptance, or service connection is sought, or an additional permitted residential unit is proposed, a new assessment may be undertaken using the Policy in force at that time. Any increase or decrease in the number of HEUs, relative to the original assessment, will be calculated and the contributions adjusted to reflect this.
28. This means Council will require additional development contributions where additional units of demand are created and development contributions for those additional units of demand have not already been required.
29. Examples of where these would be needed include:
- Minimal development contributions have been levied on a commercial development at subdivision or land use consent stage as the type of development that will happen will only be known at building consent stage.

- Development contributions levied at the subdivision or land use consent stage were for a small dwelling, but the dwelling built is larger or is subsequently extended.
- The nature of use has changed, for example from a low infrastructure demand commercial use to a high infrastructure demand commercial use.
- A property owner with an existing dwelling installs an additional residential unit as a permitted activity without the need for resource consent, building consent or separate new connection.

## Notice

30. A development contribution notice will normally be issued when a resource consent, building consent, certificate of acceptance or service connection authorisation is granted, or when Council is notified of an additional permitted residential unit. In some cases, the notice may be issued or re-issued later. The notice is an important step in the process as it outlines the activities and the number of HEUs assessed for development contributions, as well as the charges that will apply to the development. It also triggers rights to request a development contributions reconsideration or to lodge an objection (see the section on *Review rights* below).
31. If multiple consents or authorisations are being issued for a development, a notice of requirement may be issued for each. However, where payments are made in relation to one of the notices, actual credits will be recognised for the remaining notices.
32. Development contributions notices do not constitute an invoice or an obligation to pay for the purposes of the Goods and Services Tax Act 1985. A tax invoice will be issued at the time of supply, being the earlier of Council issuing an invoice to the applicant or payment of the development contributions.

## Invoice

33. An invoice for development contribution charges will be issued to provide an accounting record and to initiate the payment process. The timing of the invoice is different for different types of consents or authorisations (see Table 2). If there is a delay between when a notice is issued and when an invoice is issued, the Council may adjust the charges levied in the invoice to account for inflation.

Table 2: Invoice timing

	INVOICE TIMING
<b>Building consent</b>	At granting of the building consent
<b>Certificate of acceptance</b>	At issue of a certificate of acceptance
<b>Resource consent for subdivision</b>	At the time of application for a certificate under section 224(c) of the Resource Management Act 1991. An invoice will be issued for each stage of a development for which 224 (c) certificates are sought, even where separate stages are part of the same consent
<b>Resource consent (other)</b>	At granting of the resource consent
<b>Service connection</b>	At granting of the service connection for stormwater services
<b>Permitted additional residential unit (Granny Flat)</b>	On becoming aware of a permitted residential unit where no consent is required for construction

34. Despite the provisions set out above, if a development contribution required by Council is not invoiced at the specified time as a result of an error or omission on the part of Council, the invoice will be issued when the error or omission is identified. The development contributions remain payable.

## Payment

35. Unless otherwise agreed in a Development Agreement, development contributions must be paid by the due dates in Table 3.

Table 3: Payment due date

	PAYMENT DUE DATE
<b>Building consent</b>	20 <sup>th</sup> of the month following the issue of the invoice
<b>Certificate of acceptance</b>	At issue of the certificate of acceptance
<b>Resource consent for subdivision</b>	Prior to release of the certificate under section 224(c) of the Resource Management Act 1991 (the 224(c) certificate)
<b>Resource consent (other)</b>	20 <sup>th</sup> of the month following the issue of the invoice
<b>Service connection</b>	At issue of the connection approval
<b>Additional permitted residential unit</b>	20 <sup>th</sup> of the month following the issue of the invoice after Council is notified of, or becomes aware of, the additional residential unit

36. On time payment is important because, until the development contributions have been paid in full, Council may:
- Prevent the commencement of a resource consent.
  - Withhold a certificate under Section 224(c) of the RMA.
  - Withhold a code compliance certificate under Section 95 of the Building Act 2004.
  - Withhold a service connection to the development.
  - Withhold a certificate of acceptance under section 99 of the Building Act 2004.
37. Where invoices remain unpaid beyond the payment terms set out in this Policy, Council will start debt collection proceedings, which may involve the use of a credit recovery agent. Council may also register the development contribution under the Land Transfer Act 2017, as a charge on the title of the land in respect of which the development contribution was required.

## Determining infrastructure impact

38. In order to have a consistent method of charging for development contributions, this Policy is centred around the concept of a household unit equivalent or “HEU” for infrastructure. In other words, an average household in a standard residential unit and the demands they typically place on community facilities. Table 4 summarises the demand characteristics of each HEU.



Table 4: HEU demand measures

ACTIVITY	UNIT OF MEASUREMENT	DEMAND PER HEU
Water	Litres per day	600 litres per day
Wastewater	Litres per day	480 litres per day
Stormwater	Impervious surface area	300m <sup>2</sup>
Transport	Trips per day	10 trips per day
Reserves	Occupancy	2.5 people
Community facilities	Occupancy	2.5 people

## Residential development

39. In general, the number of HEUs charged is one per new allotment or residential unit created, although lower assessments can apply in some cases for small residential units.
40. When calculating the number of HEUs for a residential subdivision, Council will adjust the assessment to account for any:
- Credits relating to the site (refer to the *Credits* section below).
  - Allotment which, by agreement, is to be vested in Council for a public purpose.
  - Allotment required as a condition of consent to be amalgamated with another allotment.
41. Retirement units, visitor accommodation units and small residential units (granny flats) up to 70m<sup>2</sup> gross floor area (GFA) will be assessed as set out in Table 5.

## Small residential units

42. Council will apply lower assessments for small residential units in relation to:
- Building consents or certificate of acceptance.
  - Subdivision, land use consents, or connection authorisation where it is provided information by the applicant that demonstrates that a small residential unit(s) will be provided, to the satisfaction of Council. Council may enter into agreements with developers or landowners to give effect to a small residential unit assessment and bind the applicant to any conditions that accompany the assessment.
  - Additional permitted residential units installed or built without the need for building consent, resource consent or additional new connections.
43. Such assessments are guided by the parameters outlined in Table 5.

Table 5: Small residential unit (RU) assessment guidance

	SMALL RU	SMALL RU	STANDARD RU
No. of bedrooms*	1 or ≤ 50m <sup>2</sup> GFA	2 or ≤ 70m <sup>2</sup> GFA	3 or more or >70 m <sup>2</sup> GFA.

<b>HEU Discount (all services)</b>	50%	25%	Nil
<b>Proportion of HEU Payable for all charges</b>	0.5	0.75	1

\* A definition of bedroom is provided in the glossary

44. Alternatively, for subdivisions, Council will assess each allotment as 1 HEU and may agree to postpone payment by the person undertaking the subdivision until a building consent is issued for an allotment, or where no building consent is required, until the additional permitted residential unit is constructed. Council will adjust the assessment and the payment required at that time accordingly. See the section on *postponement*.
45. Should additional bedrooms be proposed to a minor residential unit that has been assessed under this section, Council will require additional development contributions in line with Table 6.

Table 6: Small residential unit (RU) extension assessment guidance (HEUs)

TYPE OF EXTENSION	TOP UP PROPORTION PAYABLE	TOTAL PROPORTION PAID
Extend small RU $\leq 50m^2$ to a small RU $\leq 70m^2$	0.25	0.75
Extend small RU $\leq 50m^2$ to a standard RU	0.5	1
Extend small RU $\leq 70m^2$ to a standard RU	0.25	1

### Non-Residential development

46. Non-residential subdivisions, land uses or building developments are more complicated as they do not usually conform with typical household demands for each service.
47. If no proper assessment of the likely demand for activities is able to be carried out at the subdivision consent stage, a development contribution based on one HEU will be charged for each new allotment created and Council will require an assessment to be carried out at the land use or building consent stage. This later assessment will credit any development contributions paid at the subdivision consent stage.

### Special assessments

48. Developments sometimes require a special level of service or are of a type or scale which is not readily assessed in terms of HEUs—such as large-scale primary sector processors or service stations. In these cases, Council may decide to make a special assessment of the HEUs applicable to the development. In general, Council will consider the need for a special assessment for one or more activities where it considers that:
- The non-residential development is likely to be more than 1 HEU; or
  - The development is likely to have less than half or more than twice the demand for an activity listed in Table 5 for that development type; or
  - A non-residential development does not fit into an industrial, retail, commercial, or accommodation land use and must be considered under the other category in Table 5; or
  - A non-residential development may use more than 1500 litres of water per day.

49. The demand measures in Table 4 will be used to help guide special assessments.
50. If a special assessment is sought, Council may require the developer to provide information on the demand for community facilities generated by the development. Council may also carry out its own assessment for any development and may determine the applicable development contributions based on its estimates.

## Credits

51. Credits are a way of acknowledging that the lot, home or business may already be connected to, or lawfully entitled to use, one or more Council services, or a development contribution, or financial contribution or the same purpose, has been paid previously. Credits can reduce or even eliminate the need for a development contribution. Credits cannot be paid out in cash and can only be used for development on the same site.
52. Credits will be given for properties when:
- A development contribution for a lot has already been paid (at least in part). For example, most new subdivision lots will already have development contributions levied and paid for at least one HEU; or
  - The lot existed before 1 July 2005 and was within an urban serviced area (or equivalent) at that time under the District Plan (i.e. urban residential or urban industrial, commercial, or retail zoning, or the equivalent where there is no zoning). or
  - The property was otherwise lawfully connected to a service as at 1 July 2005.
53. Credits given will be determined in accordance with Table 8.

Table 8: Standard credits

	CREDIT FOR EACH SERVICE FOR WHICH A DEVELOPMENT CONTRIBUTION HAS BEEN PAID	CREDIT* FOR URBAN LOTS THAT EXISTED BEFORE 1 JULY 2005	CREDIT FOR LAWFULLY CONNECTED SERVICE AS AT 1 JULY 2005
Residential units or lots		1 HEU for all services	1 HEU for the service(s) connected
Non-residential buildings or lots	The number of HEUs	A 'before and after' assessment of demand, using a special assessment or the conversion factors set out in Table 4, will be undertaken to determine credits and any increase in demand on services. Council will be guided by actual use over the period 1 July – 30 June when making this assessment.	

\*\* Roading, community facilities, and reserves only unless a restricted water supply is also provided

## Review rights

54. Developers are entitled under the LGA to request a reconsideration or lodge a formal objection if they think Council has made a mistake in assessing the level of development contributions for their development. A formal objection must be made within 15 working days of the development contribution being levied. Where an objection is not lodged within this timeframe, any review is entirely at the sole discretion of Council.

## Reconsideration

55. Reconsideration requests are a process that formally requires Council to reconsider its assessment of development contributions for a development. Reconsideration requests can be made where the developer has grounds to believe that:
- The development contribution levied was incorrectly calculated or assessed under this Policy; or
  - Council has incorrectly applied this Policy; or
  - The information Council used to assess the development against this Policy, or the way that Council has recorded or used that information when requiring a development contribution, was incomplete or contained errors.
56. To seek a reconsideration, the developer must:
- Lodge the reconsideration request within 10 working days of receiving the development contribution notice.
  - Use the reconsideration form (found on the Council's website [www.otodc.govt.nz](http://www.otodc.govt.nz)) and supply any supporting information with the form.
  - Pay the reconsideration fee (if any) at the time of application, as set out in Council's Schedule of Fees and Charges.
57. Applications with insufficient information or without payment of the required fee will be returned to the requestor, with a request for additional information or payment.
58. Once Council has received all required information and the reconsideration fee, if applicable, the request will be considered by either Group Manager Business Enablement or Group Manager Regulatory and growth (being the Group Manager who did not undertake the original DC assessment). Notice of Council's decision will be issued within 15 working days from the date on which Council receives all required relevant information relating to the request.

## Objections

59. Objections are a more formal process that allow developers to seek a review of the Council's decision. A panel of up to three independent commissioners will consider the objection. The decision of the commissioners is binding on the developer and the Council, although either party may seek a judicial review of the decision.
60. Objections may only be made on the grounds that Council has:
- Failed to properly take into account features of the development that, on their own or cumulatively with those of other developments, would substantially reduce the impact of the development on requirements for community facilities in the district or parts of the District; or
  - Required a development contribution for community facilities not required by, or related to, the development, whether on its own or cumulatively with other developments; or
  - Required a development contribution in breach of section 200 of the LGA; or
  - Incorrectly applied this Policy to the development.

61. Schedule 13A of the LGA sets out the objection process. To pursue an objection, a developer must:
- Lodge the request for an objection within 15 working days of receiving notice to pay a development contribution, or within 15 working days of receiving the outcome of any request for a reconsideration.
  - Use the objection form (found on the Council's website [www.otodc.govt.nz](http://www.otodc.govt.nz)) and supply any supporting information with the form.
  - Pay a deposit.
62. Objectors are liable for all costs incurred in the objection process including staff arranging and administering the process, commissioner's time, and other costs incurred by Council associated with any hearings such as room hire and associated expenses, as provided by section 150A of LGA. However, objectors are not liable for the fees and allowances costs associated with any Council witnesses.

## Other operational matters

### Refunds

63. Sections 209 and 210 of the LGA state the circumstances where development contributions must be refunded, or land returned. In summary, Council will refund or return to the consent holder development contributions paid if:
- The resource consent:
    - lapses under section 125 of the RMA; or
    - is surrendered under section 138 of the RMA; or
  - The building consent lapses under section 52 of the Building Act 2004; or
  - The development or building in respect of which the resource consent or building consent was granted does not proceed; or
  - Council does not provide the reserve or network infrastructure for which the development contributions were required.
64. The Council may retain any portion of a development contribution referred to above of a value equivalent to the costs incurred by the Council in relation to the development or building and its discontinuance.
65. Council may retain a portion of a development contribution (or land) refunded of a value equivalent to:
- Any administrative and legal costs it has incurred in assessing, imposing, and refunding a development contribution or returning land for network infrastructure or community infrastructure development contributions.
  - Any costs it has incurred in refunding a development contribution or returning land for reserve development contributions.

### Limitations on Imposing Development Contributions

66. Council is unable to require a development contribution in certain circumstances, as outlined in section 200 of the LGA, if, and to the extent that:

- It has, under section 108(2)(a) of the RMA, imposed a financial contribution condition on a resource consent in relation to the same development for the same purpose; or
- The developer will fund or otherwise provide for the same reserve or network infrastructure; or
- A third party has funded or provided, or undertaken to fund or provide, the same reserve or network infrastructure.
- The Council has already required a development contribution for the same purpose in respect of the same building work, whether on the granting of a building consent or a certificate of acceptance.

67. In addition, Council will not require a development contribution in any of the following cases:

- Where, except in the case of a new dwelling, the value of any building work for which a building consent is required is less than \$20,000 exclusive of GST, unless the building consent is for a change of use or the building is an additional permitted residential unit.
- Where, in relation to any dwelling, replacement development, repair or renovation work generates no additional demand for reserve or network infrastructure.
- Where a building consent is for a bridge, dam (confined to the dam structure and any tail race) or other public utility.
- The application for a resource or building consent, authorisation, or certificate of acceptance is made by the Crown.

## Postponement

68. Postponement of development contribution payment will only be permitted at Council's discretion. Where payment is postponed, Council will require bonds equal in value to the payment owed.

69. Bonds:

- Will only be accepted where the bond is guaranteed by a registered trading bank.
- Shall be for a maximum period of 24 months, subject to later extension as agreed by an authorised officer.
- Will have an interest component added, at an interest rate of 2 percent per annum above the Reserve Bank 90-day bank bill rate on the day the bond document is prepared. The bonded sum will include interest, calculated using the maximum term set out in the bond document.
- Shall be based on the GST inclusive amount of the contribution.

70. If the discretion to allow a bond is exercised, all costs for preparation of the bond documents will be met by the developer.

## Development Agreements

71. Council may enter into specific arrangements with a developer for the provision and funding of particular infrastructure under a development agreement, including the development contributions payable, as provided for under sections 207A-207F of the LGA. For activities covered by a development agreement, the

agreement overrides the development contributions normally assessed as payable under this Policy. A Development Agreement may also contain agreements relating to Financial Contributions under the RMA.

## Financial Contributions

### Summary of Financial Contributions under the Ōtorohanga District Plan

72. Council charges financial contributions under the RMA in the District for parks, recreation reserves and community infrastructure. Financial contributions may be taken for other activities where there is an adverse effect, the taking of financial contributions is justified and there is a corresponding rule in the District Plan.
73. Any proposed subdivision which results in the creation of additional lots (excluding access lots, Network Utility Operation or reserve purposes) is a controlled activity where the proposal complies with the following term for each Additional Lot created a reserve contribution is payable (see Fees and charges).
74. Council has, for this Policy, included voluntary financial contributions to enable affordable housing. At this stage these would be voluntary as neither the District Plan or legislation have rules that require it. The details are:
- the amount and value of the contribution will be the equivalent of at least 5% of the total development yield (total number of proposed dwellings).
  - the value of the contribution will be assessed by an independent valuer agreed to by the Council and the developer.
  - the form of the contribution (land, money or a combination) will be by agreement, with the Council making the final determination if agreement cannot be reached.
  - the contribution must be paid in full prior to: the issue of s224 RMA subdivision certificate; or the issue of building consent; or service connection; (whichever comes first).
75. Where incentives are not set out in the District Plan, **and** FCs are applied voluntarily, Council may consider incentivising FCs for affordable housing through mechanisms that offset or compensate any actual additional and reasonable costs to the contributor/developer to provide affordable housing. Incentives may include, but are not limited to the following and are subject to any District Plan rules as well as budgetary constraints:
- Development Contributions offsets not exceeding the maximum value of the FCs.
  - Transferable Development Rights (TDRs) not exceeding the maximum value or the maximum number of dwellings provided through the FCs.
76. TDRs are a “like for like” preferential right (agreed to by the Council) to develop and may include residential or commercial development. The general policy applying to TDRs is:

- TDRs may be sold by the developer to a third party to implement, for the same value at which they are applied (excluding any adjustment for inflation).
- Examples of TDRs include (but are not limited to) the following, and may also be subject to district plan rules and controls:
  - i. Residential development of a higher density on the same site as the affordable housing.
  - ii. Residential (re)development on another site zoned for residential activity, at a higher density.
  - iii. Commercial (re)development on another site zoned for commercial activity, with an increased gross floor area.

77. These charges may be adjusted annually using the Special Consultative Procedure under s.83 of the LGA - so the Council's Schedule of Fees and Charges should be reviewed to see the current charges. Both the Schedule of Fees and Charges and the District Plan can be found on Council's website [www.otodc.govt.nz](http://www.otodc.govt.nz)

Table 10: Financial contribution charges at 1 July 2025 (GST inclusive at 15%).

FINANCIAL CONTRIBUTION	FINANCIAL CONTRIBUTION CHARGE	COMMENT
Districtwide	\$3270.00	Per additional lot

## Definitions

In this Policy, unless the context otherwise requires, the following applies:

**LGA** means the Local Government Act 2002.

**Allotment (or lot)** has the meaning given to allotment in section 218(2) of the Resource Management Act 1991.

**Accommodation unit** has the meaning given in section 197 of the Local Government Act 2002.

**Activity** means the provision of facilities and amenities within the meaning or network infrastructure, reserves, or community infrastructure for which a development contribution charge exists under this Policy.

**Affordable Housing** means housing that is anticipated to be affordable for those whose household income is below the New Zealand median income for households.

**Asset Management Plan** means Council plan for the management of assets within an activity that applies technical and financial management techniques to ensure that specified levels of service are provided in the most cost-effective manner over the life-cycle of the asset.

**Bedroom** means any habitable space within a residential unit capable of being used for sleeping purposes and can be partitioned or closed for privacy including spaces such as a "games", "family", "recreation", "study", "office", "sewing", "den", or "works room" but excludes:

- any kitchen or pantry;
- bathroom or toilet;
- laundry or clothes-drying room;
- walk-in wardrobe;



- corridor, hallway, or lobby;
- garage; and
- any other room smaller than 6m<sup>2</sup>.

Where a residential unit has any *living* or *dining* rooms that can be partitioned or closed for privacy, all such rooms except one shall be considered a bedroom.

**Capacity Life** means the number of years that the infrastructure will provide capacity for and associated HEUs.

**Catchment** means the areas within which development contributions charges are determined and charged.

**Community Facilities** means reserves, network infrastructure, or community infrastructure as defined by the LGA, for which development contributions may be required.

**Community infrastructure** means:

- land, or development assets on land, owned or controlled by the Council for the purpose of providing public amenities; and
- includes land that the Council authority will acquire for that purpose.

**Council** means the Ōtorohanga District Council.

**Development** means any subdivision, building, land use, or work that generates a demand for reserves, network infrastructure, or community infrastructure (but does not include the pipes or lines of a network utility operator).

**District** means the Ōtorohanga District

**District Plan** means the operative Ōtorohanga District Plan

**Residential Unit** means building(s) or part of a building that is used for a residential activity exclusively by one household, and must include sleeping, cooking, bathing and toilet facilities. See National Planning Standards 2019. <https://www.mfe.govt.nz/sites/default/files/media/RMA/national-planning-standards-november-2019.pdf>

**Gross Floor Area / GFA** means the sum of the total area of all floors of a building or buildings (including any void area in each of those floors, such as service shafts, liftwells or stairwells) measured:

- where there are exterior walls, from the exterior faces of those exterior walls;
- where there are walls separating two buildings, from the centre lines of the walls separating the two buildings;
- where a wall or walls are lacking (for example, a mezzanine floor) and the edge of the floor is discernible, from the edge of the floor.

See National Planning Standards 2019. <https://www.mfe.govt.nz/sites/default/files/media/RMA/national-planning-standards-november-2019.pdf>

**Small residential unit** means a dwelling, including an additional, accessory or ancillary dwelling, not greater than 70m<sup>2</sup> gross floor area.

**Network Infrastructure** means the provision of transportation (roading), water, wastewater and stormwater infrastructure.

**Permitted residential unit** means a dwelling which may not require resource consent, budling consent or a separate service connection (i.e. which may be connected into existing services)

**Reserves** means land for public open space and improvements to that land needed for it to function as an area of usable green open space for recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside (including landscaping, sports and play equipment, walkways and cycleways, carparks, and toilets). In this Policy, reserve does not include land that forms or is to form part of any road or is used or is to be used for stormwater management purposes.

**Retirement Unit** means any dwelling unit in a retirement village, but does not include aged care rooms in a hospital or similar facility.

**Retirement Village** has the meaning given in section 6 of the Retirement Villages Act 2003.

**RMA** means the Resource Management Act 1991.

**Policy** means this Development and Financial Contributions Policy.

**Service Connection** means a physical connection to an activity provided by, or on behalf of, Council (such as water, wastewater or stormwater services).

**Household equivalent unit (HEU)** means demand for Council services, equivalent to that produced by a nominal household in a standard residential unit.

## Part 2: Policy Details

### Requirement to have a policy

Council is required to have a policy on development contributions and financial contributions as a component of its funding and financial policies in its Long-Term Plan under section 102(2)(d) of the LGA. This Policy meets that requirement.

### Funding summary

78. Council has incurred \$235,192 (before interest costs) on stormwater infrastructure in Ōtorohanga town wholly needed to meet the increased demand for from growth in the Ōtorohanga north area.

79. Table 10 provides a summary of the total costs of growth-related capital expenditure and the funding sought by development contributions for all activities and catchments.

Table 11. Total cost of capital expenditure for growth and funding sources

ACTIVITY	TOTAL CAPEX	GROWTH CAPEX	DC FUNDED CAPEX	TOTAL CAPEX PROPORTION FUNDED BY DEVELOPMENT CONTRIBUTIONS	CAPEX PROPORTION FUNDED FROM OTHER SOURCES	DEVELOPMENT CONTRIBUTION INTEREST	TOTAL AMOUNT TO BE FUNDED BY DEVELOPMENT CONTRIBUTIONS
calcs	A	B	C	$C/A \times 100$	$((A-C)/A) \times 100$	D	C+D
<b>Total Stormwater</b>	<b>\$235,192</b>	<b>\$235,192</b>	<b>\$235,192</b>	<b>100%</b>	<b>0%</b>	<b>\$119,931</b>	<b>\$355,123</b>

### Funding Policy Summary

#### Funding growth expenditure

80. The district has recently seen some growth and as a result council wants to ensure that developments pay their fair share of the capital works that are required to service them.

81. Population and business growth creates the need for new subdivisions and development activity places increasing demand on the assets and services provided by Council. Significant investment in new or upgraded assets and services is accordingly required to meet the demands of growth.

82. The Council has decided to fund these costs from:

- Development contributions under the Local Government Act 2002 for Stormwater only.
- Financial contributions under the Resource Management Act 1991 will continue for:
  - Parks and reserves; and
  - Community facilities.

83. In forming this view, Council has considered the matters set out in section 101(3) of the LGA within its Revenue and Financing Policy, and within this Policy.

84. The Revenue and Financing Policy is Council's primary and over-arching statement on its approach to funding its activities. It outlines how all activities will be funded, and the rationale for Council's preferred funding approach.
85. In addition, Council is required under Section 106(2)(c) of the LGA to explain within this Policy why it has decided to use development contributions and financial contributions to fund capital expenditure relating to the cost of growth. This assessment is below.
86. Council requires development contributions for stormwater and uses financial contributions for parks, reserves and community facilities. The reasons for the difference are:
87. Parks, reserves and community facilities are more district wide and, in some cases, have effectively unlimited capacity,
88. Parks and reserves are sometimes provided by developers as part of their development and providing for this via resource consent conditions is more appropriate than having a Development Agreement.

### Community outcomes (s.101(3)(a)(i)) LGA

89. Council has considered whether development contributions and financial contributions are an appropriate source of funding considering each activity, the outcomes sought, and their links to growth infrastructure. Council has developed community outcome statements centred three focus areas: People, Place and Partnership. (See image below)

#### COMMUNITY OUTCOMES



90. These outcomes seek a well serviced growing community that is financially sustainable. Development contributions provide a mechanism for funding of stormwater infrastructure needed to achieve our growth aspirations that may not otherwise be affordable to our community via rates. As a dedicated growth

funding source, they also offer more secure funding through which we can deliver on our vision and outcomes.

## Other funding decision factors (s.101(3)(a)(ii) – (v))

91. Council has considered the funding of growth-related community facilities against the following matters:

- The distribution of benefits between the community as a whole, any identifiable part of the community, and individuals, and the extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity.
- The period in or over which those benefits are expected to occur.
- The costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities.

92. A summary of this assessment is below.

Table 12: Other funding decision factors

<b>WHO BENEFITS / WHOSE ACT CREATES THE NEED</b>	<p>A portion of Council's work programme over the next 10 years is driven by development or has been scoped to ensure it provides for new developments. The extent to which growth is serviced by, and benefits from an asset or programme as well as how much it serves and benefits existing ratepayers is determined for each asset or programme.</p> <p>Council's policy is to recover growth costs identified through this process from development ("growth pays for growth"), as this is what creates the need for the expenditure and /or benefit principally from new assets and additional network capacity. Where and to the extent that works benefit existing residents and businesses, those costs are recovered through rates.</p> <p>The <i>Catchment determination</i> section below outlines how Council determined the catchments for development contributions in this Policy.</p>
<b>PERIOD OF BENEFIT</b>	<p>The assets constructed for development provide benefits and capacity for developments now and developments in the future. In many cases, the "capacity life" of such assets spans decades.</p> <p>Development contributions allow development related capital expenditure to be apportioned over the capacity life of assets. Developments that benefit from the assets will contribute to its cost, regardless of whether they happen now or in the future.</p> <p>Financial contributions are collected for parks, reserves and community facilities.</p> <p>Parks and reserves are mostly land (excepting any buildings and playgrounds etc) and therefore the period of benefit is in perpetuity. Buildings and playgrounds have capacity lives that also span decades.</p>
<b>FUNDING SOURCES &amp; RATIONALE INCLUDING RATIONALE FOR SEPARATE FUNDING</b>	<p>The cost of supporting development in Ōtorohanga district is significant. Development contributions and financial contributions send clear signals to the development community about the cost of growth and the capital costs of providing infrastructure to support that growth.</p> <p>The benefits to the community are significantly greater than the cost of policy making, calculations, collection, accounting and distribution of funding for development contributions.</p>

## Overall impact of liability on the community (s.101(3)(b))

93. Council has also considered the impact of the overall allocation of liability on the community. In this case, the liability for revenue falls directly with the development community. Council considers that the level of development and financial contributions are affordable and do not consider it likely that there will be an

undue or unreasonable impact on the social, economic and cultural wellbeing of this section of the community.

94. Moreover, shifting development costs onto ratepayers is likely to be perceived as unfair and would significantly impact the rates revenue required from existing residents - who do not cause the need, or benefit directly from the growth infrastructure, needed to service new developments.
95. Overall, Council considers it fair and reasonable, and that the social, economic and cultural interests of Ōtorohanga's communities are best advanced through using development contributions and financial contributions to fund the costs of growth-related capital expenditure for community facilities.

