

Document No: A708281

Report To: Council



Meeting Date: 27 February 2024

Subject: **Presentation: Hamilton & Waikato Tourism – 6-Monthly Report**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise the Council that Nicola Greenwell, Chief Executive of Hamilton & Waikato Tourism, will be in attendance at 9.00 am to present and speak to the Hamilton & Waikato Tourism 6-Monthly Report.

Background

- 2.1 During preparation of the 2021-2031 Ten Year Plan, Council confirmed its continued support with existing Partnership/Service Level Agreements. These arrangements reflect a multi-partner approach to working collaboratively with regional partners, for the betterment of the community.
- 2.2 Hamilton & Waikato Tourism Limited (HWT) undertakes regional tourism marketing and development activities for the Hamilton and Waikato Region.
- 2.3 The general description of the services provided by HWT are:
- To promote and develop the Hamilton and Waikato region as an attractive visitor destination to international and domestic visitors in order to grow visitor expenditure in the region to provide sustainable economic, environmental, social and cultural benefits to local communities.
- 2.4 The Partnership Agreement Waitomo District Council has with HWT requires for HWT to report twice each year to Council in respect to:
- HWT's performance of the Regional Tourism Services
 - HWT's delivery of the Deliverables
 - HWT's achievement of Key Performance Indicators
 - Current or anticipated issues

Suggested Resolutions

The Presentation from Hamilton & Waikato Tourism – 6-Monthly Report be received.

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

HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

Attachment 1: Hamilton Waikato Tourism 6-Monthly Report

14 February 2024

Six-month progress report to Waitomo District Council 1 July 2023 – 31 December 2023

Hamilton & Waikato Tourism (HWT) is the region’s Regional Tourism Organisation (RTO) whose role is to generate competitive economic benefit through visitor sector strategies focused on increasing visitor length of stay and spend.

Hamilton & Waikato Tourism is a subsidiary company under the Council Controlled Organisation (CCO) of Waikato Regional Airport Limited. It has a commercial board with Richard Leggat appointed as the Chair in December 2021.

HWT is funded through a public/private partnership with the region’s tourism industry and six local authorities including Hamilton City, Matamata-Piako, Ōtorohanga, Waikato, Waipā and Waitomo. This is the six-month progress report covering the period from 1 July 2023 through to 31 December 2023.

KEY HIGHLIGHTS (July 2023 to December 2023)

Waikato Region



National



EXECUTIVE SUMMARY

Given the central Government funding of RTOs has been utilised and projects were completed in last financial year, the first half of the 2023-2024 financial year has focussed on readjusting and resettling into “business as usual” activities that align to the level of funding/resources available from council and industry partners.

During the first six months of the year we have met and trained 1300 travel trade (ie: travel agents, wholesalers). This included visits to USA, UK/Germany and Southeast Asia. Online training sessions along with Tourism NZ were conducted with Korean travel trade and an USA travel agent webinar. We have also hosted multiple trade famils in the region, showcasing the mighty Waikato to travel sellers.

We assisted with 17 regional conference bids in the last six months. We won four regional bids, lost six with the remainder still pending. Lack of higher end and overall accommodation availability continues to be a factor in some decision making. Amidst bidding for events, the team have provided advice, recommendations, support and guidance to 36 event professionals hosting their business event in our region.

We are working on our first international conference bid through Tourism New Zealand for a conference in 2026. This conference will bring together around 250 academics from all over the world. A host location decision will be made April/May 2024. This is a great opportunity to host and showcase our region.

We continue to offer a range of capability building opportunities and support to businesses who operate in the visitor sector across the region. We have a range of new tools published on our website; have held our first industry symposium for the year, with the second planned and scheduled; provide data and insights to key stakeholders; and visit operators for one-on-one support as required.

The summer/festive season has delivered a great kiwi summer with warm settled weather, which all equates to great visitor numbers across the region. While data is not yet available, anecdotally, we hear that operators have experienced record, or near record, visitation. We hear of some operators being fully booked, qith the overflow benefitting neighbouring smaller operators. Visitors from USA and Australia are the larger component of international manuhiri; with great domestic visitation also occurring.

We now head into the second half of the year and last six months of our three year Service Level Agreement. Our summer campaign is currently ‘live’ in our key drive and fly markets. The next six months are our busy ‘trade season’ – exhibiting the mighty Waikato to travel trade and business event organisers.

While delivering our regular mahi, we also focus ahead to the next Long Term Plan and the implications potential reduction of funding will bring to our next three years of activity. We face reductions in funding from at least three of our six funding councils. This will have direct impact on the level of service and activity we undertake; therefore flow on effect into the sector throughout the region; and broader impact of jobs and vibrancy for our communities. As such, you will see communications from us as we attempt to minimise funding reductions and the impacts this will bring.

PERFORMANCE TARGETS

Hamilton & Waikato Tourism (HWT) have eight performance targets which are set in the 'Schedule of Services for Local Government 2023-2024'. The results are provided below.

KPI	Result
INDUSTRY CONTRIBUTION <ul style="list-style-type: none"> Grow industry contribution to \$200,000 (Measure: HWT activity tracking and financial reports) 	<ul style="list-style-type: none"> Partnership \$154,000 Visitor Guide \$74,500 Symposium Tix \$2,489 Total \$230,989 PLUS In-Kind \$19,593 (as of 1 February 2024)
COMMERCIAL ACCOMMODATION <ul style="list-style-type: none"> Grow <u>market share</u> of guest nights to 4% (currently 3.5%) (Measure: Accommodation Data Programme) 	<ul style="list-style-type: none"> 3.4% for 12 months ending November 2023 2.9% for November 2023
VISITOR EXPENDITURE <ul style="list-style-type: none"> Grow <u>market share</u> of domestic spend to 8% (currently 6.3%) Grow <u>market share</u> of international spend to 4% (currently 3.5%) (Measure: Tourism Electronic Card Transactions) 	<ul style="list-style-type: none"> 7.7% in Oct 2023 7.3% for YE Oct 2023 4.5% in Oct 2023 4.2% for YE Oct 2023
BUSINESS EVENTS <ul style="list-style-type: none"> Grow <u>market share</u> of total business events to 10% (currently 9%) Grow <u>market share</u> of total delegate days to 6% (currently 5%) (Measure: Business Events Data Programme) 	<ul style="list-style-type: none"> 9.77% as of Sept 2023 6.7% as of Sept 2023
MEDIA AND TRAVEL TRADE ACTIVITY <ul style="list-style-type: none"> 10 media outlets hosted 150 travel trade trained or hosted (Measure: HWT activity tracking) 	<ul style="list-style-type: none"> 16 media outlets hosted (<i>noting the 7 outlets hosted in the FIFA media famil</i>) 1,353 trade trained 47 trade hosted (as at 1 February 2024)
CAPABILITY BUILDING <ul style="list-style-type: none"> Provide support to operators to gain Qualmark; aim for 80 operators with Qualmark (currently 69) Deliver two industry symposia in the year, with target of 100 attendees at each event (Measure: Qualmark report and HWT activity tracking) 	<ul style="list-style-type: none"> 82 and 3 with Provisional Licences As of February 2024 November 2023 Symposium – 93 registered/84 attended
<ul style="list-style-type: none"> ● complete or on target ● underway, some hesitancy ● at risk of non-completion 	

DESTINATION MANAGEMENT

Destination management brings together different stakeholders to achieve the common goal of developing a well-managed, sustainable visitor destination. It is an ongoing process that requires destinations to plan and considers the social, economic, cultural and environmental risks and opportunities.

Adopting a destination management approach enables communities and destinations to respond to changing conditions and determine the type of tourism they would like to have and the benefits they would like to receive, taking an active role in managing these.

Destination management requires a holistic and integrated approach across the following 16 components:



The 12-page Destination Management Plan “[Snap Shot](#)” is available on our website. The document provides operators with a brief description of what the management plan entails and how their tourism activities contribute to achieving the common goal of developing a well-managed, sustainable visitor destination.

For each section of our report, we’ll indicate which of the 16 components this work is aligning to.

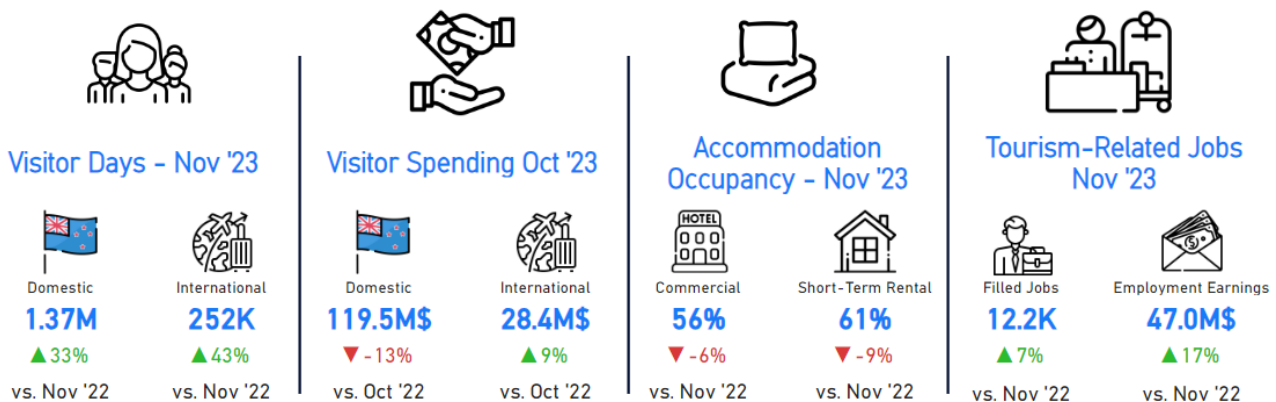
Insights overview

DATA,
RESEARCH &
ANALYSIS

ATTITUDES

MEASURING
SUCCESS

HWT is excited to announce the upcoming launch of a brand-new Tourism Destination Insights Dashboard, powered by *vistr* Destination Intelligence. This will soon be imbedded in our website for our industry to view/use at their leisure.

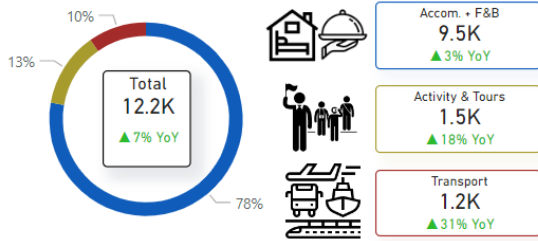


Waikato ranked 4th highest in total MRTE spend, and 3rd highest in visitor days in November 2023 compared with November 2022. International visitation exhibited strong growth with visitor days increasing by +43% (YoY) and guest nights in commercial accommodation by +25% (YoY). Overall, November was a good month for tourism in the mighty Waikato with a positive increase in tourism activity, that subsequently reflected considerable growth in tourism employment with filled jobs increasing by +31% (YoY) in the ‘transport services’ sector and +18% (YoY) in the ‘activity, travel and tour services’ sector.

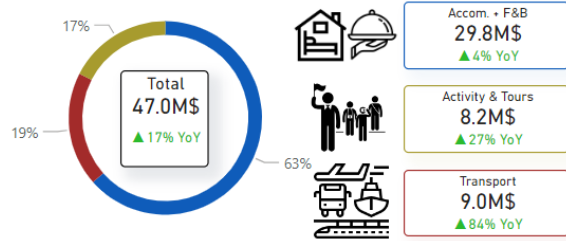
Economic Indicators for Waikato Region

The positive increase in tourism activity was reflected by a considerable growth in tourism employment with filled jobs increasing by +31% (YoY) in the ‘transport services’ sector and by +18% (YoY) in the ‘activity, travel and tour services’ sector. Increased employment opportunities within the tourism sector translate to enhanced household income for local residents, increased tax revenue for the government, and potential for further investment in the flourishing tourism sector, all contributing to a brighter economic outlook for the mighty Waikato.

Filled Tourism Jobs

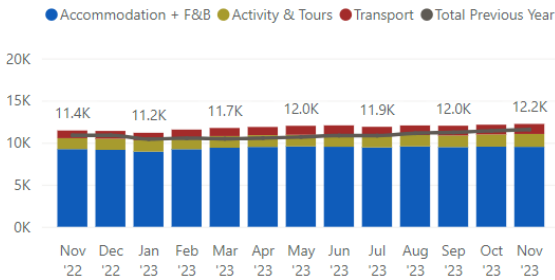


Tourism Employment Earnings

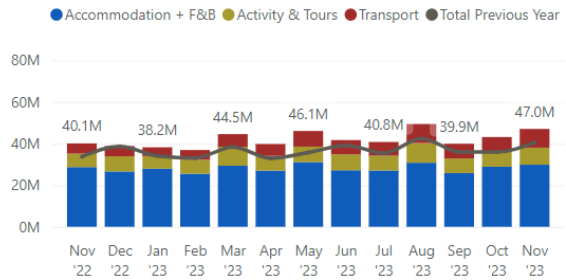


Monthly Trends - 13 Months to Nov '23

Filled Tourism Jobs



Tourism Employment Earnings



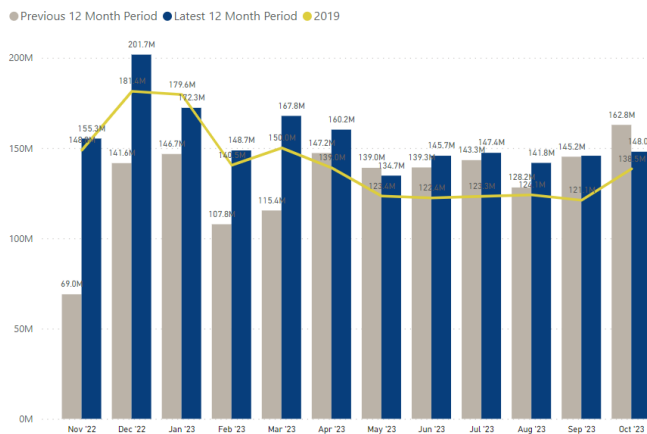
Visitor expenditure in Waikato Region

NOTE: MBIE has temporarily suspended the release of the Monthly Regional Tourism Estimates (MRTE). MBIE will be in contact once they have more information on future options for the MRTE data.

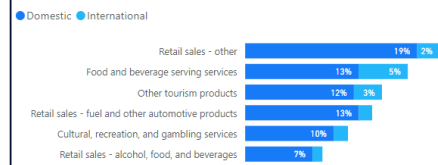
A Total visitor spend of \$1.9bn contributed to Waikato’s economy YE October 23

- **Domestic** visitors contributed \$119.5m to Waikato’s economy for the month and \$1.5b for year ending October 2023, a slight decline by 12.7%, from October 2022, ranking THIRD highest in domestic MRTE spend.
- **International** visitors contributed \$28.4m to Waikato’s economy for the month and \$395.4m for year-end of October 2023. Despite the decrease in domestic spend, International spend saw a slight increase from October 2022. Top three visitor spend were from USA, Australia and UK.

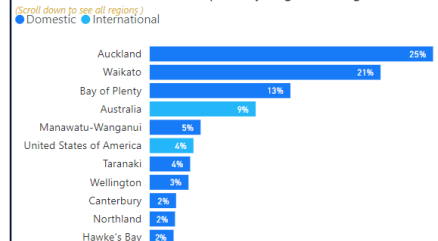
Captured Monthly Visiting Cardholder Spend (NZ \$)



Last Month % MRTE Visitor Spend by ANZSIC Product Category

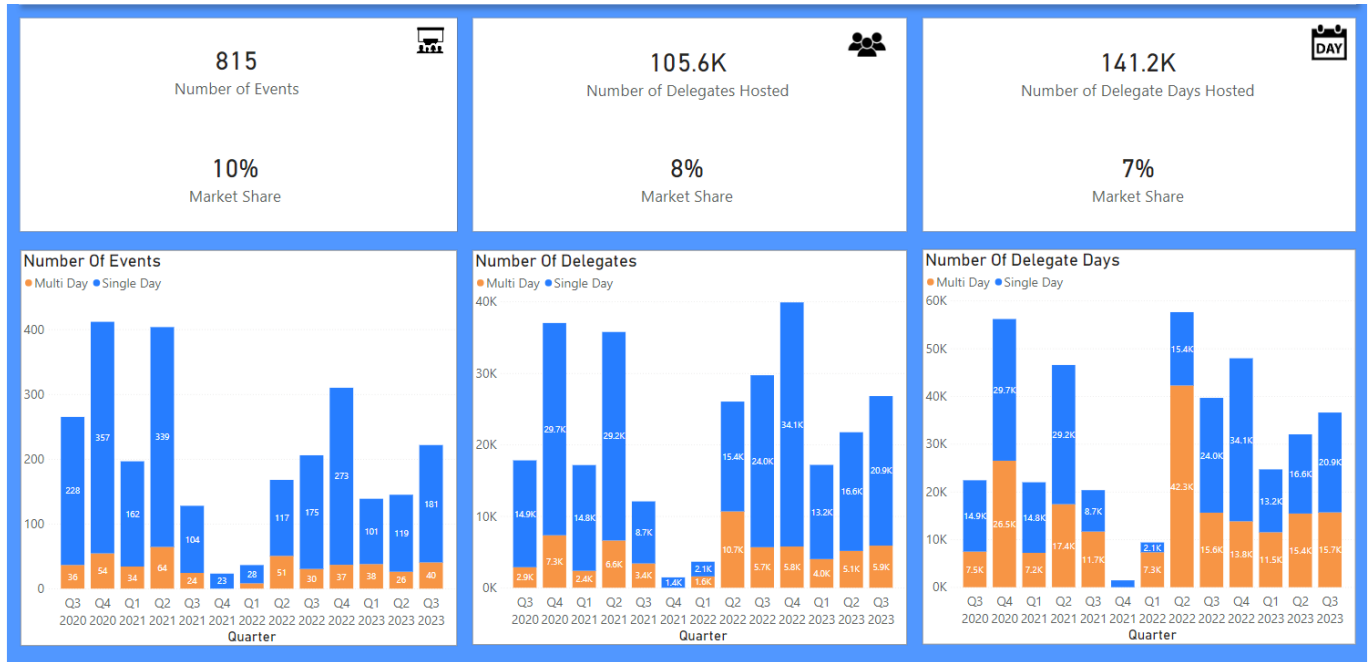


Last Month % MRTE Visitor Spend by Region of Origin



Business Events in Waikato Region

Over the **12-month** period to September 2023, Waikato hosted 815 business events; 10% of NZ events. These events hosted 105,600 delegates; 8% market share. For the **third quarter** of 2023 (Jul-Sep) the region hosted 221 events and achieved 9% market share of events hosted, 6% market share of delegates hosted; and 5% market share of delegate days. This means Waikato was **THIRD** for the quarter, behind Auckland and Wellington.



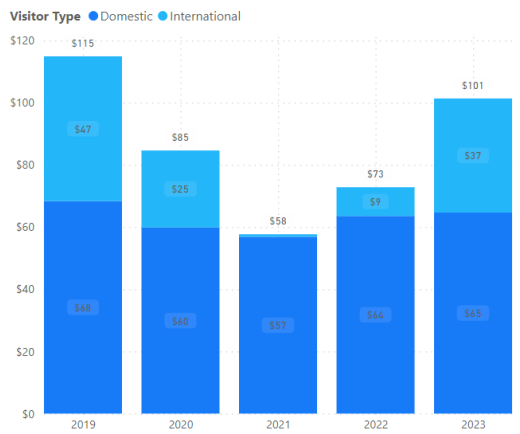
Visitor expenditure in Waitomo

NOTE: MBIE has temporarily suspended the release of the Monthly Regional Tourism Estimates (MRTE). MBIE will be in contact once they have more information on future options for the MRTE data.

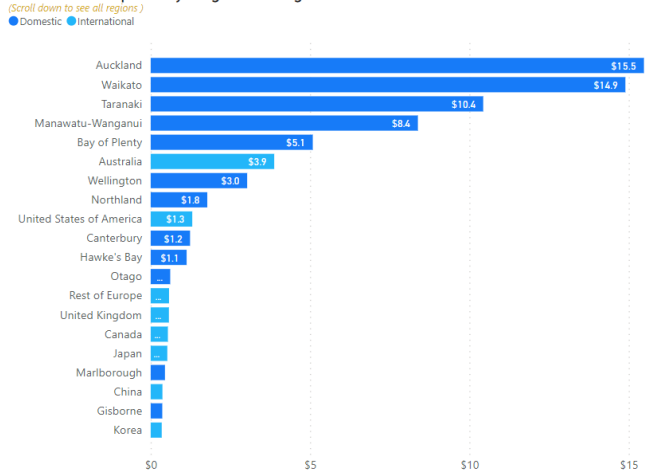
A Total visitor spend of \$101m contributed to Waitomo's economy YE October 23

Domestic visitors contributed \$64.7m to Waitomo's economy for the year YE October 2023, a slight increase of 1.7%, from October 2022. **International** visitors contributed \$36.7m to Waitomo's YE October 2023. International expenditure saw a significant 297.2% increase from October 2022. Top three visitor spend were from Auckland, Waikato and Taranaki.

Total Visitor Spend (\$M) - YE Oct '23



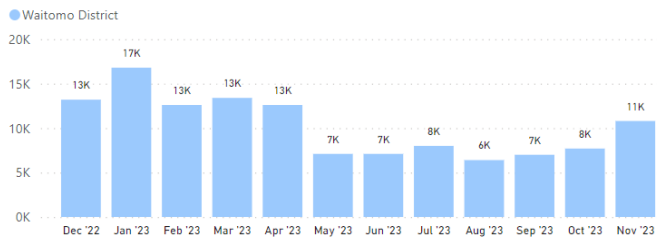
Total Visitor Spend by Region of Origin (\$M) - YE Oct '23



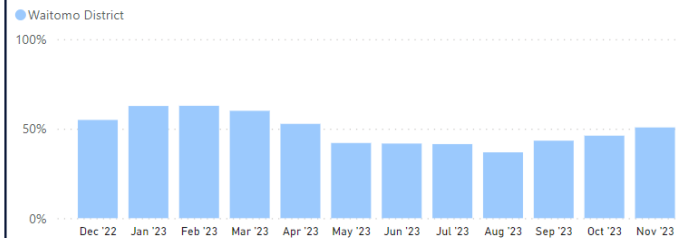
Commercial accommodation in Waitomo

Waitomo district achieved 43% occupancy rate for the month of November 2023, a 10% increase on the previous month. The district provided 10,800 guest nights in November 2023, an increase of 40.3% on previous month and 1% on November 2022.

Total Guest Nights by TA



Monthly Average Occupancy Rate by TA



1 – Daily visitation numbers are from the data ventures data provided by Tourism New Zealand. Distinct visitor count is taken from the new MBIE “MURPE” dataset and whilst not directly comparable to the daily device count due to differences in methodology/definitions it provides an approximate point of comparison. 2 – Commercial accommodation data is based on the accommodation data programme which has varying levels of coverage both region by region and month by month. Hence all figures should be read as “figures from participating venues” as opposed to absolute. STR figures come from AirDNA where supplied or AIC data. 3 – The Business Events Data Plan (BEDP) is provided by Fresh Info. BEDP was co-funded by RTNZ and MBIE, with RTOs contributing annually for access. As per the ADP, venues are not obliged to provide their data. 4 – Monthly Regional Tourism Estimates (MRTes) provide estimates of regional monthly expenditure that indicate tourism's contribution to the national and regional economies. The MRTes estimates are based on Tourism Electronics Card Transaction (TECT), Tourism Satellite Account (TSA), and International Visitor Survey (IVS) data. More information on MRTes can be found on MBIE's website.). 5 - Employment data of select tourism industries is used as an economic indicator of tourism's contribution to the regional economy. The data represents employment in select tourism industries, but not overall tourism employment. The number of filled jobs and the amount of employment earnings is presented by select tourism industries - Accommodation and Food and Beverage Services; Activity, Travel and Tour Services; Transport Services).