## Catchment determination

96. When setting development contributions, Council must consider how it sets its catchments for grouping charges by geographic areas.
97. The LGA gives Council wide scope to determine these catchments, provided that:
- The grouping is done in a manner that balances practical and administrative efficiencies with considerations of fairness and equity; and
  - Grouping by geographic area avoids grouping across an entire district wherever practical.
  - Council has determined that there will be a stormwater development contribution for catchment area north of State Highway 3 in Ōtorohanga township.
98. The Council considers that this strikes the right balance between practical and administrative efficiency and considerations of fairness and equity for the following reasons:
- The catchment approach is considered the fairest as it most closely aligns the capital works to the area benefit;
  - It is relatively easy to administer and therefore most cost effective; and
  - It has been used historically with little negative feedback from developers.

## Significant assumptions of the policy

### Methodology

99. In developing a methodology for the development contributions in this Policy, Council has taken an approach to ensure that the cumulative effect of development is considered across each catchment.

### Planning horizons

100. A 10-year timeframe has been used as a basis for forecasting growth and growth-related asset management programmes. This is set out in Council's asset management plans.

### Projecting growth

101. The growth projections and assumptions Council uses have been developed through the Waikato Region Demographic and Economic Projections initiative ([www.creatingfutures.org.nz](http://www.creatingfutures.org.nz)). The projections are based

on three work streams – Population (University Waikato), Land Use (Waikato Regional Council) and Economics (Market Economics).

102. Ōtorohanga District has experienced steady but modest population and economic growth, and this growth is forecast to continue. Statistics New Zealand (SNZ) figures indicate the population has increased by an average 1.4% per annum since 2013.

103. Using the Creating Futures median growth forecasts, the key assumptions on future growth are:

- Years 2025-2035:
  - Population growth in the district of around 0.6% (or 60 people) per annum.
  - Labour force growth follows a similar increase as that projected for population.
  - Residential unit growth in the district has not been forecast at this time.
  - Growth in commercial space has not been forecast at this time.
- Years 2035-2055:
  - Population growth in the district of around 0.6% (or around 70 people) per annum.

104. A five-yearly breakdown of the population and household forecast is in table 13.

Table 13: Five-yearly breakdown of population and household forecasts (Medium projections<sup>3</sup>)

	2023 CENSUS	2025 (EST <sup>4</sup> )	2030	2035	2040	2045	2050	2055
<b>ŌTOROHANGA TOWN</b>								
Population	3310	3360	3693	3811	4013	4215	4354	4494
Households	1104	1282	1374	1467	1543	1619	1676	1733
<b>ŌTOROHANGA RURAL</b>								
Population	7540	7690	7723	7853	8042	8232	8411	8591
Households	2418	2622	2724	2826	2892	2959	3031	3103
<b>TOTAL</b>								
Population	10850	11050	11324	11665	12061	12447	12780	13084
Households	3519	3872	4102	4293	4456	4577	4693	4836

105. Council has not forecast demand for business development. Consideration of servicing requirements for commercial undertaking that are considered to be greater than 1 HEU will be managed on an 'as and when' basis.

106. The demand forecast is approximately 1000 HEUs over 30 years based on household growth alone (refer Table 13).

<sup>3</sup> Waikato Region Demographic and Economic Projections - [www.creatingfutures.org.nz](http://www.creatingfutures.org.nz)

<sup>4</sup> Population estimates are provided by Stats NZ. Household projections provided by Creating Futures

## Best available knowledge

107. Development contributions are based on capital expenditure budgets included in Council's asset management plans and long-term plans. The capital expenditure budgets and projected estimates of future asset works are based on the best available knowledge at the time of preparation. As better information becomes available this Policy will be updated, generally through the Annual Plan or Long-Term Plan process.

## Key risks/effects

108. That the growth predictions do not eventuate, resulting in a change to the assumed rate of development. In that event, Council will continue to monitor the rate of growth and will update assumptions in the growth and funding predictions, as required. However, as the projected rate of growth and the level of demand expected on services is considered low, the impact of any significant slow down in growth is not material.

109. That the time lag between expenditure incurred by Council and contributions received from those undertaking developments is different from that assumed in the funding model, and that the costs of capital are greater than expected. This would result in an increase in debt servicing costs. To guard against that occurrence, Council will continue to monitor the rate of growth and will update assumptions in the growth and funding models, as required. This is not considered an issue given current low levels of forecast growth. Ongoing monitoring of growth levels is in place and any significant trend for increased growth will be considered and responded to in Annual Plan/Long-Term Plan processes, including the need to provide new/upgraded infrastructure to support such growth. In that eventually this Policy will likely be reviewed and updated to reflect that change in demand.

## Service assumptions

110. That methods of service delivery, and levels of service, will remain substantially unchanged and in accordance with Council's Long-term Plan, asset management plans, and the Regional Infrastructure Technical Specifications.

## Funding model

111. A funding model has been developed to calculate development contribution charges under this Policy. It accounts for the activities for which contributions are sought, the assets and programmes related to growth, forecast growth and associated revenue. The funding model embodies several important assumptions, including that:

- All capital expenditure estimates are inflation adjusted and GST exclusive.
- The levels of service (LOS) /backlog, renewal and maintenance portions of each asset or programme will not be funded by development contributions. See the *cost allocation* section below.
- The growth costs associated with an asset are spread over the capacity life of the asset and any debt incurred in relation to that asset will be fully repaid by the end of that capacity life.
- Interest expenses incurred on debt accrued will be recovered via development contributions and shared equally over all forecast HEUs over a 20-year period for each activity/catchment.



## Cost allocation

112. Council must consider how to allocate the cost of each asset or programme between three principal drivers – growth, level of service /backlog, and renewal. Council’s general approach to cost allocation is summarised as:

- Where a project provides for and benefits only growth, 100% of a project’s cost is attributed to growth. To qualify for this, there would have to be no renewal element (see below) or material level of service benefit or capacity provided for existing residents and businesses.
- Where a project involves renewal of existing capacity 100% of the cost will be attributed to renewal.
- If a project provides for growth and Level of Service (LOS), after deducting any share of costs attributable to renewal, Council will split the cost between growth and LOS based on the proportions attributed to growth and LOS. For example, “the future beneficiary split.” Under this approach, the cost attributed to:
  - LOS will be based on proportion that the existing community (in HEUs) will make up of the future community (in HEUs).
  - Growth will be based on proportion that the growth (in HEUs) will make up of the future community (in HEUs).]

113. For particularly large and expensive projects, Council may undertake a specific cost apportionment assessment that differs from the general approach outlined above.

## Calculating the development contribution charges

114. This section outlines how the development contributions charges were calculated in accordance with section 203 and schedule 13 of the LGA.

### Process

115. The steps needed to determine growth, growth projects, cost allocations, and to calculate the development contributions charges are summarised in Table 14.

Table 14: Summary of development contribution charge calculation methodology

STEP	DESCRIPTION / COMMENT
<b>1. Forecast growth</b>	Council estimates potential land supply and likely take up of that land. The estimates help provide household and business growth forecasts for up to 30 years. See the <i>Projecting Growth</i> section above for further information.
<b>2. Identify projects required to facilitate growth</b>	Develop the works programme needed to facilitate growth. In some cases, Council may have already undertaken the work. The programme in this Policy is for 20 years.
<b>3. Determine the cost allocation for projects</b>	The cost of each asset or programme is apportioned between renewal, growth, and LOS/backlog in accordance with the approach outline in the <i>cost allocation</i> section of this Policy.  Schedules 2 and 3 of this Policy outlines the amount required to fund growth from development contributions for each of these assets or programmes.

STEP	DESCRIPTION / COMMENT
<b>4. Determine growth costs to be funded by development contributions</b>	Council determines whether to recover all of the growth costs identified in step 3 from development contributions, or whether some of the growth costs will be funded from other sources.
<b>5. Divide DC funded growth costs by capacity lives</b>	The growth costs from step 4 are divided by its estimated capacity life (defined in HEUs) to provide a HEU charge for each future and past asset and programme.
<b>6. Sum all per asset charges</b>	For each catchment and activity, add up the per HEU asset or programme charges to provide a “raw” total development contribution charge before interest cost are added.  For each activity and catchment, development contributions fund the programme on an aggregated basis.
<b>7. Adjust for interest costs and charge inflation adjustments</b>	The raw cost requires adjustments in the funding model to ensure total revenue received over 20 years equals total costs after accounting for interest costs. These costs are shared equally among all HEUs in the relevant catchment over 20 years. These adjustments impact the final charges.

### Summary of calculations

116. Schedule 1 summarises the calculation of the development contribution charge for each activity/catchment (step 7). Schedules 2 and 3 provide information on each asset or programme including the information in steps 2 - 6.

Schedule 1 – Development contribution charge calculations

This schedule summarises the calculation of the development contribution charge for each activity for each catchment. This include the components of the charge related to capital expenditure on past assets, capital expenditure on future assets, and interest costs. All figures exclude GST.

Stormwater

REFERENCE	DC FUNDED \$	RECOVERABLE GROWTH / CAPACITY LIFE (UNITS)	DEVELOPMENT CONTRIBUTION CHARGE PER UNIT (GST EXC)
STORMWATER CATCHMENT			
Future asset or programmes (refer schedule 2)	C <sub>1</sub> (future asset/programme costs funded by DCs)	Refer schedule 2	DC <sub>F</sub>
Past assets or programmes (refer schedule 3)	C <sub>2</sub> (past asset/programme costs funded by DCs)	Refer schedule 3	DC <sub>P</sub>
loan interest costs	IC (interest costs)	# <sub>ic</sub> (HEUs over which interest costs are being recovered)	DC <sub>ic</sub> = IC/# <sub>ic</sub>
Total	TGC (total growth costs funded by DCs) = C <sub>1</sub> + C <sub>2</sub> + IC		DC <sub>w1</sub> = DC <sub>1</sub> + DC <sub>2</sub> + DC <sub>ic</sub>
STORMWATER CATCHMENT (EXAMPLE)			
Future asset or programmes (refer schedule 2)	\$0	Refer schedule 2	\$0
Past assets or programmes (refer schedule 3)	\$235,192	Refer schedule 3	\$877.58
Loan Interest	\$119,931	268	\$447.50
Total	\$355,123		\$1,325.00

Schedule 2 – Future assets

Schedule 2 provides the forecast future capital expenditure on asset or programmes attributable to new growth in accordance with section 201A of the LGA. All figures exclude GST.

Not Applicable

Schedule 3 – Past assets

Schedule 3 provides the capital expenditure incurred on asset and programmes attributable to new growth constructed in anticipation of growth, in accordance with section 201A of the LGA 2002. All figures exclude GST.

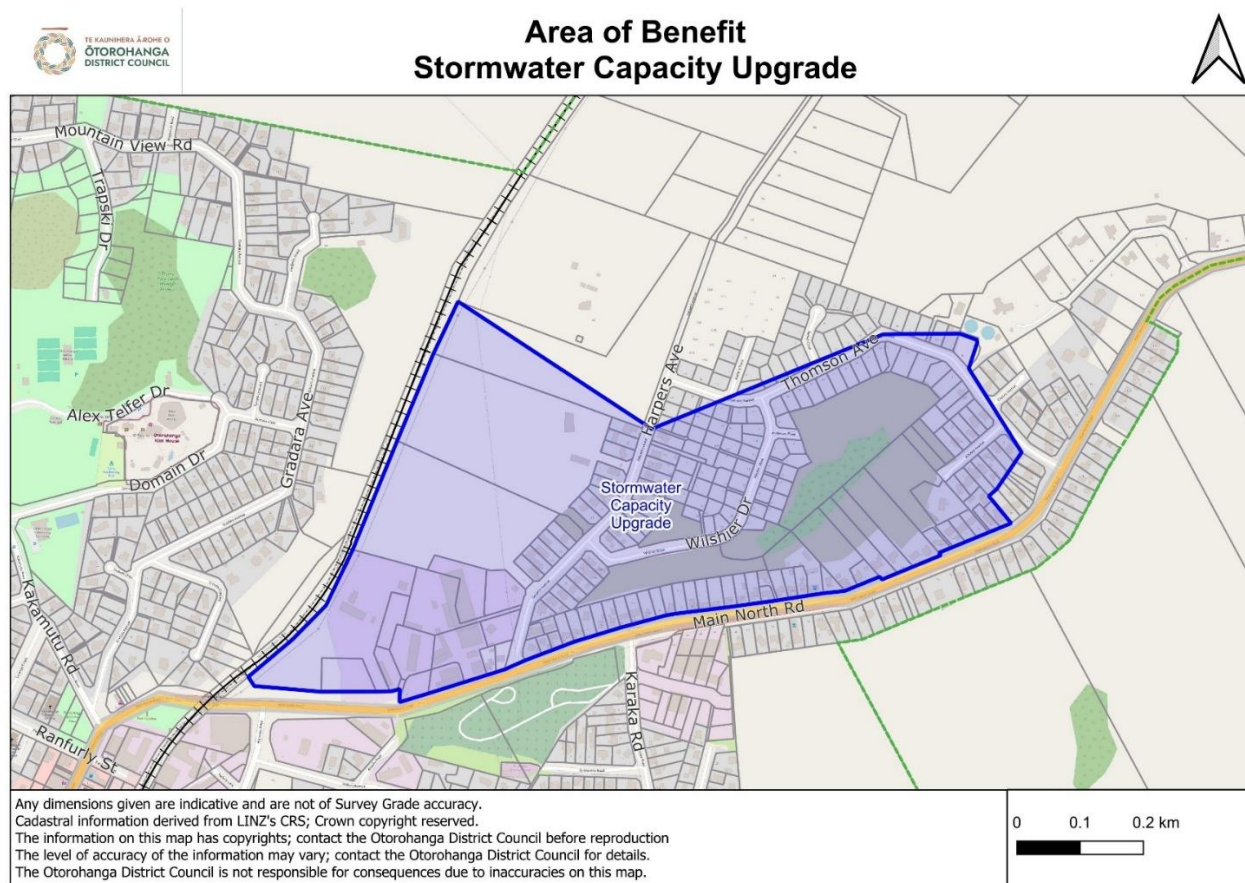
Stormwater

ID	Asset or programme name	Description	Total cost \$	% Funded by DCs	% Funded from other sources	DC funded Cost \$	Years	Recoverable Growth / Capacity Life (HEUs)	Development Contribution Charge
ŌTOROHANGA CATCHMENT									
SW1	SH3/Factory Road additional main	New stormwater main	\$355,123	100%	0	\$355,123	20	268	\$1325.00

## Part 3: Catchment Maps

The maps in this section outline the boundaries of the catchments within which development contributions will apply.

### Stormwater Catchment Map – SW1



**Item 230** Māori Engagement Framework

**To** Ōtorohanga District Council

**From** Cassidy Temese, Kaitakawaenga – Iwi Relations Advisor

**Type** **DECISION REPORT**

**Date** 29 April 2025



## 1. Purpose | Te kaupapa

- 1.1. To receive and consider the Māori Engagement Framework (Appendix 1) and accompanying supporting information (Appendix 2) for adoption.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. Ōtorohanga District Council (ŌDC) has been progressing relations and engagement with Māori across the district over a number of years. This has been an intentional move following the CouncilMARK Report of 2020 and was reflected in the previous Long Term Plan 2021-2031.
- 2.2. A number of milestone ŌDC decisions including the establishment of the Rangiātea Māori Ward, and the Kaitakawaenga – Iwi Relations Advisor role further demonstrates this intentional direction to improving Māori relations across the district. The MEF builds upon this progress as a foundational resource to guide engagement in culturally appropriate ways.
- 2.3. Elected members were presented with the draft MEF to provide feedback. This feedback period resulted in a workshop with elected members on 8 April 2025 to profile the proposed changes and considerations.
- 2.4. Concurrent to this, Māori representatives that participated in the targeted interviews conducted their own review of the draft MEF.
- 2.5. The feedback from all contributors (including ŌDC staff and Māori stakeholders) has since been reviewed accordingly, with changes incorporated within the MEF presented for adoption (Appendix 1).

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council adopt the Māori Engagement Framework (document number 818948).

## 4. Context | Horopaki

- 4.1. Kia Tipu Ltd (as the appointed consultants) were engaged by the Kaitakawaenga to develop the MEF with key staff support as a priority for ŌDC. This priority is recognised through one of the Chief Executive's KPIs for 2024-25.
- 4.2. The development process provided learnings in itself from inception. These approaches were taken to uphold partnership and participation in decision-making. Key moments included extending an invitation to Māori (including iwi, hapū, marae and post-settlement governance entities) for preferred provider recommendations and inviting and appointing Māori representatives as panellists to evaluate consultant expressions of interest through the procurement process.
- 4.3. Throughout the development timeframe, the announcement and introduction of central government policies and legislation changed the wider political landscape as ŌDC (alongside many local authorities) and Māori found themselves responding to changes accordingly.
- 4.4. Furthermore, a number of external events affected the timeframe in regard to targeted engagement with Māori. These included the Koroneihana/Coronation of Kīngi Tūheitia Pōtatau Te Wherowhero VII and was unfortunately followed by their passing and tangihanga. A delegation of ŌDC alongside sister local authorities attended to pay tribute to the late Monarch.
- 4.5. These considered, the development of the MEF involved:
  - a) The review of existing Māori frameworks utilised across other local authorities and organisations.
  - b) Interviewing ŌDC elected members, staff and Māori representatives to ascertain key needs and aspirations for engagement
  - c) Thematic analysis of the rich qualitative data that was gathered
  - d) and the drafting and designing of the MEF
- 4.6. Following this development process and the targeted review across all contributors, ŌDC is now ready to consider the adoption of the MEF.

## 5. Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 5.1. The MEF was developed as an internal resource to guide the ways in which ŌDC engages with Māori. It draws directly from and builds upon the Community Engagement Guide of ŌDC's Significance and Engagement Policy.
- 5.2. The MEF is broadly in line with the direction ŌDC has already signalled and confirmed through public decision-making processes (e.g., Long Term Plan), where engaging Māori is a priority under Trusted Leadership and Relationships.
- 5.3. Furthermore, the draft framework is publicly available through the ŌDC meeting agenda and the confirmed version will also be publicly available, meaning any person, group or organisation can draw upon it to inform their engagement with Māori or ŌDC.

- 5.4. The Māori Engagement Framework, therefore, although important in nature to guiding engagement with Māori, is not significant and no engagement/consultation with the community is required.

### **Impacts on Maori**

- 5.5. This framework will directly guide the ways in which ŌDC engages with Māori and therefore has an impact on Māori.
- 5.6. Key Māori stakeholders were invited to contribute toward the development of this framework, to which a number of representatives participated including post-settlement governance entities, rūnanga and iwi. This participation was throughout the process from conducting the evaluation panel, participating in the targeted interviews and review of the draft document.
- 5.7. Of note, this is the first iteration of the MEF, with provisions for review of the framework included within the Long Term Plan 2024-2034 and Māori Engagement Framework Implementation Plan (MEFIP) that will be presented at ŌDC's May 2025 meeting.
- 5.8. Approving the MEF will have a meaningful and beneficial impact on Māori across the district by providing ŌDC (particularly staff developing plans) with clarity on culturally appropriate processes to engage meaningfully.
- 5.9. In good faith to the development process and involving Māori in decision-making processes, the review of the MEF will involve the participation of key Māori representatives.

### **Risk analysis**

- 5.10. ŌDC has identified our obligation to Te Tiriti o Waitangi within the organisation's Strategic Risk Register. This framework serves to reduce this risk by providing guidance to ŌDC elected members and staff on how to engage with Māori in culturally appropriate ways.
- 5.11. As ŌDC has identified our obligations to Te Tiriti o Waitangi, the need for documents such as the MEF within the organisation is essential to mitigating any arising risks. The MEF contributes toward a broader suite of resources that can mitigate risks.

### **Policy and plans**

- 5.12. The MEF outlines key findings that sit outside of the scope of the framework (Appendix D of MEF– Page 34). Some of these findings involve the review of key documents and policies.
- 5.13. Although these sit outside of the scope of the MEF, they are however complementary of the broader work that ŌDC is leading in upholding our obligations to Te Tiriti o Waitangi as identified within the Strategic Risk Register. These findings will be presented to ŌDC in May as a part of the Māori Engagement Framework Implementation Plan (MEFIP).

### **Legal**

- 5.14. There are no legal considerations regarding the MEF.
- 5.15. Of note however, is a key out of scope finding in (Appendix D of MEF– Page 34) that involves formalising a Memorandum of Understanding with Te Rūnanganui o Ngāti Hikairo. Should the ŌDC pursue this finding outside of the MEF, it may require legal review/oversight throughout the process.

## Financial

- 5.16. The MEF is broadly in line with the direction that ŌDC is moving as per the confirmed Long Term Plan 2024-2034.
- 5.17. Actions from the MEF will be outlined in the MEFIP that will be brought to ŌDC's May 2025 meeting with further information regarding the respective approved budgets within the Long Term Plan 2024-2034.

## 6. Discussion | He kōrerorero

- 6.1. Kia Tipu Ltd, alongside the Project Team, have carried out a comprehensive development process for the MEF. This has involved the direct input of ŌDC elected members, staff and Māori stakeholders. This work has culminated in the MEF as presented today (Appendix 1).
- 6.2. As ŌDC continues to engage with Māori across our services, the MEF will provide a strong foundation to guide elected members and staff on how we may best engage.

### Option 1: Adopt the Māori Engagement Framework.

- 6.3. Adoption of the MEF will reaffirm the direction that ŌDC is working toward in strengthening Māori relations and upholding obligations to Te Tiriti o Waitangi.

### Option 2: Adopt the Māori Engagement Framework with minor amendments.

- 6.4. Adoption of the MEF with minor amendments will also reaffirm the direction that ŌDC is working toward in strengthening Māori relations and upholding obligations to Te Tiriti o Waitangi.

### Option 3: Not adopt the Māori Engagement Framework

- 6.5. To not adopt the MEF would delay the progression of ŌDC's work in upholding obligations to Te Tiriti o Waitangi, and strengthening Māori relations as outlined as one of the Chief Executive's KPIs.

### Recommended option and rationale

- 6.6. Every effort has been made to reflect the aspirations across ŌDC elected members, staff and Māori stakeholders for the MEF. This direct input into the first iteration of the MEF positions ŌDC well to strengthen engagement with Māori moving forward. It is recommended that ŌDC adopts the Māori Engagement Framework in its current form.

## 7. Appendices | Ngā āpitihanga

Number	Title	Document number
1	Māori Engagement Framework	818948
2	Targeted Review Summary	N/A





TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

ŌTOROHANGA DISTRICT COUNCIL

# MĀORI ENGAGEMENT FRAMEWORK

MARCH 2025



# NGĀ KUPU WHAKAMIHI ACKNOWLEDGEMENTS

The following list comprises of contributors towards the development of the Māori Engagement Framework:

His Worship the Mayor Max Baxter and Councillors

The Ōtorohanga and Kāwhia Community Boards

Tanya Winter - Chief Executive

Ōtorohanga District Council Leadership and Staff

Representatives from Ahuahu Group Limited, Apakura Rūnanga Trust, Ngāti Te Wehi  
and Te Rūnanganui o Ngāti Hikairo

Kia Tipu Limited

## NOTE:

This is the first iteration of the Māori Engagement Framework, where further revisions are intended as intentions and priorities evolve or change in future.

A Glossary of Te Reo Māori words and translations used throughout this document is provided for your information and reference, in Appendix E.



# KARAKIA TĪMATANGA

Tuia ki runga

Tuia ki raro

Tuia ki roto

Tuia ki waho

Tuia te here tangata

Tūturu o whiti

Whakamaua kia tina

Tina!

Haumi ē, hui ē!

Tāiki ē!

Weave the celestial energies

to the terrestrial energies

Within

and without

Bind the kinship strands of humanity

Permanent, consistent are the fibres of light

Draw these matters to a single point

Give them substance

The wisdom is bound, it collects

It is held!

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# NGĀ KUPU TĀ TE KOROMATUA ME TE TUMU WHAKARAE MAYORAL AND CHIEF EXECUTIVE OPENING STATEMENTS

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## TIHEI MAURI ORA

KI TE WHAIAO KI TE AO MĀRAMA  
MĀRAMA TE RANGI E TŪ IHO NEI  
MĀRAMA TE PAPA E TAKOTO NEI  
HOU

## THE SACRED BREATH OF LIFE

LET IT BE EXTENDED TO THE REALM OF LIGHT  
LET THERE BE LIGHT CAST TO THE HEAVENS ABOVE  
LET THERE BE LIGHT CAST TO THE EARTH BELOW  
LET THIS LIGHT BE BOUND

Across the district, the Ōtorohanga District Council has been on a transformative journey in building our relations with Māori, including iwi, hapū, marae and hāpori Māori. This journey has taken us across the district to different marae, to historic and cultural sites of significance and even to Parliament in support of Treaty settlement legislation readings.

“The current relationship with iwi/Māori groups is improving everyday, which comes with absolute mutual respect and trust, but must continue.” - Max Baxter

Our relationships have been an intentional focus, and in working with Māori, with the belief to enable positive futures for our communities. To date, nurturing our relationships genuinely has been at the heart of our engagement with Māori.

“Strengthening relationships is in the endurance required. It’s not something that you tick off and say it’s done.”  
- Tanya Winter.

Moving forward, it is our hope and aspiration that we build on our enduring relationships for the benefit of all our communities across our district. This framework will support and enhance how we can bring these aspirations to life.

**HIS WORSHIP THE MAYOR MAX BAXTER AND CHIEF EXECUTIVE TANYA WINTER**



# 1.

## KUPU ARATAKI INTRODUCTION

Ōtorohanga District Council is committed to supporting Māori participation in decision-making. The Māori Engagement Framework is a key document that will support Council to continue in its efforts to strengthen relationships with iwi/Māori and ensure that engagement is authentic, and participation valued. Alongside embedding this framework, enhancing cultural competency amongst Council staff and elected members will be an essential next step to creating a foundation for genuine engagement and deeper understanding.

The framework is designed to give guidance for clear and meaningful communication, engagement and enduring collaboration with Māori. It provides context, cultural considerations and a structured approach while upholding statutory obligations and principles of good faith.

The Māori Engagement Framework emphasises the importance of building and maintaining mutual trust and respect between the Council and Māori communities. It advocates for transparent decision-making by Council and active participation by Māori representatives at all levels.

The framework also underscores the significance of recognising and addressing historical grievances and

their enduring impacts on Māori communities. By acknowledging these past injustices, Council seeks to pave the way for a more equitable and inclusive future.

Through these efforts, Council aims to promote a district where Māori contributions and perspectives are not just included but are valued and acknowledged as part of a cohesive and vibrant community.

### MĀORI POPULATION

In the recent Census (2023), the total estimated district population noted 10,410 residents, of which 3,690 or approximately 35% of people identified as being of Māori descent. In comparison, this saw a slight increase of 9.5% from 3,369 Māori residents (2018). This positive indicator affirms the importance of the engagement framework to connect and reach these constituents as the population changes.

**3,369**  
2018 CENSUS

**3,690**  
2023 CENSUS

**9.5%**  
INCREASE

**35%** OF PEOPLE IDENTIFIED AS BEING OF  
MĀORI DESCENT IN 2023





A woman with long dark hair, wearing a brown long-sleeved top and a necklace with a dark pendant, is sitting on a dark leather couch. She is holding a baby who is wearing a white cable-knit sweater and dark pants. The baby is holding a green geometric toy. The woman is holding a colorful geometric toy made of interlocking triangles in blue, red, and orange. They are both looking at the toys. The background shows a window with a view of greenery outside. The text "TE ARONGA PURPOSE" is overlaid on the left side of the image in white capital letters.

# TE ARONGA PURPOSE



## 2.

# TE ARONGA PURPOSE

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The purpose of the framework is to create a resource that will guide Council staff and elected members, assisting them to successfully engage with Māori including iwi, hapū, marae and hapori Māori.

This resource builds on insights gained through mechanisms such as the CouncilMARK independent assessment (2020), findings from the Council Annual Iwi/Māori Survey (2023), learnings through recent consultative processes and best practise approaches.

The framework recognises the unique status of Māori as tangata whenua and seeks to weave Te Ao Māori perspectives into Council operations and services. By doing so, Council demonstrates its commitment to fostering respect for Māori identity and heritage, to building authentic partnership, and acknowledges the contributions of Māori to the broader community.





## 2.1 TE KITENGA - VISION

### OUR VISION FOR THIS FRAMEWORK:

Council is committed to cultivating a dynamic and inclusive partnership with Māori communities where their cultural heritage and perspectives are integral to the fabric of Council's decision-making. We aspire to creating an environment of mutual respect, trust and collaboration that honours the Principles of the Treaty of Waitangi ensuring that Māori voices are not only heard but actively help shape the future of our district.

### PRINCIPLES GUIDING OUR VISION:

- Principle 1: Partnership - Working together in good faith, with mutual understanding and respect
- Principle 2: Participation - Proactively involve Māori in decision-making processes, recognising the impacts (real or potential) to their wellbeing and/or significant taonga such as wai (water) and whenua (land).
- Principle 3: Protection - Safeguarding Māori rights, interests and taonga supporting Tino Rangatiratanga and Mana Motuhake, where possible and/or known.
- Principle 4: Awareness – Demonstrating respect for Māori values, culture and protocols through understanding and acknowledgement

These principles are already reflected in many of the strategic priorities and undertakings of Council. The framework seeks to further weave these values into Council's approach to Māori engagement, ensuring that actions and decisions reflect Council's commitment to inclusive decision-making opportunities.

Through open dialogue and ongoing partnership, we aspire to create a Council environment that is inclusive and reflects the diverse perspectives within our district.

## 2.2 NGĀ WHĀINGA - OBJECTIVES

The objectives of the framework focus on building meaningful and authentic partnerships with Māori communities. By embracing and respecting the unique cultural heritage and contributions of Māori, we aim to create an environment where their voices are valued and actively contribute to decision-making processes.

This framework, in alignment to the Significance and Engagement Policy and relevant local government legislation, seeks to:

- a. Strengthen Relationships: Build committed, trust-based and enduring relationships at all levels of Council.
- b. Enhance Participation: Encourage and support effective Māori participation in Council decision-making and consultative processes.
- c. Promote Cultural Awareness: Develop a deeper understanding and awareness of Māori culture, values and priorities within Council for staff and elected members.

These objectives will form the basis of measuring our engagement success.



## 2.3 NGĀ HUAPAI - BENEFITS OF MĀORI ENGAGEMENT

Meaningful engagement with Māori communities goes beyond statutory compliance - it is a pathway to mutual enrichment, growth and success. The benefits of such engagement include:

- **Enhanced Decision-Making:** Integrating diverse perspectives results in well-informed and balanced decisions.
- **Stronger Community Bonds:** Trust-based relationships with Māori communities creates a foundation of unity, collaboration and shared purpose.
- **Cultural Enrichment:** Embracing Māori culture enriches the Council's cultural landscape and promotes inclusivity and pride in our shared heritage.
- **Improved Outcomes:** Council business that incorporate Māori world views are more likely to succeed and have a positive impact on communities.
- **Compliance with Treaty Obligations:** Upholding the Principles of The Treaty of Waitangi strengthens Council's statutory and moral responsibility.

By committing to these principles and objectives, Council strives to meeting its statutory obligations under the Treaty but also sets a standard for engagement best practice.

These efforts set the stage for a future where collaboration and mutual respect are at the heart of all Council activities.





# NGĀ KUPU TUKU IHO HISTORICAL CONTEXT



### 3.

## NGĀ KUPU TUKU IHO HISTORICAL CONTEXT

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### 3.1 TE KAUNIHERA – ŌTOROHANGA DISTRICT COUNCIL

After a national amalgamation and designation change of local authorities, the current Ōtorohanga District Council was established on 1 April 1979. Since then, Council's engagement has significantly evolved with the local community, recognising the necessity of integrating Māori perspectives and values throughout core business. This commitment has strengthened in recent years, reflecting a growing awareness, inclusion of and respect for Te Ao Māori, culture and identity.

Significant milestones include the formalisation of consultation processes and the establishment of partnership frameworks that ensure Māori voices are heard in critical decision-making processes. This was evident through the recent Rural and Town Concept Planning processes, where iwi/Māori participation uptake was positive, and appointments were made to the advisory planning and hearings panels. More recently, support and consultation with iwi and mana whenua partners assisted Council in reaffirming its commitment to retaining the Rangiaitea Māori Ward.

The Council also collaborates with iwi and hapū to achieve mutual objectives, fostering an environment of trust and cooperation within its statutory obligations. Efforts continue to align Council plans, activities, and strategies with Māori aspirations, which remains a continuous work in progress and emphasises Council's dedication to Māori partnerships for the benefit of all, enhanced further through this framework.

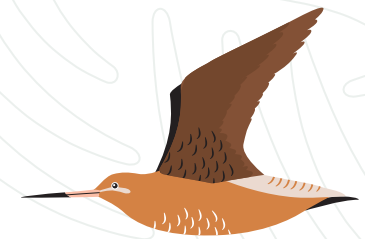
### 3.2 NGĀ WAKA – TAINUI & AOTEA

According to kōrero tuku iho (oral histories), a number of waka journeyed across Te Moana-nui-a-Kiwa from Hawaiki, eventually landing in numerous places across Aotearoa. Of those that arrived in the district, both the Tainui and Aotea Waka hold immense historical and cultural significance.

The Tainui Waka captained by Hoturoa, first arrived at Whangaparāoa and sailed through a number of coastal places within the area. After landing at Ōtāhuhu, it was carried across to the Manukau Harbour where it set sail again from the Manukau heads, stopping often along the west coast. At its final resting place in Kāwhia, the waka was interred at Te Ahurei, now revered as a site of great significance for Tainui iwi.

The Aotea Waka captained by Turi, arrived from Hawaiki following a dispute with a Chief named Uenuku. Upon arrival, the waka arrived at the bay of Hawaiki-iti in the Aotea Harbour. Beyond this, some of the travelling party journeyed on foot, south to the area of the Pātea river, within the Ngā Rauru iwi. Many of the descendants of Turi settled within this tribe.

Council acknowledges the historic nature of these waka by fostering partnerships with Māori in those areas, reflective on the importance of these ancestral connections. This deep-rooted connection highlights the enduring legacy of these waka and relevance for Council to uphold this history through decision-making processes and community engagements with iwi/Māori.



### 3.3 KĪNGITANGA – THE MĀORI KING MOVEMENT

The Kīngitanga is a significant spiritual and political movement for Māori, particularly for the Tainui/ Waikato iwi. Established in the mid-19th century, the movement was created to unify Māori under a single sovereign leader, providing a collective voice in protecting Māori interests.

The Kīngitanga endures today as an active movement under the reign of its eighth sovereign, Te Arikinui Kuīni Nga wai hono i te po.

### 3.4 IWI AND HAPŪ

Iwi and hapū are fundamental organisational structures within Māori society, each serving distinct but interconnected roles in maintaining cultural identity, governance and social cohesion.

Iwi represent a large kinship group descended from a common ancestor, typically encompassing multiple hapū. Each iwi is a sovereign entity with its own leadership, traditions and territories, often linked to specific regions or landmarks that hold historical and spiritual significance. The concept of iwi is integral to Māori identity, providing a sense of belonging and continuity through shared ancestry and collective heritage. Each iwi and hapū, as a part of their unique identity, may have their own tikanga and dialect. This is an important consideration for engaging with iwi and hapū, as tikanga and dialect may differ from each respective iwi and hapū.

Hapū serve as a sub-tribe within an iwi, comprising lineage through related ancestors that operate semi-autonomously. Hapū play a crucial role in actively managing local affairs, maintaining marae, upholding kawa and tikanga and often act as kaitiaki of surrounding areas of interest and resources. They are often involved in decision-making processes that affect their members, including land management, resource allocation and cultural preservation.

Elected representation is varied and occurs within the governance structures of each iwi or hapū entity, nominated and accountable to their respective beneficiaries.

### 3.5 MARAE

Marae are traditional Māori meeting grounds that serve as central hubs for social, cultural and spiritual activities. Typically comprising of a wharenuī, wharekai, whareiti and other associated buildings, marae are situated on ancestral land and hold profound significance for the hapū and iwi they represent. The tikanga upheld at each marae will depend on the tikanga (protocols) of their respective iwi or hapū identity. This is an important consideration for engaging with marae, as protocols may differ from one marae to the next.

Aside from hosting traditional gatherings, such as tangihanga and hui, marae also host kaupapa where debate and community decisions are made, creating opportunity for growth through continuity of cultural practices. At times, marae are utilised as community venues to host external stakeholders and often as community hubs during times of emergency.

Poukai are held at many marae across the district. These were instituted by the Second Māori King - Kīngi Tāwhiao - following the invasion of the Waikato and destitution of his people. These events endure to this day, and serve as a forum to present kōrero before the representatives of the Kīngitanga.

Elected representation within the marae context involves the beneficiaries of the hapū, who nominate trustees to oversee the management and upkeep of marae facilities, lead various cultural practises and manage administrative duties. Some marae also nominate committees to assist with marae operations.

Trustees and Committee members are accountable to their hapū beneficiaries and play a crucial role in ensuring that the marae remains a vibrant and functional centre for its people.

It is acknowledged that some iwi and hapū may not have a marae, mainly due to either resource pressures, political unrest, historic war, population changes and confiscated land (whenua raupatu). Because of these circumstances, this does not diminish the deep historic and ongoing connection that the iwi and hapū have to their whakapapa, wāhi tapu, whenua, wai / moana and taonga.

Further to marae, papakāinga are a community of dwellings which are sometimes built on ancestral lands. This traditional type of communal living allows for connection across whānau units and shared resources while residing within a close area.



## 3.6 MĀORI RESERVATIONS REGULATIONS ACT 1994 (MRRRA) AND THE MĀORI LAND COURT

The MRRRA provides a legal framework for the reservation of land predominantly for the purposes of marae, papakāinga and urupā, ensuring that these sites are preserved for communal use and cultural activities. Subsequent to this, the Māori Land Court is responsible for adjudicating matters relating to Māori land, including administration and governance. This court ensures that marae lands are managed in accordance with Māori customs and legal requirements, safeguarding the cultural heritage and identity of Māori communities.

## 3.7 HAPORI MĀORI

Hapori Māori play a critical role in maintaining and nurturing the cultural, social and spiritual well-being of Māori. These communities encompass whānau, hapū and iwi, each contributing to the collective identity and heritage of Māori society.

In the context of the Ōtorohanga Māori Engagement Framework, hapori Māori refer to three of the Whare groups affiliated under Ngāti Maniapoto within the district. These are Te Whare o Waiwaiā, Te Whare Hau-ā-uru ki Uta and Te Whare ki Ngā Tai o Kāwhia.

Under the Te Nehenehenui Trust Deed, two Rōpū Whakahaere representatives are nominated from their respective marae to their Whare (mentioned above). Representatives are responsible to promote, collaborate and provide input into a wide range of local and regional matters with iwi and stakeholders.

Overall, Māori representation<sup>1</sup> is typically structured through a mandated process that ensures the voices of iwi, hapū, marae and hapori Māori are heard and respected. This process involves electing representatives who are accountable and actively participate in decision-making forums and matters that advocate for the interests and priorities of their people.

Representation ensures that the diverse voices within the community, including those on the fringes of Council boundaries<sup>2</sup>, address the varied needs and aspirations of the Māori population. It fosters a collaborative approach to governance, where the unique perspectives and knowledge of Māori communities are integrated into the broader decision-making framework of communities.

<sup>1</sup> See Appendix A for the Ngā Whakapā Māori - Stakeholder Contact List

<sup>2</sup> See Appendix B for the Ngā Mahere Whenua - Stakeholder Spatial Maps







# NGĀ TURE O TE KARAUNA - LEGISLATIVE & STATUTORY OBLIGATIONS



## 4.

# NGĀ TURE O TE KARAUNA - LEGISLATIVE & STATUTORY OBLIGATIONS

Effective engagement with Māori communities is paramount for local authorities, emphasised by key legislative frameworks that guide and mandate certain interactions. These legal obligations ensure that Māori participation in decision-making processes is not only facilitated but also actively enhanced, recognising their integral role in culture, traditions and relationships with ancestral lands including resources.

Adhering to these statutes, such as the Local Government Act 2002 (LGA), the Resource Management Act 1991 (RMA), and the Treaty of Waitangi Act 1975 requires councils to foster meaningful partnerships, thereby promoting inclusive and equitable influence.

### 1. LOCAL GOVERNMENT ACT 2002

The LGA outlines that local authorities are responsible for facilitating Māori participation in decision-making processes, increasing Māori capacity to engage in these processes and evaluating options for greater representation by Māori. When making significant decisions, Section 77 (1)(c) specifies that councils should take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.

Additionally, Section 76AA requires councils to develop a Significance and Engagement Policy. As the name suggests, this provides general guidance to identifying the significance of matters for engagement and sets out the foundation of the framework.

### 2. RESOURCE MANAGEMENT ACT 1991

The RMA requires local authorities to consult with iwi/Māori on resource management issues, in particular, dealings relating to land use, water management and environmental planning that may affect Māori interests. The RMA allows iwi to develop Iwi Environmental Management Plans, which operate as a critical tool for integrating Māori environmental values and knowledge into local government planning and resource consent processes.

### 3. TREATY OF WAITANGI ACT 1975

The Treaty of Waitangi Act established the Waitangi Tribunal to address historical Treaty grievances. While not directly governing Council operations, it's important for Council to be aware of this legislation as it underpins the Treaty Settlement process. Settlements can lead to co-management arrangements or other agreements that councils may need to implement or consider in their decision-making processes informed by Māori.

Treaty Settlement related legislation is essential for promoting inclusive and equitable governance for Māori and ensuring that their cultural and historical ties to land and resources are honoured and protected.

The following provides a high-level summary of Treaty related settlements and arrangements within the district:

## POST-SETTLEMENT GOVERNANCE ENTITIES

### 4.1 WAIKATO-TAINUI

The Waikato Raupatu Claims Settlement Act 1995 was an historic milestone marking one of the first major settlements between Crown and iwi under the Treaty of Waitangi. This settlement addressed the longstanding grievances of Waikato descendants, particularly regarding the confiscation of their lands in the 1860s. It included a Crown apology, financial redress, and the return of significant parcels of land to Waikato-Tainui, the post-settlement governance entity (PSGE). This agreement laid the groundwork for subsequent settlements and co-management arrangements, reinforcing the importance of recognising and upholding Māori rights and interests in land and resources.



The Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 recognised the Waikato river's significance to the iwi. This Act, along with the Ngāti Tūwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010 enabled the establishment of the Waikato River Authority, a statutory body jointly governed by Crown and iwi representatives. Two years later, the Ngā Wai o Maniapoto (Waipā River) Act 2012 was passed which extended the boundaries to include the Waipā River.

This arrangement ensures the protection and restoration of the river's health and wellbeing, reflecting the iwi ancestral ties and responsibilities through the delivery of the vision and strategy, Te Ture Whaimana o te Awa o Waikato. The settlement emphasises collaborative decision-making and resource management, detailed further in the Waikato River Settlement Act 2010.

## 4.2 RAUKAWA SETTLEMENT TRUST

The Raukawa Claims Settlement Act 2014 recognised the final settlement of all historical grievances of the Raukawa iwi located in the Central North Island. Through this process and redress package, the settlement allowed for the establishment of the Raukawa Charitable Trust, responsible for collaborating with local authorities and other stakeholders in managing natural resources and matters of tribal significance. The settlement ensures that Raukawa cultural values and traditional knowledge are incorporated into resource management and environmental planning processes.

## 4.3 TE NEHENEHENUI TRUST

The Maniapoto Claims Settlement Act 2022 addressed historical claims for descendants of Ngāti Maniapoto. This legislation established Te Nehenehenui Trust as the post-settlement governance entity for the people of Ngāti Maniapoto. Similar to other iwi settlement and redress packages, this act also required a Joint Management Agreement be established with local authorities across the Waikato region. This has been aligned with the Ngā Wai o Maniapoto (Waipā River) Act 2012. The intent of this agreement is for Te Nehenehenui and partner councils to work collaboratively with Maniapoto on the sustainable management and restoration of the river, including the customary rights and interests in environmental management for Maniapoto descendants. Other varying relationship agreements and statutory acknowledgements are included under the settlement, guided by Te Nehenehenui Trust, the post-settlement governance entity.

## 4.4 NGĀ WHAKAAETANGA - MECHANISMS AND AGREEMENTS

Under each Treaty Settlement, a number of other redress mechanisms and agreements are negotiated to advance the interests of iwi/Māori that often intersect with local authorities, notably:

- Joint Management Agreements: to allow for collaborative governance and management of resources and interests between councils and iwi, as seen with Raukawa and Te Nehenehenui.
- Environmental Management and Heritage Plans: to guide local authorities in accommodating iwi/Māori participation, perspectives and interests in environmental management under the RMA, as seen with Waikato-Tainui, Raukawa, Te Nehenehenui and Te Rūnanganui o Ngāti Hikairo.
- Other relevant Acts include the Māori Fisheries Act 2004, Te Ture Whenua Māori Act 1993 Māori Land Act 1993, Heritage New Zealand Pouhere Taonga Act 2014, Reserves Act 1977, Marine Reserves Act 1971 and the Marine and Coastal Area (Takutai Moana) Act 2011.

Outstanding negotiations and reconciliation packages can occur at times for iwi and hapū, highlighting the importance of Council maintaining consistent relationships and connections.

Separate to Treaty Settlement processes, it is acknowledged that Apakura Rūnanga Trust, Ngāti Te Patupō, Ngāti Te Wehi, Ngāti Uakau, Te Rūnanganui o Ngāti Hikairo and other iwi and hapū, pursue similar processes of a strategic or kaitiakitanga nature, for the protection of mana whenua interests. Nonetheless, all pursuits of protecting Māori interests are recognised and acknowledged with high regard and importance.

The Treaty Settlements, agreements and other related mechanisms emphasise collaborative governance, co-management frameworks and the integration of Māori knowledge in Council work programmes.

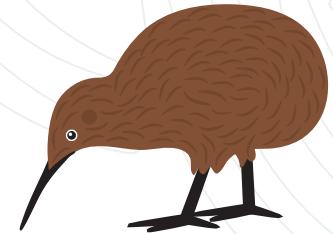
Council plays a crucial role in supporting Māori through the implementation of these arrangements, ensuring that Māori voices are heard and respected in decision-making processes, fostering sustainable and inclusive stewardship for the district.

# NGĀ KŌRERO TĀ TE HUNGA WHAIPĀNGA MĀORI MĀORI STAKEHOLDER INPUT & CONSIDERATIONS



## 5.

# NGĀ KŌRERO TĀ TE HUNGA WHAIPĀNGA MĀORI MĀORI STAKEHOLDER INPUT & CONSIDERATIONS



When talking with Māori stakeholders about the framework, we gathered valuable insights that have resulted in a rich tapestry of key considerations. These insights reflect the diverse needs, aspirations and opportunities to strengthen engagement with Māori. These are key themes that emerged:

### INFORMATION AND DATA

Representatives emphasised the importance of ensuring information, data and access points are made available early and distributed through a variety of channels (i.e. website, social media, post etc.) and avenues (i.e. email/virtual, in person or phone etc.). These channels should act as a vehicle in providing context to enable informed decision-making where required.

Early access would assist mandated representatives who need to provide collateral to their beneficiaries for feedback and direction. The availability of Council personnel to attend representative hui (i.e. iwi, hapū, marae hui) can promote understanding, clarification and accelerate endorsement on matters. This support is especially important for the many mandated representatives that reside outside of the Council district.

“I think face to face (hui) is a good starting point and through our relationships, we can bring in subject matter experts as a massive injection into looking at what we want to achieve.”

### TIMEFRAMES AND LOCATION

Feedback also noted adequate lead-in time is crucial for representatives to participate meaningfully, seek feedback from their beneficiaries, and provide informed responses or endorsement.

Engagement planning should also consider appropriate venues (i.e. marae etc.) and avenues that support participation (i.e. iwi, hapū, marae hui). Flexible scheduling, such as evening or weekend options can further enhance engagement uptake and buy in.

Through early identification of major work programmes across the district, Council can better support Māori capacity to engage on matters of shared interest, ensuring alignment and reducing pressures.

### RESOURCES, BUDGETS AND CAPACITY

We heard that there is a need for Council to fully understand and support the resource and capacity requirements of Māori representatives participating in significant processes. Many representatives contribute and participate on a voluntary basis, and some are involved in multiple local authority engagements, particularly throughout legislated processes under the LGA (i.e. planning, community consultation and election processes).

Council should consider consistent remuneration and resource support to acknowledge the regular and active contributions of Māori representatives. This recognition will help ensure sustained participation and equitable engagement.



## RELATIONSHIPS

Effective relationships should be of equal footing and formalised with active stakeholders regardless of whether undertakings between Council and Māori are of a statutory or kaitiakitanga nature. This approach would support consistent strategic alignment throughout Council planning processes, particularly in areas of common / overlapping interest. It would also promote the efficient use of resources, capabilities and funding, while demonstrating Council's commitment as a Treaty partner.

Formalising relationships would provide Council with certainty regarding the correct mandated representative/s to engage with, particularly where tailored approaches are required.

“We would have to say that the key relationships would be built and maintained with Council as Te Tiriti partners.”

## OPPORTUNITIES

Community and kaupapa Māori events, such as Poukai or Rā Whakamaumahara (Commemorations), provide meaningful opportunities for direct and visible presence with all levels of constituents and stakeholders. In the reverse, Council should take heed of significant local and regional kaupapa important to Māori when scheduling Council engagement matters, and the capacity pressure points this often creates for mandated representatives.

Representatives noted a general alignment to all wellbeing areas of the Council's Plan on a Page (2024-2027). This was regardless of whether interest was in part or in full, and with consideration to varying degrees of priority or capacity. Economic and environmental wellbeing were identified as the most significant areas, with formal relationships and strategic alignment highlighted as key to making progress.

## FEEDBACK AND CONTINUOUS IMPROVEMENT

As with the annual iwi/Māori survey, ongoing feedback loops are essential to ensure that stakeholder perspectives are heard and integrated into decision-making processes.

By valuing and incorporating these perspectives, Council stays present and reflective of the community's evolving needs and aspirations, ensuring an inclusive and adaptive approach.







# TE HUARAHĪ WHAKAPĀPĀ - ENGAGEMENT PROCESS



## 6.

# TE HUARAHI WHAKAPĀPĀ - ENGAGEMENT PROCESS



Embarking on impactful Māori engagement requires a thoughtful and structured approach. Under the Significance and Engagement Policy, this includes the International Association for Public Participation (IAP2) model, which aims to establish a framework that respects and incorporates perspectives at every level to – Inform, Consult, Involve, Collaborate and Empower. This has been adapted for the purposes of the framework.

Effective Māori engagement necessitates an understanding of customary practices and traditional values. Additionally, consideration to build relationships with mandated representatives, strategic alignment with Council plans and leveraging public community event opportunities for direct engagement.

### CULTURAL CONSIDERATIONS - KAWA AND TIKANGA (PROTOCOLS AND PRACTICES)

Kawa pertains to the specific protocols that are observed during the delivery of Māori ceremonies and formal gatherings, which are primarily demonstrated at marae and can vary between different iwi and hapū. Tikanga are the customary practices and traditional values that guide Māori behaviour and interactions and in essence, refer to how kawa is enacted.

As an example, a pōwhiri is a formal process for welcoming visitors onto a marae. Tikanga provides the underlying values that shape how the pōwhiri is conducted, while kawa determines the specific way it is carried out at that respective marae.

The following aspects should be considered when planning engagement, which are adaptable in some cases depending on the nature and context of engagement required.

### HUI

Hui are a gathering of people and is the general term used for meetings. Hui provide a more formal and structured context, where decision-making is intended. When preparing for hui, consider the outcomes and priorities before extending an invitation. What will this hui achieve, and who are the appropriate representatives that need to be in attendance?

An example of a hui is the Future of Māori Wards Hui held with Mana Whenua representatives from across the district. The outcome of the hui was to profile the options that Council had before them, and sought guidance on a preferred option from Mana Whenua representatives.

### WĀNANGA

Wānanga are a broader exploration of ideas/concepts amongst attendees where deeper discussion can be held over a period of time. In the context of Council engagement, wānanga may be a facilitated strategic planning session or workshop to delve into issues and create solutions.

An example of a wānanga would be the initial meetings held with Māori stakeholders during the beginning development of the Kāwhia and Rural Concept Plans.

### KOHA

The provision of koha is a cultural acknowledgement made to a person, people or kaupapa that is primarily in the form of money. These are usually presented when you are attending an event or kaupapa such as a tangi or hui at a marae. The value of the koha should be scaled appropriately in recognition of the significance of the kaupapa and contributors. In-kind contributions can be complementary to the wider koha, as another gesture of Council's support toward the person, people or kaupapa. This can

be in the form of resources such as printed materials, tables or chairs or even kai. In the context of this framework, koha relates to cultural practises only and should be referenced in line with the Council Koha Policy. Where skills and expertise in areas such as Te Ao Māori or te reo Māori are required in your engagement, appropriate remuneration have been and should be considered separately.

## PŌWHIRI

This is a formal cultural ceremony process of welcome and requires the collective contributions and organisation of many to facilitate and enact kawa and tikanga. Pōwhiri are primarily held on marae but can be held at other venues such as Waikōwhitiwhiti/Council Chambers.

As an example, Council has hosted several pōwhiri for significant events such as the swearing in ceremonies of newly elected Council and Community Board members. When considering whether your engagement will involve pōwhiri, it is best to seek guidance and support from the Kaitakawaenga.

## MIHI WHAKATAU

This is an informal cultural process of welcome, requiring lower levels of contributions to facilitate and enact kawa and tikanga. The venue for hosting mihi whakatau can vary between places such as Waikōwhitiwhiti/Council Chambers and Huipūtea Reserve.

Council have developed Mihi Whakatau guides as part of the induction process which provide a clear step by step guide for attending and participating in mihi whakatau from both the host and guest roles. When considering whether your engagement will involve mihi whakatau, it is best to seek guidance and support from the Kaitakawaenga.

## WHAKAWHANAUNGATANGA

This is a process of connecting and understanding all who have gathered (for hui, wānanga etc.) through pepeha following the welcome process and before officially starting hui/wānanga. Whakawhanaungatanga provides an opportunity to share information about who you are, the mahi that you lead, and what makes you unique. Through introducing yourself in this context, it provides a broader understanding of who you are, as engagement with Māori stakeholders transcends formal meeting agenda and are relational in nature.

Future engagements may be diverse and dynamic including the attendance of tangihanga or cultural commemorations where the importance of your attendance isn't specifically focused on your formal role, but rather your attendance as a person and representative of Council.

## MANAAKITANGA

This aspect of manaakitanga, hospitality or the hosting of people, is crucial in setting the scene for engagement, through care and consideration. As a host, preparing a welcoming atmosphere through set up and the provision of kai, provides a positive starting point for successful engagement.

## KARAKIA

Prayer and incantations reflect the cultural notion of Māori acknowledging the many spaces, energies and circumstances that may affect or be related to a gathering or event. The opening and closing of any engagement (hui, wānanga etc) with karakia, collectivises all participants and intentions towards the purpose for engagement. It is culturally appropriate to offer karakia when engaging with Māori and is imperative that you consider the inclusion of karakia when planning for engagement. When engaging, it is culturally appropriate to first offer to Māori representatives or attendees if they would like to offer karakia. This can be done in a respectful way (such as a quiet side conversation) in order not to offend or propose undue pressure on the representatives. In the absence of the Kaitakawaenga, or Māori attendees/representatives who may have agreed to offering karakia, there are prescribed karakia resources available within Council to aide in delivery.

For the avoidance of any doubt and when events occur at any marae or alternate venues (i.e. Waikōwhitiwhiti/Council Chambers), early discussion with the Kaitakawaenga is advised. The Kaitakawaenga will then determine if further coordination is required with iwi/Māori stakeholders first.

These processes, and protocols are actively practiced by many Māori and as such it's important for Council to convey communication and consultation processes early to avoid confusion, build confidence and set clear understandings for all participants.

## 6.1 TE ŌHANGA – THE WEAVE

The Ōhanga or ‘woven nest’ is symbolic and houses the Council’s strategic guidance and guiding principles of People, Place and Partnerships. Furthermore, it’s a key driver of the Significance and Engagement Policy which has been adapted for the purposes of this framework.

### ALIGNMENT WITH ŌTOROHANGA DISTRICT COUNCIL’S COMMUNITY OUTCOMES

The framework aligns with Council’s overarching Community Outcomes of People, Place, and Partnerships. These outcomes provide a foundation for Council’s actions and strategies, ensuring they reflect the aspirations of the entire community, with a particular focus on inclusivity and collaboration with Māori.

- **People:** This framework emphasises the importance of fostering meaningful relationships and connections with iwi, hapū, and hapori Māori, ensuring their voices are valued and actively contribute to shaping our district. It prioritises engagement that acknowledges the mana of tangata whenua and their vital role in the cultural and social fabric of our community.
- **Place:** By integrating Te Ao Māori perspectives into Council processes, the framework supports the stewardship and protection of whenua, wai, and taonga. It aligns with the shared responsibility to care for our environment and uphold the cultural significance of places that are meaningful to Māori communities.
- **Partnerships:** The framework reflects the principle of working together in good faith, as Treaty partners, to achieve shared goals. It seeks to build enduring and trust-based partnerships that are founded on mutual respect and the recognition of Māori knowledge, culture, and leadership.

With this alignment, the framework not only fulfils the Council’s statutory obligations but also strengthens its commitment to co-creating a district that reflects the diverse needs and aspirations of its people. By incorporating Māori perspectives into decision-making processes, the Council ensures it remains a responsive and inclusive institution, rooted in the principles of equity, collaboration, and and sustainability.

### THEME: SUSTAINABILITY

- Environmental protection/restoration
- Reducing emissions
- Better waste management

### THEME: RESILIENCE

- Build trust; leadership
- Climate change adaptation and mitigation



### THEME: TRANSFORMATION

- Continue to work on improving delivery
- Position for the future

**People, Place & Partnerships:** Services and projects we deliver, the relationships we develop and the community outcomes we are seeking.

**Resilience, Sustainability & Transformation:** Themes, challenges and opportunities weaving through all aspects of the business.