Leisure, Media and Trade Marketing

BRAND POSITIONING

TARGET MARKETS

ATTITUDES

MARKETING & PROMOTION (awareness)

Domestic Campaigns

Matariki 2023

- Through June-July HWT were in market to promote visiting the Waikato during our newest public holiday and long weekend and throughout the period of Matariki.
- This campaign profiled experiences, accommodation and activities as well as all the fantastic events that took place through Matariki ki Waikato including Te Whitu o Matariki and Matariki Twilight Tours in Waitomo. Working in partnership with Matariki ki Waikato activity targeted Waikato residents and key drive markets via digital channels, a printed supplement and print ads.
- This 2023 activity was primarily funded by central Government funding before the funding period ended. Future Matariki activity will be reduced.

Winter Warmers Campaign

- To encourage travel to the Waikato over the winter period, we ran a mini 'Waikato Winter Warmers' campaign, highlighting relaxing, indulgent winter escapes.
- The campaign targeted key drive markets, Auckland, Bay of Plenty and Taranaki, and reminded travellers that there is still plenty of ways to enjoy time in the Waikato over the winter period despite the cooler weather.

Hamilton – Christchurch Campaign

- Alongside Hamilton Airport and Air New Zealand we collaborated on a campaign to highlight the Christchurch to Hamilton route. This campaign was designed to encourage leisure travel to the Waikato, increase patronage on the Christchurch to Hamilton services and highlight what the Waikato has to offer leisure visitors.
- A series of out-of-home ads ran at Christchurch Airport and across Christchurch CBD with supporting digital ads on the NZ Herald site in September and early October. Waitomo partners were highlighted where relevant.

Berry Campaign

- Identified as an opportunity in our Food & Beverage Development Plan, the Waikato is one of the largest berry growing regions in the country. There is also a growing trend regarding provenance and farm related experiences.
- A small campaign highlighting this was undertaken in Nov-Dec across Facebook to Waikato residents to build knowledge of what's available here including PYO locations, dining establishments featuring berries on the menu, real fruit ice cream purveyors and fresh local berry retailers.
- This 2023 activity was primarily funded by STAPP funding before the funding period ended. Future Berry campaign activity will be reduced.

Always on Facebook

- Alongside our impact marketing campaigns, we continue to run a series of ads across Facebook and Google on an ongoing 'always on' basis.
- This ongoing activity has ads designed for a local Waikato audience as well as visitors from key drive and fly markets.
- The current focus of ads is based around walking, experiences, cycling, food and events and features our HWT partners throughout.

Visitor Guide

- The 2024 Official Regional Visitor Guide was launched in December. The Guide contains a Waitomo & Surrounds section and includes editorial content as well as nine Waitomo district advertisers. 60,000 copies will be distributed throughout the calendar year.

Tiaki in Waitomo Initiative

- Tiaki in Waitomo was launched in October 2023.
- This initiative shines a light on the ability of tourism to make a meaningful and positive contribution to the environment, community wellbeing and cultural storytelling, as well as the economy.
- Tiaki in Waitomo explores the important mahi (work) being undertaken by tourism operators in Waitomo to ensure the experiences they offer actively care for people and place, through a series of engaging videos and articles. By showcasing these stories, we hope to help inspire other locals, manuhiri (visitors) and industry alike to embrace Tiaki.
- 6 operators + Waitomo District Council were included in the written and video case study series: Discover Waitomo, Waitomo Adventures, Down to Earth, Spellbound, Waitomo Top 10 Holiday Park and Waitomo isite & Waitomo Caves Museum
- Media coverage has included:
 - Travel Memo (2 Oct)
 - Tourism Ticker (3 Oct)- article + video
 - Waatea News (3 Oct)
 - King Country News (weekly from 5 Oct)
 - Press release and series of six case studies in subsequent weeks
 - Featured in TIA Tiaki webinar (late Oct)
 - Profiled through Tourism New Zealand social media channels, TIA and TECNZ industry channels
- The videos will be included on Air New Zealand's global Inflight Entertainment system (launching Feb 2024)
- Tiaki Promise decals have been provided to Waitomo businesses for display/promotion
- Custom Tiaki Promise decals have been designed for Waitomo District Council for stickers for rubbish bins in the district

Online activities

- Waikatoz.com has been refreshed and new content added.
- Waitomo was profiled through HWT's various social media channels including: Pipiriri Cave, Pureora forest park, Ruakuri Bush walks, Waitomo Trail Run, Waitomo Glowworm Caves, Matariki events, Waitomo District Christmas Parade, Christmas events, Omaru Falls, The Timber Trail, Marokopa Falls, Discover Waitomo
- Quarterly e-newsletters were distributed to our consumer, trade and media databases featuring: Waitomo Glowworm Caves, Waitomo Trail Run, Te Tiro Accommodation, Waitomo Village Chalets, Tiaki in Waitomo, Waitomo Adventures, Spellbound.
- Waitomo was profiled through HWT's Weibo and Little Red Book Chinese social media channels featuring: Marokopa Falls, Omaru Falls, Waitomo Adventures, Aranui Cave.

International travel trade

- Over 1300 travel trade have been trained from Jul-Dec including in-market visits to USA, UK/Germany, Southeast Asia, TNZ Korean market event and online training sessions including TNZ USA agent webinar. Waitomo content – trade-ready operators and experiences - has been included in all trainings.
- Waitomo has been included in 8 trade famils with a total of 24 travel sellers.

Media

Waitomo has featured in the following domestic and international media famils and coverage:

- Malaysia Influencer famil (Oct 2023) - full results yet to be posted online
- Our New Zealand magazine, Spring edition
- Qualmark regional highlight (Dec 2023)
- AU Broadcast, Roads Less Travelled aired July 2023

Events and Incentives

BRAND
POSITIONING

AMENITIES,
SERVICES &
INFRASTRUCTURE

TARGET
MARKETS

ATTITUDES

MARKETING &
PROMOTION
(awareness)

Business Events

We assisted with 17 regional conference bids in the last six months and worked on 36 service requests for event professionals around Aotearoa. We won 4 regional bids, lost 6 with the remainder still pending. Lack of higher end and overall accommodation availability continues to be a factor in some decision making.

We attended a number of tradeshows over the last six months showcasing the Waikato and Waitomo business partners including Office PA Planner Show, AuSAE Linc Conference, AUSA Network luncheons in Auckland and Wellington, Corporate PA Summit, Business Events Expo, Association Event Managers Conference, Kudos Awards, these combined resulted in 51 follow up communications.

AUSA Linc Conference was held in Hamilton 10-12 September 2023 which saw just over 100 Association executives' event and explore in our region. 41 delegates partook in one of the three pre-Conference famil activity options hosted by convention bureau. Alongside six of our partners, including Discover Waitomo, we hosted our annual Wellington Soiree in November at Flamingo Joes on Wellington waterfront. This saw us provide an opportunity for our region to network and do business with 31 Wellington based event professionals. We jointly hosted a dinner for Christchurch based PCOs and had sales calls in Wellington and Christchurch. We coordinated five bespoke site visits to the region and jointly with our marketing team hosted two HWT Partner breakfasts which Discover Waitomo attended.

We ran an 'always on' and retargeting business events online campaigns and distributed two industry e-dm to our international and national database of 2,945 event professionals. We took advertorial space in Waikato Business News Publication in August and November 2023 talking to our local Waikato business events audience.

Thermal Explorer Regional Events Fund

The four regions of the Thermal Explorer Highway collective including Waikato, Rotorua, Taupō and Ruapehu were approved \$3.75 million for regional events in December 2020. The Regional Tourism Organisations (RTOs), alongside their council partners, developed a collaborative regional events investment plan to drive additional domestic visitation into their regions. The funding is available for activity through until June 2025.

Hamilton & Waikato Tourism were selected as the Lead Entity for the Regional Events Fund across the four regions. The collaboration between Waikato, Rotorua, Taupō and Ruapehu has led to a strong and compelling event proposition for our four regions.

Ten funded events were held across the Waikato region from July to December 2023 including the Waitomo Trail Run.

With capability building being focus for this year, the Panel ran their second series of 'Roadshow' workshops in September and October 2023 in each of the four regions focused primarily on Sponsorship, Funding and Event Marketing. The panel offered St Johns Mental Health First Aid Course to 40 events people within ThermEX region. Planning is currently underway for the next round of Roadshows on Event Measurement and Strategic Growth Planning.

Development and support



Data and insights reports provided in August, October and December 2023.

Regenerative Tourism

We have introduced a Regenerative tourism section of waikatoz.com for operators, providing advice and resources to assist operators on their journey. Online tools on website include:

- Everyday Sustainability video series
 - Reducing Waste
 - Sustainable Food
 - Protecting Nature
 - Supporting Communities
- Tiaki Promise in Waitomo Case studies
- Mighty Waikato Sustainability Quick-start Guide

Capability Building for the Industry

The team have provided a variety of support services to our tourism operators. This support has been through attendance at capability building workshops; newly developed online tools on our website and by one-on-one support with the HWT team.

The recently developed Industry section on our website provides access to the latest news, industry events, and business support and tools. Most recently added resources include:

- A series of videos on:
 - Value Proposition – Making Your Business Stand Out
 - Successful Product Pricing
 - Understanding Commissions & integrating Them into Your Pricing
- How to make the most of Tourism New Zealand
- Qualmark

Our new Tourism Destination Insights Dashboard will soon be imbedded in the Industry section of the website. The tool will be available for our industry to view/use at their leisure.

Specific Waitomo operators benefited from one-on-one visits/support, including:

- Waitomo Chalets
- Waitomo Top 10 Holiday Park
- Waitomo District Council – Tiaki Promise Signage & Decals
- Introduced Waitomo District Council to Whanake Advisor, Waikato-Tainui

HWT hosted a successful Tourism Industry Symposium on Wednesday 15 November 2023. Held at the Red Barn in Karapiro, 81 attendees heard from HWT, Aotearoa Circle and Tourism New Zealand. Additionally, the symposium showcased innovative new offerings to the region such as the Made, Pōkeno Whisky, and the ongoing redevelopment of the Ōtorohanga Kiwi House. The event finished off with complimentary drinks and networking. For HWT to continue these valuable events, an attendance fee was implemented for the first time to ensure commitment in attendance and assisted with catering costs. We received a positive response to the new fee, attendance held steady throughout the day, less no shows and no negative feedback.

Advocacy



HWT’s Industry Advisory Group includes three operators from Waitomo – two attended the meeting held in November, the other offered an apology as they were unable to attend.

Long Term Plan discussions with all six councils began during this reporting period. Funding decisions made across our six councils have potential to impact service delivery levels from 1 July 2024.

CONCLUSION

As we continue to strive for the visitor sector to enrich our communities; as we readjust and return to ‘normal’ baseline funding; our focus and activity for the remainder of the financial year includes:

- destination marketing with focus on domestic and international visitors;
- attracting travel trade, wholesalers and agents to include our region and operators in their itineraries and sale collateral; assist our operators become ‘trade ready’
- proactively work to ensure our region is highly regarded with event organisers; attracting event organisers and conferences to our region
- proactively assist and encourage hotel development in Kirikiriroa Hamilton, which will benefit the wider Waikato region
- assist and encourage operators to embed Regenerative Tourism and sustainability measures into their activity
- continuing to work with our industry to develop capability; including the second industry symposium
- delivering capability building opportunities with the Regional Events Fund for Waikato, Rotorua, Ruapehu and Taupō while Regional Event Fund remains available
- continuing to lobby and advocate for the visitor sector with Government
- further embed the Waikato Destination Management Plan where resources allow
- continue to partner with neighbouring regions on collaborative activities
- **actively lobbying for continued funding and support for the mahi that we conduct for our sector across the mighty Waikato.**

On behalf of the board and management of Hamilton & Waikato Tourism, we thank Waitomo District Council, our local government partners and the industry for their continued partnership. Your proactive support is greatly appreciated by the tourism sector and our communities.

Nicola Greenwell

Chief Executive
 Hamilton & Waikato Tourism
 12 February 2024

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 28 NOVEMBER 2023 AT 9.00AM

PRESENT: Mayor John Robertson
Deputy Mayor Allan Goddard
Dan Tasker
Eady Manawaiti
Gavin Todd
Janette Osborne

IN ATTENDANCE: Drew Mehrtens, Community Resilience and Recovery Coordinator, Waikato Civil Defence and Emergency Management Group

Acting Chief Executive, Helen Beever
Manager – Governance Support, Michelle Higgin
Manager – Community Development, Sarah McElroy
District Librarian, Julie O'Toole
General Manager – Infrastructure Services, Shyamal Ram
Local Roads Professional Services (Pinnacles), Ryan Stanley
Three Waters Manager, David Karrol
General Manager – Strategy and Environment, Alex Bell
Leader – Communications and Engagement, Jenelle Burnell
Health and Safety Administrator, Nicole Sheward
Customer Services Officer/Communications Support, Ayla Pratt
Manager – Strategy and Policy, Charmaine Ellery
Chief Financial Officer, Tina Hitchen
Legal Officer, Adrian Lindsay

1. Karakia Tuwhera

Council noted that a representative from the Waikato Civil Defence and Emergency Management Group will be attending at 10.00am to make a presentation.

Mayor Robertson requested to move the consideration of Item 14 – Tainui Wetere Domain Recreational Reserve Society Incorporated Lease to public excluded for legal privilege reasons.

2. Apologies

Council noted the apology from the Chief Executive.

Resolution

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

Robertson/Todd Carried

3. Declarations of Member Conflicts of Interest

Councillor Osborne declared an interest in Item 11 – Maru Energy Trust: Request For Funding as she is a current Trustee of the Maru Energy Trust.

4. Confirmation of Minutes: 31 October 2023

Resolution

The Minutes of the Waitomo District Council meeting of 31 October 2023, including the public excluded Minutes, be confirmed as a true and correct record.

Robertson/Tasker Carried

5. Confirmation of Minutes: 9 November 2023

Resolution

The Minutes of the Waitomo District Council meeting (Speed Management Plan Hearing) of 9 November 2023 be confirmed as a true and correct record.

Robertson/Manawaiti Carried

6. Receipt of Unconfirmed Minutes: Te Raangai Whakakaupapa Koorero (Māori Relations Committee) – 9 November 2023

Resolution

The Unconfirmed Minutes of the Te Raangai Whakakaupapa Koorero (Māori Relations Committee) meeting of 9 November 2023, be received.

Manawaiti/Tasker Carried

The Manager – Community Development and District Librarian entered 9.10am.
The General Manager – Infrastructure Services entered the meeting at 9.12am.

7. Mayor's Report – November 2023

Council considered the Mayor's Report for November 2023.

Resolution

The Mayors Report – November 2023 be received.

Robertson/Goddard Carried

8. LGNZ Special General Meeting (Future By Local Government)

Council considered a business paper presenting a consensus position paper prepared and circulated by Local Government New Zealand (LGNZ) which reflects the position that has been arrived at following a "Let's build consensus" engagement process and which is to be voted on at a LGNZ Special General Meeting on Monday 11 December 2023.

Mayor Robertson expanded verbally on the business paper and asked Council to consider delegating him discretion to vote on the Consensus Outcome Paper at the Special General Meeting as he sees fit, as there is much contention amongst councils and while LGNZ have indicated a strictly Yes/No vote, it is possible that other resolutions may be raised from the floor on the day.

Resolution

- 1 The business paper on LGNZ Future By Local Government - Building Consensus be received.
- 2 Mayor Robertson be delegated discretion to vote at the Special General Meeting as he sees fit.

Goddard/Manawaiti Carried

9. Review of Te Raangai Whakakaupapa Koorero (Māori Relations Committee) Terms of Reference

Council considered a business paper presenting a recommendation from the Te Raangai Whakakaupapa Koorero (Māori Relations Committee) for a review of the Committee's Terms of Reference following Council's decision of Tuesday 17 October 2023 regarding Māori Representation and to address the Joint Management Agreement being developed as required under Section 135 of the Maniapoto Claims Settlement Act 2022.

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

Resolution

- 1 The business paper on Terms of Reference review be received.
- 2 The Te Raangai Whakakaupapa Koorero (Māori Relations Committee) Terms of Reference be amended as follows:
 - 1 Amending Clause 1.4 to include reference to the Joint Management Agreement required under the Maniapoto Claims Settlement Act 2022 as follows:
 - 1.4 This agreement does not alter or override any of WDCs obligations in the Joint Management Agreement that was developed as part of the Nga Wai o Maniapoto (Waipa River) Act 2012, or any Joint Management Agreement developed as part of the Maniapoto Claims Settlement Act 2022.
 - 2 Addition of a new Clause 2.1 to align with Council's resolution of 17 October 2023 as follows:
 - 2.1 To be the Committee who works with mana whenua to develop a model of representation that enhances relationships between Council and mana whenua and provides a platform to discuss and advance issues that are of interest to Māori.

Manawaiti/Tasker Carried

10. Maru Energy Trust – Request for Funding

Note: Councillor Osborne, as a Trustee of Maru Energy Trust, had declared a conflict of interest for this item of business and abstained from participating in the consideration and decision making.

Council considered a business paper presenting for consideration a funding request from the Maru Energy Trust.

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

MOTION

- 1 The business paper on Maru Energy Trust - Request for Funding be received.
- 2 Council provide \$30,000 of funding to the Maru Energy Trust in the current financial year to support the Trust in increasing the number of home insulations in the District.

Moved – Goddard / Seconded –

MOTION LOST for lack of a Seconder

Local Roads Professional Services (Pinnacles), Ryan Stanley entered the meeting at 9.38am

11. Community and Partnerships Activity Update Report

Council considered a business paper providing an update on activities that form part of the Community and Partnerships Group, including an update on a range of Council recreation services and activities.

The General Manager – Community Services, the District Librarian and Manager – Community Development expanded verbally on the business paper and answered members' questions.

Resolution

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

Robertson/Manawaiti Carried

The District Librarian and Manager – Community Development left the meeting at 9.44am.
The Three Waters Manager entered the meeting at 9.45am.

12. Infrastructure Services Group Activity Update Report

Council considered a business paper providing an update on activities that form part of the Infrastructure Services Group.

The General Manager – Infrastructure Services, Local Roads Professional Services (Pinnacles) and Three Waters Manager expanded verbally on the business paper and answered members' questions.

Resolution

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

Robertson/Todd Carried

Drew Mehrtens, Community Resilience and Recovery Coordinator, Waikato Civil Defence and Emergency Management Group, the General Manager – Strategy and Environment, Leader – Communications and Engagement, Health and Safety Administrator and Customer Services Officer/Communications Support entered the meeting at 10.12am.

13. Presentation – ShakeOut 2023

Council received a business paper advising that Waitomo District Council is the winner of the 2023 ShakeOut Business Category.

ShakeOut takes place across the world to remind people of the right action to take during an earthquake. In New Zealand ShakeOut is the national earthquake drill and tsunami hikoī (evacuation walk).

Drew Mehrtens (Community Resilience and Recovery Coordinator, Waikato Civil Defence and Emergency Management Group) was in attendance to present the prize for the 2023 ShakeOut Business Category winner to the three key staff members involved in registering, coordinating, and promoting ShakeOut 2023 in the Waitomo District –

- Health and Safety Administrator, Nicole Sheward
- Leader - Communications and Engagement, Jenelle Burnell
- Customer Services Officer/Communications Support, Ayla Pratt

The meeting adjourned for morning tea at 10.16am.

Drew Mehrtens, Community Resilience and Recovery Coordinator, Waikato Civil Defence and Emergency Management Group, the General Manager – Strategy and Environment, Leader – Communications and Engagement, Health and Safety Administrator and Customer Services Officer/Communications Support left the meeting at 10.16am.

The meeting reconvened at 10.37am.

The General Manager – Community Services expanded on the ShakeOut 2023 business paper and answered members questions.

Resolution

- 1 The Presentation of the 2023 ShakeOut Business Category Winner by Waikato Civil Defence and Emergency Management on behalf of the National Emergency Management Agency Te Rākau Whakamarumarū be noted.
- 2 Council express its congratulations to WDC's Health and Safety Administrator, Nicole Sheward, Leader - Communications and Engagement, Jenelle Burnell and Customer Services Officer/Communications Support, Ayla Pratt in their promotion of ShakeOut 2023 and the resulting Business Category win.

Osborne/Goddard Carried

14. Tainui Wetere Domain Recreational Reserve Society Incorporated Lease

This item was moved to Public Excluded portion of the meeting.

15. Te Kuiti West Flooding – October 2023

Council considered a business paper –

- Providing a summary of the 8 October 2023 flooding event on the western side of Te Kūiti.
- Providing information on staged works to improve the resilience of the stormwater network.

- Identifying potential budget implications for both the roading and water activity groups as a flag for future decision making

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

Resolution

The business paper on Te Kuiti West Flooding – October 2023 be received.

Manawaiti/Osborne Carried

The Three Waters Manager left the meeting at 11.13am.

16. Land Transport Procurement Strategy 2022 - 2025

Council considered a business paper presenting for consideration and adoption the Waitomo District Council Land Transport Procurement Strategy for the 2022-2025 period, as endorsed by Waka Kotahi New Zealand Transport Agency.

The General Manager – Infrastructure Services and Local Roads Professional Services (Pinnacles) expanded verbally on the business paper and answered Members questions.

Resolution

- The business paper on Land Transport Procurement Strategy 2022-2025 be received.
- Council adopts the 2022-2025 Land Transport Procurement Strategy.

Osborne/Todd Carried

The Manager – Strategy and Policy entered the meeting at 11.15am.
The Chief Financial Officer entered the meeting at 11.17am.

17. Speed Management Plan - Deliberation and Adoption

Council considered a business paper presenting the submissions received on the Interim Speed Management Plan, providing an analysis on those submissions, and seeking Council's adoption of the Interim Speed Management Plan with or without amendments based on the deliberations of the submissions.

The General Manager – Infrastructure Services and Local Roads Professional Services (Pinnacles) expanded verbally on the business paper and answered Members questions.

Resolution

- The business paper on Speed Management Plan - Deliberation and Adoption be received.
- Council receive and acknowledge the submissions.
- Council adopt the Interim Speed Management Plan with minor alterations including:
 - Change of Oparure Road to a fixed 50km/h Speed Limit from Fullerton Road through to Smart Plants

Manawaiti/Tasker Carried

Local Roads Professional Services (Pinnacles) and the Manager – Strategy and Policy left the meeting at 11.26am.

18. Co-Lab – Update on Programmes

Council considered a business paper providing an update on Waitomo District Council's participation in Co-Lab shared services and work programmes, including:

- Co-Lab Learning
- Insurance Advisory Group
- Communication Services
- Procurement Services
- Asset valuations
- Customer Digital Enablement
- Strategic Direction review

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

Resolution

The business paper on Co-Lab - Update on Programmes be received.

Goddard/Todd Carried

The General Manager – Infrastructure Services left the meeting at 11.26am.

19. Riskpool Update on Winding Up – Advising of Call

Council considered a business paper advising that in aggregate over all fund years, Riskpool has incurred more in claims and expenses than it has received from its members, resulting in the need for Riskpool to make a call on its members to pay a contribution to fund the deficits.

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

Resolution

The business paper on Riskpool Update on Winding Up - Advising of Call be received.

Robertson/Goddard Carried

20. Financial Report for the period ended 30 September 2023

Council considered a business paper providing an overall progress report on Waitomo District Council's financial activities for the period ended 30 September 2023.

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

Resolution

The business paper on the Financial Report for the period ending 30 September 2023 be received.

Robertson/Manawaiti Carried

The General Manager – Strategy and Environment re-entered the meeting at 11.33am.
The Chief Financial Officer left the meeting at 11.34am.