**Focus:** Key strategies and direction for the future.



## 6.2 RAUEMI WHAKAPĀPĀ HAPORI - MĀORI ENGAGEMENT

The Significance and Engagement Policy is the standard across all Council engagement. When considering your project/plan/policy/work, it is important to consider engagement with Māori stakeholders at the start. As highlighted under sections 2.4, 3 - 5, Council have obligations and responsibilities to engage with Māori across a broad spectrum. This may and can go further than broader public consultation and even more so when decisions are required pertaining to sites of significance (such as bodies of water or cultural/historic sites).

The following offers guidance when determining your level of engagement when completing your engagement plan:

### SIGNIFICANCE AND IMPACT ASSESSMENT

- Use the Significance and Engagement Policy to assess the level of Māori interest and potential impact of the project or decision.
- Consider the scope, statutory requirements and potential impacts on iwi/Māori for each aspect of the project.

### STAKEHOLDER MAPPING

- Utilise the Stakeholder Maps provided in the Engagement Planning process to identify and categorise different iwi/Māori groups.
- Identify which groups have interests over the affected area, considering RMA (Resource Management Act) and Kaitiakitanga (guardianship) nature for engagement.

### CUSTOMISED ENGAGEMENT LEVELS<sup>3</sup>

- Recognise that different iwi/Māori stakeholder groups may require different levels of engagement.
- Assess each group's level of interest, influence, and potential impact from the project or decision.

### PROJECT LIFECYCLE CONSIDERATIONS

- Evaluate whether the level of engagement might change as your project progresses.
- Plan for potential shifts in engagement levels at varying stages of the project.

### CULTURAL AND HISTORICAL CONTEXT

- Consider any existing relationships, agreements, or historical context with specific iwi/Māori groups.
- Consider cultural protocols and preferences for engagement methods.

### CONSULTATION WITH LEADERSHIP / KAITAKAWAENGA

- Consult and regularly check with Leadership and the Kaitakawaenga to identify any existing concurrent engagement processes.
- Assess potential impacts and risks to achieving outcomes for each group.

### CAPACITY AND RESOURCES

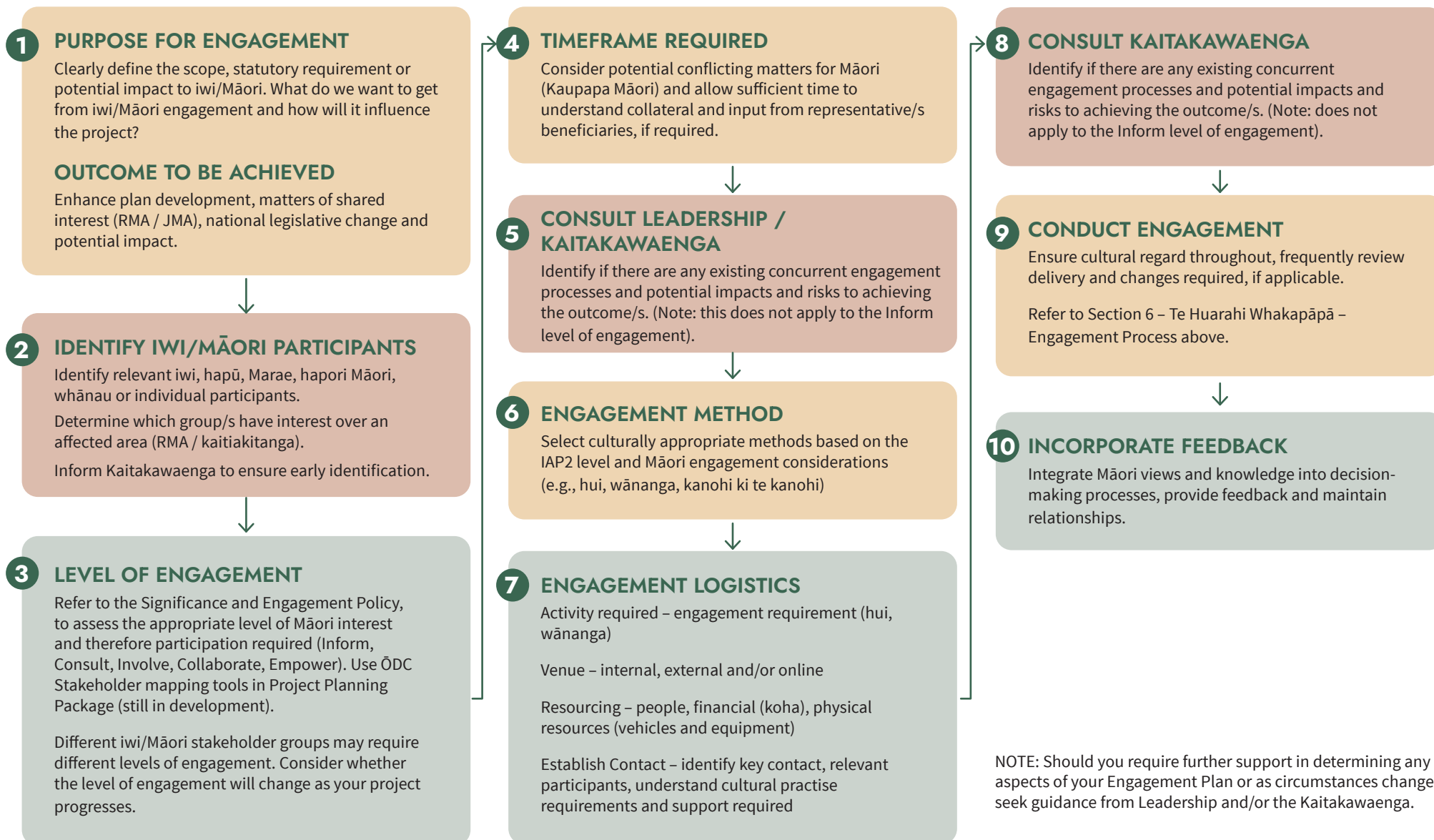
- Consider the capacity of different iwi/Māori groups to engage at various levels.
- Assess Council resources (human and other) to support varying levels of engagement with iwi/Māori.

By carefully considering these factors, you can determine the most appropriate level of engagement for each iwi/Māori group. These may range from informing to empowering, be based on their specific interests, influence, and the project's potential impact on them. This tailored approach ensures that engagement is meaningful, respectful and effective for all concerned parties.

<sup>3</sup> See Appendix D Ngā Rerenga Kōrero – Māori Phrases

LEVEL	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<b>What does it involve?</b>	Providing balanced and objective information to assist the public's understanding about something that is going to happen or has happened.	Obtaining public feedback about proposals on rationale and alternative options to inform decision making.	Working directly with members of the public to help identify issues and views throughout the process to ensure that concerns and aspirations are understood and considered prior to decision-making	Partnering with members of the public to develop understanding of all issues and interests, including to develop alternatives and identify preferred solutions.	The final decision making is in the hands of the public. Under the LGA 2002, the Mayor and Councillors are elected to make decisions on behalf of their constituents.
<b>Types of issues that we might use this for</b>	<ul style="list-style-type: none"> <li>Annual Report</li> <li>Infrastructure upgrades</li> <li>Results of hearings</li> </ul>	<ul style="list-style-type: none"> <li>Rates reviews</li> <li>Bylaw reviews</li> <li>Local Alcohol Policy</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Plan development</li> <li>Concept plan development</li> <li>Infrastructure projects that impact on people</li> </ul>	<ul style="list-style-type: none"> <li>Shared services issues</li> <li>Innovating streets</li> </ul>	<ul style="list-style-type: none"> <li>Election voting systems (e.g. STV or FPP)</li> </ul>
<b>Examples of how we might do this</b>	Public notices, advertising, social media posts, Council's website, news media, fact sheets, letters, emails, newsletters	Formal consultation processes (e.g. Reserve Management Plans), public meetings, Kaitakawaenga, surveys	Linking in with local groups that represent parts of the community, polling, focus groups, workshops, project advisory groups, stakeholder events	External working groups, Joint Committees, community liaison, advisory committees, face-to-face interactions	Local body elections, binding referendums
<b>Examples of when to engage iwi/Māori</b>	<p>Matters that relate to local / geographical interest within marae, hapū, iwi, hapori Māori spaces.</p> <p>i.e. Road signage and closures, community events, resource consents (where Council is the regulatory processing agency or an applicant)</p>		<p>Plan and involve iwi/Māori with resource, capacity and capability requirements for plans and concepts.</p> <p>i.e. Council's Plan on a Page priorities, resource consents and plan changes (where iwi/Māori are a submitter)</p>	<p>Environmental matters i.e. ancestral lands, water, sites, wāhi tapu, urupā, flora and fauna and other taonga</p> <p>i.e. Resource consenting processes, non-statutory hearings as panel members where appropriate.</p> <p>Council plan changes as set out under JMA processes (up to the point of public notification of the plan change)</p>	<p>Political matters that impact iwi/Māori including election processes or those of a specific legislative / statutory nature.</p> <p>i.e. Joint Management Agreements, resource consent and plan change hearings (with accredited RMA hearing commissioners who hold tikanga, as appropriate)</p>
<b>When can the community expect to be involved?</b>	Council would generally advise the community as a process evolves and once a decision is made.	Council would advise the community once a draft decision is made. The community would generally be provided with up to four weeks to participate and respond.	Council would generally provide the community with a greater lead time to allow for involvement in the process.	Council would generally involve the community throughout the process to help decide - at the start to scope the issue, throughout information collection, and to consider options.	Council would generally be led by the community on the time required for them to be involved in the process.
<b>ENGAGEMENT CHARACTERISTICS</b>	<b>TOGETHER &amp; UNIFIED</b>		<b>DEDICATED, INCLUSIVE &amp; IMPORTANT.</b>  <b>GROWTH &amp; WELLBEING</b>	<b>UNITY TOGETHER, ADDRESS CHALLENGES</b>	<b>HOLDING FIRM, UNITY, COLLECTIVE JOURNEY &amp; DETERMINATION</b>

## 6.3 MAHERE WHAKAPĀPĀ MĀORI - ENGAGEMENT PLAN







# NGĀ ĀPITIHANGA - APPENDICES



# APPENDIX A NGĀ WHAKAPĀ MĀORI - STAKEHOLDER CONTACT LIST

## IWI, RŪNANGA AND POST-SETTLEMENT GOVERNANCE ENTITIES

### Waikato-Tainui

2 Bryce Street (Main Office)  
PO Box 648  
Hamilton 3204  
Ph: 0800 824 684  
E: [awhina@tainui.co.nz](mailto:awhina@tainui.co.nz)  
W: <https://waikatotainui.com/>

### Te Nehenehenui Trust

Matawhaiora Office (Main Office)  
49 Taupiri Street  
PO Box 36  
Te Kūiti 3910  
Ph: 0800 668 285  
E: [patai@tnn.co.nz](mailto:patai@tnn.co.nz)  
W: <https://tenehenehenui.iwi.nz/>

### Raukawa Charitable Trust

1-11 Raukawa Way (Main Office)  
Private Bag 8  
Tokoroa 3420  
Ph: 07 885 0260  
E: [info@rauakawa.org.nz](mailto:info@rauakawa.org.nz)  
W: <https://www.raukawa.org.nz/>

### Te Rūnanganui o Ngāti Hikairo

W: <https://ngatihikairo.iwi.nz/>  
**Apakura Rūnanga Trust**  
61 Rangiaowhia Road  
Te Awamutu 3875  
E: [admin@ngatiapakura.co.nz](mailto:admin@ngatiapakura.co.nz)  
W: <https://ngatiapakura.co.nz/>

### Ngāti Te Wehi

W: <https://aotea.maori.nz/>

### Ngāti Te Patupō

E: [secretary@tepatupo.net](mailto:secretary@tepatupo.net)

### Te Rūnanga o Ngāti Mahuta ki Te Hauāuru

E: [teruunanga@hauaauru.co.nz](mailto:teruunanga@hauaauru.co.nz)

## HAPORI MĀORI

### Te Whare o Waiwaiā

Email: [waiwaia@tnnwhare.co.nz](mailto:waiwaia@tnnwhare.co.nz)

### Te Whare ki Ngā Tai o Kāwhia

Email: [ngataiokawhia@tnnwhare.co.nz](mailto:ngataiokawhia@tnnwhare.co.nz)

### Te Whare Hau-ā-uru ki Uta

Email: [hauauru-ki-uta@tnnwhare.co.nz](mailto:hauauru-ki-uta@tnnwhare.co.nz)

### Ngā Marae

- Ōkapu
- Mōkai Kāinga
- Waipapa
- Maketū
- Mokoroa
- Tokopiko
- Rākaunui
- Te Māhoe
- Pūrekireki
- Kaiewe
- Hiiona
- Te Whakaaro Kotahi
- Turitea
- Kahotea
- Whakamārama
- Aotearoa Pā
- Ōwairaka (Rāwhitiroa)
- Te Kotahitanga
- Rereāmanu
- Ko te Hokingamai ki te Nehenehenui
- Tārewānga
- Te Keeti

## MĀORI STAKEHOLDERS BY COUNCIL WARD\* KĀWHIA/TIHIROA WARD

**Marae:** Ōkapu, Mōkai Kāinga, Waipapa, Maketū, Mokoroa, Tokopiko, Rākaunui, Te Māhoe, Pūrekireki, Hiiona, Kaiewe, Te Whakaaro Kotahi, Turitea, Kahotea

**Hapori Māori:** Te Whare o Ngā Tai o Kāwhia, Te Whare o Waiwaiā

**Iwi, Rūnanga and PSGE:** Waikato-Tainui, Te Nehenehenui, Te Rūnanga o Ngāti Hikairo, Apakura Rūnanga Trust, Ngāti Te Wehi, Ngāti Te Patupō, Ngāti Uakau, Ngāti Mahuta ki Te Hauāuru

#### **KIO KIO-KORAKONUI WARD**

**Marae:** Whakamārama

**Hapori Māori:** Te Whare o Waiwaiā

**Iwi, Rūnanga and PSGE:** Te Nehenehenui, Raukawa Charitable Trust

#### **WAIPĀ WARD**

**Marae:** Te Kotahitanga, Rereāmanu, Ko te Hokingamai ki te Nehenehenui

**Hapori Māori:** Te Whare o Waiwaiā, Te Whare Hauāuru ki Uta

**Iwi, Rūnanga and PSGE:** Waikato-Tainui, Te Nehenehenui

#### **ŌTOROHANGA WARD**

**Marae:** Tārewānga, Te Keeti

**Hapori Māori:** Te Whare o Waiwaiā

**Iwi, Rūnanga and PSGE:** Te Nehenehenui

#### **WHAREPŪHUNGA WARD**

**Marae:** Aotearoa Pā, Ōwairaka (Rāwhitiroa)

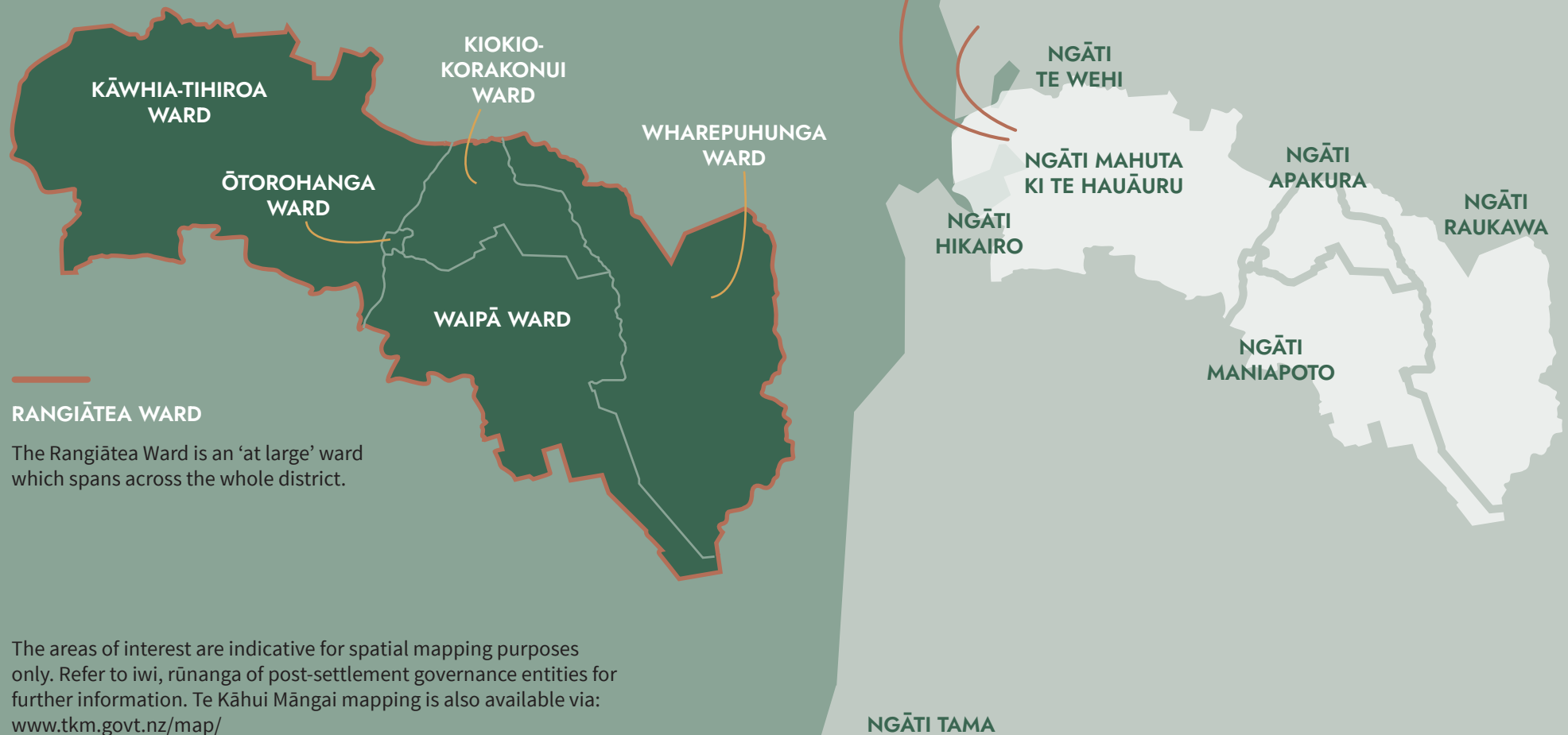
**Iwi, Rūnanga and PSGE:** Waikato-Tainui, Raukawa Charitable Trust

\*While the area of interest of other marae under hapori Māori and Iwi, Rūnanga and PSGE may extend just beyond the fringes of Council boundaries, consideration may be afforded to engaging representatives depending on the context and nature of an issue.

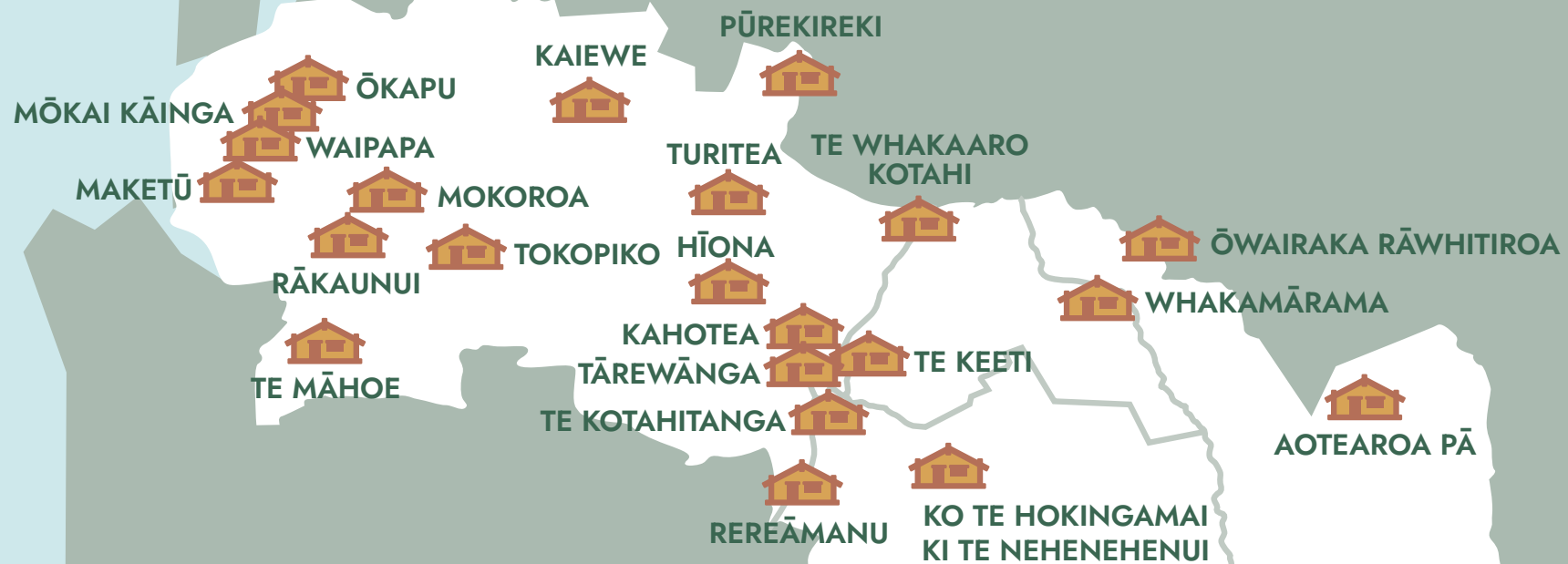
Marae can be contacted through their respective Iwi, Rūnanga and PSGE/s or hapori Māori.



## APPENDIX B NGĀ MAHERE WHENUA - MĀORI STAKEHOLDER SPATIAL MAPS









# APPENDIX C NGĀ RERENGA KŌRERO – MĀORI PHRASES FOR ENGAGEMENT

## BEGINNING AND ENDING CONVERSATIONS

<b>Greetings to one</b> Tēnā koe (formal) Kia ora (informal)	<b>Dear Chief Executive/Chairperson</b> E te Tumu Whakarae, tēnā koe (formal)	<b>Thanks</b> Kia ora rā
<b>Greetings to two</b> Tēnā kōrua (formal) Kia ora kōrua (informal)	<b>Dear Michael</b> Tēnā koe Michael	<b>Many thanks</b> Kia ora rawa atu
<b>Greetings to three or more</b> Tēnā koutou (formal) Kia ora koutou (informal)	<b>Yours sincerely (one signatory)</b> Nāku noa, nā (name)	<b>All the best</b> Noho ora mai
<b>Greetings to a friend</b> Kia ora e hoa (informal)	<b>See you (again)</b> Ka kite (anō)	<b>See you tomorrow</b> Hei āpōpō
<b>Dear Sir/Madam</b> Tēnā koe (formal)	<b>With best wishes</b> Ngā manaakitanga	<b>See you on Monday</b> Hei te Rāhina
<b>Dear Mayor</b> E te Koromatua, tēnā koe (formal)	<b>Regards</b> Ngā mihi	

## APPENDIX D NGĀ WHAIWHAKAARO - OUT OF SCOPE FINDINGS

The following areas were identified early as out of scope with the development of Māori engagement framework:

- Existing relationship agreements and co-governance arrangements
- Development of cultural competency resources
- Delivery of cultural competency development
- Delivery of the Māori Engagement framework training

Additionally, a range of supplementary findings also emerged through the qualitative feedback process, and although these findings fall outside the immediate scope of the engagement framework, they offer valuable insights and opportunities to strengthening Māori engagement, competency and business best practice.

### ORGANISATIONAL STRUCTURE AND PROCESSES

1. Develop a centralised operations contact network database system for Māori stakeholders.
2. Establish a paid advisory committee to inform work programmes and critical Māori engagement points particularly for planned and scheduled activities i.e. Annual Planning.
3. Improve Council report quality, particularly sections relevant to Māori interests i.e. Impact to Māori for Council hui.
4. Implement an evaluation and feedback mechanism for the engagement framework.
5. Enhance the triennial election process to support Māori participation.
6. Provide support for newly elected Māori Ward Councillors and wider elected members.

7. Review relevant policies that directly relate to this framework i.e. Koha, Significance and Engagement etc.

### CULTURAL COMPETENCY AND INTEGRATION

1. Cultural competency training for staff and elected members.
2. Build and develop te reo Māori competency within the Council.
3. Implement and blend consistent cultural practices in Council work programmes.
4. Facilitate in-person settings supported by peers fluent in te reo Māori and cultural knowledge.
5. Consider te reo Māori translation support for Councillors at kaupapa Māori events.

### ENGAGEMENT AND RELATIONSHIP BUILDING

1. Understand inter-iwi relationships and their alignment with Council priorities.
2. Facilitate introductions between staff and key Māori stakeholders.
3. Increase Council visibility at community and kaupapa Māori events by way of a uniform/badge for all Council personnel (staff and elected members).
4. Enhance community educational opportunities of Council work plans, policies and engagement processes.

### RESOURCE ALLOCATION AND ECONOMIC DEVELOPMENT

1. Allocate adequate budgets for consultation with Māori representatives on major matters.
2. Diversify local supply chains to include Māori businesses as preferred suppliers.
3. Collaborate with other councils and iwi/Māori on employment and social procurement.
4. A Remuneration Policy is developed in line with adequate recognition of subject matter experts/ consultancy expertise in relation to Te Ao Māori matters.

### INFORMATION MANAGEMENT

1. Collate accurate information for Māori content in reports, such as marae place names.
2. Improve public health safety and education offerings to the community.

## APPENDIX E KUPUTAKA - GLOSSARY

TERM	DEFINITION
Apakura Rūnanga Trust	Iwi authority promoting the interests and aspirations of the Ngāti Apakura people
Aotea Waka	The canoe captained by Turi and his people who navigated from Hawaiki to Aotearoa
Aotearoa	Māori name for New Zealand
Hapori Māori	Community or kinship group
Hapū	Sub-tribe derived from a main tribe, where descendants are connected through common ancestry
Hau Kāinga	The local people of a marae
Hawaiki	Ancient spiritual homeland, place where Māori migrated from to Aotearoa
Hawaiki-iti	An inlet in the Aotea harbour, where the Aotea Waka landed
Hui	Purpose to meet where critical decisions are intended
Iwi	Main Tribe of a collective of hapū
Kaitakawaenga	The Iwi Relations Advisor role employed by Council
Kaitiaki(tanga)	Guardian or custodianship undertaken by the local people or hapū
Karakia Tīmatanga	Opening prayer/incantation/ acknowledgement
Karauna	The Crown or Crown Entity
Kaupapa (Māori)	Events or circumstances relevant and important to Māori

TERM	DEFINITION
Kawa	Protocols that are observed during traditional Māori ceremonies or formal gatherings. These can vary between iwi and hapū
Kāwhia	Coastal settlement on the West Coast of the North Island
Kīngitanga	Regarded as the Māori King Movement, established in the 1850s to unify Māori under a single sovereign leader to provide a collective voice in protecting Māori interests.
Koha	A gift, offering, contribution towards a person/people and kaupapa
Koromatua	Mayor or Chief
Kōrero tuku iho	History, oral tradition
Kupu Arataki	Introduction
Kuputaka	Glossary
Mahere Whakapāpā Māori	Māori Engagement Plan
Mahi	Work
Mana Motuhake	Sovereignty, autonomy, self-determination, independence
Mana Whenua	Authority over land, territorial rights and interest
Manu	Bird
Manukau	A harbour located in the South-Western region of Auckland City

TERM	DEFINITION
Marae	Traditional Māori meeting ground or complex of several buildings, that serves as a central hub for social, cultural and spiritual activities
Māori	Indigenous people of Aotearoa / New Zealand; refer also to iwi, hapū and hāpori Māori
Mihi Whakatau	Informal welcome process
Moana	Sea, Ocean
Ngā Āpitihanga	Appendices
Ngā Huapai	Benefits
Ngā Kōrero tā Te Hunga Whaipānga Māori	Māori Stakeholder Input & Considerations
Ngā Kupu tā te Koromatua me te Tumu Whakarae	Mayoral and Chief Executive Opening Statements
Ngā Kupu Tuku Iho	Historical context
Ngā Kupu Whakamihi	Acknowledgements
Ngā Mahi Whaitake	Engagement Process
Ngā Mahere Whenua	Māori Stakeholder Spatial Maps
Ngā Rauru	Tribal group of Waitōtara-Whanganui area
Ngā Rerenga Kōrero	Māori phrases for engagement
Ngāti Raukawa	Tribal group of the Maungatautari-Tokoroa area
Ngā Ture o te Karauna	Legislative & Statutory Obligations
Ngā Whaiwhakaaro	Out of scope findings
Ngā Whakaaetanga	Agreements
Ngā Whakapā Māori	Māori Stakeholder Contact List
Ngā Whāinga	Objectives
Ngā Waka	Canoes

TERM	DEFINITION
Ngāti Hikairo	Tribal group of the Kāwhia and Waipā areas
Ngāti Mahuta ki Te Hauāuru	Tribal group of the West Coast area
Ngāti Maniapoto	Tribal group of the King Country area
Ngāti Te Patupō	Tribal group of the Kāwhia and Aotea areas
Ngāti Te Wehi	Tribal group of the Aotea area
Ngāti Tūwharetoa	Tribal group of the Lake Taupō area
Ngāti Uakau	Tribal group of the Aotea area
Ōtāhuhu	A suburb in Auckland where the Tainui waka traversed through
Papakāinga	A community of dwellings often built on ancestral land
Pātea	A place located in the Southern Taranaki district
Pepeha	A process to introduce yourself and your ancestry lineage
Poukai	Kīngitanga Movement gathering held on marae where people who support the Kīngitanga demonstrate their loyalty, contribute to funds and discuss movement and current affairs
Pōwhiri	A formal welcome process
Rangiātea	A place in the district assigned as the Council Māori Ward
Raukawa Settlement Trust	The post-settlement governance entity for the Ngāti Raukawa people
Raupatu	To conquer, take over or remove without right
Rā whakamaumahara	Commemorative day
Rārangi Tohutoro	References
Rārangi Upoko	Table of Contents

TERM	DEFINITION
Rōpū Whakahaere	Management group or committee; refer to Whare groups
Tainui Waka	The canoe captained by Hoturoa and his people who navigated from Hawaiki to Aotearoa
Tangi(hanga)	Funeral
Tangata Whenua	People of the land
Taonga	Gift, possession, object of prized possession
Te Ahurei	Final resting place of the Tainui Waka in Kāwhia
Te Ao Māori	Māori world view, lens, culture and identity
Te Arawa	A tribal group from the Rotorua-Maketū area
Te Aronga	Purpose, direction or interest
Te Huarahi Whakapāpā	Engagement process
Te Kitenga	Vision
Te Moana-nui-a-Kiwa	Pacific Ocean
Te Nehenehenui Trust	The post-settlement governance entity for Ngāti Maniapoto
Te Ōhanga	Nest
Te Rūnanga o Ngāti Mahuta ki Te Hauāuru	Iwi authority promoting the interests and aspirations of the Ngāti Hikairo people
Te Rūnanganui o Ngāti Hikairo	Iwi authority promoting the interests and aspirations of the Ngāti Hikairo people
Te Whare Hau-ā-uru ki Uta	The Western regional group that represents whānau and hapū interests within Ngāti Maniapoto
Te Whare ki Ngā Tai o Kāwhia	The Western coastal regional group that represents whānau and hapū interests within Ngāti Maniapoto
Te Whare o Waiwaiā	The Northern regional group that represents whānau and hapū interests within Ngāti Maniapoto

TERM	DEFINITION
Tikanga	Customary practice and traditional values that guide cultural processes
Tino Rangatiratanga	Self-determination
Urupā	Cemetery, burial ground
Wai	Water
Waikato	The region that Tainui Waka affiliates too; an iwi tribal group within the Waikato basin. This is also the name of the largest river in the North Island
Waikato-Tainui	The post-settlement governance entity for the Waikato people
Waikōwhitiwhiti	The Māori name of the Ōtorohanga Council Chambers gifted by Mana Whenua
Waitangi	Place located in the Bay of Islands, famously known as the place where the Treaty of Waitangi, the nation's constitutional document was signed in 1840 between Māori and Crown
Waka	Canoe
Wāhi tapu	Sacred site that may be subject to long-term ritual restrictions on access or use. These could include burial sites, battle sites or places of historical or cultural significance
Whakapapa	A person's genealogy, lineage
Whakawhanaungatanga	Process of establishing relationships and connection at hui, wānanga, kaupapa (Māori)
Whare	House, Building
Whareiti	Ablution block
Wharekai	Formal dining hall
Wharenui	Formal meeting house
Whenua	Land

## APPENDIX F RĀRANGI TOHUTORO - REFERENCES

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## COUNCIL DOCUMENTS – ACCESSIBLE THROUGH THE MAGIQ SYSTEM

- Annual Iwi/Māori Survey, 2023
- Annual Plan 2023-2024
- Annual Report (2023, June)
- Complaints and Issue Resolution
- Concept Plans Projects (2024, September)
- CouncilMARK Independent Assessment Report (2020, December)
- Draft Significance and Engagement Policy (2024, March)
- Governance Statement (2020)
- Kāwhia Aotea Ōpārau Concept Plan June 2024 - Final
- Koha Policy (2023, June)
- Library Strategy (Plan on a page) 2024
- Long Term Plan 2024-2034 Volume Two (2025, June)
- Long Term Plan Branding Presentation (2024, March)
- Long Term Plan Consultation Document 2024-2034
- Māori Engagement Plan Example 1
- Māori Engagement Plan Example 2
- Rural Ōtorohanga Concept Plan June 2024 - Final
- Strategic Direction (Plan on a page) (2024, October)
- Town Concept Plan - Revision E (2022, October)
- Town Concept Plan - Summary Document Revision A (2022, October)









# WEAVING THE FUTURE, TOGETHER KOTAHITANGA



TE KAUNIHERA Ā-ROHE O  
ŌTOROHANGA  
DISTRICT COUNCIL



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# MĀORI ENGAGEMENT FRAMEWORK TARGETED REVIEW SUMMARY

ŌTOROHANGA DISTRICT COUNCIL

APRIL 2025



## TARGETED REVIEW SUMMARY

A targeted review was conducted in the development of the draft Māori Engagement Framework (MEF). This involved Ōtorohanga District Council elected members and staff. Concurrent to this review, was a targeted review of the draft MEF with Māori representatives that participated in the interviews throughout the development of the framework.

The following table outlines some key themes that arose from the review, and the respective actions taken if any.

Theme	Action
<b>Te Reo Māori Conventions</b> Feedback encouraged the inclusion of macrons for consistency, alongside other conventions regarding te reo Māori.	Included macrons and removed macrons as appropriate. Of note was the change in spelling for Te Arikini Kuini Nga wai hono i te po in line with Kingitanga naming conventions.
<b>Māori Population Data</b> Interest in including Māori population data.	Acknowledged the importance of displaying the Māori population data within the document. However, there may not be sufficient data to represent all iwi across the district at this time. This may be included in future iterations of the framework or other key ŌDC documents.
<b>Māori Representation</b> Distinction between iwi, post-settlement governance entities, partners and stakeholders alongside the inclusion of marae and marae reserves.	Included broader descriptions to include and distinguish between iwi, hapū, marae, rūnanga and post-settlement governance entities. As the Māori Engagement Framework is an internal focused document, and to be consistent with the Significance and Engagement Policy, the use of Māori Stakeholders was maintained for the context of this document.
<b>Design Elements</b> Recommendations to include specific marae and marae reserves, with broader comments regarding the iwi representation across the spatial maps.	Acknowledging the broad and interconnected relationships between iwi, references have been made to other spatial maps noting that this spatial map is an indicative visual guide only.
<b>District History</b> Interest to include historic events across the district and in neighbouring local authorities.	Acknowledging the rich and broad history across the district and wider afield, these sit outside of the scope of the framework and may be addressed in broader cultural competency development opportunities.
<b>Waitangi Tribunal Claims</b> Interest to include current claims with the Waitangi Tribunal.	Acknowledging the ongoing processes in claims, the MEF does not, as a static document, account for the dynamic and changing nature of claims.







### **Council Meetings**

Interest to host more meetings at marae and across the district.

Acknowledging that this sits outside the scope of the framework and is a decision between Council and Leadership regarding the organisation of Council meetings.

**Item 231** Co-Lab Interim Report and Statement of Intent 30 June 2026

**To** Ōtorohanga District Council

**From** Graham Bunn, Group Manager Business Enablement

**Type** **INFORMATION REPORT**

**Date** 29 April 2025



## 1. Purpose | Te kaupapa

- 1.1. To receive and consider Co-Lab's six-monthly report to 31 December 2024 (refer to Appendix 1).
- 1.2. To receive, consider and, if appropriate, provide comment/ feedback on Co-Lab's Statement of Intent for 2025/26 (Appendix 2).

## 2. Executive summary | Whakarāpopoto matua

- 2.1. Co-Lab's Chair and Chief Executive recently met with shareholding Chief Executives to enable them to identify and build opportunities to collaborate, to the benefit of their respective communities.
- 2.2. Co-Lab supported councils in investigating aggregating water services in response to the Government's Local Water Done Well policy. Seven councils signed a heads of agreement to explore an aggregated water service delivery model.
- 2.3. Co-Lab's six-month report reflects the organisation generally tracking as forecast in its 2024/25 Statement of Intent, noting that contributions from shareholding councils were significantly reduced for the current year due to the Co-Lab Board agreeing to use its own cash reserves.
- 2.4. Co-Lab's draft Statement of Intent reflects its proposed work programme/areas of focus for 2025/26, noting that member charges will return to 'normal' levels now that cash reserves to offset member charges have been fully utilised.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

- a Receives the Co-Lab Half-Yearly report for the period ended 31 December 2024.
- b Receives the Co-Lab Statement of Intent for 2025/26 and endorses the direction set therein, subject to the following feedback (if any) for the company's Board of Directors ...

#### **4. Co-Lab Interim report for the six months ended 31 December 2024**

##### **Opportunity development highlights**

- 4.1. Food & Alcohol Licensing Shared Service – Opportunity explored with several councils expressing interest in the concept, but ultimately not enough commitment to move forward.
- 4.2. Right People Right Place – Consideration for councils to meet current and future work requirements. Two initiatives were considered in more detail with several councils interested in a regional approach to promoting council careers. Will be assessed in 2025 but deprioritised against other work commitments.
- 4.3. Automated Building Plan Checks – Investigation for checking building consent applications automatically to speed up approval process.
- 4.4. Building Consent Processing Hub – Investigation to establish hub to handle building consent applications that exceed council staff capacity.
- 4.5. Electric Vehicle (EV) Charging Network Collaboration – Investigation to make council land available for publicly accessible EV chargers to attract investment in the region from providers
- 4.6. Waikato Water Done Well – Councils supported in investigating aggregating water services in response to the Governments Local Water Done Well policy. Culminated in seven councils signing a heads of agreement to explore an aggregated water service delivery model.

##### **Service delivery highlights**

- Co-Lab Water Services
- RATA (Regional Asset Technical Accord)
- Regional Infrastructure Technical Specification (RITS)
- Waikato Regional Transport Model (WRTM)
- Co-Lab Geospatial Services
- Regional Procurement.

##### **Other Service delivery opportunities**

Co-Lab Learning – Low utilisation of Co-Lab Learning – in person training in particular - led to Management reviewing the service. It was suggested that Co-Lab Learning could pivot to a regional management training programme, but ultimately there was insufficient council interest to move forward. ŌDC saw value in keeping the service going.

## 5. Co-Lab Statement of Intent for the year ended 30 June 2026

### Performance measures for Co-Lab

5.1. To ensure delivery against their 3-year strategy Co-Lab's goals and objectives are as follows:

Strategic Goals (3 Year)	Objectives
1) Shareholding Councils understand we provide them value	<ul style="list-style-type: none"> <li>We know the value we provide shareholders has improved by 15%, by 30 June 2027</li> <li>By 30 June 2027, 80% of shareholders agree they get value from Co-Lab.</li> </ul>
2) Deliver value by growing the scale of our shared service function	<ul style="list-style-type: none"> <li>24 new instances of Co-Lab shared services being utilised.</li> <li>All shareholders take up at least one additional shared service</li> </ul>
3) Diverse, talented and motivated people work for us	<ul style="list-style-type: none"> <li>Maintain staff engagement above 85%.</li> <li>Staff turnover is less than 15% per annum</li> <li>Our vacancies are filled by suitable candidates within 3 months</li> </ul>

5.2. Co-Lab's Chair and Chief Executive recently met with Shareholding Chief Executives to enable them to identify and build opportunities to collaborate, to the benefit of the community.

5.3. This was important to:

- Ensure Co-Lab operates in a way that delivers value to ŌDC as a shareholder,
- Maximises the value provided to our community; and
- Improves Co-Lab job satisfaction.

5.4. ŌDC's response through the meeting with our Chief Executive was that ŌDC were happy with the overall performance of Co-Lab and their sustained delivery of shared services on a cost-effective basis at a time of considerable challenge and change.

### Next steps

- Hold a joint CE workshop
- Include the joint expectations into Co-Lab's final Statement of Intent
- Develop and execute a plan with Shareholding Council Executive Teams to deliver on joint expectations.

## 6. Appendices | Ngā āpitihanga

Number	Title
1	Co-Lab Interim Report for the six months ended 31 December 2024
2	Co-Lab Group Statement of Intent for the year ended 30 June 2026



## Half-yearly report (un-audited)

1 July 2024 to 31 December 2024



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### Collaboration & Partnership

**We are better together | *He hunga toa takitini***

**We collaborate and partner by:**

- Building kotahitanga and respect
- Focussing on community benefits
- Delivering together
- Valuing diversity

### Integrity

**We do the right thing | *He hunga whai i te tika***

**We act with integrity by:**

- Being accountable and honest
- Having courage
- Trusting and listening
- Behaving in good faith

### Innovation

**We transform ideas into results**

***He hunga whai i te tika***

**We innovate by:**

- Thinking boldly
- Challenging perceptions
- Being solution focused
- Embracing change

# Statement of service performance

Co-Lab<sup>1</sup> is a council-controlled organisation (CCO) owned by councils across Waikato and Bay of Plenty. Our vision is that council collaboration through Co-Lab maximises community outcomes.

To achieve this, we have three main functions:

1. We act as an “ideas laboratory” – working with councils to investigate and develop opportunities to work together
2. We deliver shared services to councils
3. We enter joint procurement arrangements.

By undertaking these activities, we provide three key benefits to councils:

1. Reduce costs through, for example, efficiency gains in FTE or time, procurement savings and reducing unit cost of product/ service
2. Create value, by improving levels and quality of service, increasing skills, expertise or compliance and improving decision making
3. Enable innovation and change for example via research & opportunity development, by providing centres of expertise/skills, by facilitating collaboration and regional insights and enabling councils to provide a consistent customer experience.

This report comments on projects and shared services that have substantial activity to report over the first half of the financial year.

## Opportunity development highlights

### Food & Alcohol Licensing Shared Service

We adopted a bold approach to exploring new shared service opportunities, aiming to either gain support quickly or 'fail fast.' Councils were presented with a Letter of Support to explore a shared service for *Food & Alcohol Licensing*. They were asked to commit to participating in a co-design process, with the understanding that they would adopt the shared service if specific success criteria were met at the completion of its design. While several councils expressed interest in the concept, there was ultimately not enough commitment to move forward.

### Right People Right Place

The Right People, Right Place project considered what councils can do (collectively and individually) to meet current and future workforce requirements. The significant shift in the employment market since this project commenced eased the urgency and motivation of councils to progress any initiatives identified during the investigation. However, two initiatives were considered in more detail. Although six councils were interested in establishing a joint Management Training Programme, ultimately, they decided not to proceed. There were also seven Councils interested in a regional approach to promoting council careers. This will be assessed further in 2025 but was deprioritised against other work commitments.

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<sup>1</sup> Co-Lab is the trading name of Waikato Local Authority Shared Services Ltd

## Automated Building Plan Checks

One way opportunity development has evolved is that we have undertaken some research to look beyond our borders seeking examples of shared services that could be beneficial to Councils. During this research we found a successful initiative in Victoria, Australia where planning submissions are initially checked automatically to speed up the approval process. Subsequently we have been investigating the feasibility of doing something similar for building consent applications and development of the opportunity is ongoing.

## Building Consent Processing Hub

Seven Councils explored options for a Building Consent Processing shared service. The group recommended that we establish a hub to handle building consent applications that exceed Council staff capacity. A high-level operational model was defined, and we are now progressing the opportunity.



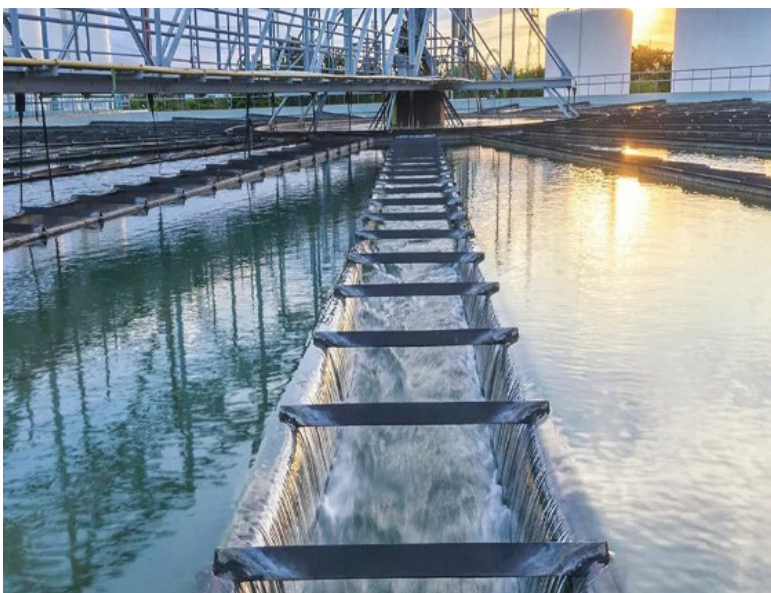
## Electric Vehicle (EV) Charging Network Collaboration

We investigated an opportunity for Councils to support economic development and the reduction in transport emissions by making Council land available for publicly accessible EV chargers. Working together will increase Councils' ability to attract investment in the region from EV charging infrastructure providers (charge point operators). We got support from nine Councils to undertake an expression of interest that will enable an assessment of the financial viability of taking a collective approach.

## Waikato Water Done Well

*This project was separately funded by the Participating Councils involved.*

For the regional Waikato Waters Done Well (WWDW) project, we supported councils and the lead consultant in investigating the merits of aggregating water services in response to the Government's Local Water Done Well policy. This work culminated in seven councils signing a Heads of Agreement in December to explore an aggregated water service delivery model. We provided project management, financial, communication and administrative support.



# Service delivery highlights

## Co-Lab Water Services

The Trade Waste team presented at the Trade and Industrial Waters Conference (TIWF) in August on improvements in trade waste breaches. Sirri Smith, Smart Water Coordinator, opened the Water Efficiency & Conservation Network (WE CAN) workshop at the Water NZ Conference in September. Sirri showcased Smart Water Schools alongside other water conservation education initiatives in New Zealand. Sirri also attended the Kirikiriroa Field Day where she was one of many environmental educators presenting to different schools across the Waikato.

Through the Compliance Network meetings that we facilitate, 45 people across 14 Councils and organisations met to discuss topics of interest including drinking water safety plans, quality assurance rules, cross connections and water demand. Presentations were from NIWA, Watercare and Taumata Arowai, among others.

During the period, the Sampling & Analysis Team played a pivotal role in the arsenic response for Councils. The Sampling & Analysis team collected approximately 5,300 samples and completed 43,000 tests over the period.

The Trade Waste Team managed approximately 3,000 active consents, 370 consents, 1,100 audits, and 130 non-compliances.

We worked with Councils' Environmental Health teams to ensure we had identified and consented all potential trade waste customers. Our list of potential customers started at approx. 1,700 and most of them were contacted and consented as required.

We reviewed options for the delivery of the Smart Water service and met with our Councils to discuss their water education requirements and how we can support them with this.

## RATA

During the period we progressed the programme of 46 Asset Management related projects and services on behalf of 10 Councils across the Waikato. Due to resource shortages, the focus for the first half of the financial year was on the delivery of core roading-related services.

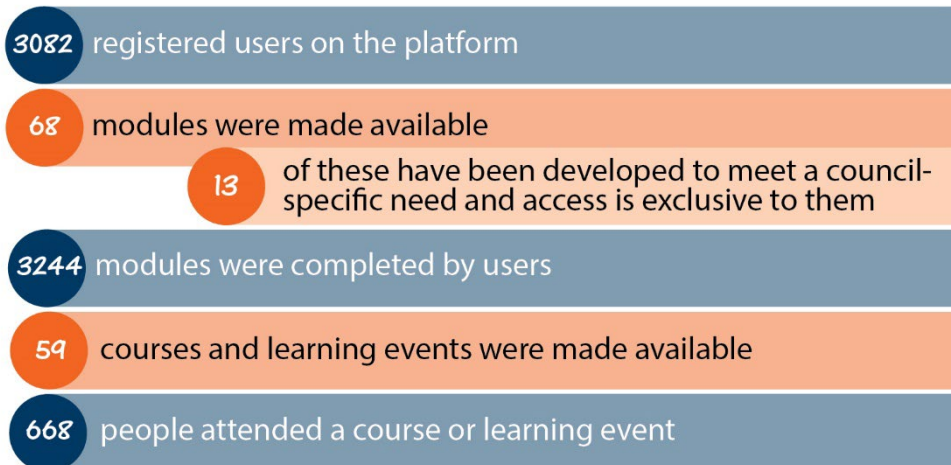
We completed the re-tender of the core road data collection contracts for traffic counting, pavement strength testing (FWD), and footpath condition assessment) across 9820km of Waikato Council roads). We also completed improved delivery and performance tracking of the traffic counting suppliers' contracts (delivering approximately 1200 counts per year). Western Bay of Plenty District Council also joined for the delivery of these contracts, resulting in a reduced cost of managing the contracts across the group of Councils.



The Spaces and Places Rōpu commenced (management of community assets), with good participation and feedback from participating Councils at the recent Spaces and Places Forum.

## Co-Lab Learning

### In numbers



During the period, we developed and launched a full suite of digital induction tools for Hauraki District Council, and bespoke modules for Waikato Regional Council, South Waikato District Council, Hauraki District Council, and Hamilton City Council.

Engagement with regional Health & Safety Managers supported the development of two new health & safety modules, with more in the pipeline for 2025.

### Future of Co-Lab Learning

Low utilisation of Co-Lab Learning (CLL) - in person training in particular - led to Management reviewing the service. It was suggested that Co-Lab Learning could pivot to provide a regional management training programme, and although a rough design was discussed, ultimately there was insufficient council interest to move forward. Management then met with Participating Councils to confirm their ongoing intention to utilise CLL for e-learning and/or training administration post the end of the initial term of the Service Level Agreement. Only three Councils confirmed they wanted to continue utilising the service. At the time of writing, the Co-Lab Board has agreed with Management's recommendation to disestablish the service. The service will still be operational until 30 June 2025.

This is a really disappointing outcome to what should be an obvious area to streamline activity and reduce duplication of effort.

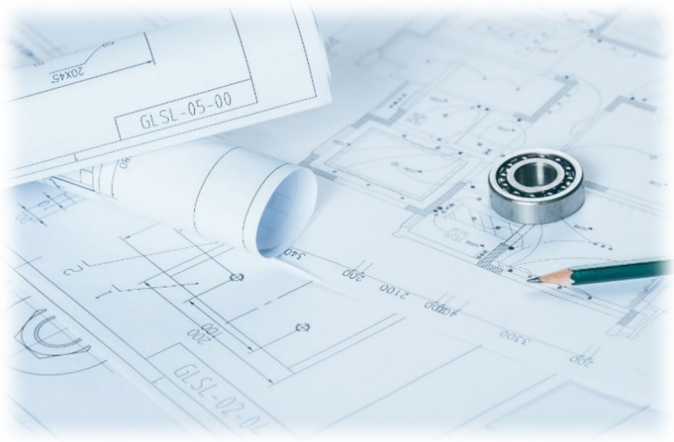


## Regional Infrastructure Technical Specification (RITS)

The RITS (Regional Infrastructure Technical Specifications) is a set of engineering specifications managed by Co-Lab on behalf of Waikato Councils. Currently, nine Councils utilise the RITS. The existing version was developed in 2016/2017 and adopted in 2018.

Over the past 2 years (2023/2024), the RITS has undergone a thorough review, with proposed updates to its content, including text, drawings and links.

In November, version 2b was shared with stakeholders, including Councils and other key agencies, to gather feedback on the proposed changes. This feedback will be incorporated into RITS v2, which will then be submitted to member Councils for adoption. The RITS will then become an online e-document, designed with a structure and search functionality similar to a Council e-plan. It will be available at our website.



## Waikato Regional Transport Model (WRTM)

### Restructure & governance

During the period, significant progress was made in refining the governance structure of the WRTM programme. These efforts have been conducted collaboratively with our funding partners to ensure alignment and transparency across all stakeholders.

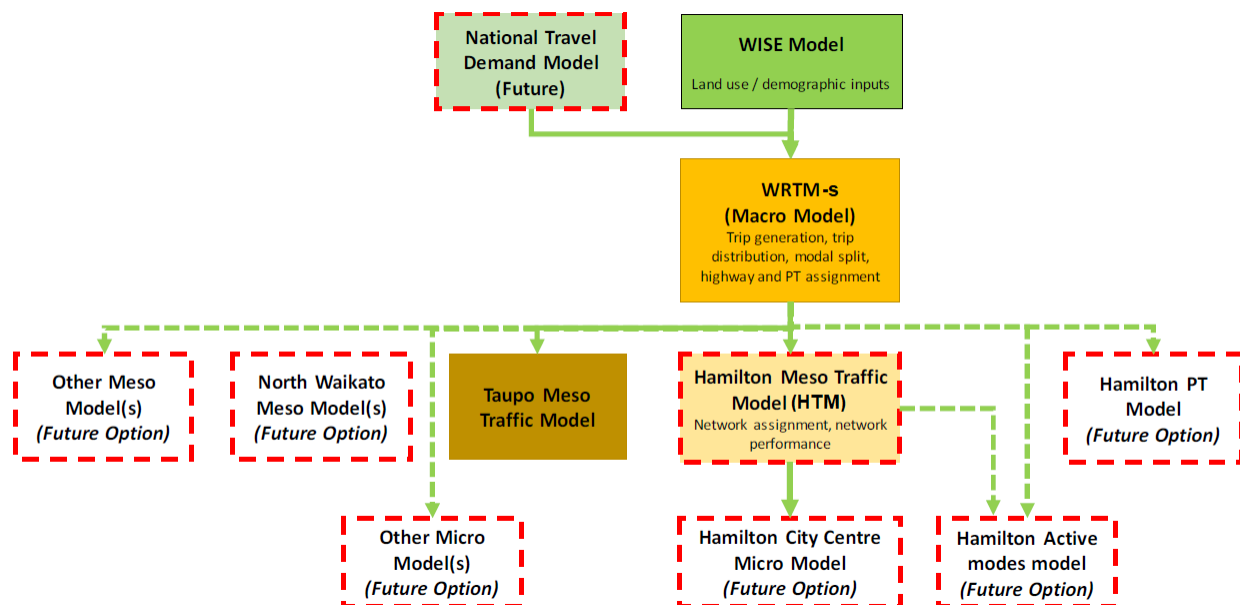
1. Governance Committee Terms of Reference:
  - A comprehensive Terms of Reference (ToR) document was developed and approved by the Governance Committee. This document clearly defines the roles, responsibilities, and decision-making processes for the committee, aligning with the strategic objectives of the WRTM program.
2. New Multi-Party Funding Agreement:
  - A revised Multi-Party Funding Agreement (MPFA) was created and circulated for review among the funding partners. This agreement outlines the shared financial responsibilities and collaboration mechanisms essential for the program's sustainable operation.
3. New Service Agreement:
  - A new Service Agreement was drafted to define the scope and quality of services provided under the WRTM program. The agreement emphasises accountability, clear reporting structures, and performance standards.

All these documents represent a collaborative effort with our funding partners, reflecting a shared commitment to enhancing the program's governance and operational efficiency.

## WRTM model suite

The WRTM consists of a suite of transport models tailored for the region (Figure 1). Demand modelling is conducted at the regional level, while lower-tier models assess the performance of various transport networks.

Figure 1- WRTM model hierarchy



During the period, the WRTM-s model was upgraded to include public transport and mode choice to accommodate high-growth scenarios for 2025, 2035, 2045, and 2055. The WRTM-s has provided demand data to the Hamilton Transport Model (HTM), which is expected to be completed by January 2025. A feasibility study was conducted as the first stage of the WRTM-s overhaul. We are now in the procurement phase for a new model to replace the existing WRTM-s, with delivery anticipated by 2026.

## Co-Lab Geospatial Services

During the period we continued our focus on achieving the service's Strategic Plan 2023 -2026, working towards the vision of *our people trust regional geospatial knowledge to make better decisions*.

Our activity was aligned to the following objectives:

1. Make geospatial information complete and trustworthy
  - Replaced retired datasets and updated FME flows.
  - Resolved broken links between data.govt.nz and Waikato Data Portal, so our data is now up to date on the service. Where required, information was provided to Councils to implement fixes.
  - Automated data copying to the Waikato Data Portal, saving Councils time and effort. This work will continue for the rest of the financial year.
2. Ensure a great user experience
  - Launched helpdesk system and implemented fortnightly triage meetings.
  - Error reporting process is created if an FME process breaks.
  - Undertook website review and launched enhancement project (more on this below).



3. Identify and initiate collaborative projects
  - Provided networking opportunities through the Geospatial Forums
  - Provided support for WaiGIS

### **Website enhancement project**

During the period, we commissioned a review of our current web presence, which identified issues and rated them based on their impact on the user experience.

The Advisory Group recommended that we remove all sub-sites and have all content reside only on the ArcGIS Hub. We are also migrating to ArcGIS Experience Builder and this is planned to launch in early 2025.

## **Regional Procurement**

### **Professional Services Panel renewal**

During the period, subject matter experts from the four Councils leading the renewal project (Hamilton City, Waikato District, Waikato Region and Waipa District) evaluated submissions to join the new Panel agreement, which this time round is made up of multiple tiers.