21. Road Names: Walker Road to 'Walker Street'

Council considered a business paper providing the feedback received through the public consultation process regarding the proposal to re-name the urban portion of Walker Road to Walker Street and seeking a decision from Council on the renaming of the urban portion of Walker Road to Walker Street.

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

Resolution

- 1 The business paper on Road Names: Walker Road to "Walker Street" be received.
- 2 Council re-name the urban portion of Walker Road to Walker Street and advise affected parties accordingly.

Osborne/Goddard Carried

The Manager – Strategy and Policy re-entered the meeting at 11.37am.

22. Review of the Freedom Camping Bylaw 2023

Council considered a business paper seeking a decision from Council regarding amendments that are required to be made to the Waitomo District Freedom Camping Bylaw in light of recent legislative changes (Self-contained Motor Vehicles Legislation Act 2023).

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

Resolution

- 1 The business paper on Review of the Waitomo District Freedom Camping Bylaw 2023 be received.
- 2 Council resolves to amend the Bylaw without public consultation to remove any inconsistencies between the Bylaw and the Self-contained Motor Vehicles Legislation Act 2023, and publicly notify its decision in this regard.

Manawaiti/Goddard Carried

23. Adoption of Public Health and Safety Bylaw 2023

Council considered a business paper presenting the Public Health and Safety Bylaw 2023 for adoption following public consultation.

Council noted that no submissions were received to the Bylaw during the consultation process.

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

Resolution

- 1 The business paper on adoption of Public Health and Safety Bylaw 2023 be received.
- 2 Council adopt the Public Health and Safety Bylaw 2023 with amendments as per Attachment 2 (Draft Public Health and Safety Bylaw 2023 - Amended November 2023 (Doc No A698928)) to come into effect on 18 December 2023.

Osborne/Robertson Carried

24. Deliberation of Submissions and Adoption of Public Places Bylaw 2023

Council considered a business paper providing an analysis of the submissions received for the Public Places Bylaw 2023 (the Bylaw) for the purposes of deliberation, and for Council to adoption the Bylaw with or without amendment based on the deliberations of the submissions.

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

Resolution

- 1 The business paper on Deliberation of Submissions and Adoption of Public Places Bylaw be received.
- 2 Council adopt the Public Places Bylaw 2023 with amendment as per Attachment 3 (Draft Public Places Bylaw 2023 - Amended November 2023 (Doc No A699091)) to come into effect on 18 December 2023.
- 3 Council note its thanks the two Submitters who made submissions to the Public Places Bylaw 2023.

Robertson/Osborne Carried

The Manager – Strategy and Policy left the meeting at 11.46am.

25. Motion to Exclude the Public

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

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
Point Road, Mokau - Erosion	Section 7(2)(j) To prevent the disclosure or use of official information for improper gain or improper advantage.	Section 48(1)(a)(1)
Tainui Domain Recreational Reserve Society Incorporated Lease	Section 7(2)(g) To maintain legal professional privilege.	Section 48(1)(d)

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

Staff Member	Reason for Remaining in Attendance
Acting Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Strategy and Environment	Portfolio Holder
Legal Officer	Portfolio Holder

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

Goddard/Osborne Carried

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

Resolution

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

1 Point Road, Mokau - Erosion

The Resolution only be made public as follows:

Resolution

- 1 *The business paper on Point Road, Mokau – Erosion be received.*
- 2 *Council resolves to undertake an assessment on the stability of the rock embankment at the end of Point Road annually to ensure that from a health and safety perspective public access can still be maintained.*
- 3 *Council resolves not to fund part of the engineering report for what can be done regarding the erosion on the beach side of Point Road. Noting the decision by Council on 23 June 2015.*
- 4 *Council notes the temporary speed reduction of 30 km/h being applied to Point Road and Aria Terrace until after Easter Weekend 2023.*
- 5 *Council resolves not to provide Portaloo Toilets on Point Road.*

Robertson/Osborne Carried

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Confidential

27
WAITOMO DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 13 FEBRUARY 2024 AT 9.08AM

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

IN ATTENDANCE: Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgin
Manager – Strategy and Policy, Charmaine Ellery
Senior Strategy and Policy Advisor, Alice Tasker
Chief Financial Officer, Tina Hitchen
General Manager – Community Services, Helen Beaver
Health and Safety Administrator, Nicole Sheward

1. Apologies

Resolution

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

B Robertson/New

Carried

2. Declarations of Member Conflicts of Interest

No declarations made.

3. Confirmation of Minutes – 17 October 2023

Resolution

The Minutes of the Waitomo District Council Audit and Risk Committee meeting held on 17 October 2023 be confirmed as a true and correct record.

B Robertson/Goddard

Carried

4. Mastercard Expenditure Report (September 2023 – January 2024)

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

The Manager – Governance Support and Chief Executive expanded verbally and answered members questions.

The Chair asked that the Chief Executive confirm that the provision of petrol vouchers to a volunteer does not run foul of tax requirements, etc.

Resolution

The Mastercard Expenditure Report for the period (September 2023 – January 2024 be received.

Osborne/New

Carried

5. Progress Report: Key Performance Indicators - period ended 31 December 2023

The Committee considered a business paper presenting Waitomo District Council's delivery performance on non-financials for the 2022/23 financial year ending 31 December 2023.

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

The Chief Financial Officer entered the meeting at 9.19am.

The Committee noted that where a KPI is not able to be measured at this time then it should be a blue dot (data not available) and not a yellow dot (off track). The example used was the KPI for Effective Communication with our community which will not be able to be measured until the annual survey is completed.

Resolution

The Progress Report: Key Performance Indicators for the period ended 31 December 2023 be received.

Osborne/Goddard Carried

The Manager – Strategy and Policy and Senior Strategy and Policy Advisor left the meeting at 9.39am.

6. Treasury Management Report for the period ended 31 December 2023

The Committee considered a business paper providing an update on Waitomo District Council's debt position and compliance with borrowing limits for the period ending 31 December 2023 (Quarter 2).

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

The General Manager – Community Services and Health and Safety Administrator entered the meeting at 9.42am.

The Committee noted the two breaches over fixed rate cover and liquidity, and the actions taken to remedy those breaches.

Resolution

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

B Robertson/Osborne Carried

7. Progress Report: Health and Safety

The Committee considered a business paper providing a brief on Waitomo District Council's health and safety performance during the 2023/2024 year.

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

The General Manager – Community Services advised that Committee that the Health and Safety Administrator, Nicole Sheward would be finishing up with WDC after three years of service and returning to Auckland. The Committee thanked Nicole for her work with Waitomo District Council over the last three years and wished her well for the future.

The General Manager – Infrastructure Services entered the meeting at 9.56am.

Resolution

The Progress Report: Health and Safety be received.

Osborne/New Carried

The General Manager – Community Services and Health and Safety Administrator left the meeting at 10.04am.

8. Progress Report: WDC Resource Consents – Compliance Monitoring

The Committee considered a business paper providing a brief on compliance reporting against Resource Consent conditions, due during the second quarter of the 2023/2024 financial year.

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

Resolution

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

Goddard/Osborne Carried

9. Progress Report: Procurement Summary Schedule (October 2023 – December 2023)

The Committee considered a business paper presenting a summary of the procurements made in the period July to September 2023 in accordance with Waitomo District Council's Procurement Policy.

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

Resolution

The Progress Report: Procurement Summary Schedule (1 October 2023 – 31 December 2023) be received.

B Robertson/Todd Carried

The Chair noted the approach to be taken for reviewing risk will be undertaken in association with adoption of the Long Term Plan including initiation of the Risk Management Framework.

The Chief Executive briefed the Committee on progress with development of the consultation documentation for the Long Term Plan.

There being no further business the meeting closed at 10.25am

Dated this day of 2024

BRUCE ROBERTSON
INDEPENDENT CHAIRPERSON

WAITOMO DISTRICT COUNCIL
Appointments and Chief Executive Relationship Committee

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL APPOINTMENTS AND CHIEF EXECUTIVE RELATIONSHIP COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 12 DECEMBER 2023 AT 8.30AM

PRESENT: Mayor John Robertson, Deputy Mayor Allan Goddard, Council Members Eady Manawaiti, Janene New, Janette Osborne, Dan Tasker and Gavin Osborne

IN ATTENDANCE: Ben Smit, Chief Executive

2. Confirmation of Minutes (Public Section Only) – 10 May 2023

Resolution

The public portion of the Minutes of the Appointments and Chief Executive Relationship Committee held on 10 May 2023 be confirmed as a true and correct record.

Robertson/Goddard Carried

2. Motion to Exclude the Public

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

Resolution

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

General Subject of matter to be considered	Reason for passing this resolution in relation to each matter	S48(1) grounds for the passing of this resolution
1. Confirmation of Minutes: Appointments and Chief Executive Relationship Committee – 10 May 2023 (Public Excluded Section only)	Section 7(2)(a) - To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(1)
2. Chief Executive's Performance Review (6 Month)	Section 7(2)(a) - To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(1)

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council Chief Executive

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

Robertson/New Carried

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Confidential

Document No: A709356

Report To: Council



Meeting Date: 27 February, 2024

Subject: **Mayor's Report – February 2024**

The Three Waters legislation of the last government has now been repealed, paving the way for Councils and their communities to determine themselves how water services are best delivered to their communities. New legislation to facilitate this is in the making.

There are lessons to be learnt from the reform process dictated by the previous government, lessons that we as representatives of our local communities should take on board.

Democracy is important. Designing reforms with little engagement with those impacted, and then imposing them onto local communities carries risk of rejection.

Secondly, throwing in "sweeteners" when the reforms are struggling to get buy in just leads to more skepticism. Recall the "Better off Funding".

Thirdly, information supporting reform proposals needs to be robust. Few believed the financial analysis behind these reforms, and some of the assumptions were beyond belief.

Finally, expressing clearly the outcomes sought from reform is critical. Phrases like "this will deliver equity" do not cut it, without defining what this means for consumers.

With these learnings in mind, the Mayoral Forum in the Waikato region has triggered work to review how waters services can be better invested in, funded and delivered in our region. As Waitomo's Mayor, I am part of the reference group set up to guide the work.

This is an enormously challenging option exploring exercise. Each Council is in a different place in terms of its investment in water infrastructure. If a region wide or a sub-region wide Council Controlled Organisation (CCO) is to be established to secure efficiencies in the delivery of water services, there will need to be compromises. All Councils can be winners over the long term, but some will secure in the short term advantages that are greater than others.

Just where Waitomo District Council sits in this spectrum is something we will reflect on when we come to make our call on whether to join a prospective CCO. But perhaps where we are positioned in the spectrum today is not as important as future benefit.

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

JOHN ROBERTSON, QSO

MAYOR

Document No: A709350**Report To: Council****Meeting Date:** 27 February 2024**Subject:** Chief Executive Report**Type:** Information Only**Purpose of Report**

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

Background

- 2.1 This is a new report following a request by Elected Members and will be part of Council papers in the future.

Commentary

- 3.1 The Chief Executive's oversight report follows. This is still in development and awaiting your input.

FINANCIAL		SIGNATURE PROJECTS	OPERATIONS	
Net Operating Position YTD 31 December:	\$2.2m surplus	Report is a Work in Progress subject to development of the Project Management Framework.	Leadership	<i>LTP</i>
Variance to Revised Budget:	\$1.7m more than forecast		Community/Partners	<i>On-track</i>
Capital Spend. YTD % of Revised Budget	21%		Recreation/Property	<i>On-track</i>
Total YTD Spend to 31 December	\$7.3m		Regulatory	<i>On-track</i>
Loan \$m at 31 December	\$32.8m		Resource Mgmt	<i>On-track</i>
			Solid Waste	<i>Landfill future</i>
			Stormwater	<i>Flood mgmt</i>
			Wastewater	<i>Sludge mgmt</i>
			Water	<i>Demand mgmt</i>
			Roading	<i>Roading programme delivery</i>

KEY DECISIONS / DISCUSSIONS

To be made by board | for input

- Long Term Plan involvement

TOP OF MIND

Areas of focus or concern for CEO

- *Future of '3 Waters' and potential for Waikato Waters CCO*
- *Long Term Plan rates affordability*
- *Long Term Plan oversight focus on plan and engagement delivery*
- *Stormwater mitigation planning*
- *Landfill and sludge future's planning*
- *Release of property for housing*

BIG WINS / LEARNING

Getting LTP budget and engagement topics nearly complete

Progress on roading and capital programme

HEALTH & SAFETY

Incidents, accidents and near misses

- Nothing significant to report

Staff wellbeing

- Significant pressure on staff to prepare budgets and plans and deliver on services and projects.
- Turnover more stable and recruitment difficult with hard to fill positions eg roading and project management.
- Positive progress with northern neighbours in regard to sharing regulatory services.

OTHER MATTERS REQUIRING ATTENTION

Nothing to note

Suggested Resolutions

- 1 The business paper on Chief Executive Report be received.

A handwritten signature in black ink, appearing to read 'Ben Smit', enclosed within a large, loopy oval stroke.

BEN SMIT
CHIEF EXECUTIVE

21 February 2024

Document No: A709419

Report To: Council



Meeting Date: 27 February 2024

Subject: **Adoption of 2024 Meeting Schedule**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to formally adopt a Meeting Schedule for the 2024 calendar year.

Commentary

- 2.1 Council generally considers and adopts a Meeting Schedule at the end of each calendar year for the following year, however due to Audit and Risk Committee dates not being confirmed with the Independent Chairperson prior to the last Council meeting of 2024, a complete Meeting Schedule was unable to be considered at that time.
- 2.2 This Meeting Schedule includes all planned meetings required to complete Council's work programme with the exception of the Appointments and Chief Executive Relationship Committee and the Re Raangai Koorero Whakakaupapa Committee which will convene on an as required basis and will be publicly notified in the month prior to each meeting.
- 2.3 Council Meeting timelines are scheduled on the basis of monthly meetings taking place on the last Tuesday of each month.
- 2.4 Audit and Risk Committee meetings are scheduled quarterly, with the exception of the last meeting of the year which is brought forward a month to October. This enables the Committee to consider and make recommendations to Council on the Annual Report prior to adoption before the end of October.
- 2.5 It should be noted however, that because of the "living" nature of Council's work programme, scheduled meeting dates over and above the normal monthly Council meetings often alter as time passes and therefore only the known dates are included for adoption in the Meeting Schedule. Any additional meetings will be scheduled if and when required.
- 2.6 No Council or Committee Meetings are scheduled for January or December.

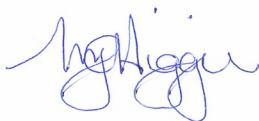
Suggested Resolutions

- 1 The business paper on Adoption of 2024 Meeting Schedule be received.
- 2 Council adopt the following Meeting Schedule for the 2024 calendar year:

Tuesday	13 February 2024	9:00am	Audit and Risk Committee Meeting
Tuesday	27 February 2024	9.00am	Council Monthly Meeting
Thursday	7 March 2024	2.30pm	Te Raangai Whakakaupapa Korero

Tuesday	26 March 2024	9.00am	Council Monthly Meeting <i>(Adoption of Consultation Document and Supporting Information for draft Long Term Plan for Audit)</i>
Tuesday	9 April 2024	9.00am	Council Meeting <i>(Adoption of Statement of Proposal for draft Long Term Plan for Consultation)</i>
Tuesday	30 April 2024	9.00am	Council Monthly Meeting Hearing: Submissions to Waste Management and Minimisation Plan
Tuesday	14 May 2024	9.00am	Audit and Risk Committee Meeting
Tuesday	14 May 2024	1.00pm	Council Meeting <i>(Deliberation of Submissions to Waste Management and Minimisation Plan)</i>
Tuesday	28 May 2024	9.00am	Hearing: Submissions to draft Long Term Plan
Tuesday	4 June 2024	9.00am	Council Meeting <i>(Deliberation of Submissions to draft Long Term Plan)</i>
Tuesday	25 June 2024	9.00am	Council Monthly Meeting <i>(Adoption of Long Term Plan and Waste Management and Minimisation Plan)</i>
Tuesday	30 July 2024	9.00am	Council Monthly Meeting
Tuesday	13 August 2024	9.00am	Audit and Risk Committee Meeting
Tuesday	27 August 2024	9.00am	Council Monthly Meeting
Tuesday	24 September 2024	9.00am	Council Monthly Meeting
Tuesday	15 October 2024	9.00am	Audit and Risk Committee Meeting <i>(Consideration of Annual Report)</i>
Tuesday	29 October 2024	9.00am	Council Monthly Meeting
Tuesday	26 November 2024	9.00am	Council Monthly Meeting

3 Meetings are to be convened in the Council Chambers, Queen Street, Te Kuiti commencing at 9.00am, unless publicly notified otherwise.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Document No: A709404

Report To: Council



Meeting Date: 27 February 2023

Subject: Documents Signed under Council's Common Seal

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of documents signed under the Common Seal of the Council.

Commentary

- 2.1 Council's Policy on Use of the Council Seal (Policy) provides that all documents authenticated or signed on behalf of the Council by way of affixing the Common Seal must be reported to the Council so that, if necessary, Council can ratify the sealing and pass appropriate resolutions to record the same.
- 2.2 Council's Policy also provides that any bylaws made by the Council must be authenticated or signed on behalf of the Council by way of affixing the Common Seal.
- 2.3 **Freedom Camping Bylaw**
- 2.4 Council at its meeting of 28 November 2023 amended the Freedom Camping Bylaw to remove inconsistencies between the Bylaw and the recent legislative changes (Self-contained Motor Vehicles Legislation Act 2023), with the amendments effective immediately. The amended Freedom Camping Bylaw has been authenticated with the Council's Common Seal.
- 2.5 **Public Health and Safety Bylaw 2023**
- 2.6 Council at its meeting of 28 November 2023 adopted the Public Health and Safety Bylaw 2023 (following completion of the scheduled 10 year review). The Bylaw came into effect on 18 December 2023. This Bylaw has been authenticated with the Council's Common Seal.
- 2.7 **Public Places Bylaw 2023**
- 2.8 Council at its meeting of 28 November 2023 adopted the Public Places Bylaw 2023 (following completion of the scheduled 10 year review). The Bylaw came into effect on 18 December 2023. This Bylaw has been authenticated with the Council's Common Seal.

Note: These Bylaws are available for viewing on the Waitomo District Council website.

Suggested Resolutions

The business paper on Documents Signed and Sealed under Council's Common Seal be received.

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

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Document No: A709274

Report To: Council



Meeting Date: 27 February 2024

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

Type: Information Only

Purpose of Report

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

Background

- 2.1 The Finance, Information Services and Leadership/Governance report incorporates commentary and its activities, along with commentary on the Information Services, Finance, Inframax Construction Limited, CoLab, Council Owned Quarries and Fleet.

Finance, Information Services and Risk

- 3.1 The group of activities incorporates –

- Finance
- Information Management
- Information Technology
- Risk Management

3.2 **CURRENT ACTIVITY**

3.3 **FINANCE**

- 3.4 The focus of the Finance team over the last two months has been on the preparation of the development of the Long Term Plan.

- 3.5 The invoices for the third rates instalment were sent out in January, and are due end of February. Staff have been able to dedicate some time over recent weeks to review and progress arrears accounts.

3.6 **INFORMATION TECHNOLOGY**

Three major projects are progressing:

- **Cloud Migration**
 - MagiQ (financial system) has gone live as per planned with minimal impact on the business opportunities. Overall, this project was a success.
 - Objective migration to MagiQ Docs project started in November 2023 and is planned to be completed on 26 April 2024. Most of the preparations for data transfer is completed and training will commence from 26 February 2024.
- **Promapp to Flowingly Project**
 - Flowingly application has been chosen to replace Promapp (Process Mapping tool) due to its Electronic Form and Automation capabilities. The existing Promapp processes can be moved (either manually or via a mass upload) into Flowingly with the relevant dates to be announced. The gradual development of Electronic forms for use by our community and staff will have significant benefits.

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

3.8 **FINANCE**

3.9 The focus of the team continues with the budget development workstream for the Long Term Plan, and associated audit process. Preparation will also commence for the lead up to the annual report.

3.10 **INFORMATION TECHNOLOGY**

3.11 Cloud migration, process mapping and development of the Business Improvement activities for the implementation of new systems (such as Flowingly) will be a focus for the Information Services team.

3.12 Staff will look at the current strategic risks and develop staff workshops to consider the practical impact and mitigation of these risks.

3.13 The development of improved Information Management and the migration from Objective to MagiQ Docs. The only potential risks are the migration of documents with no Optical Character Recognition (OCR) capability and the integration of MagiQ Docs to AlphaOne which is going to happen after the go-live date.

3.14 Implementing the Flowingly application presents an opportunity for WDC to enhance internal processes through automation and improvement. As WDC's process mapping and automation tool, Flowingly can streamline and enhance processes as they are mapped out.

Leadership/Governance

4.1 **CURRENT ACTIVITY**

4.2 **OTHER LEADERSHIP AND GOVERNANCE**

4.3 A heavy workload with the development of the Long Term Plan (LTP), Workshops and Council Agendas.

4.4 Significant organisation-wide projects ('3 Waters' Reform, Stormwater planning, Waitomo District Landfill, Centennial Park Concept Plan, and Service Reviews) have meant a lot of work for the wider Senior Management Team.

4.5 **RISK AND OPPORTUNITIES**

4.6 The uncertainty around the format of the '3 Waters' structure is particularly difficult in relation to the development of the LTP. The development of a business case for a Waikato-wide entity has begun.

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

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

4.9 Planning for the short term to long term solutions of the flooding issues in Te Kuiti

4.10 Completion of a number of the organisation-wide projects including the Waitomo District Landfill planning and the Marokopa Campground future. Implementation of the Māori Representation Model; the further development of the Centennial Park Concept Plan; Options for enhancing the use of the Les Munro Centre; Information Management System transition; The Housing Strategy and Waste Minimisation Plans will be key and the start of the Representation Review.

Suggested Resolution

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



TINA HITCHEN
CHIEF FINANCIAL OFFICER



SAEED JOUZDANI
CHIEF INFORMATION OFFICER



BEN SMIT
CHIEF EXECUTIVE

Document No: A709282

Report To: Council



Meeting Date: 27 February 2024

Subject: **Tainui Wetere Domain Recreational Reserve Society Incorporated Lease**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for the Council to review a suitable rental amount for the Ground Lease of the Tainui Wetere Domain Recreational Reserve Society Incorporated for the Tainui Domain.

Background

- 2.1 Waitomo District Council (WDC) owns the Tainui Wetere Domain as a recreational reserve. This land encompasses five sections within the Tainui Domain area where various activities take place, including:
- Rugby
 - Camping
 - Fishing
 - General recreation activities.
- 2.2 The Tainui Wetere Domain Recreational Reserve Society Incorporated, (a nonprofit organisation), has indicated their interest in leasing the Tainui Wetere Domain.
- 2.3 Following the Council Paper in November more discussion has taken place. As discussed the Society had indicated that the lease should be set at \$100 per year. This is because the Society operates on a volunteer basis as a non-profit organisation, and any funds generated are reinvested into the domain or other community initiatives.

Commentary

- 3.1 **Lease Agreement**
- 3.2 A ground lease agreement has been prepared and agreed with the Society providing for a 15-year term with two rights of renewal of 5 years each. There are ongoing discussions regarding payments of rates.
- 3.3 As part of Council's Lease Policy rental fee based on market rates will be in effect. An extract from the policy follows: "Occupants of any WDC land and/or building with a lease agreement in place, regardless of type or use, shall be charged rent at the market rate in accordance with the Lease and Occupancy Guidelines (the Guidelines)".
- 3.4 A Community Lease Grant is also in place as part of the Lease Policy. To be eligible for the Grant, groups must meet the following criteria:
- a) The land and/or building must be used exclusively or principally for sporting, recreation, or community purposes; and
 - b) The applicant, who must also be the tenant, must be a community organisation (or representative of) as defined in this Policy.

- 3.5 The usual value of the Grant is equal to 50% of the amount charged for the lease of the land and/or building. The Council may, at its discretion, approve a further Grant where exceptional circumstances apply. The Council also retains discretion as to whether to provide a Grant in any particular case.
- 3.6 The Society has asked to apply for a higher level of Grant as per the Council's Lease Policy so that they pay only \$100 pa.
- 3.7 Determining the market rental for this reserve land will be very subjective given the quite unique nature of the property. Therefore, it seems of little value to go to the expense of getting a market rental if a community lease grant applies to net the lease rental back to a less than market lease value. Therefore, in accordance with the Lease Policy, a notional market rental for the grazing land of \$2,100pa (14ha (usable area) at \$150 per ha (rate for less productive land)) has been set. This rate comes from our Lease and Occupancy Guidelines. No rental has been applied to the lease of the campground area because financial statements indicate that this does not return a significant surplus and is managed by volunteers for the benefit of the community and the campers. The rugby ground has not been ascribed a lease value because of its community benefit.
- 3.8 It should be noted that the toilets on the grounds will now be cleaned by the Domain Committee at a saving of \$10,000pa. They will also pay rates of \$1,000.
- 3.9 In addition to the rental payment, the Society will be responsible for covering all associated outgoings i.e., insurance, electricity and gas and is responsible for all repairs and maintenance.
- 3.10 On the basis of the community good supplied by, and volunteer nature of, the Tainui Wetere Domain committee it would seem appropriate to discount the lease value of \$100pa.

Considerations

4.1 **Risk**

- 4.2 Failing to pay the rental amount.
- 4.3 Failing to take out sufficient insurance.
- 4.4 Failing to comply with other conditions/obligations as contained in the lease.
- 4.5 Public perception that the level of the lease is unfair.

Suggested Resolutions

- 1 The business paper on Tainui Domain Recreational Reserve Society Incorporated Lease be received.
- 2 Council approves a notional market rental for the Tainui Wetere Domain of \$2,100 per annum.
- 3 There is a Community Lease Grant of \$2,000 per annum granted to the Tainui Wetere Domain Recreational Reserves Society Incorporated.



BEN SMIT
CHIEF EXECUTIVE

Document No: A709359

Report To: Council



Meeting Date: 27 February 2024

**Subject: Better Off Funding – Project updates
Information only**

Purpose of Report

- 1.1 The purpose of this business paper is to inform Elected Members on the progress of '3 Waters' Better-Off Central Government funded projects.

Background

- 2.1 Council approved the process of engaging with the community and the development of the 3 Waters Better-off funding projects at its meeting of 26 April 2022.
- 2.2 Wide community consultation followed.
- 2.3 An application was prepared and lodged with DIA, with a Funding Agreement signed in December 2022. The agreement secured \$3.55M for the following projects:
- (a) Town Gateways – to create gateways at the entry points to each township.
 - (b) Walkways – to link, upgrade and improve the Motakiora, the awa and Te Arora walkways through Te Kuiti.
 - (c) Cultural and Community Hub – business case and scoping works for the creation of a community space.
 - (d) Social Good Partnership – initiatives including, delivery of a methamphetamine program, housing strategy and action plan, civil defense resilience planning, vocational pathways for youth, and Centennial Park concept development.
 - (e) Town Amenity improvements - including upgrades to Piopio parking areas, sealing areas in Maniaiti/Benneydale and Marokopa campground.
- 2.4 Two reports have been filed with the Department of Internal Affairs (DIA), in July 2023 and December 2023, to ensure Council is meeting agreement conditions.
- 2.5 Two claims have been made totaling \$486,079.
- 2.6 This progress report will include:
- (a) A status update on each project including the sub-projects.
 - (b) Provide financial information relating to project budgets against spending.

Commentary

- 3.1 **PROJECT STATUS**
- 3.2 Projects and sub-projects have different procurement stages, scoping requirements and delivery outcomes and timeframes.
- 3.3 The following table provides a status overview with more specific project related detail provided in the following sections.

Table 1: Project Status Overview

Project	Status	Start date	End date
1. Town Gateways	Planning	1 Mar 2023	30 Jun 2026
2. Te Kuiti Walkways	Implementation	1 Jan 2023	30 Jun 2026
3. Les Munro Revitalisation (ex Cultural and Community Hub)	Planning	1 Dec 2023	30 Jun 2025
4. Social Good Partnerships	Planning/Implementation	1 Sept 2022	30 Mar 2026
5. Town Amenity Improvements	Implementation	1 Jan 2023	30 Mar 2025

3.4 **FUNDING AND PAYMENTS**

3.5 The table in Attachment One identifies project funding sources, committed spending and funding allocations to 31 December 2023.

3.6 **PROJECT CHANGE REQUESTS, CLAIMS AND REPORTING**

3.7 Changing project scope, milestones and re-allocating funds was envisaged by the DIA. The change and approval process is managed and approved by Crown Infrastructure Partners Limited (CIP).

3.8 Two projects have been rescoped within the past six months.

3.9 The Community and Cultural Hub business case and scoping project has been rescoped to focus on unlocking the full potential and opportunities which could be provided by the Les Munro Centre. This change required and has received CIP approval.

3.10 The other change was reallocation within the Social Good grouping of projects and did not need CIP approval.

Gateways (\$1,419,000)

4.1 The Gateways project has had first milestone dates extended for six months as recruitment for the Manager Programme Delivery role continues. It is expected that the final delivery date of 30 June 2026 will still be able to be met.

4.2 Key outcomes are to create gateways that enhance the entry points to district boundaries and townships and provide traffic calming solutions.

4.3 A review of the range of project components is underway with the initial priority focused on traffic calming in the townships.

4.4 Feedback taken during the Better off Funding application process confirmed communities are keen to see an improved recognition of local identity. Opportunities to define and agree on how that may be achieved will be discussed with Council at a future Workshop.

Walkways (\$396,000)

5.1 Physical track and retaining wall works are well underway along Mangaokewa River. Options for the Mangaokewa connection will be the next step with minor improvements planned.

5.2 Works undertaken in Motakiora/Brook Park also fit within this project grouping.

5.3 Engagement with Ngati Rora regarding storyboards along the total walkway from the Pa site in Motakiaora/Brook Park through to the Mangaokewa Reserve is underway.

5.4 Engagement with Brook Park Committee regarding storyboards and signage is also underway.

5.5 The project is tracking well against milestones and budget projections.

Social Good Partnerships (\$960,000)

6.1 There are five sub-projects under the Social Good Partnerships grouping.

6.2 **RANGATAHI PATHWAYS (\$600,000)**

- 6.3 The Rangatahi Pathways initiative is designed to support young people in the Waitomo District as they navigate their way through school, employment, and further training and education.
- 6.4 Aotahi Ltd delivers the Program.
- 6.5 A hui was held on 11 December 2023, with key stakeholders who were involved in the development of the program invited to discuss progress, one-year on.
- 6.6 For the year ended 31 December 2023, 81 workshops and 28 exposure events were delivered. A total of 342 Career Pathway Plans were developed, with 56 school visits undertaken.
- 6.7 Avenues to attract additional funding will continue to be explored. The aim is to run the program for a minimum of five years but preferably for ten or more.
- 6.8 **METHAMPHETAMINE PROGRAMME (\$200,000)**
- 6.9 This project is yet to commence.
- 6.10 An evaluation of options is underway.
- 6.11 **HOUSING STRATEGY (\$80,000)**
- 6.12 The Housing Strategy has been completed and delivered to Stakeholders, with a launch to celebrate this stage held at the Les Munro Centre 10 August 2023.
- 6.13 Action plans, including the evaluation of land potentially available in Te Kuiti for the development of housing, are underway.
- 6.14 **CENTENNIAL PARK CONCEPT DEVELOPMENT (\$50,000)**
- 6.15 Engagement with key stakeholders and the community to gather feedback on potential future improvements for Centennial Park is underway.
- 6.16 This will help to inform the scope of the Centennial Park Concept Development Plan.
- 6.17 Progress to date includes an additional funding application for the upgrade of facilities under the Grandstand.
- 6.18 **MOKAU MUSEUM (\$30,000)**
- 6.19 Funding for the original sub-project, Civil Defense Resilience Planning, was able to be completed via a different workstream. This allowed for a contribution towards building maintenance and access and safety improvements at the Mokau Museum to be made.
- 6.20 In keeping with funding agreement conditions, the reallocation could be made because it is consistent with the wider objectives of the Social Good Partnerships group.

Town Amenity Improvements (\$575,000)

- 7.1 **SEALING WORKS AT PIOPIO AND MANIATI/BENNEYDALE (\$525,000)**
- 7.2 Project milestones have been met with sealing works in Piopio completed through January 2024.
- 7.3 Staged resealing works in Maniati/Benneydale started early February 2024 and is expected to be completed, including line marking early March 2024.
- 7.4 Remaining budget (\$89,000) will be assigned to the contingency projects which are the Mokau Museum and Te Kuiti Bowling Club Carparks.

Les Munro Centre Revitalisation (\$200,000)

- 8.1 The Community and Cultural Hub (CCH) project has been refocused to identify and unlock the potential of the Les Munro Centre. Any implementation stage for the CCH was contingent on the Second Tranche of Central Government Funding. With confirmation that was no longer an option, reassessment was required.

- 8.2 It is considered that the broad goals and objectives identified for a CCH may be able to be met, in part, by a revitalisation of the Centre.
- 8.3 The original CCH project milestones and associated costs, which essentially track towards the development of a concept plan and include consultation and stakeholder engagement processes, remain the same.
- 8.4 The milestone timeframes have been extended to reflect the new focus with an expectation that the project will be completed by 30 June 2025.

Suggested Resolution

The business paper on Better-Off Project updates be received.

A handwritten signature in black ink, appearing to read 'Ben Smit', enclosed within a hand-drawn oval shape.

BEN SMIT
CHIEF EXECUTIVE

27 February 2024

Appendix: Better Off Projects – Budget and Actuals as at 31 December 2023

Project grouping	Project Name	Contracted BOF Crown Fund	TIF Co-funding	Actual costs to 31 Dec 23	Committed costs	Remaining BOF Crown Fund	Remaining Co-funding
Town Gateways							
	Traffic calming, artwork, landscaping	1,419,000				1,419,000	
	Total Town Gateways	1,419,000				1,419,000	
Walkways							
	Walkways and Brooke Park	396,000	141,000	111,785	202,510	81,705	141,000
	Total Walkways	396,000	141,000			81,705	141,000
Les Munro Revitalisation							
	Business case and Scoping	200,000				200,000	
	Total Les Munro Revitalisation	200,000				200,000	
Social Good Partnerships							
	Methamphetamine Programme	200,000				200,000	
	Housing Strategy	80,000		42,424	37,576		
	Mokau Museum	30,000			30,000	0	
	Rangatahi Pathways coordination	600,000		210,847	389,153	0	
	Centennial Park concept development	50,000		6,808	15,137	28,055	
	Total Social Good Partnerships	960,000				228,055	
Town Amenity Projects							
	Piopio parking area (Cosmopolitan Club)	350,000		47,087	269,352	33,561	
	Maniaiti/Benneydale sealing (Hall)	80,000		7,010	37,549	35,441	
	Maniaiti/Benneydale sealing (SH30)	95,000		1,696	73,340	19,964	
	Marokopa Campground	50,000				50,000	
	Mokau Museum Carpark				30,000	-30,000	
	Te Kuiti Bowling Club Carpark				58,966	-58,966	
	Total Town Amenity Projects	575,000				50,000	
		Contracted BOF Crown Fund	TIF Co-funding			Remaining BOF Crown Fund	Remaining Co-funding
Total		3,550,000	141,000			1,978,760	141,000

Document No: A708895

Report To: Council Meeting



Meeting Date: 27 February 2024

Subject: **Grassroots Trust Limited Grant Application - Centennial Park Grandstand**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider a grant application to Grassroots Trust Limited to support upgrades to the Centennial Park Grandstand.

Background

- 2.1 The upgrade of the Centennial Park Grandstand will form part of the Centennial Park Concept Development Plan. Preparation of the plan is being funded via Better Off Funding.
- 2.2 The purpose of the plan is to strengthen the connection of Centennial Park with its community by working collaboratively with stakeholders, the wider community and Sport Waikato.
- 2.3 As part of the overall project, it has been identified that the grandstand has overtime become outdated and does not cater to the current needs of the community.

Commentary

- 3.1 Centennial Park was established in 1940 by the collective efforts of amateur sporting clubs, the Borough Council and interested bodies, and was a commemoration of the signing of the Treaty of Waitangi (100 years).
- 3.2 Centennial Park is an historic and valuable asset for Te Kūiti and the wider Waitomo District that offers a range of facilities and activities for sport, recreation and community events.
- 3.3 The park hosts several sporting clubs such as squash, netball, croquet, and small arms, as well as the Te Kuiti Highland Pipe Band and Hot Rod Club. Centennial Park also features multiple playing fields, netball courts, a pavilion and a BMX track.
- 3.4 The current state of the grandstand does not meet the changing needs of sporting codes and clubs and requires the facilities to be accessible, modern, and fit for purpose. There is an opportunity to revitalise the grandstand which in turn will encourage greater participation in sport, active play, and recreation. The upgraded grandstand can serve as a catalyst for increased community involvement, fostering a sense of pride and unity.
- 3.5 Elected members confirmed their support to apply to Grassroots Trust Limited for funding towards the upgrade of the Centennial Park Grandstand for an amount up to \$250,000 excluding GST.
- 3.6 This business paper seeks a resolution from the Council of their support to apply to Grassroots Trust Limited for funding, as outlined above.

Considerations4.1 **RISK**

4.2 There is a risk that the funding application to Grassroots Trust Limited is unsuccessful.

4.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

4.4 The application for grant funding is consistent with existing plans and policies.

4.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

4.6 Under the Significance and Engagement Policy 2021 this matter is of low significance.

Suggested Resolutions

1 The business paper on Grassroot Trust Grant Application – Centennial Park Grandstand be received.

2 That Council approve the lodging of a grant application to Grassroots Trust Limited for funding towards the upgrade of the Centennial Park Grandstand for an amount up to \$250,000 excluding GST.



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

19 February 2024

Document No: A708900

Report To: Council



Meeting Date: 27 February 2024

Subject: **Civic Financial Services Ltd – Statement of Intent to 31 December 2024**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present the Statement of Intent to 31 December 2024 (SoI 2024) for Civic Financial Services Ltd (CFSL).

Background

- 2.1 CFSL provides superannuation services for the local government sector through the SuperEasy KiwiSaver Superannuation Scheme and the Local Government Superannuation Scheme. CFSL also provide administration services to their client boards (namely Local Authority Protection Programme Disaster Fund (LAPP), Riskpool, Civic Liability Pool and Civic Property Pool).
- 2.2 WDC holds 16,940 shares (0.15%) in CFSL.
- 2.3 Enclosed separately and forming part of this business paper is a copy of the Statement of Intent for the year ended 31 December 2024.

Commentary

- 3.1 There is no planned change to the performance targets and measures that remain to:
- Provide superannuation services to at least 90% of local authorities,
 - Continue to be retained as administration manager for LAPP, Riskpool, Civic Liability Pool and Civic Property Pool.
- 3.2 Financial projections are provided for the 2024-2026 years. Administration income is expected to be \$2.2 million per annum across the three years. Revenue is mostly received from fees for providing superannuation administration for the local government superannuation schemes detailed in 2.1.
- 3.3 The projections include investment income of \$0.5 million annually, increasing to \$0.6 million in 2026.
- 3.4 Operational expenditure is forecast at \$2.6 million per annum across three years. The forecast surplus before tax remains at \$0.1 million over the first two years, which increases to \$0.2 million in 2026.
- 3.5 The current policy is not to pay a dividend to shareholder councils. The reason for this is to support and enhance the primary source of income, providing administration services to the superannuation schemes. The funds will instead be used to reduce the management fees for the scheme's members, reducing fees from 0.35% to 0.33% per annum from 1 April 2024.

Suggested Resolutions

- 1 The business paper on the Civic Financial Services Ltd Statement of Intent to 31 December 2024 be received.
- 2 The Civic Financial Services Ltd Statement of Intent for Civic Financial Services Ltd for the year ended 31 December 2024 be received.



TINA HITCHEN
CHIEF FINANCIAL OFFICER

19 FEBRUARY 2024

Attachments: 1 Civic Financial Services Limited – Statement of Intent 2024 (A709346)

8 December 2023

Ben Smit
Chief Executive
Waitomo District Council
PO Box 404
TE KUITI3941
bens@waitomo.govt.nz

Kia ora Ben

Civic Financial Services - Statement of Intent for 2024

Please find enclosed a copy of Civic's Statement of Intent for 2024.

The Company's major source of income in 2024 will come from providing superannuation administration services for the local government sector through the SuperEasy KiwiSaver Superannuation Scheme and Local Government Superannuation Scheme. Additional income will be derived from the services provided to the Local Authority Protection Programme, Riskpool, Civic Liability Pool and Civic Property Pool.

The 2020 Special General Meeting of the Company agreed that instead of providing dividends to shareholders, future surplus funds should be applied to reduce the administration fees for members of the SuperEasy KiwiSaver Superannuation Scheme and Local Government Superannuation Scheme.

We are again pleased to announce that a further reduction in the schemes' base administration fee will apply from 1 April 2024, reducing the fee from the current rate of 0.35% per annum to 0.33% per annum.

We have updated the communication section incorporated in the Statement of Intent to keep you informed of the changes we have implemented as we strive to improve the information provided to our members.

Thanks for your continued support, I look forward to working with you in 2024.

Ngā mihi



Charlie Howe
Chief
Executive
Email: charlie.howe@civicfs.co.nz

Civic Financial Services Ltd Statement of Intent

For the year to 31 December 2024



Contents

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1.0 What we do

- 1.1 We provide superannuation services for the local government sector through our SuperEasy KiwiSaver Superannuation Scheme and Local Government Superannuation Scheme.
- 1.2 We also provide high-quality, low-cost administration services to our client boards (Local Authority Protection Programme, Riskpool, Civic Liability Pool and Civic Property Pool).

2.0 Mission Statement

- 2.1 Civic will be a trusted and preferred financial services provider to the local government sector:
 - Dedicated to our shareholders.
 - Committed to our members.
 - A sound and successful business.

3.0 Financial Projections

- 3.1 Our primary source of income in 2024 will come from fees for providing superannuation administration for the local government sector through the SuperEasy KiwiSaver Superannuation Scheme and Local Government Superannuation Scheme. We also receive fees from providing administration, accounting and other services to the Local Authority Protection Programme, Riskpool, Civic Liability Pool and Civic Property Pool.
- 3.2 Our other source of income in 2024 will come from returns on our investments.
- 3.3 The Boards current policy is not to pay a dividend to our shareholders. It was agreed at the 2020 Special General Meeting that the funds which could otherwise be provided as dividends to shareholders should be used to reduce the administration fees applied to our two superannuation schemes.
- 3.4 Fee reduction: We will reduce the SuperEasy KiwiSaver Superannuation Scheme and Local Government Superannuation Scheme base administration fee from 0.35% per annum to 0.33% per annum from 1 April 2024.

3.5 Financial projections for the years 2024 to 2026 are:

	2024 \$000's	2025 \$000's	2026 \$000's
Administration Income	2,162	2,173	2,230
Investment Income	525	530	597
Total Revenue	2,687	2,703	2,827
Expenses	2,563	2,600	2,572
Surplus before tax	124	103	255
Surplus after tax	89	74	183

Note - these are projections, not firm predictions.

4.0 Performance Measures

- 4.1 We aim to provide superannuation and savings products and services to at least 90% of local authorities.
- 4.2 We plan to be retained as administration manager for the Local Authority Protection Programme, Riskpool, Civic Liability Pool and Civic Property Pool.

5.0 Reporting to Shareholders

- 5.1 We will provide an audited report for the 2023 year by 30 April 2024. The report will contain a review of our operations during the year and audited annual accounts.
- 5.2 We will provide a report on the first half of 2024 by 30 September 2024. The report will contain a review of our operations during the half-year and unaudited half-yearly accounts.

6.0 Transactions with Related Parties

- 6.1 Civic has 73 shareholders, comprising 72 local authorities and TrustPower.
- 6.2 Local Government Superannuation Trustee Limited and Local Government Mutual Funds Trustee Limited are wholly owned subsidiaries of Civic. Because it is sharing management resources, the Local Authority Protection Programme, Riskpool, Civic Liability Pool and Civic Property Pool are also considered to be related parties to Civic..
- 6.3 Transactions with shareholder members include risk-financing services and superannuation and savings-related financial services.
- 6.4 Charges to and from shareholder members will be made for services provided as part of the normal trading activities of Civic and its subsidiaries. All transactions with shareholder members are made on a purely commercial basis.

7.0 Member Communication

- 7.1 We have developed strategies setting out the future direction of Civic which focus on three key areas; positioning, promoting and protecting our brand as a trusted and preferred superannuation provider to the local government sector. The strategies are underpinned by Civic's people-centric model, an approach that cares about its members and their whānau and aims to maximise their retirement funds.
- 7.2 This has involved reviewing Civic's processes and product information to ensure it follows the BRACS formula: Believable, Relevant, Actionable, Compelling and Simple.
- 7.3 More regular and informative newsletters have become an important part of Civic's member-centric approach. As part of this, we have created presentations that better describe our purpose and the superannuation product range. The website has also undergone a refresh, the content and navigation being revised to provide easy access to product information, including automated sign-up forms to ensure a more efficient and user-friendly service for members and potential members.
- 7.4 We will be conducting our second member survey early next year to continue to monitor ongoing member satisfaction and assess the opportunity for better provision of services. Regular and targeted communications will provide members with the information requested in the surveys.
- 7.5 We are also investing into a completely new Website for SuperEasy next year which will improve communicating to members.

Document No: A706877

Report To: Council



Date: 27 February 2024

Subject: **Adoption of Statement of Proposal for Consultation on draft Waste Management and Minimisation Plan 2024**

Purpose of Report

- 1.1 The purpose of this business paper is to seek approval of the Statement of Proposal and the draft Waste Management and Minimisation Plan (WMMP) 2024 for public consultation.

Background

- 2.1 **SOLID WASTE (ASSET) MANAGEMENT & MINIMISATION PLAN 2018 (SWMaMP)**
- 2.2 The initial resolution of the existing SWMaMP pertaining to solid waste was passed by the Waitomo District Council (WDC) at an ordinary meeting of the Council held on 27 March 2018. The SWMaMP was adopted by Council following the special consultative procedure, by a resolution at a meeting of the Council on 26 June 2018.
- 2.3 The Waste Assessment (**Attachment 3**) was completed in September 2023 and feedback was received from the Medical Officer of Health (**Attachment 4**).
- 2.4 Council is required to prepare and adopt a WMMP at intervals of no more than six years. Development of the WMMP is guided by the Waste Minimisation Act 2008 (WMA), which encourages waste minimisation to protect the environment from harm, and to provide social, economic, and cultural benefits.
- 2.5 A copy of the draft WMMP 2024 is enclosed as **Attachment 2**.
- 2.6 The WMMP provides our community with a clear strategic direction and action-oriented plan for promoting effective and efficient waste management and minimisation within the district.
- 2.7 The WMMP is made pursuant to the requirements of the Local Government Act's (LGA) special consultative procedure, a requirement also set out in the WMA Part 4, sections 44 and 50(3).
- 2.8 Section 56(2) of the WMA stipulates that a bylaw must not be inconsistent with a council's WMMP. Section 58 of the WMA requires that bylaws made under section 56 must be reviewed:
- a) not later than 10 years after the bylaw was made; and
 - b) at intervals of not more than 10 years after the last review.
- 2.9 WDC's Solid Waste Bylaw is due for review in 2024, the current Bylaw is not inconsistent with the draft WMMP.
- 2.10 The Solid Waste Asset Management Plan (SWAMP) was reviewed in 2020 for the LTP 2021-2031. This created a separate document for Solid Waste asset management from the waste

minimisation so they could be reviewed in the required timeframes, 3 years, and 6 years respectively.