The Panel arrangement has a strong focus on building relationships with suppliers, which includes quarterly performance reporting for all suppliers and regular relationship meetings with the Tier One suppliers.

The Panel will provide benefit to Councils through pre-agreed rates and rate increases, a rebate structure, and a more efficient and relationship-based engagement process.

The old Professional Services Panel (PSP) concluded November 2024.

Currently, only the four lead Councils are users of the new Panel although the offer to join the new Panel was extended to the other Councils.



# Company support highlights

We celebrated the efforts of some of our people with our annual End of Year Colleague Awards in December 2024. The winners were:

- Integrity Award: Jenny Grace
- Innovation Award: Sarah Wilson
- Collaboration & partnership Award: Natalie Allam
- Team Member of the year: Tania Williams

We continued our Co-Lab Shouts to our Councils to increase awareness internally of what we do as their CCO. We met with 8 of the 12 shareholding Councils.

We focused on our own continuous improvement by kicking off an internal file management review and bedding in our use of Monday.com. The latter is supporting better relationship management, opportunity development project management, and day to day tasks for some of our shared services. We started reviewing our IT support and preparing a new intranet site.

We continued to facilitate our Working Party Groups, the Waikato Mayoral Forum and the Joint Mayors and Iwi Chairs Forum with administrative support.

Most of the corporate support are involved in the Waikato Water Done Well project.

## Performance framework (our 3-year strategy)



# Assessment of performance against targets

An update on performance against the targets set in our Statement of Intent, as at 31 December 2024, is shown in the table below.

Strategic goal	3-year Objective	Annual KPI	Progress towards annual KPI
Shareholding Councils understand we provide them value	<ul style="list-style-type: none"> <li>We know the value we provide shareholders has improved by 15%, by 30 June 2027* (<i>baseline y/e 30 June 23</i>).</li> <li>By 30 June 2027, 80% of shareholders agree they get value from Co-Lab.</li> <li>All shareholders take up at least one additional shared service.</li> </ul> <p><i>*Based on the regional benefits of collaboration (not an individual Councils' benefits from collaboration).</i></p>	<ul style="list-style-type: none"> <li>Year-on-year increase in the value we provide to Councils.</li> <li>80%+ of council survey respondents believe those Co-Lab services they received meet or exceed their expectations (evidenced by an annual survey).</li> <li>Year-on-year increase in the utilisation of services we provide to Councils.</li> </ul>	<ul style="list-style-type: none"> <li>Due to the PSP renewal, we are unable to fully calculate the increase in value YoY at the time of writing. We hope to have the required data from all councils shortly.</li> <li>As usual, this will be measured by our annual shareholder survey in May 2025. In May 2024 we achieved 84%.</li> <li>To date, the utilisation of services has increased by 2:</li> </ul>
Deliver value by growing the scale of our shared service function	<ul style="list-style-type: none"> <li>24 new instances of Co-Lab shared services being utilised, by June 2027 (<i>baseline y/e 30 June 23</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Year-on-year increase in the utilisation of services we provide to Councils.</li> <li>Year on Year increase in the number of services available to Councils.</li> </ul>	<ul style="list-style-type: none"> <li>As above, to date, the utilisation of services has increased by 2.</li> <li>No new shared services were available to shareholding Councils in the 6 months to 31/12/24 (and as noted earlier Co-Lab Learning will be wound up by the middle of this year). Despite interest,</li> </ul>



Strategic goal	3-year Objective	Annual KPI	Progress towards annual KPI
			ultimately Councils chose not to collaborate on a management training programme.
Diverse, talented and motivated people work for us	<ul style="list-style-type: none"> <li>• Maintain staff engagement above 85%</li> <li>• Staff turnover is less than 15%.</li> <li>• Our vacancies are filled by suitable candidates within 3 months.</li> </ul> <p><i>All baselined y/e 30 June 23)</i></p>	<ul style="list-style-type: none"> <li>• Maintain staff engagement above 85%</li> <li>• Staff turnover is less than 15%.</li> <li>• Vacancies are filled by suitable candidates within 3 months.</li> </ul>	<ul style="list-style-type: none"> <li>• As usual, this will be measured by our annual staff survey in May 2025. In May 2024 we achieved 87%.</li> <li>• Staff turnover was 0% in the 6 months to 31/12/24 (Co-Lab employed staff).</li> <li>• There were no vacancies in the 6 months to 31/12/24 (Co-Lab employed staff).</li> </ul>

# Co-Lab's financial position

## Summary

The financial results for the six months to 31 December 2024 are favourable to budget. This is largely due to savings made in Company Management & Support, RATA and Co-Lab Water Services. For the full year we are currently forecast to be on budget, however, we will be looking to identify more areas where savings can be made to have a surplus to carry into the next financial year to reduce member charges in FY26.

The cash position as at 31 December 2024 is made up as follows:

	Cash balance @ 1/07/2024	Cash surplus / (deficit)	Cash balance @ 31/12/2024
Company Management & Support	296,354	115,050	411,405
RITS	153,105	28,330	181,435
Working Parties   Projects	62,860	(25,551)	37,309
Information Technology	0	0	0
Energy Management	49,061	79,762	128,822
Shared Valuation Data Service (SVDS)	544,174	0	544,174
Road Asset Technical Accord (RATA) & Waters Collaboration	180,923	(45,337)	135,585
Waikato Regional Transport Model (WRTM)	2,217	(17,096)	(14,879)
Waikato Building Consent Group (WBCG)	246,906	(32,689)	214,217
Mayoral Forum	(17,906)	11,346	(6,559)
Co-Lab Water Services	0	0	0
Co-Lab Learning	72,680	8,307	80,987
Procurement	0	(872)	(872)
Geospatial Services	99,303	(13,808)	85,495
Communications Shared Resource	589	(19,970)	(19,381)
Accounts Receivables	(1,516,869)	(579,692)	(2,096,561)
Accounts Payables	3,161,089	(1,522,959)	1,638,130
<b>Total</b>	<b>3,334,487</b>	<b>(2,015,179)</b>	<b>1,319,308</b>

Note: Cash balances for each workstream vary from the actual cash position as a result of accounts receivable / payable which are not tracked on an activity by activity basis.

We will be reforecasting in March and will reassess the likely year-end cash position for each workstream at that time and take this into account in the company's finalised Statement of Intent issued in June 2025.

## Statement of financial performance

### Co-Lab

#### Statement of Financial Performance

For the six months ending 31 December 2024

	Financial year 2025 YTD Actuals	Financial year 2025 YTD Budget	Financial year 2024 YTD Actuals
<b>Revenue</b>			
SVDS Data & Software Sales	169,660	191,618	167,272
Interest	48,047	35,238	1,191
<b>Other Revenue</b>			
User Charges	5,011,217	4,604,561	4,299,678
<b>Total Other Revenue</b>	<b>5,011,217</b>	<b>4,604,561</b>	<b>4,299,678</b>
<b>Total Revenue</b>	<b>5,228,924</b>	<b>4,831,417</b>	<b>4,468,141</b>
<b>Expenditure</b>			
Depreciation and amortisation expense	13,329	25,371	16,443
Personnel costs	842,315	907,755	754,360
Other expenses	4,295,839	4,380,572	4,016,988
<b>Total Expenditure</b>	<b>5,151,483</b>	<b>5,313,698</b>	<b>4,787,791</b>
<b>Net Profit</b>	<b>77,441</b>	<b>(482,281)</b>	<b>(319,650)</b>

## Statement of financial position

Co-Lab

### Statement of Financial Position

As at 31 December 2024

	Financial year 2025 Actual at 31/12/2024	Financial year 2024 Actual at 31/12/2023
<b>Assets</b>		
<b>Current Assets</b>		
<b>Bank</b>		
Transaction Account	220,217	482,800
Call Account	30,643	29,837
Rapid Save Account	1,068,448	700,785
Term Deposit	0	950,000
<b>Total Bank</b>	<b>1,319,308</b>	<b>2,163,422</b>
<b>Accounts Receivable</b>		
Accounts Receivable	759,588	1,098,465
Accounts Receivable Accruals	1,327,579	1,159,051
GST Receivable	7,036	116,761
<b>Total Accounts Receivable</b>	<b>2,094,203</b>	<b>2,374,277</b>
Prepayments	0	0
Deferred Tax Asset	2,358	2,358
<b>Total Current Assets</b>	<b>3,415,869</b>	<b>4,540,057</b>
<b>Non-current Assets</b>		
SVDS - Original Cost	0	0
WRTM - Original Cost	2,296,855	2,296,855
MoneyWorks Software	1,195	1,195
IT equipment	113,400	110,101
Accumulated Depreciation	(2,401,914)	(2,372,700)
Office Furniture	66,751	66,751
<b>Total Non-current Assets</b>	<b>76,287</b>	<b>102,202</b>
<b>Total Assets</b>	<b>3,492,156</b>	<b>4,642,259</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	446,197	1,077,418
Accounts Payable Accrual	669,285	533,030
<b>Total Accounts Payable</b>	<b>1,115,483</b>	<b>1,610,448</b>
RWT on Payments	0	0
Credit Card Balance	1,580	2,296
Revenue in Advance	336,090	828,695
Employee Entitlements	184,978	24,070
GST Payable	0	0
<b>Total Current Liabilities</b>	<b>1,638,130</b>	<b>2,465,509</b>
<b>Total Liabilities</b>	<b>1,638,130</b>	<b>2,465,509</b>
<b>Net Assets</b>	<b>1,854,026</b>	<b>2,176,750</b>
<b>Equity</b>		
Contributed Capital	2,957,001	2,957,001
Retained Earnings	(1,102,975)	(780,251)
<b>Total Equity</b>	<b>1,854,026</b>	<b>2,176,750</b>

## Statement of cashflows

Co-Lab

As at 31 December 2024

For the six months ending 31 December 2024

	Financial year 2025 YTD Actuals	Financial year 2024 YTD Actuals
<b>Cashflows from Operating Activities</b>		
Interest Received	48,020	1,071
Receipts from Other Revenue	4,342,299	4,748,701
Payments to Suppliers and Employees	(6,111,654)	(4,464,435)
Taxes Paid	0	0
Goods & Services tax (net)	(158,360)	(416,883)
Net cash from operating activities	(1,879,695)	(131,546)
<b>Cashflows from Investing Activities</b>		
Capital enhancements	0	0
Purchase of PPE	(3,299)	(18,147)
Purchase of investments	0	0
Net cash from investing activities	(3,299)	(18,147)
<b>Net increase in cash, cash equivalents and bank accounts</b>	(1,882,994)	(149,693)
Opening cash and cash equivalents and bank overdrafts	3,202,302	2,313,115
<b>Closing cash, cash equivalents and bank accounts</b>	<b>1,319,308</b>	<b>2,163,422</b>
<b>Summary of Bank Accounts</b>		
BNZ - Transaction Account	220,217	482,800
BNZ - Call Account	30,643	29,837
BNZ - Rapid Save Account	1,068,448	700,785
BNZ - Term Deposit	0	950,000
<b>Closing Balance of Bank</b>	<b>1,319,308</b>	<b>2,163,422</b>

## Policies

The accounting policies on which the preceding financial statements have been prepared are consistent with those used in preparing the Financial Statements for the year ended 30 June 2024, included in the company's Annual Report.

## Financial forecasts

Latest financial forecasts are contained in the company's 2025 Statement of Intent issued for shareholder comment in February 2025.



# Governance

Co-Lab is owned in equal portion by 12 Local Authorities:

- Hamilton City
- Hauraki District
- Matamata-Piako District
- Ōtorohanga District
- Rotorua Lakes
- South Waikato District
- Thames-Coromandel District
- Waikato District
- Waikato Regional
- Waipā District
- Waitomo District
- Western Bay of Plenty District

During the period, the Directors of Co-Lab were:

Director	Representing
Peter Stubbs	Independent Chair
Chris McLay	Waikato Regional Council
Lance Vervoort	Hamilton City Council
Ben Smit	Ōtorohanga, Rotorua Lakes, South Waikato and Waitomo District Councils
Gavin Ion	Waikato and Waipa District Councils
John Holyoake	Hauraki, Matamata-Piako, Thames-Coromandel and Western Bay of Plenty District Councils

The independent Chair of Co-Lab receives director fees and reimbursed expenses. Directors representing the councils will not receive any fees or reimbursed expenses for work undertaken on behalf of the company.

# Nature & scope of activities

The principal initiatives operating under the Co-Lab umbrella are:

## Services

- Co-Lab Water Services
- Co-Lab RATA
- Co-Lab Learning
- Energy & Carbon management
- Co-Lab Procurement Services
- Co-Lab Geospatial Services: Waikato Data Portal and Waikato One View
- Waikato Building Consent Group (WBCG)
- Waikato Regional Transportation Model (WRTM)
- Regional Infrastructure Technical Specification (RITS)

## Other

- Waikato Regional Infrastructure Procurement (WRIP)
- Health & safety pre-qualification
- LiDAR (Light Detection and Ranging) technology
- Shared Valuation Data Services (SVDS)
- Waikato Regional Aerial Photography Service (WRAPS)

Information on these activities is included in the company's Statement of Intent.



## **2025 Statement of intent**

**For the year ended 30 June 2026**

**Council collaboration through Co-Lab  
maximises community wellbeing.**

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This SOI is a public declaration of the activities and intentions of the Council Controlled Organisation, Waikato Local Authority Shared Services Ltd trading as Co-Lab (Co-Lab). It outlines the nature and scope of the work it will undertake, the Directors' accountabilities to the shareholders for corporate performance and financial forecasts, as required by Schedule 8 of the Local Government Act 2002. This information is provided in relation to the financial years ended 30 June 2026 to 30 June 2028.

## Message from the Chair



As we continue to navigate the dynamic impact this government is having on local government, we remain focused on our three-year strategy underpinned by our three-pronged approach: delivering shared services well, leveraging international research into shared services to identify and help establish the case for new opportunities, and collaborating with smaller, willing coalitions of shareholders.

Our role in supporting the Waikato Water Done Well initiative is a testament to shareholding councils' foresight to have a vehicle for working together. While we have played an important role in getting this long-term project off the ground, we also recognise there will be a need for greater shared service arrangements covering activities

councils undertake in areas other than water service delivery. We will enable you to explore these to their fullest potential.

A significant change this year is that our forecasts now reflect the disestablishment of Co-Lab Learning by 30 June 2025. This is a really disappointing outcome. With the exception of Waikato Regional Council, you all undertake the same activities and operate under the same legal and regulatory framework. Given that, the opportunity to reduce duplication of effort in upskilling your staff must be significant. The fact that councils have not seen the value in doing so is perplexing. It is understandable that, in at least one instance, the service was a victim of broader cost-cutting by Council. We have previously said that shared services will succeed where councils lean in to make it happen. The case of Co-Lab Learning has highlighted the cost of when they do not, despite significant time and effort invested to get it up and running.

Central government has made it clear that regional collaboration is essential, with shared services cited as a prime example. We are excited by the opportunities that regional deals might bring and believe that shareholding councils are well placed to mobilise by having a collaboration CCO already in place.

Last financial year, we supported you by reducing council member charges from what they otherwise would have been, by ~\$900k across our various workstreams. We were able to do this by using cash-on-hand. We signalled at the time that this reduction was a 'one-off' measure. To remain in a sustainable financial position longer term, charges are returning to 'normal' levels and we are pleased to reflect only a small increase of 2.6% in expenditure which is slightly above CPI at 2.2%<sup>1</sup>. Due to the one-off use of cash-on-hand that substantially lowered member charges last year, we recognise that the member charges may seem significantly higher by comparison. To address this, we are planning additional communications with Councils to ensure this context is clearly understood.

We will continue to identify opportunities that will reduce Councils costs in the long term by councils working together to make a dollar, save a dollar, or improve the deliverables to Councils and their communities.

Yours Sincerely,

**Peter Stubbs**  
**Chair**

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<sup>1</sup> CPI as at December 2024, Statistics NZ.



## Statement of Intent at a glance - our 3-year strategy



### Commentary

Co-Lab will continue to operate under its 3-year strategy which was adopted from the 2024 Statement of Intent.

## Performance measures

To ensure we deliver against our 3-year strategy, consistent with last year, we are using the following annual Key Performance Indicators (KPI).

Strategic goal	3-year Objective	Annual KPI
Shareholding councils understand we provide them value	<ul style="list-style-type: none"> <li>• We know the value we provide shareholders has improved by 15%, by 30 June 2027* (baseline y/e 30 June 24).</li> <li>• By 30 June 2027, 80% of shareholders agree they get value from Co-Lab.</li> <li>• All shareholders take up at least one additional shared service.</li> </ul> <p><i>*Based on the regional benefits of collaboration (not an individual councils' benefits from collaboration).</i></p>	<ul style="list-style-type: none"> <li>• Year-on-year increase in the value we provide to councils.</li> <li>• 80%+ of council survey respondents believe those Co-Lab services they received meet or exceed their expectations (evidenced by an annual survey).</li> <li>• Year-on-year increase in the utilisation of services we provide to councils.</li> </ul>
Deliver value by growing the scale of our shared service function	<ul style="list-style-type: none"> <li>• 24 new instances of Co-Lab shared services being utilised, by June 2027 (baseline y/e 30 June 24)</li> </ul>	<ul style="list-style-type: none"> <li>• Year-on-year increase in the utilisation of services we provide to councils.</li> <li>• Year on Year increase in the number of services available to councils.</li> </ul>
Diverse, talented and motivated people work for us	<ul style="list-style-type: none"> <li>• Maintain staff engagement above 85%</li> <li>• Staff turnover is less than 15%.</li> <li>• Our vacancies are filled by suitable candidates within 3 months.</li> </ul> <p><i>All baselined y/e 30 June 24)</i></p>	<ul style="list-style-type: none"> <li>• Maintain staff engagement above 85%</li> <li>• Staff turnover is less than 15%.</li> <li>• Vacancies are filled by suitable candidates within 3 months.</li> </ul>

## Nature & scope of services

Co-Lab has three main functions. It:

1. Acts as an “ideas laboratory” – working with councils to investigate and develop opportunities to work together;
2. Delivers shared services to councils; and
3. Enters joint procurement arrangements.

### Opportunity Development

Co-Lab seeks to develop opportunities that will reduce costs, create value for councils, and/or enable innovation.

If you'd like more information on the Opportunity Development Projects we are currently investigating, please get in touch.

### Shared Services

A list of our shared services follows below. We also facilitate other shared initiatives but do not actively manage them as a shared service. This includes the Shared Valuation Data Scheme and the Health and Safety Pre-Qualification Scheme.

Some services have evolved but for the most part, they remain largely unchanged from prior years.

A change to the services from past years that should be highlighted is the disestablishment of Co-Lab Learning by 30 June 2025.

Co-Lab Water Services has been forecast to remain with Co-Lab for the period. This may be impacted by the outcome of the water reforms. Certainly, over time there will be some consolidation of the customer base. But with at least two water services CCOs being established in the Waikato during the forecast period we think it makes sense that Co-Lab continues to provide these services to the CCOs and the councils who are not part of them. We will be discussing this with participating councils in the near future but want to assure them that there will be continuity of service.

For more information on our services, please visit our website [www.colabsolutions.govt.nz](http://www.colabsolutions.govt.nz)

### Joint procurement

Co-Lab enters joint procurement arrangements for the benefit of councils, with a focus on value for money and supply certainty. As part of this Co-Lab operates two panels - a professional services panel and a legal services panel - to provide easy and compliant access to these services. It also manages a number of joint contracts with suppliers that councils can be part of.



# Financials

## Overview

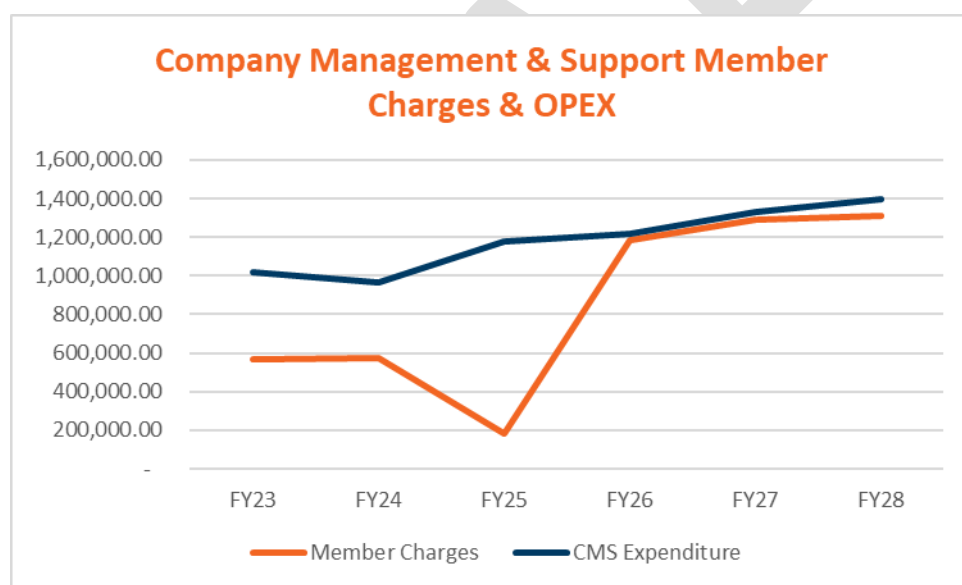
### Services

Revenue from services increases in the 2025/26 financial year (FY), as historically we have utilised cash surpluses across the workstreams wherever possible to minimise the cost to councils.

### Member charges

In FY2025, while we utilised cash reserves and surplus revenue from some services to significantly lower member charges as a “one-off” measure for that year, we did indicate that member charges would return to “normal levels” for FY2026 and beyond. For some councils that does result in a significant increase in member charges when compared to last year. However, we are pleased to reflect only a 2.6% increase in expenditure which is only slightly above CPI at 2.2%.

Having utilised cash reserves in part for the last four years and then fully utilising cash reserves in FY25, we now need to at least break even within Company Management & Support to remain financially sustainable. The utilisation of cash reserves is reflected in the historical gap between expenditure and member charges in the below chart. However, we are still operating as a very lean organisation as reflected by expenditure in the chart.



A large part of the expenditure increase in FY2025 is attributed to the way we fund cross-council infrastructure procurement. We brought this resource under Company Management & Support and accordingly funded through member charges. We committed to an 18-month trial and are now in the process of conducting a review of its success or otherwise.

There are opportunities to reduce member charges in the future:

1. Where possible, we are incorporating the cost of Co-Lab’s company management and administration into Shared Services charges to better reflect the true cost of delivery.
2. If more Shared Services are taken up, our scale of operation increases, allowing us to share operational costs across a broader base, without necessarily increasing overhead costs. For reference, over the last six years, nine opportunities have been declined.
3. Our financial forecasts do not assume any new revenue from growing the services with councils outside the shareholding base as this cannot be accurately predicted. However, as you will



know from our 3-year strategy, we are actively pursuing such opportunities provided they don't undermine our ability to deliver value to you.

Our goal remains to minimise member charges.

## Funding Cross-Council Infrastructure Procurement

We signalled in our last SOI our intention to change the

## Statement of Financial Performance

Co-Lab Company Summary for the forecast financial years ended 30 June 2026-2028					
	Budget 2024/25	Forecast 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Income</b>					
Company Management / Support <sup>(1)</sup>	589,962	590,125	1,575,153	1,700,149	1,736,413
Working parties   projects	628,741	1,087,069	687,214	712,797	748,436
RITS	-	-	27,244	28,606.62	30,037
Energy Management	94,421	152,190	118,116	176,522	185,348
Shared Valuation Data Service (SVDS)	392,892	344,423	409,638	425,251	425,251
Road Asset Technical Accord (RATA)	2,082,874	2,279,118	2,615,840	2,209,250	2,500,000
Waikato Regional Transport Model (WRTM)	1,163,990	1,128,592	1,846,242	566,286	582,089
Waikato Building Consent Group	160,194	281,103	353,263	426,805	448,709
Waikato Mayoral Forum	10,130	10,130	10,960	11,508	12,083
Co-Lab Water Services	4,260,948	3,841,862	4,092,428	4,297,049	4,511,902
Procurement Support	193,442	194,370	200,748	210,785	221,324
Geospatial	31,677	92,539	87,006	91,356	95,924
Communications Resource	62,484	61,869	65,603	68,883	72,327
<b>Total Income</b>	<b>9,671,754</b>	<b>10,063,390</b>	<b>12,089,454</b>	<b>10,925,248</b>	<b>11,569,844</b>
<b>Operating Expenditure</b>					
Company Management / Support <sup>(1)</sup>	1,480,105	1,444,826	1,519,112	1,643,445	1,728,983
Working parties   projects	628,741	1,119,497	687,214	721,575	757,653
RITS	24,469	40,650	27,244	28,607	30,037
Energy Management	144,421	136,547	168,116	176,522	185,348
Shared Valuation Data Service (SVDS)	302,063	289,755	310,618	320,407	330,512
Road Asset Technical Accord (RATA)	2,078,443	2,555,685	2,616,864	2,210,450	2,503,376
Waikato Regional Transport Model (WRTM)	1,163,990	1,078,593	1,846,242	566,286	582,089
Waikato Building Consent Group	360,194	372,577	405,323	426,805	448,709
Waikato Mayoral Forum	10,130	10,130	10,960	11,508	12,083
Co-Lab Water Services	4,021,258	3,634,293	3,983,494	4,161,669	4,369,752
Procurement Support	193,442	189,988	198,876	208,820	219,561
Geospatial	82,863	92,175	86,992	91,342	95,909
Communications Resource	64,001	60,710	64,756	68,293	71,393
<b>Total operating expenditure</b>	<b>10,554,119</b>	<b>11,025,425</b>	<b>11,925,811</b>	<b>10,635,728</b>	<b>11,335,407</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITDA)</b>	<b>(882,365)</b>	<b>(962,035)</b>	<b>163,643</b>	<b>289,520</b>	<b>234,437</b>
<b>Depreciation / amortisation</b>					
Company Management / Support	44,087	18,623	44,087	46,292	48,606
WBCG	3,072	2,559	3,072	3,072	3,072
Procurement Support	1,872	2,793	1,872	1,872	1,872
Communications	840	840	840	840	840
WRTM	0	1,105	-	-	-
<b>Total Depreciation / amortisation</b>	<b>49,871</b>	<b>25,920</b>	<b>49,871</b>	<b>52,076</b>	<b>54,390</b>
<b>Earnings before interest and tax (EBIT)</b>	<b>(932,236)</b>	<b>- 987,955</b>	<b>113,772</b>	<b>237,444</b>	<b>180,047</b>
<b>Net Surplus (Deficit) before tax</b>	<b>(932,236)</b>	<b>(987,955)</b>	<b>113,772</b>	<b>237,444</b>	<b>180,047</b>

We are budgeting in all the forecasted years to utilise cash surplus on hand and future surplus from SVDS and Co-Lab Waters.