Commentary

3.1 **REVIEW PROCESS**

3.2 Council staff have undertaken a comprehensive review of the current Solid Waste Management and Minimisation Plan 2018, resulting in the development of an entirely new document WMMP that aligns with the best practices of Solid Waste Planning. The proposed draft WMMP is included in the draft Statement of Proposal document which is **Attachment 1**.

3.3 Councils are encouraged to use the new Waste Strategy - Te Rautaki Para as a starting point for their new WMMP, by looking for opportunities to work with other councils on new or expanded services and facilities, supporting local community groups and NGO's with their initiatives to reduce waste, and ensuring planning and consenting processes take account of the need for waste management and minimisation.

3.4 Ministry for the Environment (MfE) are introducing changes to support a low-emissions, low-waste circular economy, including:

- All councils accept the same standard set of materials in their recycling collection – effective from February 2024.
- All councils provide recycling collections to households in urban areas of 1,000 people or more – effective January 2027.
- All councils meet a performance standard for the amount of household waste diverted from landfill. The performance standard will increase over time, up to 50% by July 2030.
- All private waste companies that provide regular household waste collections record tonnes of rubbish, recycling, food and garden waste collected, and contamination rates. From late 2025 they report these figures to MfE.

3.5 Climate change has accelerated the need to find ways to reduce the generation of waste in the first place and manage the waste we do create. The ruinous impact of climate change on the waste sector was seen in the Fox River Landfill disaster in 2019. The result of extreme weather washing out an old dump on the Fox River in the Westland District. This has been a wakeup call to all councils to determine the vulnerability of their closed and operational landfills to coastal erosion and river flooding.

3.6 Government's first Emissions Reduction Plan 2022 outlines actions across every sector of the economy needed to meet its first emissions budget covering 2022-2025. Changing the way we think about waste, and improving our services and infrastructure will enable our communities and businesses to build resilience. At a local level, there are growing economic opportunities in the repair and refurbishment sectors where the benefits flow back into our own community. This draft WMMP aligns with the objectives of the Emissions Reduction Plan.

3.7 Through the development of the Long Term Plan 2024-2034 (LTP) Council are considering the options for the future of Te Kuiti Landfill. The options will be consulted with the community and the way forward decided with the finalisation of the LTP. Also, the renewal of the kerbside collection contract for 2026 may impact the Bylaw. Depending on the outcomes it is likely the Bylaw will then need to be reviewed as a result of changes to the site.

- 3.8 There is opportunity to use the two year grace period within Section 160A of the LGA so that the Bylaw may only require one or possibly two reviews rather than potentially three reviews in the next two years.
- 3.9 **STATEMENT OF PROPOSAL**
- 3.10 The special consultative procedure is subject to the requirements of the LGA's special consultative procedure, a requirement also set out in the WMA Part 4, sections 44 and 50(3).
- 3.11 Section 44 of the WMA is required to be used when Council is preparing, amending, or revoking plans, they must consider:
- Reduction
 - Reuse
 - Recycling
 - Recovery
 - Treatment
 - Disposal
- 3.12 Council must ensure that the collection, transport, and disposal of waste does not, or is not likely to, cause a nuisance; and have regard to the New Zealand Waste Strategy, or any Government Policy on waste management and minimisation that replaces the Strategy, and have regard to the most recent assessment undertaken by the territorial authority under section 51, and use the special consultative procedure set out in Section 83 of the Local Government Act 2002 and, in doing so, the most recent assessment undertaken by the territorial authority under section 51 must be notified with the Statement of Proposal.

<h2>Considerations</h2>

- 4.1 **RISK**
- 4.2 There is very little risk involved in undertaking a WMMP review. The Statement of Proposal has been prepared to fulfil the requirements of sections of the Waste Minimisation Act Part 4, Sections 44 and 50(3). A consultation period of 1 month allowing public submissions has been suggested which meets the legislative requirement.
- 4.3 Not keeping to the statutory timeframes for a WMMP review may result in a council's waste levy funding payments being withheld under Section 33 of the Waste Minimisation Act 2008.
- 4.4 Not reviewing the Bylaw on the due date has low risk as it is still consistent with current practices and the draft WMMP. The review would need to be completed and the new Bylaw adopted before 25 June 2026.
- 4.5 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 4.6 Adopting a reviewed Waste Management and Minimisation Plan for consultation retains consistency with the historical Council position on Waste Minimisation.

4.7 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 4.8 The Council's Significance and Engagement Policy requires the Council to assess the degree of significance of proposals and decisions, which informs the appropriate level of engagement.
- 4.9 Based on the list of criteria for significance listed in the Significance and Engagement Policy, this Draft Waste Management and Minimisation Plan is considered to be of medium significance for the people of the district, which corresponds to the 'consult' level of engagement.
- 4.10 Additionally, the Significance and Engagement Policy states that Council will use the special consultative procedure set out in Section 83 of the LGA for reviewing Bylaws.
- 4.11 Staff therefore recommend that Council undertake public consultation in accordance with the requirements of the LGA and its Significance and Engagement Policy. The Communications Plan is enclosed as **Attachment 5**.
- 4.12 Section 83 of the LGA requires the Council to make some specific decisions which are summarised as follows:
- Prepare and adopt a Statement of Proposal.
 - Ensure the Statement of Proposal is publicly available.
 - Ensure a description of how the Council will provide persons interested in the Proposal with an opportunity to present their views is publicly available.
 - Ensure a statement of the period (not less than 1 month) within which views on the Proposal may be provided to the Council is publicly available.
 - Provide an opportunity for persons to present their views to the Council in a manner that enables spoken interaction between the person and Elected Members (or delegated representatives) and ensure that any such person is informed about how and when they may take up that opportunity.
- 4.13 The proposed timetable for consultation and the adoption process is:

Key Milestone	Planned timeframe
Council Meeting – Adoption of the proposed Waste Management and Minimisation Plan for Public Consultation.	27 February 2024
Consultation Period	4 March 2024 to 8 April 2024
Hearing of submitters who wish to speak to their submission	30 April 2024 (as part of Council meeting)
Deliberations	14 May 2024 (following ARC meeting)
Council Meeting – Adoption of a final WMMP.	25 June 2024

Suggested Resolutions

- 1 The Business Paper on the Adoption of the Statement of Proposal for Consultation on the reviewed Waste Management and Minimisation Plan 2024 be received.
- 2 Council adopts the Statement of Proposal, which includes the draft Waste Management and Minimisation Plan 2024, for public consultation.

- 3 Council approves that the Public Consultation period begins on 4 March 2024 and concludes on 8 April 2024.
- 4 Council authorises the Chief Executive to make any editorial or layout changes to the Statement of Proposal that may be necessary before it is made publicly available.

WMMP Resolution

1. Council receives the Waste Assessment dated September 2023.
2. Council receives the Medical Officer of Health's feedback obtained in September 2023.



SHYAMAL RAM
GENERAL MANAGER – INFRASTRUCTURE SERVICES

31 January 2024

Attachment 1: Draft Statement of Proposal for Waste Management and Minimisation Plan review 2024 (A708926)

Attachment 2: Draft Waste Management and Minimisation Plan 2024 (A709360)

Attachment 3: Waitomo District Council Waste Assessment (A708867)

Attachment 4: Medical Officer of health comments on Waste Assessment (A708868)

Attachment 5: WMMP Consultation Communications Plan (A708892)

FORMAL SUBMISSION FORM

Submissions close at 4pm on Monday 8 April 2024

You can share your views by:

- Completing this submission form and returning it to us by:
 - o Visiting our Customer Service Centre at 160 Rora Street, Te Kūiti
 - o Emailing it to: haveyoursay@waitomo.govt.nz (scan and pdf or take a photo)
 - o Posting to: FREEPOST 112498, Waitomo District Council, PO Box 404, Te Kūiti 3941
- Visiting our website: www.waitomo.govt.nz/council/haveyoursay/waste-management-consultation/ and fill in an online submission form

FULL NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

I wish to speak to Council about my submission Yes No * Hearings will be held on 30 April 2024
Council will contact you with further details.

Do you support our draft Waste Management and Minimisation Plan in general? Yes No

What are your reasons?

Do you agree with the options and timeframes we have set in the WMMP? Yes No

Reasons?

What else could we do to help reduce waste?

Other comments:



Have your say!!

Draft Waste Management and Minimisation Plan

Statement of Proposal March 2024

Working towards a wasteless Waitomo

Working towards a wasteless Waitomo



Every year the world dumps a massive 2 billion tonnes of waste on the planet, both on land and into the ocean.

In 2019 the Global Waste Index placed New Zealand in one of the three top spots of nations with the worst waste management. In 2022, we moved to a slightly better ranked position, but as a nation we generated 17 million tonnes of waste, of which 13 million ended up in our landfills.

Waitomo District Council is committed to managing waste in a way that not only meets statutory requirements, but works towards educating and encouraging our community to reduce the amount of waste they generate in the first instance. This in turn will have a greater impact on preserving our environment and planet.

Our draft Waste Management and Minimisation Plan (WMMP) forms the roadmap for solid waste activity over the next six years. It provides detailed information about activities we will undertake to achieve our objectives and targets, including proposed timelines and funding options.

We are seeking your feedback so make sure to visit our website to read the draft WMMP and have your say!!

What we want to achieve

We have four ambitious goals and targets that we will aim to achieve in the next six years. Please read them and tell us what you think.

Primary Schools

Waste education is provided to 50% of primary schools by 2026. Structured waste education can be provided under contract by established, reputable environmental education service providers.

Community

Waste minimisation information is readily available to 100% of the district's communities by 2028. Ensure our online information is comprehensive, local and practical, and supported by print communication with consistent low-key messaging to engage our communities.

Marae

Oranga Taiao zero waste education programme is delivered to 50% of the district's marae by 2029. The nationally successful Para Kore programme for zero waste marae will support our iwi community's commitment to waste minimisation.

Diversion

The diversion rate is increased to 50% of the district's waste to landfill by 2030. Our diversion activities are increasing, and the way we measure this data is improving. Out-of-district waste is not included in our diversion calculation as Council has no control over waste generated in other districts nor is it responsible for diversion activities in other districts.

How will we pay for it?

A lot of our funding comes from the Ministry for the Environment's national waste levy. Council receives a share of the funds based on our population. Several of our activities are funded using the waste levy. The rest of the funds are made up of general and targeted rates.

What is a Waste Management and Minimisation Plan?

A Waste Management and Minimisation Plan (WMMP) sets the direction for our waste activities, providing practical, cost-effective and achievable actions that can be implemented at a local level. It encourages our community to reduce the amount of waste they generate in the first instance, reuse and recycle as much as they can, repair and refurbish materials for use by others, and to dispose of any residual waste in an environmentally safe manner.

And why do we need one?

Council is required to prepare and adopt a Waste Management and Minimisation Plan (WMMP) every six years. The development of the WMMP is guided by the Waste Minimisation Act, which encourages waste minimisation to protect the environment from harm, and to provide social, economic, and cultural benefits.

What happens next??

4 March - Consultation starts on draft WMMP

We are seeking feedback on this plan until 4pm on Monday 8 April. Visit Council's website to read the draft WMMP and make an online submission.

Tuesday 12 March
4.30pm-6.30pm
Drop in session at
Gallagher Recreation
Centre

Saturday 16 March
9.30am-11.30am
Drop in session at
Waitomo District Landfill

30 April 2024 -
Submission
hearings on WMMP

8 April -
Consultation
on draft WMMP
closes at 4pm

25 June 2024 -
WMMP adopted
by Council



**We then
implement the
actions in our plan!!**

A snapshot of Waitomo's waste



In 2023 our per capita waste to landfill was 528kg, below the national average of 680kg per capita.



We diverted 2,100 tonnes from landfill, comprised primarily of recycling, greenwaste and concrete.



Nearly 37% of the waste disposed at Waitomo District Landfill (WDL) is from out-of-district.



We received a total 7,810 tonnes of waste at WDL for the 2022-23 year, but 2,400 tonnes of that could be recycled, recovered or composted.



We collected 411 tonnes of waste from kerbside rubbish bags, but half of that was organic waste that could have been composted.

We made progress against many of the objectives identified in the WMMP 2018, but we are not diverting as much waste from landfill as we could.

This WMMP has a greater focus on waste awareness across all sectors of our community and reflects the national and global movement towards a circular economy.

A circular economy (make-use-recycle, repeat continually) rather than the existing linear model (take-make-use-dispose) will make a significant impact towards a sustainable future, creating local job opportunities, providing long term cost savings and reducing the amount of waste generated.

Zero Waste



2023

Solid Waste

Waste Management and Minimisation Plan - Draft

Document Author	L Kenny
Document Date	December 2023
Doc Set ID	

Approvals		
Name / Authorisation	Position / Role	Date
Shyamal Ram	GM Infrastructure Services	
Ben Smit	Chief Executive Officer	
Council		

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ABBREVIATIONS

Bylaw	Waitomo District Council Solid Waste Bylaw 2014
Council	Waitomo District Council
CRS	Container Return Scheme
C&D	Construction and demolition waste
District	Waitomo District
EnviroNZ	EnviroNZ Services Ltd (previously EnviroWaste)
E-waste	Electronic waste
ETS	Emissions Trading Scheme
ICI	Industrial, commercial, institutional waste
MfE	Ministry for the Environment
MOH	Medical Officer of Health
MRF	Materials Recovery Facility
Organic	Food waste, greenwaste, cardboard and paper, some C&D waste
SWAP	Solid Waste Analysis Protocol survey and audit
WA	Waste Assessment 2023
WDL	Waitomo District Landfill (Te Kuiti landfill)
WMA	Waste Minimisation Act 2008
WMMP	Waste Management and Minimisation Plan (this document)
WRC	Waikato Regional Council
WWTP	Wastewater Treatment Plant

EXECUTIVE SUMMARY

Why do we need a plan?

This Waste Management and Minimisation Plan (WMMP) sets the direction for our waste activities until 2030. It is focused on accelerating our transition to a circular economy by providing practical, cost-effective and achievable actions that can be implemented at a local level. This WMMP will encourage our community to reduce the amount of waste they generate in the first instance, reuse and recycle as much as they can, repair and refurbish materials for use by others, and to dispose of any residual waste in an environmentally safe manner.

The landfill levy has increased incrementally over the past few years and will increase to \$60 per tonne in 2024. Our increasing revenue from the National Waste Levy Fund provides Council with potential to add services and / or infrastructure that may have previously seemed unaffordable. This WMMP is key to Council being well positioned to strategically spend our increasing levy revenue.

How well are we doing?

- In 2023 our per capita waste to landfill was 528kg, well below the national average of 680kg per capita
- We diverted 2,100 tonnes from landfill, comprised primarily of recycling, greenwaste and concrete
- Nearly 37% of the waste disposed at WDL is from out-of-district
- We received a total 7,810 tonnes of waste at WDL for the 2022-23 year, but 2,400 tonnes of that could be recycled, recovered or composted
- We collected 411 tonnes of waste from kerbside rubbish bags, but half of that was organic waste that could have been composted

We made progress against many of the objectives identified in the WMMP 2018, but we are not diverting as much waste from landfill as we could. This WMMP has a greater focus on waste awareness across all sectors of our community and reflects the national and global movement towards a circular economy. A circular economy (make-use-recycle, *repeat continually*) rather than the existing linear model (take-make-use-dispose) is the cornerstone of MfE waste policy and will make a significant impact towards a sustainable future, creating local job opportunities, providing long term cost savings and reducing the amount of waste generated

Our targets 2024-2030

- 1. Waste education is provided to 50% of primary schools by 2026**
- 2. Waste minimisation information is readily available to 100% of the district's communities by 2028**
- 3. Oranga Taiao zero waste education programme is delivered to 50% of the district's marae by 2029**

4. The diversion rate is increased to 50% of the districts waste to landfill by 2030

This document has three components:

Part A – Strategy

Part A outlines Councils commitment to manage and minimise waste in ways that meet statutory requirements. It identifies the plan's goals, objectives and targets to provide our community with the services and infrastructure to meet those targets.

Part B – Action Plan

Part B sets out the action plan with detailed information about activities that will be undertaken to achieve the objectives and targets identified in in Part A. The action plan includes proposed timelines, options for funding, and the objective that each action will meet. It forms the roadmap for solid waste activity over the next six years.

Part C – Appendices

Part C includes supporting information, including the Waste Assessment 2023.

Part A STRATEGY

1 INTRODUCTION

Every year the world dumps a massive 2.01 billion tons of waste on the planet, both on land and into the ocean, with developed nations being the worst offenders. The fastest growing regions of sub-Saharan Africa, South Asia and the Middle East and North Africa, are expected to double or triple their waste generation over the next few decades. The World Bank predicts that our global waste will have risen to 3.4 billion tonnes per year by 2050, and nearly half of that will be food waste and greenwaste.

In 2019 the Global Waste Index placed New Zealand in one of the shameful three top spots of nations with the worst waste management. In 2022, we moved to a slightly better ranked position, but as a nation we generated 17 million tonnes of waste, of which 13 million ended up in our landfills. This means we lose the value of over two-thirds of the materials we use.¹

1.1 Purpose of this plan

Managing and minimising waste is a key Council responsibility. Under the Waste Minimisation Act 2008² (WMA), Council is required to regularly review the way we manage our waste services. In the five years since the last WMMP there have been limited measurable changes to our local waste and recycling infrastructure and service delivery. But during that same period, the national and global waste focus has shifted dramatically. This is a combined result of the worldwide pandemic which

¹ Hon David Parker, Minister for the Environment

² New waste legislation is being developed to replace the WMA and the Litter Act, and should be enacted in 2025

shocked economies, acknowledgement that we are already in a climate crisis, and an increasing environmental awareness of the impact of our relentless consumerism. We need to be rethinking how we use our resources and how we can move towards a circular economy that helps keep our resources in use, rather than becoming waste.

Development of this WMMP is guided by the WMA and Te rautaki para, Waste Strategy 2023. Section 44 of the WMA requires us to give regard to the Waste Strategy when preparing our WMMP. This WMMP considers all aspects of waste within the district in line with the order of priority stated in legislation i.e. reduce, reuse, recycle, recover and dispose. Waste is defined as 'waste to landfill', and the term 'diverted materials' refers to materials collected for recycling, recovered for composting, and all other recovered or treated materials that are diverted from landfill.

1.2 Current status of plan

The WMA requires a WMMP to be reviewed every six years. There are three stages to the WMMP review process:

- i. *Solid Waste Analysis Protocol (SWAP) survey and audit:* A SWAP survey provides the comprehensive data (volume, source, composition) that Council needs to make informed choices about future waste issues. The 2023 survey was undertaken by specialists WasteNot Consulting and took place over a week in May, measuring waste at kerbside and at Te Kuiti Transfer Station.
- ii. *Waste Assessment 2023:* The SWAP data is essential to the detailed development of the Waste Assessment, which is a technical document covering the current waste situation, including waste flows, waste infrastructure and services, and forecast of future demand. It develops goals, objectives and targets, and identifies options to meet the forecast demands of the district.
- iii. *Waste Management and Minimisation Plan – this draft document.* This draft WMMP is the third stage and is the strategy document which guides all Councils solid waste activities for the next six years. Although it is structured on the Waste Assessment, the political uncertainty around environmental policy following the recent change in central government may impact some of our proposed actions or timelines and we have introduced some flexibility to allow for potential policy changes. The Action Plan provides the detailed information about activities required to achieve the agreed objectives and targets and how they will be carried out and resourced.

This WMMP, once formally adopted, will remain relevant until 2030. However, new waste legislation is expected in 2025 and may include a change to the WMMP review process and frequency of review.

1.3 Review of our previous plan

Councils last WMMP was developed in 2018 and delivered in a combined document with the Solid Waste Asset Management Plan. This had the inadvertent result that the WMMP did not address all the regulatory requirements, and specifically did not contain targets, or an action plan, which has made it difficult to measure progress since 2018.

Two strategic goals were included in the 2018 WMMP, and the first goal of ensuring the safe disposal of waste to protect our natural environment was achieved, without any health and safety breaches or resource consent non-compliance. The second goal of minimising waste disposal within the district was not achieved as waste generated within the district and disposed to landfill increased from 3,829 to 4,917 tonnes, an increase of 28%.

Many of the 2018 objectives are completed on an annual basis and are ongoing. We can improve in the areas of waste education in schools and for our community, diverting more material from household rubbish bags and from our waste to landfill, streamlining our data collection methods, and collaborating with our neighbouring councils for the provision of some waste services such as kerbside collection.

2 THE WASTE SITUATION

This section outlines key factors that influence the opportunities and challenges which drive this strategy. It also provides a summary of the volume and composition of our waste and diverted materials, and an overview of our existing services and infrastructure. Our district-specific issues are discussed.

2.1 Key factors influencing our current waste situation

Te para rautaki – Waste Strategy

Local governments are encouraged to use the new strategy as a starting point for their next WMMP (this plan), by looking for opportunities to work with other councils on new or expanded services and facilities, supporting local community groups and NGO's with their initiatives to reduce waste, ensuring planning and consenting processes take account of the need for waste management and minimisation, and planning and resourcing the work needed to identify and manage vulnerable landfills and other contaminated sites.

Waste Assessment 2023 (also refer to Attachment 1)

Our Waste Assessment identified the preferred options for managing and minimising our waste. From these options we have developed the specific activities which are required to meet the objectives and targets of this WMMP. We have introduced flexibility into some of our targets to allow for potential environmental policy changes following the recent change in central government. These activities are detailed in the Action Plan in section 11.

Emissions Reduction Plan

Government released the first Emissions Reduction Plan in 2022, which requires actions across every sector of the economy. Changing the way we think about waste, alongside improving our services and infrastructure, will enable communities and businesses to build resilience. At a practical level, there are growing economic opportunities in the repair and refurbish sectors where the benefits flow back into our local community.

In 2019, 94% of waste emissions were biogenic methane, largely generated by the decomposition of organic waste such as food, greenwaste, paper and wood waste. Although waste contributes a small percentage of our total emissions, biogenic methane has a warming effect 28 times greater than carbon dioxide. This WMMP aligns with the objectives of the Emissions Reduction Plan.

The Emissions Reduction Plan includes the following key focus areas for waste:

- Enable households and businesses to reduce organic waste
- Increase the amount of organic waste diverted from landfill
- Reduce and divert construction and demolition waste to beneficial use

- Explore bans or limits to divert more organic waste from landfill
- Increase the capture of gas from landfills
- Improve waste data and prioritise a national licensing scheme

“One third of all food produced globally goes to waste – that’s 1.3 billion tonnes per year”

The global waste and recycling markets

The global recycling market is volatile and is impacted by geopolitical as well as economic factors. The National Sword policy implemented by China in 2018 sent international recycling markets tumbling and was a wakeup call to New Zealand to refocus on our own recycling infrastructure.

New Zealand recyclers can process glass, tyres, cardboard, mixed wastepaper, #1, #2, #5 plastics, and tin / aluminium cans, although some #1 plastics, cardboard, and mixed wastepaper is sent offshore to reputable recyclers in SE Asia and Indonesia.

“Around the world, one million plastic bottles are purchased every minute, and five trillion plastic bags are used worldwide every year.”