## Statement of Financial Position

<b>Co-Lab</b> <b>Financial Position</b> <b>for the forecast financial years ended 30 June 2026-2028</b>					
	Budget 2024/25	Forecasted 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>CAPITAL</b>					
Shares - SVDS	1,607,001	1,607,001	1,607,001	1,607,001	1,607,001
Shares - WRTM	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000
Retained Earnings	(759,319)	(1,180,419)	(2,168,374)	(2,054,602)	(1,817,157)
Plus Current Year Operating Surplus/(Deficit)	(1,004,542)	(987,955)	113,772	237,444	180,047
<b>TOTAL CAPITAL FUNDS</b>	<b>1,193,140</b>	<b>788,627</b>	<b>902,399</b>	<b>1,139,844</b>	<b>1,319,890</b>
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
Prepayments	3,300	0	6,350	6,668	7,001
Accounts Receivable	505,883	503,170	604,473	546,262	578,492
Bank	1,845,494	1,466,919	1,080,642	1,325,595	1,588,179
GST Receivable / (Payable)	(30,554)	(75,700)	59,933	64,322	69,143
<b>TOTAL CURRENT ASSETS</b>	<b>2,324,124</b>	<b>1,894,389</b>	<b>1,751,398</b>	<b>1,942,847</b>	<b>2,242,815</b>
<b>NON-CURRENT ASSETS</b>					
WRTM - Intangible Asset	2,296,855	2,296,855	2,296,855	2,296,855	2,296,855
MoneyWorks Software	1,195	1,195	1,195	1,195	1,195
<i>Accumulated Depreciation</i>	<i>(2,298,050)</i>	<i>(2,298,050)</i>	<i>(2,298,050)</i>	<i>(2,298,050)</i>	<i>(2,298,050)</i>
IT Equipment & Office Furniture	197,500	185,000	197,500	197,500	197,500
<i>Accumulated Depreciation - IT equipment &amp; Office Furniture</i>	<i>(92,281)</i>	<i>(117,322)</i>	<i>(142,152)</i>	<i>(189,312)</i>	<i>(238,675)</i>
<b>TOTAL NON-CURRENT ASSETS</b>	<b>105,219</b>	<b>67,678</b>	<b>55,348</b>	<b>8,188</b>	<b>(41,175)</b>
<b>TOTAL ASSETS</b>	<b>2,429,343</b>	<b>1,962,067</b>	<b>1,806,745</b>	<b>1,951,035</b>	<b>2,201,640</b>
<b>LESS CURRENT LIABILITIES</b>					
Accounts Payable	1,084,708	1,007,836	726,224	619,310	665,684
Accounts Payable Accrual	37,244	37,426	39,106	41,062	43,115
Employee Benefits	114,251	128,177	139,016	150,820	172,951
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,236,202</b>	<b>1,173,439</b>	<b>904,346</b>	<b>811,191</b>	<b>881,750</b>
<b>NET ASSETS</b>	<b>1,193,141</b>	<b>788,628</b>	<b>902,399</b>	<b>1,139,844</b>	<b>1,319,890</b>

## Statement of Cashflows

<b>Co-Lab</b> <b>Statement of Cashflows</b> <b>for the forecast financial years ended 30 June 2026-2028</b>					
	Budget 2024/25	Forecasted 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Cashflows from Operating Activities</b>					
Interest Received / (Paid)	80,625	70,442	59,484	62,736	65,760
Receipts from Other Revenue	11,868,628	10,765,872	11,925,793	10,920,458	11,471,464
Payments to Suppliers	(11,879,652)	(12,488,792)	(12,200,737)	(10,728,936)	(11,264,792)
Taxes Paid	0	0	0	0	0
Goods & Services tax (net)	30,937	(75,623)	(135,633)	(4,389)	(4,821)
<b>Net cash from operating activities</b>	<b>100,538</b>	<b>(1,728,102)</b>	<b>(351,093)</b>	<b>249,869</b>	<b>267,611</b>
<b>Cashflows from Investing Activities</b>					
Capital enhancements	0	0	0	0	0
Purchase of PPE	(30,334)	(8,148)	(37,541)	(4,916)	(5,027)
Purchase of investments	0	0	2,358	0	0
<b>Net cash from investing activities</b>	<b>(30,334)</b>	<b>(8,148)</b>	<b>(35,183)</b>	<b>(4,916)</b>	<b>(5,027)</b>
<b>Net increase in cash, cash equivalents and bank accounts</b>	<b>70,205</b>	<b>(1,736,250)</b>	<b>(386,276)</b>	<b>244,952</b>	<b>262,584</b>
Opening cash and cash equivalents and bank overdrafts	2,164,346	3,202,301	1,466,919	1,080,642	1,325,595
<b>Closing cash, cash equivalents and bank accounts</b>	<b>2,234,551</b>	<b>1,466,051</b>	<b>1,080,642</b>	<b>1,325,595</b>	<b>1,588,179</b>
<b>Summary of Bank Accounts</b>					
BNZ - Call a/c	2,234,551	1,466,919	1,080,642	1,325,595	1,588,179
<b>Closing Balance of Bank</b>	<b>2,234,551</b>	<b>1,466,919</b>	<b>1,080,642</b>	<b>1,325,595</b>	<b>1,588,179</b>

1. Cross-council infrastructure procurement was brought under Company Management & Support in the 2024 Sol. We committed to an 18-month trial and are now in the process of conducting a review.

## Appendix I: Governance

Co-Lab<sup>2</sup> is owned in equal portion by the 12 Waikato Local Authorities<sup>3</sup>:

- Hamilton City
- Hauraki District
- Matamata Piako District
- Ōtorohanga District
- Rotorua Lakes District
- South Waikato District
- Thames-Coromandel District
- Waikato District
- Waikato Regional
- Waipa District
- Waitomo District
- Western Bay of Plenty District

Co-Lab's<sup>4</sup> vision is that council collaboration through Co-Lab maximises community wellbeing. The company's purpose is to achieve this vision by helping councils identify and realise shared opportunities. It achieves these outcomes by:

- Acting as an ideas laboratory for developing opportunities that create value to councils;
- Providing shared services to councils; and
- Entering joint procurement arrangements for the benefit of councils.

Co-Lab conducts itself in accordance with its constitution, its annual Statement of Intent, the provisions of the LGA and Co-Lab policies.

The Board is made up five council representative directors and an independent Chair. There is also a standing Audit & Risk Committee.

The current Directors of Co-Lab (noting this will change in the final SOI) are:

Director	Representing
Peter Stubbs	Independent Chair
Chris McLay	Waikato Regional Council
Lance Vervoort	Hamilton City Council
Ben Smit	Ōtorohanga, Rotorua, South Waikato and Waitomo District Councils
Gavin Ion	Waikato and Waipā District Councils
John Holyoake	Hauraki, Matamata-Piako, Thames-Coromandel District and Western Bay of Plenty District Council

The independent Chair of Co-Lab receives director fees and reimbursed expenses. Directors representing the councils will not receive any fees or reimbursed expenses for work undertaken on behalf of the company.

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<sup>4</sup> Co-Lab is the trading name of Waikato Local Authority Shared Services Ltd

## Appendix II: Policy Statements

### Statement of accounting policies

#### Reporting entity

Waikato Local Authority Shared Services Limited (“the Company”) is a Company incorporated in New Zealand under the Companies Act 1993 and is domiciled in New Zealand. The company is a Council Controlled Organisation as defined under section 6 of the Local Government Act 2002 (LGA), by virtue of the shareholding councils’ right to appoint the Board of Directors.

The primary objectives of the Company are to:

- Develop opportunities that benefit the Waikato region's local authorities; and
- Act as a vehicle to deliver value-added services to those local authorities.

The Company has designated itself as a public benefit entity (PBE) for financial reporting purposes.

### Summary of significant accounting policies

#### Basis of preparation

Financial statements are prepared on the going concern basis, and the accounting policies are applied consistently throughout the period.

#### Statement of Compliance

Financial statements are prepared in accordance with the requirements of the LGA, which include the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

Financial statements are prepared in accordance with and comply with Tier 2 PBE Standards reduced disclosure regime (RDR). WLASS is eligible to report under the RDR as it:

- is not publicly accountable; and
- has expenses more than \$2 million, but less than \$30 million.

The accounting policies set out below are consistent with the prior year, other than the inclusion of policy:

- on operating leases, related to the lease of commercial premises;
- employees; and
- property, plant and equipment.

#### Measurement base

The financial statements are prepared on a historical cost basis.

#### Presentation currency and rounding

The financial statements are presented in New Zealand dollars, and all values are rounded to the nearest dollar unless otherwise stated. The functional currency of the Company is New Zealand dollars.

#### Goods and services tax

All items in the financial statements are stated exclusive of goods and services tax (GST), except for receivables and payables, which are presented on a GST-inclusive basis. Where GST is not recoverable as input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue (IR) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the cash flow statement.

Commitments and contingencies are disclosed exclusive of GST.

### **Critical accounting estimates and assumptions**

In preparing the financial statements the Company makes estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There are no areas requiring estimate or assumptions made that are considered to carry a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

#### **Intangible assets**

##### **Useful lives and residual values**

At each balance date the Company reviews the useful lives and residual values of its intangible assets. Assessing the appropriateness of useful life and residual value estimates of intangible assets requires the Company to consider a number of factors such as the expected period of use of the asset by the Company and expected disposal proceeds from the future sale of the asset.

An incorrect estimate of the useful life of residual value will impact the amortisation expense recognised in the income statement and carrying amount of the asset in the balance sheet. The Company minimises the risk of this estimation uncertainty by reviewing that the asset technology is still relevant and there is no alternative options to recreate the asset at a lower price.

##### **Impairment of intangible assets**

Intangible assets measure at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the assets carrying amount exceeds its recoverable amount. The recoverable amount is higher of an assets fair value less costs to sell and value in use.

If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit. The reversal of an impairment loss is recognised in the surplus deficit.

### **Revenue**

#### **Revenue**

Revenue comprises the fair value of the considerations received or receivable for the sale of goods and services, excluding GST, rebates and discounts and after eliminating sales within the Company. No provisions have been recorded as all revenue and trade receivables are expected to be received.

#### **Other Revenue**

Member charges for all activities are recognised when invoiced to the user (i.e. councils). The recorded revenue is the net amount of the member charges payable for the transaction.

Contributions received for projects that were not completed in a financial year are recognised when the Company provides, or is able to provide, the service for which the contribution was charged. Until such time, contributions are recognised as liabilities.

## Operating expenses

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

## Personnel costs

### Defined contribution schemes

Employer contributions to KiwiSaver, the Government Superannuation Fund, and other defined contribution superannuation schemes are accounted for as defined contribution schemes and are recognised as an expense in the surplus or deficit when incurred.

## Receivables

Short-term receivables are recorded at the amount due, less any provision for amounts not considered collectable.

Receivables are initially measured at nominal or face value. Receivables are subsequently adjusted for penalties and interest as they are charged and impairment losses. Non-current receivables are measured at the present value of the expected future cash inflows.

Debtors are amounts due from customers. If collection is expected in one year or less, they are classified as current assets. If not, they are presented as non-current assets.

## Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, with original maturities of three months or less, and bank overdrafts.

## Income tax

Income tax expense includes components relating to both current tax and deferred tax.

Current tax is the amount of income tax payable based on the taxable surplus for the current year, plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the statement of financial position and the corresponding tax bases used in the computation of taxable profit.

Deferred tax is measured at the tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at balance date. The measurement of deferred tax reflects the tax consequences that would follow from the manner in which the entity expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable surpluses will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset or liability in a transaction that is not a business combination, and at the time of the transaction, affects neither accounting profit nor taxable profit.



Current and deferred tax is recognised against the surplus or deficit for the period, except to the extent that it relates to a business combination, or to transactions recognised in other comprehensive income or directly in equity.

### **Intangible assets Other financial assets**

Investments in bank deposits are measured at fair value plus transaction costs.

At each balance date the Company assesses whether there is any objective evidence that an investment is impaired. Any impairment losses are recognised in the income statement.

### **Payables and deferred revenue**

Short-term creditors and other payables are recorded at their face value.

Trade and other payables are non-interest bearing and are normally settled on 30-day terms, therefore the carrying value of trade and other payable approximates their fair value.

Contributions received for projects that were not completed in a financial year are recognised as deferred revenue until the Company provides, or is able to provide, the service for which the contribution was charged.

### **Employee benefits liabilities**

#### **Short-term employee entitlements**

Employee benefits expected to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay.

These includes salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, and sick leave.

A liability for sick leave is recognised to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent it will be used by staff to cover those future absences.

A liability and an expense are recognised for bonuses where there is a contractual obligation or where there is a past practice that has created a constructive obligation.

A liability and an expense are recognised for bonuses where there is a contractual obligation or where there is a past practice that has created a constructive obligation.

#### **Presentation of employee entitlements**

Sick leave, annual leave, vested long service leave, and non-vested long service leave and retirement gratuities expected to be settled within 12 months of balance date, are classified as a current liability. All other employee entitlements are classified as a non-current liability.

### **Reconciliation of equity**

Equity is the shareholders interest in WLASS and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components:

### Contributed equity

Contributed equity is the net asset and liability position at the time the company was formed. The allocation of capital amongst shareholders is explained in this note.

### Retained earnings

Retained earnings is the company's accumulated surplus or deficit since formation.

DRAFT

**Item 232** WRAL Interim Report and Statement of Intent 30 June 2026

**To** Ōtorohanga District Council

**From** Graham Bunn, GM Business Enablement

**Type** **INFORMATION REPORT**

**Date** 29 April 2025



## 1. Purpose | Te kaupapa

- 1.1. To receive and consider WRAL's six monthly report to 31 December 2024 (refer to Appendix 1).
- 1.2. To receive, consider and, if appropriate, provide comment/ feedback on Waikato Regional Airport Ltd (WRAL) Statement of Intent for 2025/26 (refer to Appendix 2).

## 2. Executive summary | Whakarāpopoto matua

- 2.1. International Air Services are to resume from June 2025 with Jetstar servicing Hamilton Airport daily with flights split between Sydney and Gold Coast. The second half of the year will see up to \$7 million of investment needed to have the international wing of the terminal fitted out and ready to be serviced by border agencies.
- 2.2. The second half of the year will also see development of an aeromedical facility which will repurpose part of the former international pilot academy.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

- a Receives the WRAL Interim Report for the period ended 31 December 2024.
- b Receives the WRAL Group Statement of Intent and endorses the direction set therein, subject to the following feedback (if any) for the company's Board of Directors ...

## 4. WRAL Interim report for the six months ended 31 December 2024

- 4.1. Establishment of new regional routes to and from Gisborne, Napier, Whangarei and most recently Whakatane with Sun Air.
- 4.2. The hotel property, operated by JetPark Hotels has delivered a consistent contribution to group earnings and plays an important role in complimenting aeronautical activity.

- 4.3. After a five-year project, a private plan change was completed and became operative in July 2024, enabling Titanium Park Ltd (TPL) to complete the inter-company purchase of land needed to bring the 100ha Precinct North to market.
- 4.4. A re-focused Hamilton & Waikato Tourism (HWT) continues to support the local tourism industry with activities adjusted to reflect the changed level of funding in the organisation under the latest funding service level agreements.

## 5. WRAL Statement of Intent for the year ended 30 June 2026

### 5.1. Key Objectives of the WRAL Group:

- a) Operate an efficient and compliant airport.
- b) Enhance the traveller experience.
- c) Maintain a viable aeronautical business.
- d) Future-proof the airport.
- e) Maximise long-term income from diverse non-aeronautical business opportunities stemming from optimisation of land and property holdings.
- f) People.
- g) Sustainability.
- h) Assist in the development and marketing of the Hamilton and Waikato region as a destination to domestic and international visitors.
- i) Te Tiriti and Te Ao Maaori.

- 5.2. Mark Morgan – Group Chief Executive, and Scott Kendall – GM Finance & Commercial will attend the meeting to present WRAL Statement of Intent for year ended June 2026 and Interim six month report to 31 December 2024.

## 6. Appendices | Ngā āpitihanga

Number	Title
1	WRAL Interim Report for the six months ended 31 December 2024
2	WRAL Group Statement of Intent for the year ended 30 June 2026

# INTERIM REPORT

WAIKATO REGIONAL AIRPORT LIMITED  
For the six months ended 31 December 2024





# CHIEF EXECUTIVE'S REPORT

## Key results at a glance

-7%

**PASSENGER VOLUME**

181,000

Decrease of 14,000



+4%

**AIRCRAFT MOVEMENTS**

17,400

Increase of 600



-3%

**OPERATING REVENUE**

\$9.7m

Decrease of \$0.3m



-7%

**EBITDA** excluding land sales

\$2.9m

Decrease of \$0.2m



**Net surplus before tax: \$4.2m**

**Total shareholder funds: \$233.2m**

\* Changes are measured compared to the six months ended 31 December 2023

from Gisborne, Napier, Whangarei, and most recently Whakatane with Sun Air – a small airline showing great growth, commitment and potential.

Outside of the airline business, the general aviation community remains vibrant which is most evident from the increase in aircraft movement numbers at our airport. The second half of the year will see development of an aero-medical facility which will repurpose part of the former international pilot academy. The remaining pilot academy facilities offer a range of possibilities, still suitable for a 150 student academy or for other high-end general aviation uses such as a fixed based operator to handle private jet movements. Aeronautical manufacturing continues to play an important part of Hamilton Airport with local operators expanding their operations. As in recent years, the group has continued to strategically acquire the improvements of some significant aeronautical properties and support the growth aspirations of our existing tenants by enabling them to move on airport to larger facilities, whilst also welcoming regular new operators to the airport.

Our hotel property, operated by JetPark Hotels has delivered a consistent contribution to group earnings and plays an important role in complimenting aeronautical activity under the Airport's non-aeronautical diversification strategy. Like passenger travel activity through the airport, it is evident the challenges of the economic headwinds as high interest rates and inflation over the past couple of years have kept pressure on discretionary travel spend, however recent trading is trending up on the prior year with further optimism arising from recent government policy settings around tourism and visitor arrivals. The hotel also continues to outperform the market with above average occupancy and has shown growth in revenues across food and beverage and conferencing, in addition to room occupancy, additionally providing 'best in class' for customer service and satisfaction.

After a five year project of initial due diligence then completion of a private plan change that became operative in July 2024, Titanium Park Limited (TPL) was able to complete the inter-company purchase of land needed to bring the 100ha Precinct North to market. The second half of the current financial year is expected to see the first physical site development works on Precinct North with approximately 10 hectares developed and brought to market in Stage One, some of which is already under contract to the precinct's launch tenant. This will also be the Group's first material design-build as part of the next step in the WRAL Group's financial maturing and diversification strategy. At this juncture, a total investment of \$30 million will be made in the coming eighteen months across the precinct.

Looking further into the future, Precinct North has provision for an air freight hub and the enabling of an additional 11ha of "airside land" meaning the airport has enough land protection to double its current footprint of aeronautical facilities such as hangars and airline passenger facilities.

## COMMENTARY

The current financial year began with the exciting news that international air services would resume from Hamilton from June 2025 with Jetstar servicing Hamilton Airport daily with flights split between Sydney and Gold Coast. The completion of fifteen months of negotiations and coordination amongst a very large group of stakeholders will see daily services resume from June 2025, after a thirteen-year hiatus.

Such is the strength of the opportunity, when services do resume, the seat capacity in excess of 100,000 provided by Jetstar at launch will be almost equal to the peak capacity delivered in previous iterations of trans-Tasman services from our airport.

This news has had very little impact on the financial results in the year to date but has clearly been a major focus in the business priorities. The second half of the year will see up to \$7 million of investment needed to have the international wing of the terminal fitted out and ready to be serviced by border agencies.

This development is a welcome contrast to the generally subdued airline business which has experienced a 7% decline in travellers on the same period in the previous year, largely the result of the general economic climate, reduced Government travel, and the engineering and aircraft supply chain issues impacting Air New Zealand's domestic airline fleets. The other silver lining being the establishment of new regional routes to and from our airport



A re-focused Hamilton & Waikato Tourism (HWT) continues to support the local tourism industry with activities adjusted to reflect the changed level of funding in the organisation under the latest funding service level agreements. In addition to the important work HWT does in the tourism industry, within the WRAL Group the organisation will play a significant role in promoting inbound travel to the Waikato region via the airport as a new international gateway, with an expected economic contribution of up to \$50 million in additional GDP annually and almost 400 local jobs supported.

December 2024 also brought about the first anniversary of the operation of our on-site solar farm. WRAL was the first airport in New Zealand to have commissioned its own facility. Gifted the name Tama-nui-te-ra (Son of the sun) by local iwi partners Ngaati Haua, the asset has delivered as expected in the first year achieving the expected financial and environmental benefits of the business case.

The management team has remained very focused on wellbeing initiatives that genuinely provide support to our people and continue to ensure that WRAL is an employer of choice, retaining our people who continue to deliver in excess of the already ambitious program of work that underpins our existing 10-year strategy, along with the significant workstreams needed to have the airport and key stakeholders ready for international air services in just a few months' time.



**Mark Morgan**  
Group Chief Executive



# FINANCIAL STATEMENTS

## Consolidated Statement of Comprehensive Income & Expense

For the six month period ended 31 December 2024  
(unaudited)

	2024 \$ '000	2023 \$ '000
<b>Revenue</b>		
Operating revenue	9,729	10,007
Land sales	5,710	3,623
Other gains/(losses)	81	-
	<b>15,520</b>	<b>13,630</b>
<b>Expenses</b>		
Operating expenses	(4,083)	(4,224)
Cost of land sales	(1,241)	(761)
Employee benefits expense	(2,730)	(2,684)
Depreciation & amortisation	(2,431)	(2,009)
Finance costs	(775)	(613)
Other losses	-	(173)
	<b>(11,260)</b>	<b>(10,466)</b>
<b>Net surplus/(deficit) before tax</b>	<b>4,260</b>	<b>3,164</b>
Tax expense	(1,045)	(587)
<b>Net surplus/(deficit) after tax</b>	<b>3,216</b>	<b>2,577</b>
<b>Other comprehensive revenue &amp; expense</b>		
Revaluation of property, plant & equipment	-	-
Deferred tax	-	-
<b>Total other comprehensive revenue &amp; expense</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive revenue &amp; expense</b>	<b>3,216</b>	<b>2,577</b>

These interim financial statements have been prepared in accordance with Tier 2 PBE Accounting Standards.

# FINANCIAL STATEMENTS

## Consolidated Statement of Changes in Equity

For the six month period ended 31 December 2024  
(unaudited)

	Share Capital \$ '000	Retained Earnings \$ '000	Revaluation Reserves \$ '000	Total \$ '000
Opening Balance - 1 July 2023	14,860	114,596	104,476	233,932
Net profit/(loss) after tax	-	2,577	-	2,577
Other comprehensive income	-	-	-	-
Total comprehensive income	-	2,577	-	2,577
Dividends paid to shareholder	-	(500)	-	(500)
<b>Closing Balance - 31 December 2023</b>	<b>14,860</b>	<b>116,673</b>	<b>104,476</b>	<b>236,009</b>
Opening Balance - 1 July 2024	14,860	110,608	104,476	229,944
Net profit/(loss) after tax	-	3,216	-	3,216
Other comprehensive income	-	-	-	-
Total comprehensive income	-	3,216	-	3,216
Dividends paid to shareholder	-	-	-	-
<b>Closing Balance - 31 December 2024</b>	<b>14,860</b>	<b>113,824</b>	<b>104,476</b>	<b>233,159</b>

# FINANCIAL STATEMENTS

## Consolidated Statement of Financial Position

As at 31 December 2024

(unaudited)

	2024 \$ '000	2023 \$ '000
<b>Current Assets</b>		
Cash and cash equivalents	289	626
Trade and other receivables	1,446	1,194
Inventories	138	575
Development property	24,798	13,690
	<b>26,671</b>	<b>16,085</b>
<b>Non Current Assets</b>		
Property, plant, and equipment	158,960	162,227
Investment property	89,937	92,620
Intangible & other non-current assets	817	906
	<b>249,714</b>	<b>255,753</b>
<b>Total Assets</b>	<b>276,386</b>	<b>271,838</b>
<b>Current Liabilities</b>		
Trade and other payables	2,832	1,490
Income received in advance	1,347	900
Employee entitlements	501	578
	<b>4,679</b>	<b>2,968</b>
<b>Non Current Liabilities</b>		
Provisions for Infrastructure Development	5,390	4,932
Deferred tax liability	11,558	5,719
Borrowings	21,600	22,030
	<b>38,458</b>	<b>32,861</b>
<b>Total Liabilities</b>	<b>43,227</b>	<b>35,829</b>
<b>Net Assets</b>	<b>233,159</b>	<b>236,009</b>
<b>Equity</b>		
Share capital	14,860	14,860
Retained earnings	113,824	116,673
Revaluation reserves	104,476	104,476
<b>Total Equity</b>	<b>233,159</b>	<b>236,009</b>

# FINANCIAL STATEMENTS

## Consolidated Statement of Cash Flows

For the six month period ended 31 December 2024  
(unaudited)

	2024 \$ '000	2023 \$ '000
<b>Operating activities</b>		
Receipts from operations	11,408	9,121
Receipts from land sales	5,245	3,831
Payments to suppliers and employees	(7,263)	(6,283)
Payments for construction of development property	(1,448)	(1,811)
Payment of interest	(753)	(636)
Payment of income taxes	(949)	(2,380)
Net cash from/(used in) operations	<b>6,240</b>	<b>1,842</b>
<b>Investing activities</b>		
Receipts from sale of property, plant and equipment	3	-
Purchases of property, plant & equipment	(1,627)	(2,880)
Purchases of investment properties	(3,400)	(302)
Purchases of intangible assets	(130)	(16)
Net cash from/(used in) investment activities	<b>(5,154)</b>	<b>(3,198)</b>
<b>Financing activities</b>		
Receipts from/(repayments of) borrowings	(1,190)	1,810
Payments of dividends	-	(500)
Net cash from/(used in) financing activities	<b>(1,190)</b>	<b>1,310</b>
<b>Net change in cash for the period</b>	<b>(104)</b>	<b>(46)</b>
Add opening cash and cash equivalents balance	393	672
<b>Closing cash and cash equivalents</b>	<b>289</b>	<b>626</b>

# PERFORMANCE REPORTING

## Performance against Statement of Intent

For the six month period ended 31 December 2024  
(unaudited)

	SOI Full Year 30/6/25	Actual 6 months 31/12/24	Forecast Full Year 30/6/25
<b>Financial Targets</b>			
EBITDA excluding Land Sales	\$6,000	\$2,916	\$4,957
EBITDA including Land Sales	\$9,000	\$7,386	\$8,177
Net Profit before Tax	\$2,600	\$4,201	\$2,857
Net Operating Cash Flow excl Land Sales	\$4,000	\$2,443	\$5,344
Total Debt (not exceeding)	\$39,000	\$21,600	\$34,177
Percentage of non-landing charges revenue	60%	63%	63%
Land Sales	\$4,000	\$5,710	\$5,710
Interest coverage	3.0x	3.6x	2.8x

The group has several non-financial performance targets covering the range of activities the group undertakes across its aeronautical activities, property, climate change response and caring for its people and community.

At 31 December 2024, the Group was on track to meet substantially all of these targets.

Due to the unbudgeted expenditure associated with the re-establishment of international air services certain earnings based financial targets in the Statement of Intent may not be met for the full year.







WAIKATO REGIONAL AIRPORT LIMITED

# Group Statement of Intent

For the year ended 30 June 2026

(February 2025)



Hamilton  
Airport



# INTRODUCTION

This statement is presented by the Directors in accordance with s.64(1) of the Local Government Act 2002 and sets out the Board's intentions for the Company and Group for the year ending 30 June 2026 and the succeeding two financial years.

## STRATEGIC INTENT

The Group has identified its core purposes under its current ten-year strategic plan to be:


### CORE PURPOSES

1. An enabler of air services to the region.
2. A supporter and developer of aviation through investment in, and provision of, airport infrastructure and support services for both general aviation and commercial airline activities.
3. The operator of a first class, safe, sustainable and compliant airport that connects the Mighty Waikato to New Zealand and beyond.
4. To strategically position the Group to enhance capital value and be financially self-sustaining through an income diversification strategy.




# About the WRAL Group


The Group comprises the following entities:

- 


Hamilton Airport

Waikato Regional Airport Limited (trading as Hamilton Airport) - is the Group's parent company, and the owner and operator of Hamilton Airport.
- 

Titanium Park

Titanium Park Limited - has a goal to develop and optimise land holdings to generate long-term income streams from a diversified property portfolio.
- 

JETPARK

Waikato Regional Airport Hotel Limited - has an intent to provide non-aeronautical earnings to the Group through the operation of a Qualmark 4 Star Plus hotel and conference centre facility at Hamilton Airport.
- 

Hamilton & Waikato Tourism

Hamilton & Waikato Tourism Limited - the Regional Tourism Organisation markets the Hamilton and Waikato region as a visitor and business events destination, and to assist in growing the visitor economy through tourism development and destination management.



## Key objectives of the WRAL Group

The Group's key objectives and activities that will be undertaken to deliver on these include the following:

### Operate an efficient and compliant airport

- Operate a first class, safe and compliant airport by providing for essential projects, together with any compliance expenditure warranted.

### Enhance the traveller experience

- Maximise traveller satisfaction and airport experience through continued investment in passenger facilities and technologies that also assist to drive sustainable outcomes.

### Maintain a viable aeronautical business

- Assist airlines to identify opportunities to increase flight schedules and passenger numbers.
- Identify and activate new development opportunities within the general aviation sector.
- Promote the airport as an efficient, cost-effective international port for both commercial and private operations.
- Continue active engagement with prospective international airlines and pair city airports to grow air connectivity.
- Promote and secure additional tenants for the form flight training academy facilities to further enhance a vibrant general aviation community.

### Future-proof the airport

- Ensure the airport retains sufficient future protections for growth to meet future demands of international air connectivity, tourism, economic development and resilience.
- Remain collaborative with local authorities, and central government agencies for joint infrastructure and transport initiatives

### Maximise long-term income from diverse non-aeronautical business opportunities stemming from optimisation of land and property holdings.

- Titanium Park will continue marketing for sale, development and optimised investment, all available non-aeronautically strategic land in a planned and coordinated approach.
- Support the development of land within the bounds of a sound, strategic approach to long-term planning as defined in the 2022 updated aeronautical master plan.

### People

- Invest in an organisation-wide strategy that takes a holistic view of employee wellbeing, recognising wellbeing as a measure of our organisation's success.



- Provide training and development to personnel to ensure individually and collectively, our personnel remain leaders of best practice in their respective fields.
- Retain a high performing team to build resilience, capability and responsiveness to growth and change opportunities.

### Sustainability

- Maintain JetPark Hotel's Qualmark Silver Enviro rating.
- Continue to align initiatives in the HLZERO50 sustainability framework, and to the global Airport Carbon Accreditation program and re-accreditation of our current Level 4 status.
- Plan and design infrastructure to facilitate energy reduction, sustainable energy use and alternative fuels in new developments around the airport.

### Assist in the development and marketing of the Hamilton and Waikato region as a destination to domestic and international visitors.

- Maintain and strengthen support for regional tourism through partnerships with local government, the tourism industry and the wider community to promote the region as a gateway to the North Island in concert with promotion of relaunched international services.

### Te Tiriti and Te Ao Maaori

- Create a cultural legacy that authentically embraces and values Maaori tikanga (customs) and te reo (the language) meaningfully that respects the kaitiakitanga (guardianship) of mana whenua and principles of te tiriti o Waitangi.