UN Environment Programme

The global waste and recycling services market was worth \$60.41 billion in 2022 and is projected to be \$88.01 billion by 2030. The key factors driving the growth are

- Industrialisation of developing economies
- Increased awareness of need for recycling and waste services
- Moving up the waste hierarchy from landfill and energy-from-waste to recycling and circular economy models

Climate change impacts

The Fox River landfill disaster of March 2019 was the result of extreme weather washing out an old dump on the Fox River in the Westland District. Waste was strewn across 21 km of riverbed and 51 km of coastline and took five months and half a million dollars to clean up, plus 3,000 days of Conservation Department staff, military personnel and volunteer time.

The lesson that all councils can take from this is to determine the vulnerability of their closed and operational landfills to extreme weather events such as coastal erosion or river flooding. The consequences would be major, with the release of dissolved nitrogen, heavy metals, glass, plastics, and asbestos leading to potentially cascading consequences for public health, ecosystems and the economy. Research has identified that freshwater flooding of landfills can quadruple toxic metal release. WDC has one closed landfill on a floodplain that could potentially be scoured out by severe floodwaters.

Climate change has accelerated the need to find ways to reduce the generation of waste in the first instance and manage the waste we do create. Avoidance, refusal, reduction and reuse of waste materials will help reduce the pressure on earth’s natural resources while also reducing emissions of greenhouse gases created through mass production and the burning of fossil fuels to create plastic.

Yet, the OECD reports that the amount of plastic waste produced globally is on track to almost triple by 2060, with less than a fifth recycled by that time.

“With only 9% of annual plastic waste recycled, the myth that we can recycle our way out of a mounting plastic pollution crisis doesn’t add up”.

Stuart Braun

SWAP audit and survey findings

The SWAP audits identified organic waste as the primary composition of waste to landfill and in the rubbish collected at kerbside. Removing organic waste, including food waste, from the waste stream has multiple benefits, is a component of the Waste Strategy and Emissions Reduction Plan, but has yet to be legislated, and this is reflected in our actions and targets.

The other significant waste types to landfill are timber (component of C&D waste) and rubble & concrete (component of C&D waste). Central government recognise that the benefits of addressing C&D waste from a national viewpoint are preferable to a piecemeal approach by each local authority, and Council is supportive of this approach.

Contracts for our waste and recycling services

Council has contracts with EnviroNZ to provide kerbside rubbish and recycling services, transfer of waste from the rural transfer stations to WDL, collection of recyclables from all transfer stations and transport to Hamilton for processing, plus the operation and maintenance of the WDL. Council is discussing collaboration with Otorohanga District Council for provision of kerbside services which should contribute to a more efficient and economical service for both councils.

Circular economy principles

A circular economy is a system where materials never become waste and nature is regenerated. In a circular economy, products and materials are kept in circulation through processes like maintenance, reuse, refurbishment, remanufacture, recycling and composting. The circular economy tackles climate change and other global challenges, like biodiversity loss, waste, and pollution, by decoupling economic activity from the consumption of finite resources.

When a products component materials are reused rather than landfilled, not only is that material no longer waste but new raw materials are not required to be extracted.

MfE 'Why transition to the circular economy'

The circular economy is based on three principles, driven by design:³

- Eliminate waste and pollution
- Circulate products and materials (at their highest value)
- Regenerate nature

³ Ellen MacArthur Foundation



Figure 1: Key concepts in a circular economy, image courtesy of the Ellen MacArthur Foundation

2.2 Summary of the volume and composition of waste and diverted materials

The composition of the wastes being disposed at the WDL is key to identifying which waste streams to target for recycling and diversion.

Waste tonnes and composition - WDL

Tonnage to the landfill has decreased over the past five years primarily because out-of-district wastes from South Waikato and Ruapehu are no longer disposed at the site. Waste flows are price-sensitive and are not constrained by geographic boundaries. Variance in regional gate fees, preferential pricing for commercial operators, acceptance of special wastes influences where waste eventually settles. Similarly, waste disposed at WDL does not represent all waste generated in Waitomo District, nor is it comprised only of waste generated within the district.

In the financial year 2022-23 a total of 7,810 tonnes of waste was received at WDL, with the two main sources being ICI waste (3,133 tonnes) and C&D waste (1,970 tonnes) as shown graphically in Figure 2 below. Of the total disposed, 37% was from out-of-district (2,893 tonnes).

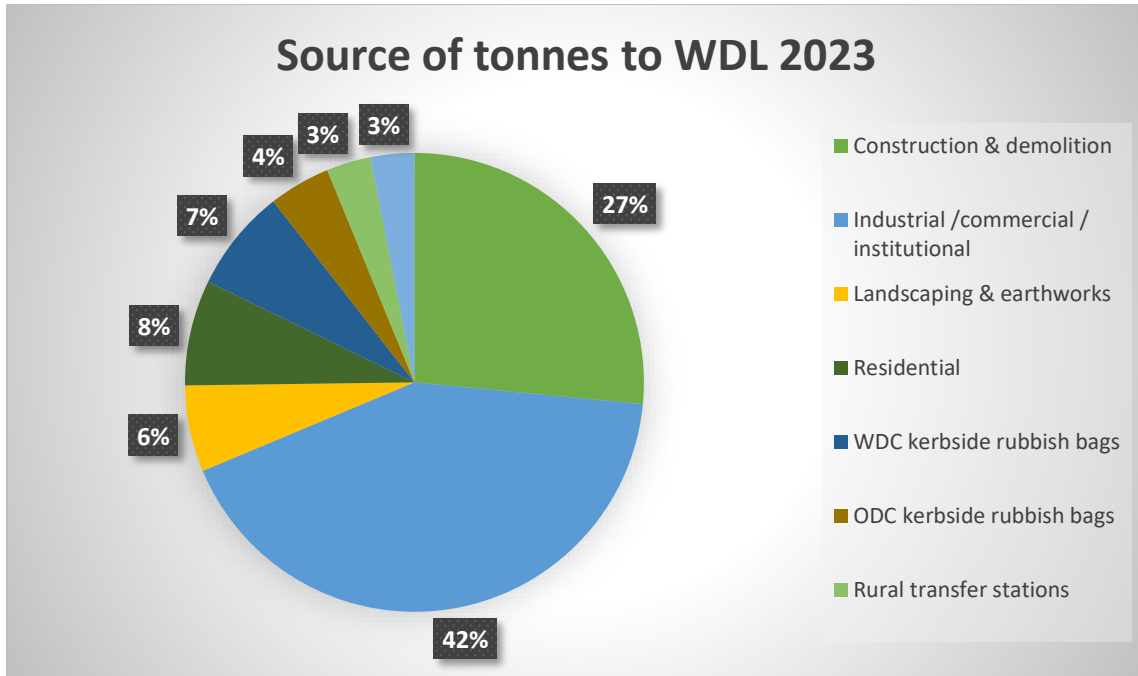


Figure 2: Source of tonnes to landfill (including out-of-district waste)

Of the general waste disposed at WDL, theoretically 43% or 3,378 tonnes per year could be diverted from landfill by recycling, recovery or composting. The two biggest components that could be diverted are food waste (864 tonnes per year) and cleanfill (733 tonnes per year). This must be factored into the future landfill decision, as the volume of divertible material in the out-of-district waste stream, which would be diverted at source, will make a considerable difference to future volumes and revenue for WDL.

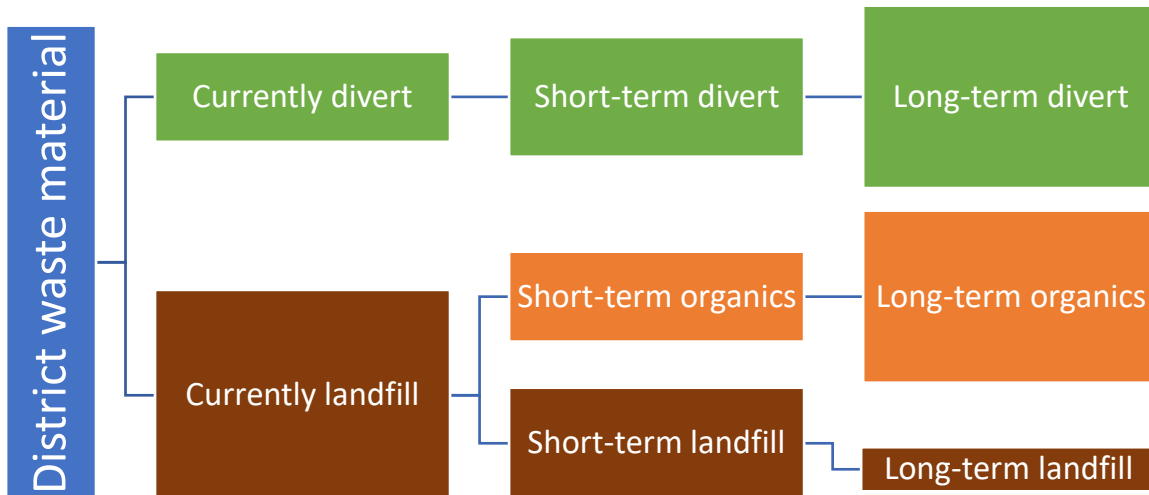


Figure 3: Potential changes to our waste streams over time

As already noted, C&D is a major component of our waste to landfill and the Emissions Reduction Plan aims to support the building and construction sector to minimise waste through research, sector support, investment in resource recovery processing infrastructure and consideration of future regulation for waste separation. This work will be scoped by MfE in collaboration with the Ministry of

Business, Innovation and Employment 'Building for Climate Change' program, and Council may have a supporting role in these national initiatives.

Waste tonnes and composition – kerbside collection

In the year to June 2023, 416 tonnes of kerbside waste were collected, with organic material, primarily kitchen waste, making up 51.1 % of the total for urban and rural collections. Kerbside organics consist of:

Kitchen waste	87%
Greenwaste	5%
Other organics	8%

The next largest components were sanitary paper 14.4%, plastics 10.6% and paper 9.3%. Overall, 59% by weight, of materials in kerbside bags could have been recycled or composted. This equates to 242 tonnes per annum and is a theoretical maximum, as no system can divert all material.

If kitchen waste can be removed from the kerbside waste stream either by kerbside organics collection, or home and community composting, it may be possible to reduce the kerbside rubbish collection to fortnightly as most of the malodorous waste has been removed.

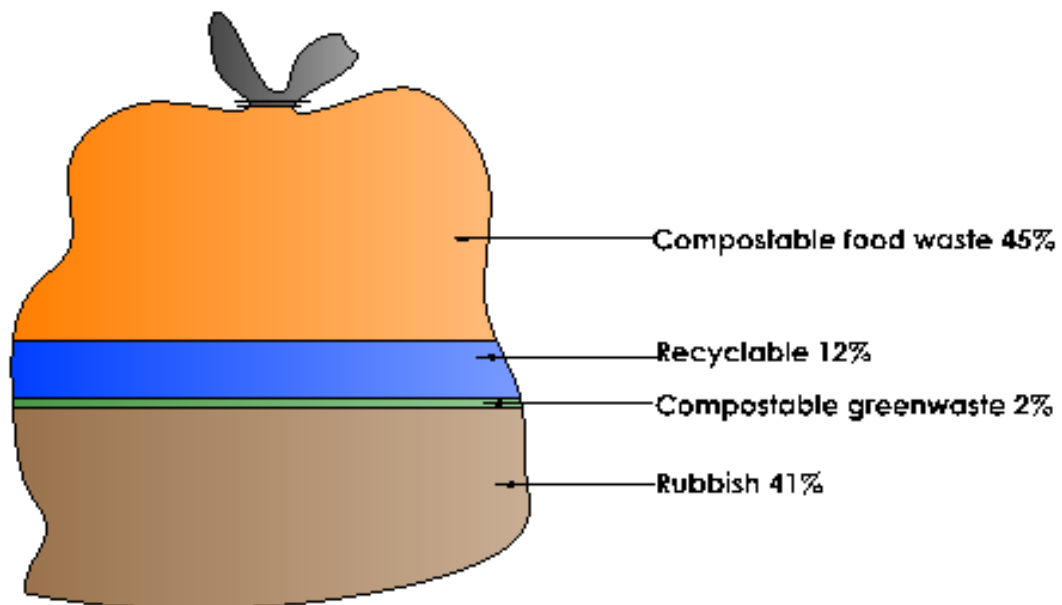


Figure 4: Diversion potential of kerbside rubbish bags

External impacts on kerbside recycling collection

MfE are introducing changes to support a low-emissions, low-waste circular economy, including standardisation of some kerbside services, increased diversion of household waste, and improved reporting from the private waste sector to provide a more complete picture of our national waste situation. These changes are not currently supported by legislation, but council will follow these guidelines where appropriate for our district. The private waste sector and territorial authorities also recognise that the recent change in central government may result in some dismantling of these MfE requirements and may apply pressure for a reduction or reversal of policy, where it is advantageous to do so.

Diverted tonnes and composition

In 2023 our overall diversion rate as a percentage of our disposal was 43.5% (2,137 tonnes of diverted materials as a percentage of 4,917 tonnes of within-district waste to landfill). Diverted material was primarily recycling, greenwaste and concrete. Other materials diverted at the Transfer Station include batteries, gas bottles, oil, paint, gas heaters, tyres and whiteware but cannot reliably be included in the table and graph below as they were not measured in tonnes.

Improvements to our data collection methods for diverted materials are included in our Action Plan. This will allow us to accurately measure tonnage of all diverted materials. Out-of-district waste to our landfill is not included in the diversion calculation as council has no control over waste generated in other districts nor is it responsible for diversion activities in other districts.

Table 1: Measuring our diversion

	2016-17	2018-19	2020-21	2022-23
Diverted material (tonnes)	2,136	1,884	2,342	2,137
District waste landfilled (tonnes)	6,797	3,829	4,115	4,917
Diverted as a percentage of landfilled	31%	49%	57%	43%

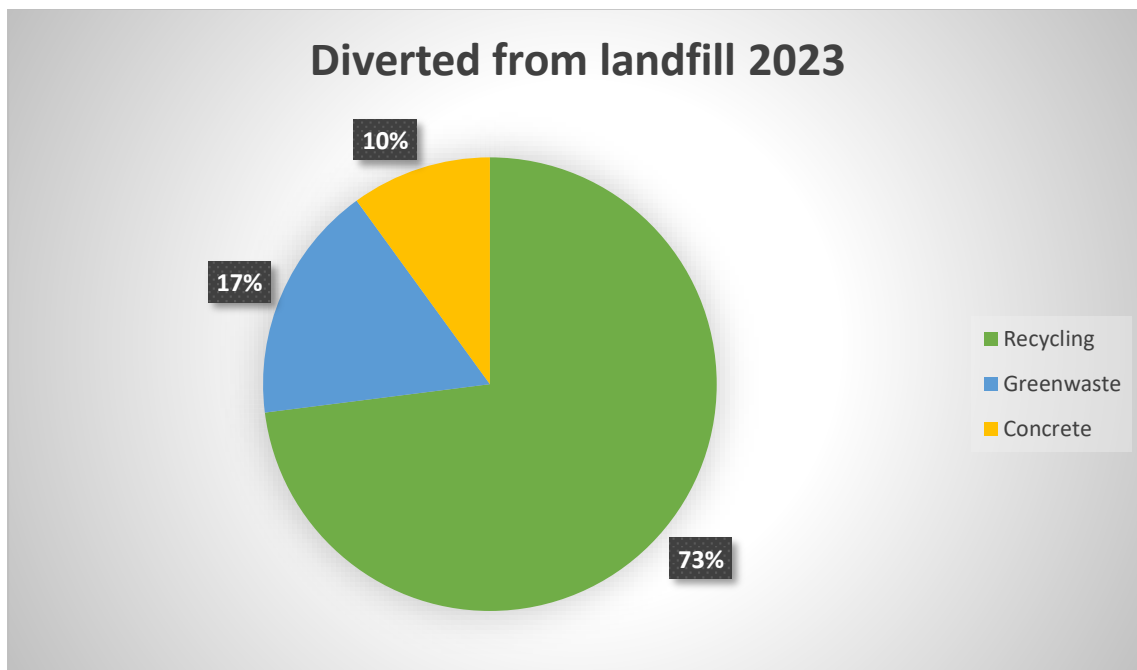


Figure 5: Composition of diverted materials

Diversion can be achieved through small, targeted programmes such as collection networks for batteries, cell phones, and household medical waste. Although the volumes collected are never going to be significant, batteries contain corrosive materials and heavy metals that can pose a health and

safety risk and cause contamination of the environment. The valuable materials in cell phones can be extracted for reuse.

The average New Zealander produces more than 20kg of e-waste each year, making us one of the biggest per capita amounts globally. E-waste contains a mixture of valuable materials that can be recycled (but usually aren't), and toxic materials such as lead, cadmium and mercury which can be hazardous to our health and to the environment. E-waste is a growing environmental and political problem with an estimated 57.4 Million tonnes generated globally in 2021, with less than 20% collected and properly recycled. E-waste is one of six priority products to be regulated under the MfE product stewardship programme. Other priority products are packaging, tyres, agricultural chemicals and their containers, farm plastics, refrigerants and synthetic greenhouse gases.

Targeting the biggest offenders in our overall waste stream will quickly produce results. Initiatives can be directed at a specific material type from a specific activity source, such as rubble and cleanfill in C& D waste.

Table 2: Our best opportunities for diversion

Divertible material	Activity source	Tonnes per year
Rubble – cleanfill	Construction & demolition	666
Compostable greenwaste	Landscaping & earthworks	379
Food waste	Kerbside rubbish	211

MfE will also require commercial businesses to divert food waste from landfill by 2030. Business waste is not a core council activity, although Council may want to take a facilitation role, particularly with smaller businesses.

2.3 Overview of existing waste infrastructure and services

Council owns five closed landfills (Aria, Benneydale, Piopio, Mokau, Walker Road Te Kuiti), one operational landfill (Waitomo District Landfill, William St), one central transfer Station (Te Kuiti), and five rural transfer stations (Benneydale, Piopio, Marakopa, Kinohaku and Mokau/Awakino). The facilities provide environmentally compliant, safe and convenient locations for residents and businesses to dispose of waste and recyclable materials. The facilities are managed, operated and maintained in accordance with resource consent conditions, contractual requirements and industry best practice.

Council has two waste service contracts in place which include

- Maintenance and operations of WDL
- Kerbside rubbish and recycling collection
- Transfer of waste from Te Kuiti Transfer Station and five rural transfer stations to WDL
- Collection of recyclables from Te Kuiti Transfer Station and five rural transfer stations
- Transport all recyclable material to Hamilton MRF for processing

2.4 Summary of district-specific challenges

The Waste Assessment identified a number of challenges that are specific to our district. These broadly include:

- The need for further support and education to make our communities more waste-aware

- Encouragement to turn our declining recycling volumes around
- Providing kerbside organics collection in urban Te Kuiti
- An assessment of the financial viability of our rural transfer stations
- The necessity to get an understanding of our farm waste and how we can manage it

These and other challenges are addressed in the Action Plan section 11.

3 POLICIES, PLANS AND REGULATIONS

3.1 Summary of guiding policies, plans and legislation that affect the WMMP

National legislation and local policy that informs this WMMP includes:

Te rautaki para, Waste Strategy 2023

MfE released the new Waste Strategy in March 2023. Councils will be guided by the new strategy, which will be backed up by legislation by 2025. The strategy has three phases:

- By 2030, the building blocks are in place to enable change; more activity is circular, and less waste is produced; and emissions and other environmental indicators are improving.
- By 2040, circular management of materials is normal, expected and well supported; residual waste is minimal; and emissions and other environmental indicators keep improving.
- By 2050 New Zealand has a low-emission low-waste circular economy and is helping other countries make the change; domestic systems are as circular as possible; we are contributing to regional and global circular networks; and our management of materials does not harm the environment.

Section 44 of the WMA requires us to give regard to the Waste Strategy when preparing our WMMP.

Waste Minimisation Act 2008 (WMA)⁴

The WMA emphasises and promotes waste minimisation. The purpose of the WMA is to 'encourage waste minimisation and decrease waste disposal to protect the environment from harm; and to provide environmental, social, economic and cultural benefits.'

The WMA outlines the responsibilities of territorial authorities in relation to waste management and waste minimisation including:

- Review its existing WMMP every six years and develop and adopt a new one
- Promote effective and efficient waste management and minimisation within their districts
- Spend the funding provided by the national waste levy on matters to promote or achieve waste minimisation in accordance with their WMMP

Also relevant to waste management and minimisation on a broader scale are:

- Local Government Act 2002
- Resource Management Act 1991
- Hazardous Substances and New Organisms Act 1996
- New Zealand Emissions Trading Scheme
- Litter Act 1979
- Health and Safety at Work Act 2015

⁴ Government is expected to introduce new waste legislation to replace the WMA 2008 and the Litter Act 1979 in 2025

- Health Act 1956

There are several key international agreements that New Zealand is party to which may impact our domestic legislation for waste minimisation and disposal, including:

- Montreal Protocol
- Basel Convention
- Stockholm Convention

3.2 Statutory requirements

In preparing this WMMP, Council has

- Given regard to Te rautaki para – Waste Strategy 2023
- Considered the waste hierarchy
- Considered the requirements of the LGA in assessing and making decisions on the best and most practicable options for addressing the community's waste management needs
- Given regard to the Waste Assessment when developing our Action Plan
- Considered the effects on exiting services, facilities and activities of using waste levy funding for our waste minimisation initiatives
- Considered the potential future impact of the recent change in central government

4 VISION, GOALS, OBJECTIVES AND TARGETS

4.1 Our vision

Council is developing a new vision to reflect how it will facilitate the promotion of the four well-beings (social, cultural, environmental and economic) and what it aims to achieve for the District.

Councils proposed vision for our district is **“Shaping our district together”**, and it is this vision which will guide our provision of waste management and minimisation services and infrastructure.

4.2 Our goals and objectives

To help achieve our vision, we have developed the following goals and objectives

Goal 1 Education – encourage our community to become more ‘waste aware’

Objective 1.1 Provide structured waste education, information and resources to our schools and marae

Objective 1.2 Engage our community and provide information and resources to support positive waste action

Goal 2 Minimise waste to landfill –reduce the harmful effects of waste to our health and environment.

Objective 2.1 Reduce the quantity of waste disposed to landfill, with an initial focus on wastes that create the most harm

Objective 2.2 Investigate and implement new services and facilities that will encourage minimisation of waste through increased opportunity to divert waste materials

Goal 3 Increase diversion – support resource recovery businesses at a local level where the benefits flow directly back into our community

Objective 3.1 Consider the implementation of kerbside organic waste collection in our urban community

Objective 3.2 Ensure our waste infrastructure encourages increased diversion through reduction, reuse, recycling and resale

Goal 4 Circular economy – a resilient district that is good for business, people and the environment.

Objective 4.1 Collaborate with iwi, local businesses, community groups, neighbouring councils and central government to support a transition to a circular economy

Objective 4.2 Ensure our waste services and infrastructure are safe, compliant, resilient and have flexibility to meet the changing needs of our community

4.3 Our targets 2024-2030

Our targets provide a clear and measurable way to determine how well Council is achieving its goals:

- 1. Waste education is provided to 50% of primary schools by 2026**
- 2. Waste minimisation information is readily available to 100% of the district's communities by 2028**
- 3. Oranga Taiao zero waste education programme is delivered to 50% of the district's marae by 2029**
- 4. The diversion rate is increased to 50% of the districts waste to landfill by 2030**

4.4 Councils intended role

Council will continue to provide a range of services under contract to the private waste sector. These contracts may be in collaboration with our neighbouring councils to obtain economies of scale. The services should prove safe, efficient and effective ways for our residents to dispose of waste and recyclable materials at transfer stations and recycling drop-off points, and through kerbside collection.

Council will continue to provide or facilitate education and waste awareness programs for our communities. We will support national waste initiatives and will advocate to central government on specific waste issues that impact our ability to meet our goals.

Council will continue to build relationships with Iwi, businesses, neighbouring councils, education providers, charitable trusts, local industrial recyclers and the private waste sector to improve the district's ability to meet its goals for waste management and minimisation.