# Key Performance Targets

The following annual performance targets are proposed for the Waikato Regional Airport Limited Group in relation to its core purpose and key objectives.

	2026	2027	2028
EBITDA excl Land Sales	\$6.0m	\$8.0m	\$9.0m
EBITDA incl Land Sales	\$6.0m	\$13.0m	\$14.0m
NPBT no less than	\$3.0m	\$8.5m	\$9.0m
Net Operating Cash Flow	\$4.5m	\$6.0m	\$10.0m
Percentage of Non-Landing Charge Revenue	60%	60%	60%
Interest Coverage	2.0x	3.0x	3.0x
Total Debt	\$70.0m	\$70.0m	\$70.0m
Shareholder value	\$254.0m	\$275.0m	\$289.0m



# Non-Financial Performance Targets

The following non-financial key performance targets are proposed for the Waikato Regional Airport Limited Group in relation to its core purpose and key objectives for the year ending 30 June 2026.

## Health, safety and wellbeing

- Zero Work Safe notifiable accidents/injuries.
- Operate a workplace that fosters employee wellbeing and improving organisational culture, as measured by the Employee Engagement Survey.

## Aeronautical compliance

- To maintain the Airport Certification Standards as required by the Civil Aviation Authority.
- Ensure airport is operationally available for all scheduled passenger services (except for uncontrollable events).

## Maintain a viable aeronautical business

- Promote the airport as an international port for private and commercial airline activities.
- Assist airlines to identify opportunities to increase flight schedules and passenger numbers.
- As the base airport, facilitate the first operational trials of Air New Zealand's Next Generation Technical Demonstrator aircraft.
- Finalise a business case to support the Airport's final position in respect of the lapse period of the current runway designation, taking into account recent developments in international air services, national resilience and emerging regional growth opportunities since 2022.

## Property

- Complete enabling infrastructure and site development of the first stage of Precinct North.
- Complete construction of the first design-build property for Precinct North's first tenant.

- Commence the first stage of development of the Precinct North ecological compensation site in accordance with the Precinct's ecological management plan.
- Remain collaborative with local authorities and central government agencies for joint infrastructure and transport initiatives.

## Climate Change Response

- Maintain Level 4 accreditation to the Airport Council International's Airport Carbon Accreditation Programme.
- Maintain the JetPark Hotel's Qualmark Silver Enviro rating.
- Complete a feasibility study for additional on-site generation and storage capabilities of renewable energy sources.



# Governance

## Governance

At all times the Group will behave in a professional and ethical manner in all its business dealings with its customers and stakeholders and strive to be an employer of choice in fostering a high performing organisation.

The Group is committed to its obligations under the Local Government Act 2002 to its employees, shareholders, the community including climate change response and Te Tiriti o Waitangi. The Board and Management will ensure that all requirements of the Health & Safety at Work Act 2015 are maintained, including through the engagement of an independent consultant and audit processes to ensure the organisation and its subsidiary companies are maintaining compliant and best practice processes.

For commercial reasons, Titanium Park Limited operates as a subsidiary company, more recently with the WRAL directors as a transitional board. During 2026 we expect to finalise the property and funding strategy for Precinct North, and address future Titanium Park board composition.

## Shareholder value

While no commercial valuation of shares has been completed, the audited balance sheet of the WRAL Group as at 30 June 2024 shows shareholder equity of \$230 million based on independent valuations of the Group's property, plant and equipment and investment properties.



## Shareholder value

While no commercial valuation of shares has been completed, the audited balance sheet of the WRAL Group as at 30 June 2024 shows shareholder equity of \$230 million based on independent valuations of the Group's property, plant and equipment and investment properties.

## Dividends

The Directors recognise the importance of dividend payments to shareholders. The Directors will review the performance and outlook for the Group annually in accordance with the Group's dividend policy before declaring any dividends.

## Future investment proposals

If the Group wishes to subscribe for, purchase, or otherwise acquire shares in any other company or any other organisation, it can do so only after first obtaining approval from the majority of shareholders at either a General Meeting or at a Special Meeting convened for that purpose.

Major transactions in the WRAL Group are those that would result in 10% of the company's assets (by book value) being acquired or disposed by the Group annually before declaring any dividends. There are no additional major transactions presently contemplated for which shareholders have not already been consulted over.









**Information only reports****Ngā pūrongo mōhiohio anake**

**DISCLAIMER:** The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

**Item 233** Capital Projects report for the month ending 31 March 2025

**To** Ōtorohanga District Council

**From** Robbie Whiteman, Manager Projects

**Type** **INFORMATION REPORT**

**Date** 29 April 2025



## 1. Purpose | Te kaupapa

- 1.1. To provide progress reports on Ōtorohanga District Council's (ODC) capital projects programme against the 2024-27 Long Term Plan.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. This report provides an update on the completion of the 24/25 capital projects and the progress of capital projects for the period ending 31 March 2025, the status of those projects and the challenges associated with their delivery.
- 2.2. The 24/25 capital delivery programming is progressing and tracking on schedule.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council received the report titled 'Capital Projects Report for the Month Ending 31 March 2025' (document number 818837) from Robbie Whiteman, Manager Projects.

## 4. Discussion | He kōrerorero

### Programme delivery

- 4.1. Recruitment for the vacant Land Development Advisor role is progressing well. This role has been vacant for nearly 12 months and once filled will return the team to full capacity.

### C1156 Ōtorohanga Wastewater Treatment Plant (WWTP) desludge 2024

- 4.2. Spartan Construction were engaged in November 2024 to undertake desludging work of the main pond at the Ōtorohanga DC WWTP oxidation ponds.
- 4.3. Physical work commenced in December 2024 and concluded in February 2025 with over 7,000m<sup>3</sup> of sludge being dredged from the pond and into geobags to permit natural dewatering. This equates to the removal of 267 tons of dry sludge material.



*Percent complete 100% Budget utilised 100%*

#### **C1157 ŌDC reseals 2024/27**

- 4.4. This measure and value contract was awarded to HEB Construction Ltd on 21 November 2024.
- 4.5. The scope of the contract includes resealing operations across the Ōtorohanga district for the next 3 years. A '1+1+1' year contract term requires the HEB achieve key performance measures to ensure annual renewal over the 3-year term.
- 4.6. There remains 6km of a 40km programme still to carry out this financial year.

*(Year 1) Percent complete 85% Budget utilised 85%*

#### **C1131 ŌDC Wastewater upgrades**

- 4.7. The Contract was awarded to Camex Civil at the ŌDC meeting in June 2023. All three separable portions (SP) have achieved practical completion with SP01 Harper Ave coming out of defects liability in February 2025.
- 4.8. Camex currently working though list of minor defects on SP03 Rangitahi St with 12-month defects liability period having commenced in February.

*Percent complete 100% Budget utilised 93%*

#### **C1147 Tihiroa Rural water supply existing main replacement**

- 4.9. This tender was uploaded to the Government Electronic Tender Service (GETS) on 10 April. The tender closes on 1 May 2025 with physical works programmed to commence, subject to contract award, on 2 June 2025.
- 4.10. Physical works include supply and installation of 3,655m of new watermain, one large farm drain crossing, connections to existing mains in two locations with all the associated valves and fittings, etc. The Contract is a measure and value contract, and the Conditions of Contract are the Building and Civil Engineering Construction NZS3910:2013, as modified by Special Conditions.

*Percent complete 0% Budget utilised 5%*

### **C1158 ŌDC water services renewals**

- 4.11. Proposed physical works contract tender is programmed for upload to GETS by April end 2025. Physical works are programmed to commence, subject to successful award, by August 2025.
- 4.12. Scope of physical works including but not limited to the following sites/services:
  - a) Te Kawa Street sewer rising main renewal
  - b) Glendon Ave sewer gravity main upgrade (decommissioning of pump station)
  - c) Tūrongo Street water main renewal
  - d) SH3/ Main North Road rider main renewal
  - e) Hinewai Street watermain renewal
  - f) Phillips Ave watermain renewal.

*Percent complete 0% Budget utilised 5%*

### **Aotea Seawall consent renewal**

- 4.13. Waikato Regional Council issued their Decision report and the new Consent Certificate on 8 April 2025.
- 4.14. Staff are currently seeking offers of service from suitably qualified coastal engineers to provide a Structure Management Plan (SMP) within 3 months of the date the decision was provided, in accordance with the Consent conditions.
- 4.15. Maintenance work on the wall is currently being planned and ŌDC staff are preparing a Construction Management Plan (CMP), as determined by the new consent conditions, to allow that work to proceed.

### **Kawhia Seawall consent renewal**

- 4.16. Staff are currently seeking offer of service from suitably qualified coastal engineers to provide a condition assessment of the existing walls, and for strategy review of consenting moving forward. The current consent is due to expire in 2029.

### **Tihiroa Rural Water Scheme (RWS) water-take consent renewal**

- 4.17. The Tihiroa RWS water take consent is due to expire on 30 June 2026. The project is progressing well with the Technical Assessment of Surface Water and Ecological Effects completed and on schedule to meet the lodgement date of 1 January 2026.

### **Ōtorohanga and Kāwhia stormwater resource consent renewal**

- 4.18. The renewal of the stormwater consents for Ōtorohanga and Kāwhia have been on hold since lodgement in January 2023. The section 124 (Resource Management Act) issued for ŌDC to continue to operate under the existing consent conditions is still in place while the applications are processed.

**Item 234** Finance Report to 31 March 2025

**To** Ōtorohanga District Council

**From** Brendan O’Callaghan, Manager Finance

**Type** **INFORMATION REPORT**

**Date** 29 April 2025



## 1. Purpose | Te kaupapa

- 1.1. To provide a snapshot of progress against the 2024/25 budget.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. The Financial Report for the month ended 31 March 2025 shows the operating surplus being up on budget by \$884k, because of the timing of subsidy income, rates income and other expenses.
- 2.2. Capital expenditure and loan repayments were under budget by \$2.8M. This predominately relates to the timing of capital work during the year, as well as some work that was budgeted but will not be progressed due to the reduction in roading subsidy.
- 2.3. Loans of \$2M were repaid during March, with another \$6M being refinanced with differing terms to allow for potential repayment, if possible, of some loans prior to the end of the financial year.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council receive the report titled ‘Financial Report for the month ending 31 March 2025’ (document number 818857) from Brendan O’Callaghan, Finance Manager.

## 4. Discussion | He kōrerorero

Statement of Comprehensive Revenue and Expenses					
For the Period Ending March 2025					
	Actual	Budget	Variance		Full Year Budget
<b>Revenue</b>					
Rates income	15,262,280	15,259,075	-3,205	0%	15,260,320
Contributions	11,440	3,318	-8,122	-71%	10,001
Water by Volume Rates	1,183,720	1,286,100	102,380	9%	2,238,000
Subsidies and Grants	5,050,728	5,495,669	444,941	9%	8,346,698
Other Income	1,610,215	1,016,892	-593,323	-37%	1,793,376
Other gains/(losses)	-71,004	0	71,004	-100%	0
<b>Total Revenue</b>	<b>23,047,378</b>	<b>23,061,054</b>	<b>13,676</b>		<b>27,648,395</b>
<b>Expenses</b>					
Employee Benefit Expenses	4,746,207	5,307,340	561,133	12%	7,192,546
Depreciation and Amortisation	5,938,043	5,212,944	-725,099	-12%	7,068,676
Other Expenses	9,161,627	10,513,259	1,351,632	15%	14,562,478
Finance Costs	326,557	36,253	-290,304	-89%	221,123
<b>Total Expenditure</b>	<b>20,172,433</b>	<b>21,069,796</b>	<b>897,363</b>		<b>29,044,823</b>
<b>Operating Surplus/(Deficit)</b>	<b>2,874,945</b>	<b>1,991,258</b>	<b>-883,687</b>		<b>-1,396,428</b>

4.1. Overall, there is a net surplus to the end of March of \$2,874,945, compared to the budgeted surplus of \$1,991,258. The variance in the surplus against budget is due to:

- a. Operating Revenue is down on budget by \$14k. This is due to being \$593k up on budget in other income and by \$445k down on budget in subsidies and grants. Water by volume rates is under budget by \$102k.
  - Subsidies and grants is down on budget by \$445k due to the timing of roading claims. The March claim has not yet been completed at the time of preparing this report, as not all claims have been received from contractors.
- b. Operating expenses is down on budget by \$897k, with other expenses being \$1.35M under budget and employee benefit expenses being \$561k under budget. This is offset by depreciation being over budget by \$725k and finance costs being over budget by \$290k.
  - Other expenses is down due to the timing of expenditure compared to budget. This is across a number of expense groups, with activity operations being \$165k under budget, roading expenditure being \$477k under budget and other expenditure being \$516k under budget.
  - Employee benefit expenses is under budget due to a couple of vacancies held through the beginning of the year that were budgeted for a full year, as well as the timing of the budget allocations.
  - Depreciation is over budget due in part to the impact of the revaluation of the land and buildings as at 30 June 2024, as well as the timing of some capital projects being capitalised.
  - Finance costs is over budget due to the timing of loan interest payments compared to the budget allocation.



Statement of Financial Position			
For the period ending March 2025			
	Actual	Full Year Budget	YTD Last Year
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	1,642,883	3,169,964	3,840,996
Trade and Other Receivables	3,286,617	2,295,270	2,693,070
Inventory	57,272	30,910	75,010
Property Inventory	0	0	0
Loan Receivable	0	0	0
Total Current Assets	4,986,773	5,496,144	6,609,077
<b>Non-current Assets</b>			
Investments	7,774,788	7,847,284	7,799,282
Property, Plant and Equipment	408,698,634	405,131,826	392,391,452
Intangible Assets	94,894	157,214	5,179
Loan Receivable	1,497,937	1,750,000	1,705,644
Total Non-current Assets	418,066,253	414,886,324	401,901,558
Total Assets	423,053,026	420,382,468	408,510,634
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	1,300,798	2,714,958	670,326
Provisions	1,088	829	1,017
Employee Benefit Liabilities	333,155	401,309	283,267
Income in Advance	408,908	741,189	520,169
Development and Financial Contributions in Advance	567,600	540,623	530,087
Total Current Liabilities	2,611,549	4,398,908	2,004,866
<b>Non-current Liabilities</b>			
Provisions	11,943	15,886	13,030
Employee Benefit Liabilities	34,008	46,305	26,791
Borrowings	10,447,613	6,222,612	9,447,613
Total Non-current Liabilities	10,493,563	6,284,803	9,487,434
Total Liabilities	13,105,112	10,683,711	11,492,300
Net Assets	409,947,914	409,698,757	397,018,334
<b>Equity</b>			
Retained Earnings	169,791,474	164,002,322	161,300,903
Reserve Funds	3,103,513	3,023,221	2,953,952
Revaluation Reserves	237,052,927	242,673,229	232,763,479
Total Equity	409,947,914	409,698,757	397,018,334

- 4.2. Overall, the balance sheet shows a healthy position at the end of March, with total current assets of \$4.99M, against total current liabilities of \$2.61M, giving a working capital of \$2.38M.
- 4.3. Current borrowings sit as \$10.4M, which is down \$2M on the end of February 2025. This was due some of the existing loans becoming due and being repaid in March, with \$6M of the \$8M due being refinanced, and the other \$2M being repaid.

Combined Cost of Service Statement For the Period Ending March 2025				
	YTD Actual	YTD Budget	YTD Variance	Full Year Budget
<b>Operating Revenue</b>				
Activity Revenue	6,659,971	6,512,561	-147,410	10,140,074
Targeted Rates	7,613,753	7,975,735	361,982	8,927,635
Development Contributions	11,440	3,318	-8,122	10,001
General Rates	8,355,459	8,569,440	213,981	8,570,685
Other General Sources	7,667,448	9,447,874	1,780,426	12,902,812
	30,308,071	32,508,928	2,200,857	40,551,207
<b>Operating Expenditure</b>				
Trusted Leadership & Relationships	9,882,847	11,532,305	1,649,458	15,608,368
Strong Communities	1,661,847	1,654,040	-7,807	2,173,230
Vibrant Places and Spaces	2,511,868	2,650,125	138,257	3,523,041
Sustainable Development and Public Safety	1,521,413	1,702,278	180,865	2,388,361
Resilient Infrastructure: Land Transport	7,463,652	8,770,125	1,306,473	11,878,280
Resilient Infrastructure: Water Supply	1,960,955	2,308,254	347,299	3,144,137
Resilient Infrastructure: Wastewater	961,158	897,210	-63,948	1,424,444
Resilient Infrastructure: Stormwater	293,162	269,407	-23,755	341,712
Resilient Infrastructure: Flood Protection	262,284	385,325	123,041	320,744
Responsible Waste Management	440,602	597,007	156,405	813,906
	26,959,788	30,766,076	3,806,288	41,616,223
<b>Funding Required</b>				
Capital Renewals	5,975,148	8,137,117	2,161,969	11,364,872
Capital Growth	25,897	223,110	197,213	424,997
Capital Level of Service	3,943,284	4,236,343	293,059	4,758,881
Loans Repaid	663,922	824,947	161,025	1,112,822
	10,608,251	13,421,517	2,813,266	17,661,572
<b>Funding Applied</b>				
Funding from Depreciation Reserves	0	45,747	45,747	5,700,479
Loans Raised	0	1,675,719	1,675,719	5,146,292
Capital Income	117,277	7,497	-109,780	59,996
Transfer to and from Balance	7,142,691	9,949,702	2,807,011	7,819,821
	7,259,968	11,678,665	4,418,697	18,726,588

- 4.4. In the Combined Cost of Services statement, overall operating revenue is \$2.2M under budget. This relates to Other General Sources, which relates to staff charging, which is down due to the timing of projects and the vacancies being held at the beginning of the year, as well as other savings throughout the year.
- 4.5. Operating expenditure is \$3.8M under budget, with this being spread across all the budget areas. This is due to the timing of budgets and associated projects, as well as the reduced staff charging costs aligned to the reduced income.
- 4.6. Compared to the full year budget, operating expenditure is approx. 65% of the full year budget, with 75% of the year gone. Some of this variance relates to the reduction in work being done in roading due to the reduced subsidy being received, as this budget still reflects the originally adopted Long Term Plan budget, which was adopted prior to the final subsidy being known. Another large part of this variance relates to the reduced staff charging, as overheads do have a compounding effect as overheads are applied to other overhead accounts and then on-charged. There are also some other costs that only start coming in the final months of the year, such as audit fees and election costs, as well as just savings and underspending.

- 4.7. Capital expenditure and loan repayments were under budget by \$2.8M. The bulk of this is related to capital renewals, which is due to the timing of some larger projects, such as in roading. There is also the roading budget that is not going to be spent due to the reduced subsidy, as this budget reflects the Long Term Plan adopted budgets.

<b>Statement of Cashflows</b>		
<b>For the Period Ending March 2025</b>		
	Actual	Full Year Budget
<b>Cash flows from operating activities</b>		
Receipts from rates revenue	15,457,310	17,481,000
Receipts from other revenue	8,403,320	10,098,000
Interest received	102,901	15,000
Dividends received	7,370	10,000
Payments to suppliers and employees	(18,156,291)	(21,710,000)
Interest paid	(326,557)	(221,000)
<b>Net cash provided by/(used in) Operating Activities</b>	<b>5,488,055</b>	<b>5,673,000</b>
<b>Cash flows from investing activities</b>		
Proceeds from Sale of Property, Plant and Equipment	117,277	60,000
Purchase of property, plant and equipment	(6,776,642)	(13,155,000)
Purchase of investments	(130,000)	250,000
Purchase of intangible assets	(328,002)	37,000
<b>Net cash provided by/(used in) Investing Activities</b>	<b>(7,117,367)</b>	<b>(12,808,000)</b>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	1,000,000	5,775,000
Repayment of borrowings	-	-
<b>Net cash provided by/(used in) Financing Activities</b>	<b>1,000,000</b>	<b>5,775,000</b>
<b>Net (Decrease)/increase in cash, cash equivalents and bank overdrafts</b>	<b>(629,313)</b>	<b>(1,360,000)</b>
Cash, cash equivalents and bank overdrafts at the beginning of the year	2,272,196	4,529,000
Cash and cash equivalents at the end of the period	1,642,884	3,169,000

- 4.8. This cashflow statement shows the cashflows in and out for the period to 31 March 2025. As can be seen, net cash flow from operating activities has been positive, mostly due to the rates income received.
- 4.9. Cash flows used in investing activities shows the amount spent on capital expenditure to the end of March. This is only cash spent this year and excludes items like work in progress carried over from prior years, which is why there is a difference between the figure here and in the cost of service statement above. Most of this work in progress relates to the wastewater mains renewal project.
- 4.10. Cash flows from financing activities shows the borrowings and repayments made to external loans as well as transfers between reserve accounts. As you can see our current borrowings is \$1M up on the opening of the year.

**Current Debt Profile**

- 4.11. Current LGFA borrowing at the end of March has the following maturity profile. Loans of \$8M matured in March 2025, of which \$6M was refinanced, broken into the first two items in the table, and the remaining \$2M was repaid.
- 4.12. As you can also see, interest rates offered on our borrowings is trending downwards, which will help reduce future interest repayments, especially if the trend continues as these loans mature.

Amount	Term	Maturity Date	Interest Rate
\$2,000,000	3 months	13 June 2025	3.89%
\$4,000,000	6 months	15 September 2025	3.73%
\$2,000,000	12 months	15 September 2025	4.27%
\$2,000,000	15 April 2026	15 April 2026	4.50%

## Councillor updates on meetings attended on behalf of Ōtorohanga District Council

## Ngā kōrero hou a ngā Kaikaunihera

All councillors will be invited by the Chairperson to provide a verbal update to the meeting.

## Resolution Register

## Rēhita tatūnga

Previous resolutions of Ōtorohanga District Council which are not yet finalised are outlined below.

#	Date	Resolution	Staff update
C287	22/10/24	<p>That Ōtorohanga District Council:</p> <p>a. Approve a phased approach to service delivery change, being:</p> <p>i. Phase 1, approve the changes set out in option 2, adding an additional recycling crate for glass only with the option of adding a food waste collection following further direction from Central Government.</p> <p>ii. Phase 2, changing the services set out in option 3, replace the recycling crate with a 240L mixed recycling bin and replace the refuse bags with a 140L bin. Phase 2 will be determined through the 2027-37 Long-Term Plan process having regard to the Government mandates.</p> <p>b. Approve an extension to the current Refuse and Recycling Contract for one year from 1 July 2025 to 30 June 2026 under the existing terms and conditions. Any increase in cost will be brought to Council for a decision through the 2024-25 Annual Plan process.</p> <p>c. Agree to explore a joint procurement arrangement with the Waitomo District Council for the delivery of kerbside refuse and recycling services in line with recommendation a).</p>	<p>We are currently in negotiations with our contractor for the 1 year contract extension.</p> <p>Staff recommend this resolution remain until the contract extension has been confirmed.</p>
C331	25/02/25	<p><b>Item 209 – Draft Ōtorohanga Reserves Strategy and Management Plan</b></p> <p>That having considered the recommendations from the Hearings Panel, and the subsequent matters raised by the Ōtorohanga Sports Club at the Public Forum, the Ōtorohanga District Council:</p> <p>1. Confirms the following changes be made to the draft Ōtorohanga Reserves Strategy:</p> <p>a. That the Ōtorohanga ‘Village Green’ be included in the Strategy.</p> <p>b. That specific cultural and heritage items/places, such as the Memorial Park guns, Village Green carvings/pou and the</p>	<p>A meeting with Island Reserve user groups/clubs has been arranged. A similar meeting will be scheduled for Ōtorohanga Domain.</p>



historic waka at Ōtorohanga Museum, be reflected as icons on the relevant maps in the Strategy.

2. Confirms that further discussions be held with the relevant clubs and organisations to:

a. Optimise the future configuration of the Ōtorohanga Domain, including the use of the Ōtorohanga Netball courts area; and,

b. Optimise the future configuration of Island Reserve, having regard to the future of the grandstand and noting the establishment of new courts for Ōtorohanga Netball as a priority action.

3. Confirms that an updated draft Ōtorohanga Reserves Strategy and Management Plan reflecting matters covered by 1 and 2 above be referred to the Hearings Panel for consideration prior to its recommendation to Council for adoption.

4. Notes that work on naming protocols is underway and that the naming of Reserves in the Strategy is aligned with the work undertaken as part of the development of the Ōtorohanga Town Concept Plan.

C334 25/02/25

**Item 212 – Local Water Done Well Communications and Engagement Plan**

That Ōtorohanga District Council endorse the Local Water Done Well Communication and Engagement Plan dated February 2025 (document number 805826) noting that:

a) The alternative consultation mechanisms provided for in Sections 61-64 of the Local Government (Water Services Preliminary Arrangements) Act 2024 will be applied

b) Engagement with the community will be led by the Mayor and Elected Members using the tactics outlined in the Communication and Engagement Plan

c) Consultation will adhere to the Principles of Consultation as per the Local Government Act 2002, Section 82

d) Consultation will be for a period of one month from notification of Council's decision on its preferred option for the delivery of water services

e) The public will be given the opportunity to present their views to Council, in person, at a hearing

Staff recommend this resolution remain on the Register until the consultation period has closed and a Hearing held.

C345 25/03/25

**Item 218 – Application for temporary road closure – Ōtorohanga and Kāwhia ANZAC parades**

That the Ōtorohanga District Council:

a. Approve the Temporary Road Closures, in accordance with Sections 319(h) and 342, and Section 11 of

This is now an operational matter. Staff recommend this Resolution be removed from the Register.

Schedule 10 of the Local Government Act 1974, of Maniapoto Street SH 3 (from SH31/3 to intersection of Huiputea Drive), Kakamutu Road (from SH3 to Turongo Street), Gradara Avenue (from Kakamutu Street to Summit Drive), in Ōtorohanga on 25 April 2025 between 4.00am and 1.00pm. Noting this will also affect traffic on SH3, SH31, Turongo Street, Kakamutu Road, Tuhoro Street, Balance Street, Ranfurly Street, Huiputea Drive, Whittington Lane, Clarke Street, Whanau Crescent, Gradara Avenue, Cowley Lane, Hunter Lane and Pine Street

- b. Approve the Temporary Road Closure, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, of Pouewe Street and Jervois Street in Kāwhia on 25 April 2025 between 12.00pm and 2.30pm. Note this will affect traffic in and out of Kāwhia.
- c. Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.

C346 25/03/25

**Item 219 – Application for temporary road closure – Hamilton Car Club – Ngutunui Hillclimb**

That the Ōtorohanga District Council:

- a. Approve the Temporary Road Closures, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, of Pekanui Road from its intersection with Ngutunui Road to its intersection with Okupata, Pirongia West and Te Rauamoa Roads, 'T' intersection on 4 May 2025 between 7.30am and 4.00pm. Noting this will also affect traffic on Scott Road (no exit) and Okupata, Pirongia West and Te Rauamoa Roads.
- b. Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.

This is now an operational matter. Staff recommend this Resolution be removed from the Register.

C354 08/04/25

**Item 225 – Local Water Done Well options analysis & identification of Preferred Option**

That Ōtorohanga District Council:

- 1) Receive the following reports –
  - a. 'Water Services Option Analysis' (document number 815433);
  - b. 'Assessment of Viability and Sustainability of Water Services Delivery' dated December 2024 and 'Progress Update and Options

Consultation is underway. Staff recommend this Resolution be removed from the Register.

Discussion' dated February 2025 from BECA, MARTINJENKINS & mafic (document numbers 815434 and 815435);

- c. 'Proposal for Waikato Water Done Well' dated 20 March 2025 and 'Supplementary Financial Analysis for Ōtorohanga District Council' dated 20 March 2025 (document numbers 815436 and 815437);
- 2) Note that following consideration of the water services arrangement options available to Council, only two options were deemed likely to meet the legislative requirements, these being an Enhanced Status Quo option and a multi council CCO option – Waikato Water Done Well (WWDW);
- 3) Endorse Waikato Water Done Well (WWDW) as the preferred option for community consultation noting that –
  - a. It is Council's intention to initially become a Stage One shareholder;
  - b. Transition to becoming a Stage Two shareholder in 2027/28 is on the proviso that the district is no worse off - financially and operationally - under WWDW than it would be under the Enhanced Status Quo Model;
- 4) Make available, as part of the community consultation process, information relating to the analysis of the Enhanced Status Quo as the other 'reasonably practicable option(s)' identified under the Local Government (Water Services Preliminary Arrangements) Act 2024 [S64(2)(b)(i)].

C355 08/04/25

**Item 226 – Local Water Done Well consultation document**

That Ōtorohanga District Council approve 'Kōrero Wai – Let's Talk Water, Local Water Done Well Consultation Document' (document number 815027).

Staff recommend this Resolution be removed from the Register.

**Staff recommendation**

That Ōtorohanga District Council confirm the removal of Resolutions C345, C346, C354 and C355 from the Register.

**Public excluded**

**Take matatapu**

There are no reports.

**Closing prayer/reflection/words of wisdom**

**Karakia/huritaō/whakataukī**

The Chairperson will invite a Member to provide the closing words and/or prayer/karakia.

**Meeting closure**

**Katinga o te hui**

The Chairperson will declare the meeting closed.

**Workshops**

**Hui awheawhe**

Please refer to page 3 of the agenda for further information.