4.5 Protecting public health

The Health Act 1956 requires Council to ensure the provision of waste services adequately protects public health. When considering Council-provided waste and recycling services, public health issues will be addressed through setting appropriate performance standards for waste services contracts. Council will ensure performance is monitored and reported on, and that contract structures can address issues that may arise.

Privately provided services can be regulated through local bylaws. From July 2024, all private waste operators must record all their waste data and will commence reporting this to MfE in 2025. This will form part of the national licensing requisite for waste operators.

The Medical Officer of Health was consulted on the draft Waste Assessment, and their review is included at the end of Attachment One. Valuable feedback was provided by the MOH and has helped inform the development of this WMMP. The political uncertainty around environmental policy following

the change in central government may impact some of our proposed actions or timelines. However, we consider that the proposals identified in this WMMP will adequately protect public health.

5 PROPOSED METHODS TO ACHIEVE EFFECTIVE AND EFFICIENT WASTE MANAGEMENT AND MINIMISATION⁵

5.1 Key waste and diverted material streams and how they are currently managed

The key waste and diverted material streams have been identified through weighbridge data and SWAP survey and are included in the WA (Appendix One).

The current methods of managing waste and diverted materials in the district are summarised here:

Table 3: Current management of waste and diverted materials

Waste stream / service	How these are currently managed
Residential waste	<ul style="list-style-type: none"> ▪ Council contracted kerbside collection in 1 urban area (Te Kuiti) and 3 rural (Waitomo, Piopio and Mokau) ▪ Te Kuiti Transfer Station ▪ Five rural transfer stations ▪ Private waste collection or bin services
Residential recycling	<ul style="list-style-type: none"> ▪ Council contracted kerbside collection in 1 urban area (Te Kuiti) and 3 rural (Waitomo, Piopio and Mokau) ▪ Council recycling drop-off centres at Te Kuiti Transfer Station and five rural transfer stations.
Commercial waste	<ul style="list-style-type: none"> ▪ Private waste collection ▪ Te Kuiti Transfer Station ▪ Waitomo District Landfill
Commercial recycling	<ul style="list-style-type: none"> ▪ Private recycling collection ▪ Take-back schemes with suppliers
Greenwaste	<ul style="list-style-type: none"> ▪ Te Kuiti Transfer Station ▪ Private greenwaste collectors
Litter and illegal dumping	<ul style="list-style-type: none"> ▪ Litter bin servicing ▪ Removal of illegally dumped waste ▪ Removal of abandoned vehicles under Council contract.
Hazardous waste	<ul style="list-style-type: none"> ▪ Te Kuiti Transfer Station accepts and stores domestic quantities for collection, treatment and disposal off-site by authorised hazardous waste contractor ▪ Commercial quantities deal directly with an authorized hazardous waste contractor.
Farm waste	<ul style="list-style-type: none"> ▪ Private waste collection ▪ Bury or burn on-farm ▪ Landfill

⁵ Section 5 is primarily for the draft version of WMMP that goes out for consultation. The final WMMP will have less detailed information here.

	<ul style="list-style-type: none"> Agrecovery for agricultural plastics recycling www.agrecovery.co.nz Plasback for a variety of farm plastics www.plasback.co.nz
Cleanfill	<ul style="list-style-type: none"> Landfill Private clean fills Other private disposal
Waste education	<ul style="list-style-type: none"> Support for Paper for Trees recycling program in schools Support for WRC's EnviroSchools program
Waste oil	<ul style="list-style-type: none"> Te Kuiti Transfer Station accepts and stores waste oil. This is collected and recycled or treated by waste oil operators.
Tyres	<ul style="list-style-type: none"> Collected by Waste Management to be chipped for inclusion in manufacture of cement.
E-waste	<ul style="list-style-type: none"> The e-waste diverted at Te Kuiti Transfer Station is stockpiled and collected by E-cycle for recycling.
Information	<ul style="list-style-type: none"> Other reuse, recycle, recovery and treatment services provided locally will be listed on Council's website 'What goes where'. This project is underway and will be updated on an on-going basis as new services arise.

5.2 Options for the future

The WA (Appendix One) assessed the options for future waste infrastructure and services for the district. A common set of categories for comparing options was used in the assessment. It provided a broad comparison of the sustainability of the various options by including an economic, environmental, social and cultural, and operational assessment.

The options assessment is summarised here and provides the framework for our Action Plan in Part B.

Table 4: Summary of options assessment

Key area	Options	Council's role	Possible funding sources
Services	Implement standardised kerbside collection in line with MfE guidelines	Service provider	Opex budget
Services	Investigate use of wheelie bins for kerbside collection of rubbish and / or recycling in the urban areas	Service provider	Targeted rate, Waste levy
Services	Introduce pre-collection recycling bin inspections, and wider community education to reduce recycling contamination	Service provider	Opex budget Waste levy

Services	Divert organic waste to beneficial use through kerbside organics collection and support for home composting and community-garden composting	Service provider	Waste levy, Targeted rate
Infrastructure	Council explores all options for the future of the Waitomo District landfill	Owner and Service provider	Full financial assessment required
Infrastructure	Council upgrades the functionality of Te Kuiti Transfer Station to encourage increased diversion of materials from the waste stream	Owner and Service Provider	Rates, Waste levy
Infrastructure	Review all rural transfer stations to identify any financial efficiencies that can be made, and explore alternative scenarios	Owner and service provider	Rates, Waste Levy
Infrastructure	Review all closed landfills to identify risks and threats posed by climate change and the resultant extreme weather events. Identify any high-risk sites and prioritise for action	Owner and service provider	Financial assessment required
Infrastructure	Improve capacity for 'disaster waste' by ensuring space is available to store / sort / transport disaster waste	Owner and service provider	Opex Rates
Education	Introduce a structured waste education program into primary and intermediate schools	Service provider	Waste levy
Education	Provide all residents with clear, consistent and local information on what to do with their waste and recyclable materials, and why and how to do it, using long term behaviour change initiatives	Educator and facilitator	Opex Waste levy
Education	Support a collaborative waste education program for all marae	Educator and facilitator	Waste levy
Education	Introduce a targeted campaign to local shops and businesses to encourage sustainability in all areas of their business	Educator and facilitator	Waste levy
Data	Understand the generation and management of other specific waste streams such as farm and rural waste	Educator and facilitator	Waste levy
Data	Improved process to measure diverted materials ensuring accurate reporting of diversion targets	Service provider	Opex budget
Regulation	Review Solid Waste Bylaw 2014 to ensure alignment with new waste legislation expected by 2025, to replace Waste Minimisation Act 2002 and Litter Act 1979	Enforcement	Opex budget
Partnerships	Look for opportunities to work with neighbouring councils on new or expanded facilities and services that will contribute towards a circular economy	Partner and facilitator	Financial assessment required
Partnerships	Support local community groups and NGOs with their waste minimisation projects	Partner and facilitator	Waste levy
Partnerships	Link with MfE national waste programs to expand the reach of our local activity	Partner and facilitator	Opex budget

6 FUNDING THIS PLAN

Council has a range of options available to fund our waste activities and these are summarised below. Proposed funding sources for individual programs of action, services or initiatives is documented in the detailed Action Plan in Part B.

6.1 Plan implementation funding

The options available to fund our waste activities include:

General rates – a rate that is paid by all ratepayers

User charges – paying for services you use e.g. transfer station gate fees

Targeted rates – a rate that is set to fund a particular activity. It can align to the provision of availability of service

Waste Levy Funding – MfE distributes 50% of the funds raised from the waste disposal levy to local authorities on a population basis. The money must be applied to waste minimisation activities identified in the Council's WMMP

Waste Minimisation Fund – MfE allocates the remaining 50% of the levy money on funding projects. Anyone can apply to the WMF for funding.

Private sector funding – the private sector may undertake to fund certain waste activities where it is financially sound to do so. Council may collaborate with the private waste sector where a partnership is likely to deliver better value for ratepayers and will assist in achieving the goals of the WMMP

Sales of recovered materials – revenue from the sale of materials for recycling, reuse or recovery could partially offset the cost of some initiatives

6.2 Waste Levy

The waste levy is currently set at \$50 per tonne (excluding GST) on all waste disposed at a Class 1 landfill (WDL is Class 1). The rate has progressively increased over the past few years and will be \$60 per tonne by July 2024. Although there is no current indication of further increases to the levy beyond 2024, new waste legislation to be enacted in 2025 will address this. All Councils receive a share of the waste levy revenue irrespective of what waste infrastructure they may or may not own.

Our revenue from the levy was \$75,000 for the 2022-23 year and is expected to exceed \$140,000 by the 2024/25 year. If the waste levy continues to increase beyond 2024 then Council could be able to provide waste services and infrastructure that would previously be deemed unaffordable.

7 MONITORING, EVALUATION AND REPORTING PROGRESS

Progress against each of the actions detailed in the Action Plan section 11 will be reported to Council through annual reports. Reporting to MfE on expenditure of council's waste levy revenue will be undertaken annually as per MfE requirements.

Indicative measures for each of the key action areas are tabled below. Specific measures for each action will be developed and agreed as part of the implementation of the WMMP.

Table 5: Monitoring and Reporting

Theme	Indicative Measures	Progress reported
Services	Customer surveys KPI's SWAP audits Weighbridge reports Service requests	Annual report Council reports KPI reporting MfE waste levy expenditure report
Infrastructure	Customer surveys KPI's SWAP audits Weighbridge reports Service requests	Annual report Council reports KPI reporting MfE waste levy expenditure report
Behaviour Change	Education program outcomes Service requests Contract compliance	Annual report MfE waste levy expenditure report Contract records
Data	All waste data collected in accordance with the National Data Waste Framework and Waste Levy Fund reporting	MfE waste levy expenditure report Annual report KPI reporting
Regulation	Service requests	Annual report
Partnerships and Collaboration	Details of support and collaboration agreed Contract compliance	Annual report Council reports Contract records

Part B ACTION PLAN

8 INTRODUCTION

The Action Plan sets out the programme of action for achieving the vision, goals, objectives and targets of the WMMP, as described in Part A Strategy. The Action Plan has been developed from the Statement of Options identified in the Waste Assessment, through internal staff workshops. A change in central government since the Waste Assessment was completed has meant that some actions in this draft WMMP have been worded to allow for flexibility should the incoming government dismantle the current MfE guidelines and proposed waste legislation. However, we still expect the tabled actions to meet the forecast demand for services and support the goals and objectives for waste management and minimisation.

The Action Plan tabled in section 11 sets out all the activities we may take, the proposed timeline, how each activity can be funded, and the objectives which the activity will address. Actions provided here are for services and initiatives that Council already provides or intends providing over the six-year term of this WMMP.

9 FUNDING STRUCTURE

Our waste, recycling resource recovery and waste education services are funded through rates, providing flexibility for different service levels, fees and charges, levy revenue and external funding including the contestable Waste Minimisation Fund. The rates set for 2023-24 are:

Solid Waste Collection – Service Charge:

Te Kuiti	\$73 per property per annum
Waitomo	\$74 per property per annum
Piopio	\$158 per property per annum
Mokau	\$154 per property per annum

Solid Waste Rate – Service Charge: \$242 per property, per annum

10 TARGETS AND MEASUREMENT

Tabled below are the proposed methods of measuring our five targets, which allows Council to determine how well it is achieving its goals.

Table 6: Methods of measuring our targets

Target	Method of measure
Target 1: Waste education is provided to 50% of primary schools by 2026	<ul style="list-style-type: none"> ▪ Contract for waste education provider, or in-house resource ▪ Number of schools visited and number of participating classes ▪ Feedback from schools
Target 2: Waste minimisation information is readily available to 100% of the district's communities by 2028	<ul style="list-style-type: none"> ▪ Online use of Councils waste information and resources pages ▪ Service requests ▪ Council rates newsletter distribution data ▪ Participation data from resource recovery activities at transfer station
Target 3: Oranga Taiao zero waste education programme is delivered to 50% of the district's marae by 2029	<ul style="list-style-type: none"> ▪ Contract for waste education provider, or in-house resource ▪ Number of marae visited by waste educator ▪ Feedback from marae
Target 4: The diversion rate is increased to 50% of the districts waste to landfill by 2030	<ul style="list-style-type: none"> ▪ Weighbridge data – all diverted materials and all waste to landfill from within district ▪ Data from resource recovery centre and shop at transfer station

11 ACTION PLAN TABLES

The Action Plan provides immediate actions that we can take in the short term as well as our longer-term approach to managing our waste and meeting the challenges that may impact our progress towards a circular economy. The actions are grouped into the same key areas as the options assessment in the Waste Assessment.

11.1 Services

#	Action	New or Existing	Timeframe	Potential funding source	Objectives
1	Provide kerbside collection of rubbish and recycling in our urban areas	Existing	Ongoing	Rates Levy	3.2 4.2
2	Implement standardised kerbside recycling collections in line with MfE guidelines requiring all councils to collect the same standard set of materials	New	February 2024	Rates	2.2 3.2 4.2
3	Review existing kerbside rubbish and recycling service and identify opportunities to improve recycling rates and reduce recycling contamination	New	2025	Rates Levy	2.1 2.2 3.2 4.2
4	Divert organic waste to beneficial use through support for home composting and community-garden composting	New	2027	WMF	2.1 2.2 3.1 4.1 4.2
5	Consider kerbside organics collection for the main urban area if financially viable and environmentally sustainable to do so	New	2030	WMF	2.1 2.2 3.1 4.1 4.2

11.2 Infrastructure

#	Action	New or Existing	Timeframe	Potential funding source	Objectives
6	Provide residents with access to transfer stations for waste disposal, resource recovery, and recycling drop-off	Existing	Ongoing	Rates User charges	2.1 3.2 4.2
7	Investigate all options for the future of Waitomo District Landfill, and implement the final decision by 2026	Existing	2026	Rates	3.2 4.2
8	Upgrade the functionality of Te Kuiti Transfer Station to improve resource recovery and recycling options. Retain flexibility to meet demand as new markets develop for recoverable materials	New	2026	Rates WMF	1.2 2.1 3.2 4.2

9	Review the operation of all rural transfer stations to identify any financial and logistical efficiencies, and assess any alternative options for these communities	New	2028	Rates	1.2 3.2 4.2
10	Expand the range of domestic hazardous waste that can be safely received and stored at Te Kuiti transfer station for appropriate disposal. This could include domestic medical waste and medical sharps	New	2027	Rates	2.1 2.2 4.2
11	Undertake risk assessments of all closed landfills to identify any potential failure posed by extreme weather events. Identify any high-risk sites for preventative remediation work	New	2028	Rates	4.2
12	Identify the capacity for 'disaster waste' at transfer stations or landfill. Identify sites that have sufficient space to store / sort / transport disaster waste. Update Emergency Management Plans as necessary	New	2024	Rates	4.2

11.3 Behaviour change

#	Action	New or Existing	Timeframe	Potential funding source	Objectives
13	Introduce a structured waste education program into primary schools	New	2026	Levy Rates WMF	1.1 4.1
14	Encourage our iwi community's commitment to waste minimisation through the Pare Kore program Oranga Taiao zero waste marae	New	2029	Levy WMF	1.1 1.2 4.1
15	Promote an online waste directory which is comprehensive and practical and includes all available local services for resource recovery, recycling and the safe disposal of waste materials within the district	Existing	Ongoing	Levy	1.2 3.2
16	Support all national waste education initiatives from MfE and adapt as necessary for our community	Existing	Ongoing	Rates Levy	1.1 1.2 4.1
17	Encourage local retail and businesses to consider circular economy principles in all areas of their business	New	2030	Rates Levy	1.2 4.1

11.4 Data

#	Action	New or Existing	Timeframe	Potential funding source	Objectives
18	Improve our waste data collection process to enable measurement of all diverted materials by tonnes, ensuring accurate reporting of diversion targets, and KPIs	New	2024	Rates	2.1 3.2
19	Undertake SWAP audits for transfer station waste and kerbside collection every three years, and after significant service changes	New and Existing	2026	Rates	2.1 3.2 4.2
20	Liaise with other councils, MfE or farming industry groups to identify the specific waste problems faced by our farmers and the wider rural community, and how they currently manage their waste.	New	2027	Rates WMF Levy	1.2 2.1 4.1

11.5 Regulation

#	Action	New or Existing	Timeframe	Potential funding source	Objectives
21	Continue to manage illegal dumping through enforcement action, education, and using consistent messaging to drive behaviour change	New and Existing	2024 ongoing	Rates	1.2 2.1
22	Review Solid Waste Bylaw 2014 to ensure it aligns with new waste legislation (2025) and national Te rautaki para Waste Strategy (2023)	New and Existing	2027	Rates	4.1 4.2

11.6 Partnerships and Collaboration

#	Action	New or Existing	Timeframe	Potential funding source	Objectives
23	Link with MfE national waste programs to expand the reach of our local activity	Existing	Ongoing	Rates	1.2 4.1
24	Consider all opportunities to work with neighbouring councils for new, or expanded, facilities and services	Existing	2024 ongoing	Rates	2.2 4.1
25	Support local community groups, iwi, and non-government organisations to implement resource recovery activities that will enhance local economic development	New	2029	Rates Levy	1.2 2.2 4.1

Part C APPENDICES

12 WASTE ASSESSMENT 2023

2023

Solid Waste

Waste Assessment

Prepared for Waitomo District Council, September 2023

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EXECUTIVE SUMMARY

The Waitomo district produces an estimated 528kg of waste to landfill per person per year putting the district in the lower range of territorial authorities, and below the national average of 680kg per capita. During the past six years the volume of domestic recycling has trended downwards despite the national and global focus on waste minimisation at every level.

A forecast of future demand for waste and diversion services is based on data trends and consideration of existing services. This forecast provides key opportunities for Waitomo District Council to support waste minimisation across the wider community, and include:

- Introduction of kerbside organic waste collections for urban residents
- Additional resource recovery facilities at Te Kuiti Transfer Station
- Provide structured waste education in primary schools
- Provide waste minimisation programmes, workshops and events for the wider community
- Ensuring infrastructure and services will meet public expectations as the demographic changes over time
- Encourage residents to make consumer choices that will contribute to a circular economy

Acting on these opportunities will assist Waitomo District Council in aligning with the new Te Rautaki para Waste Strategy.

The previous Waste Management and Minimisation Plan did not include any targets, but progress can be measured against two Strategic Goals.

Strategic Goal	Achieved / not achieved
To ensure the safe disposal of waste to protect our natural environment.	<p>Goal achieved.</p> <p>No health and safety breaches or resource consent non-compliance</p>
To minimise waste disposal within our district.	<p>Goal not achieved.</p> <p>The per capita amount of waste to landfill was 528 kg in 2023. This is a 28.5% increase on the 2018 baseline of 411 kg per capita (subject to 2023 census results)</p> <p>Waste generated within the district and disposed to landfill, increased from 3,829 to 4,917 tonnes, an increase of 28.4%</p>

Progress against strategic goals, consideration of the national initiatives emanating from MfE, plus the forecast for future demand, has helped inform the goals, objectives and targets for the next six years. The proposed targets for 2024-2030 are:

- Waste education is provided to 50% of primary schools by 2027
- Kerbside organic waste collection is implemented in urban area by 2027
- Waste minimisation information is readily available to 100% of the district's communities by 2028
- Waste education is provided to 50% of the district's marae by 2028
- The diversion rate is increased to 60% of the waste disposed to landfill by 2030

The Waste Assessment process includes identifying a range of options to enable Council to meet the forecast demands of the district, with an initial assessment of the suitability of each option. In identifying the options, consideration has been given to the key waste streams for diversion, future demand issues and the key challenges and opportunities faced by the district. The options have been developed against the following areas of focus:

- Services
- Infrastructure
- Behaviour change
- Data
- Regulation
- Partnerships and Collaboration

The options will be further developed in the Waste Management and Minimisation Plan 2024, for which this Waste Assessment is the precursor.

INTRODUCTION – WHAT IS A WASTE ASSESSMENT?

Councils play an important role in managing and minimising waste in New Zealand. The Waste Minimisation Act 2008 (WMA) gives territorial authorities the responsibility to promote effective and efficient waste management and minimisation within their district. The WMA requires territorial authorities to conduct a waste assessment (WA) and adopt a waste management and minimisation plan (WMMP), which must be reviewed every six years. The Waitomo District Councils (Council) previous Waste Assessment was completed in 2017.

The waste assessment (section 50 and 51 of the WMA) plays a key role in determining the content of the WMMP. Territorial authorities are required to conduct this assessment before reviewing their WMMP and to have regard to it in the preparation or review of the WMMP.

A waste assessment is effectively a stocktake of waste services within the district and a tool for forecasting future waste service needs. Section 51 of the WMA outlines the requirements for a waste assessment, which must include all the following:

- A description of the collection, recycling, recovery, treatment and disposal services provided within the territorial authority's district (whether by the territorial authority or otherwise)
- A forecast of future demands for collection, recycling, recovery, treatment, and disposal services within the district
- A statement of options available to meet the forecast demands of the district with an assessment of the suitability of each option
- A statement of the territorial authority's intended role in meeting the forecast demands
- A statement of the territorial authority's proposals for meeting the forecast demands, including proposals for new or replacement infrastructure
- A statement about the extent to which the proposals will
 - a. Ensure that public health is adequately protected
 - b. Promote effective and efficient waste management and minimisation

This waste assessment contains three Parts:

Where are we now?

Part 1 covers the current waste situation, including waste flows, waste infrastructure and services, and forecast of future demand. This will be summarised in the final WMMP.

Where do we want to be?

Part 2 includes the visions, goals and objectives for the waste assessment, which will form part of the draft WMMP. It is necessary to develop the vision, goals, objectives and targets at this stage, before options to meet the forecast demands of the district can be developed.

How are we going to get there?

Part 3 identifies options and assesses the suitability of each option (a required step under section 51 of the WMA and includes consultation with the Medical Officer of Health). The preferred options will be presented in the WMMP.

This waste assessment has been structured as per the Ministry for the Environment (MfE) document 'Waste Assessments and Waste Management and Minimisation Planning – a Guide for Territorial Authorities' 2015.

Abbreviations

Bylaw	Waitomo District Council Solid Waste Bylaw 2014
BOPRC	Bay of Plenty Regional Council
Council	Waitomo District Council
C&D	Construction and demolition waste
District	Waitomo District
EnviroNZ	EnviroNZ Services Ltd (previously EnviroWaste)
ICI	Industrial, commercial, institutional waste
MfE	Ministry for the Environment
MOH	Medical Officer of Health
MRF	Materials Recovery Facility
Organic	Food waste, greenwaste, cardboard and paper, some C&D waste
SWAP	Solid Waste Analysis Protocol survey and audit
WA	Waste Assessment (this document)
WDL	Waitomo District Landfill (Te Kuiti landfill)
WMA	Waste Minimisation Act 2008
WMMP	Waste Management and Minimisation Plan
WRC	Waikato Regional Council
WWTP	Wastewater Treatment Plant

Part 1 THE WASTE SITUATION

1.1 Introduction

This section provides information about the waste situation in Waitomo District (District) and includes data about:

- Current and future projected waste quantities
- Composition of waste
- Source and destination of waste
- Diverted materials

This is the baseline evidence for making decisions on the waste services and infrastructure that should be available in the district to promote or achieve effective and efficient waste management and minimisation. It includes a description of the collection, recycling, recovery, treatment and disposal services provided within the district, whether by the Council or otherwise. While Council has reliable data on the waste flows that it controls, data on services provided by private industry is limited.

The Ministry for the Environment (MfE) released Te rautaki para Waste Strategy in March 2023, which is the roadmap for the next three decades for a low-emissions, low-waste society built upon a circular economy. Environment Minister David Parker states: *“The Government today announced far-reaching changes to the way we make, use, recycle and dispose of waste, ushering in a new era for New Zealand’s waste system. New Zealand is one of the highest generators of waste per person in the world, every year producing about 750kg per person. At home, we only recycle and compost about one-third of household waste.*

The way we create and manage waste is way behind many other developed countries, but with these improvements, we’re putting the right foundations in place to bring our waste and recycling systems up to global standards. Households in urban areas will have a standardised recycling service by 2027 and a household food scraps collection by 2030. A standardised service will make it clear what can or can’t be recycled from home, so New Zealanders can be confident they are doing the right thing.

Kerbside food scrap collections will be a new service for many households. Ensuring food scraps are separate from landfill collection and can be disposed of responsibly will reduce emissions and make it easier to find new uses for that waste. In 2019, waste was responsible for 4 per cent of our total gross emissions, most of which was methane from decomposing of organic material in landfills. By 2035, kerbside food scrap collections will be preventing approximately 45,000 tonnes of CO₂-equivalent of methane emissions.

The measures we’re announcing today will support the social and economic changes we need to address our waste problem.”

1.2 Summary of Solid Waste Assets

Council owns five closed landfills, one operational landfill, one central transfer station and five rural transfer stations. The facilities provide an environmentally sound, convenient and safe location for customers to dispose of waste and recyclable materials. The facilities are managed, operated and maintained in accordance with resource consent conditions, contractual requirements and accepted industry practice.

The landfill at William Street, Te Kuiti is the major solid waste disposal asset owned by Council. It is a fully lined Class 1 municipal waste landfill and is the only operational municipal landfill in the district.

The landfill has been in operation since 1999, prior to which the site was quarried. The site has resource consent until 2054.

The Te Kuiti Transfer Station operates on the same site, prior to the controlled entry to the landfill. It comprises one weighbridge and gate house, with covered access to the bulk bins. Waste is dropped off into the bulk Huka bins, when these are full, they are hauled further up the site to the landfill tipping face for disposal. Appropriate drop-off and storage areas for diverted materials including green waste, whiteware, gas bottles, household hazardous waste, used oil, e-waste, scrap steel and building rubble are located on the site, along with a second-hand shop for reusable household items.

There is a large purpose-built, all-weather recycling station at the entrance to the Te Kuiti Transfer Station site, where recycling is dropped off prior to transport to the EnviroNZ-owned MRF in Hamilton

Rural transfer stations are in the communities of Benneydale, Piopio, Marakopa, Kinohaku and Mokau / Awakino. The rural transfer stations operate limited hours and accept waste and recycling. Waste is stored on site in Huka bins and transported to Te Kuiti landfill for disposal on a regular basis, or as demand requires. Recycling is collected and stored in wheelie bins and transported to EnviroNZ's depot in Otorohanga for sorting before transport to their MRF in Hamilton for processing.

The closed landfills are:

- Aria closed landfill, on Waitahi Road, approximately 4 km from Aria and 7km from Piopio. The site was closed in November 1993, and reinstated after closure. The site continues to be monitored and maintained.
- Benneydale closed landfill, at the end of a right of way off State Highway 30 and 3 km from Benneydale. The landfill was closed in June 1995 and continues to be monitored and maintained.
- Piopio closed landfill, sited on a flood plain of the Mokau River and bounded by Tiki Tiki Road, the Mokau River and an old river meander. The site was closed in 1992 and has been rehabilitated. The site continues to be monitored and maintained.
- Mokau closed landfill, on Te Mahoe Road, approximately 3 kms from Mokau township. The landfill was closed in January 1995 and reinstated after closure. Due to some concerns regarding the stability of the fill, ground movements are monitored, and the site maintained.
- Walker Road, Te Kuiti closed landfill is approximately 1 km from Te Kuiti township. The site was closed in 1999 and continues to be monitored and maintained.

The resource consents for each of the above closed landfill sites require a long period of aftercare including maintenance of the capping layers and monitoring of groundwater quality downstream from each site.

There are also four public recycling units, which are stainless steel structures with separate openings for glass, plastic and paper. These units are placed in strategic areas around the district which see high summer visitor numbers, including Piopio public toilets, Mokau public toilets, Waitomo Village playground and outside Marakopa rural transfer station.

1.3 Definition of Landfills

MfE defines landfills as facilities for controlled disposal of waste in or onto land. Under the RMA, landfills must have consent conditions which are appropriate to the material they accept.

Table 1: Types of landfill (MfE)

Landfill type	Description
Municipal solid waste landfills	Landfills that accept household waste as well as other wastes.
Managed landfills	Landfills composed mainly of cleanfill, but also construction and demolition waste with light contaminants.
Construction and demolition landfills	Landfills where construction and demolition materials such as wood products, asphalt, plasterboard, insulation and others are disposed to land.
Cleanfills	<p>Landfills where cleanfill material is disposed to land.</p> <p>Cleanfill material is material that when buried will have no adverse effect on people or the environment.</p> <p>It includes virgin natural materials such as clay, soil and rock, and other inert materials such as concrete or brick that are free of:</p> <ul style="list-style-type: none"> • Combustible, putrescible, degradable or leachable components • Hazardous substances • Products or materials derived from hazardous waste treatment, hazardous waste stabilisation or hazardous waste disposal practices • Materials that may present a risk to human or animal health such as medical and veterinary waste, asbestos or radioactive substances • Liquid waste
Industrial landfills	Landfills that accept specified industrial wastes. In most cases industrial waste landfills are monofills associated with a specific industry or facility.

The Waitomo District landfill at Williams Street, Te Kuiti is classed as a Municipal Solid Waste landfill. Council does not own, manage or operate any other type of landfill.

1.4 *Waste quantities, composition and flows - introduction*

In preparation for this Waste Assessment 2023, Council contracted Waste Not Consulting to conduct a Solid Waste Analysis Protocol (SWAP) survey of waste quantity, composition and source in May and June 2023, which comprised:

- A desktop analysis of solid waste being disposed at Waitomo District Landfill
- A 2-day sort and weigh of kerbside rubbish bags for both urban and rural collections
- Analysis and reporting of data from the desktop study and kerbside rubbish audit, based on Te Kuiti Transfer Station weighbridge records for an extended period. All data reporting is as per the National Waste Data Framework

1.5 *Waste per capita*

Calculation of the per capita disposal of waste to municipal solid waste landfill (*Waste per capita* in the table below) is based on the weighbridge data provided by Council, and the District population figure as per the most recent census.

Table 2: Per capita disposal of waste to landfill

District population (Census 2018) ¹	9,303
Within-district waste to landfill 2022-23	4,917 Tonnes
Waste per capita	528 kg
Compare with national average: Tonnes per capita New Zealand (to Sept 2021)	680 kg

Tabled below are the waste per capita figures for the district compared to disposal figures from other local authorities previously surveyed by Waste Not Consulting. As shown, the 2023 per capita rate of waste disposal to municipal solid waste landfills for our district was in the lower range of the territorial authority areas measured.

Table 3: Per capita disposal rates compared to other local authorities.

Overall waste to municipal solid waste landfills including special wastes (excluding cover materials)	Kg per capita per annum
Gisborne District 2017	296
Waimakariri District 2017	325
South Waikato District 2021	449
Waitomo 2023	528
Invercargill City 2018	528
Palmerston North 2017	545
Waikato Region 2017	552
Dunedin City 2018	554
Napier / Hastings 2019	630
Taupo District 2017	673
New Zealand (to Sept 2021)	680
Hamilton City 2017	718
Queenstown lakes District 2020	833
Auckland Region 2016	1,053

1.6 Volume of waste to landfill (Waitomo District Landfill)

Waste generated within the district has generally increased over the past five years, but total tonnage of waste disposed at WDL has decreased over the same period, as shown graphically below. The main contributing factor to the drop in total tonnage has been a substantial decrease in waste from out-of-district.

¹ Census 2023 results not available at time of writing

The two major source catchments for out-of-district waste during the period 2018 to 2020 were Otorohanga and South Waikato. EnviroNZ were receiving favourable gate fees at WDL and carted all their privately collected waste from South Waikato district for disposal at WDL. In late 2020 EnviroNZ commenced operating the new transfer station in South Waikato, and all their waste was hauled to Hampton Downs landfill.

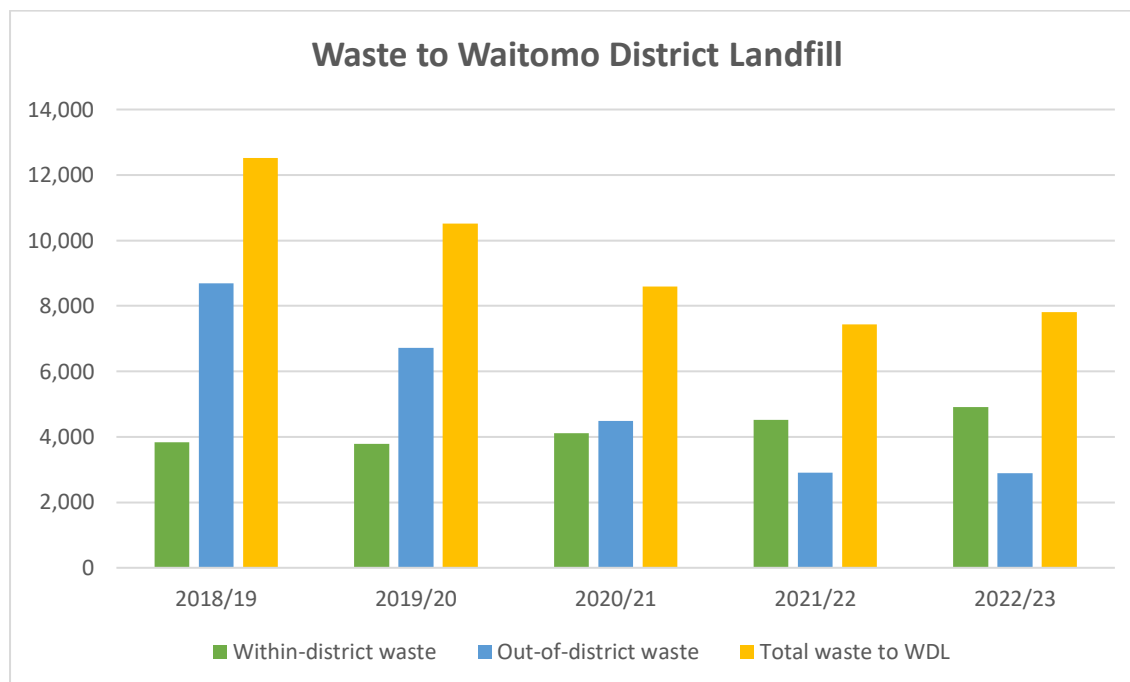


Figure 1: Annual tonnage at Waitomo District Landfill

Waste disposed at WDL does not represent all waste generated in Waitomo District, nor is it composed only of waste generated within the district. All waste disposed to WDL is weighed in at the Te Kuiti Transfer Station and then either directed to the landfill, or directed to be placed in the bulk bins at the transfer station which are hauled up to the adjacent landfill site, once filled.

Historic tonnage trends for WDL are tabled below. These figures are by financial year and will differ slightly from data taken from calendar years.

Table 4: Historic tonnage trends – disposal at Waitomo District landfill

Year	Within-district waste	Out-of-district waste	Total disposed to WDL	Tonnage
2018-19	3,829	8,697	12,526	
2019-20	3,791	6,726	10,517	
2020-21	4,115	4,486	8,601	
2021-22	4,522	2,909	7,431	
2022-23	4,917	2,893	7,810	

1.7 Composition and source of waste to landfill

The MfE Solid Waste Analysis Protocol (SWAP) is used as the basis for determining compositions. The composition data tabled in this section is taken directly from the SWAP audit and survey of 2023.

This Waste Assessment also refers to 'activity sources' that were used for classifying waste loads at WDL. The activity sources are recommended by the National Waste Data Framework and are useful for monitoring the waste streams and effectively targeting waste minimisation initiatives. The activity sources are:

1. **Construction and Demolition (C&D)** – waste materials from the construction or demolition of a building
2. **Industrial / commercial / institutional (ICI)** – waste from industrial, commercial and institutional sources
3. **Kerbside rubbish collection** – waste collected from residential and commercial premises by private and council kerbside rubbish collections
4. **Landscaping and earthworks** – waste from landscaping activity, garden maintenance and site works, both domestic and commercial
5. **Residential** – all waste originating from residential premises other than that covered by one of the other, more specific classifications
6. **Special wastes** – a subjective classification that includes any substantial waste stream that requires special handling, such as biosolids.
7. **Transfer Station** – waste entering a facility from another transfer station

The waste to landfill by activity source for the 12 months to April 2023 is shown graphically below. The only two activity sources under council control are WDC kerbside rubbish bags and rural transfer station waste. Approximately 60% of the ICI waste and a portion of the C&D waste is likely to be coming from out-of-district as there is an absence of suitable disposal facilities in neighbouring Otorohanga district.

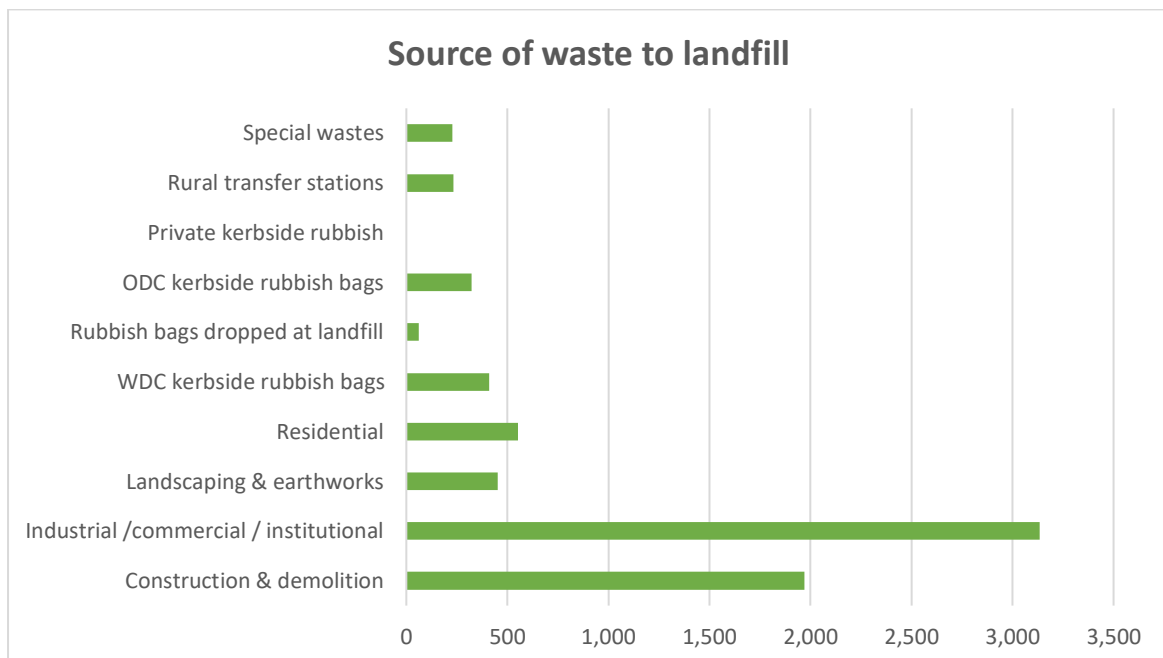
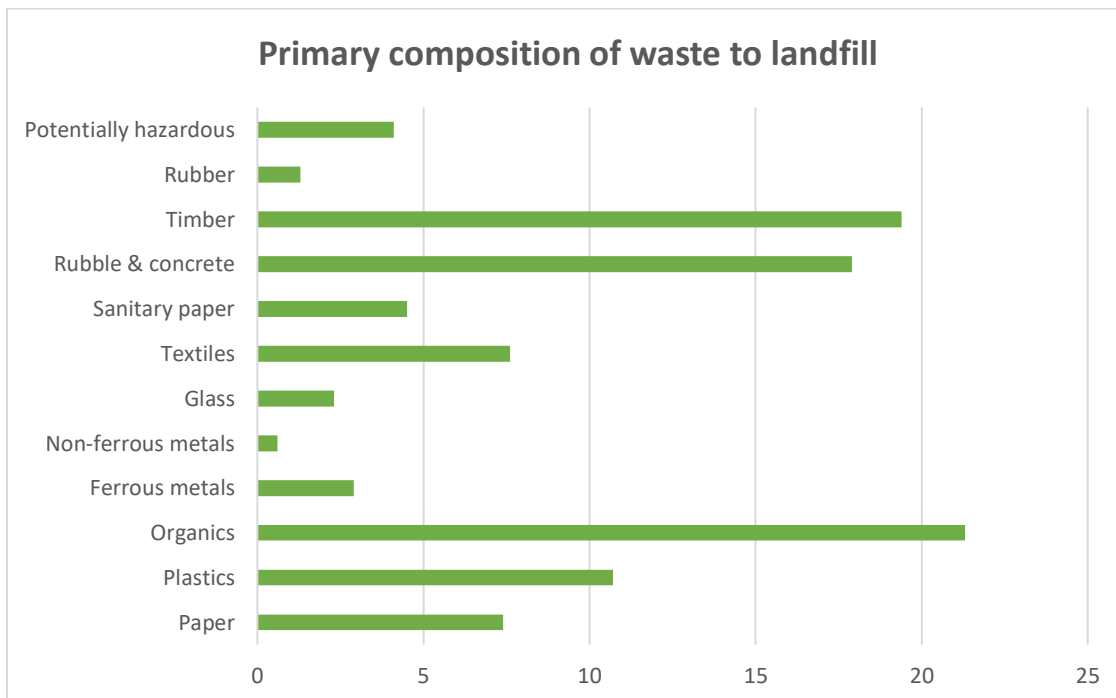


Figure 2: Source of waste to landfill – 12 months to April 2023

The primary composition of the waste disposed at WDL can be calculated by applying known and generic compositions to the activity source data in Figure 2. Primary composition is tabled and shown graphically below.

Table 5: Primary composition of waste to WDL for 12 months to April 2023

Primary composition of waste to landfill	% of weight	Tonnes/annum
Paper	7.4	543
Plastics	10.7	788
Organics	21.3	1,568
Ferrous metals	2.9	214
Non-ferrous metals	0.6	43
Glass	2.3	171
Textiles	7.6	556
Sanitary paper	4.5	334
Rubble & concrete	17.9	1,319
Timber	19.4	1,432
Rubber	1.3	95
Potentially hazardous	4.1	302
TOTAL	100%	7,365

**Figure 3 Landfill primary composition as percentage of total**

Illegal dumping continues to be a nuisance for the district. Although the volume is not excessive, there is a cost incurred for removal and disposal, it is unsightly, and a potential health and safety risk for residents and visitors.

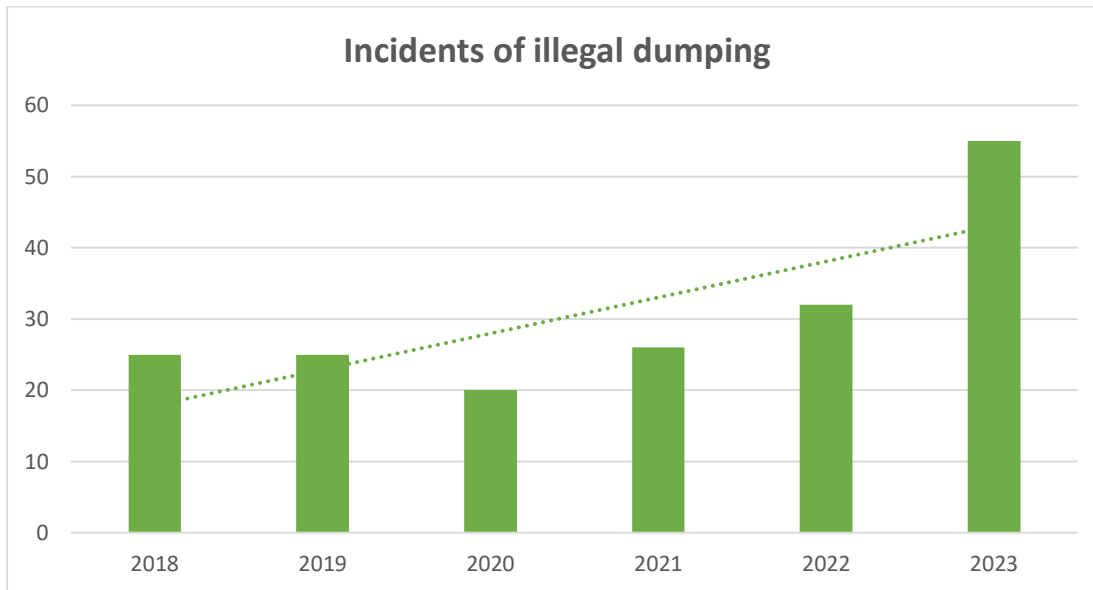


Figure 4: Service requests for illegally dumped rubbish

1.8 *Diversion potential of waste to landfill*

Based on Table 5 and Figure 3 above, the most significant waste types to landfill, by tonnage are:

- Organics (food and garden waste)
- Timber (component of C&D waste)
- Rubble & concrete (component of C&D waste)

The significance of these 'Big 3' waste types is realised when broken down into their secondary compositions, and the impact their divertible potential will have on minimising waste to landfill. The figures are tabled here and the potential to recover these waste streams is considered further in the development of options in part 3 of this Plan.

Processing options for recovering waste materials are evolving rapidly. A substantial quantity of recovered timber from Waikato / Bay of Plenty is currently being processed in Auckland for transport to a waste-to-energy facility in Northland. Were this diversion option for timber recovered at WDL to be viable, the potential for diversion shown in Table 7 would be increased substantially as more types of timber could be diverted.²

Closure of the WDL may result in a significant decrease in rubble and concrete, as those products would be more likely to be diverted to less expensive cleanfill facilities in the region.

² Composition of Solid Waste at Waitomo District Landfill, June 2023, WasteNot Consulting

Table 6: Diversion potential of the most significant waste types to landfill

Primary composition	Secondary composition	Tonnes per annum to landfill	Divertible tonnes (compostable, recyclable, recoverable)
Organics	Food waste	846	846
	Compostable greenwaste	504	504
	Non-compostable greenwaste	116	-
	Organics other	102	-
Timber	Reusable	72	72
	Unpainted and untreated	220	220
	Non-recoverable	1,140	-
Rubble & concrete	Cleanfill	733	733
	New plasterboard	24	24
	Other	562	-
Total		4,319 T pa	2,399 T pa

Table 6 only includes the three most significant waste types currently going to landfill but shows that nearly 2,400 tonnes per year could be diverted just by targeting organics, timber, rubble and concrete.

Divertible materials can also be broken down by source which means that waste diversion initiatives can be aimed at a specific material type (e.g. food waste) from a specific activity (e.g. Industrial / commercial / institutional).

The largest tonnage of divertible materials was cleanfill in C&D waste (666 tonnes per annum). Ninety percent of this cleanfill would be suitable for disposal at a Class 2 landfill. By targeting the C&D sector, rather than targeting the material, significant diversion can be achieved.

The second largest tonnage of divertible material was food waste in ICI waste (422 tonnes per annum) and was delivered in frontload vehicles. Developing programs to encourage businesses to engage in voluntary agreements to reduce food waste is one of the actions in the MfE Emissions Reduction Plan.

1.9 Volume of kerbside waste

Weekly kerbside rubbish collections are provided to Te Kuiti township on Fridays, and to Piopio, Mokau, Waitomo and connecting roads on Tuesdays. Kerbside rubbish collection volume has remained fairly consistent over five years to June 2023. During the Covid lockdowns of 2020/2021 the kerbside rubbish and recycling collections continued as normal, although lower volumes during that period could be attributable to reduced consumer spending.

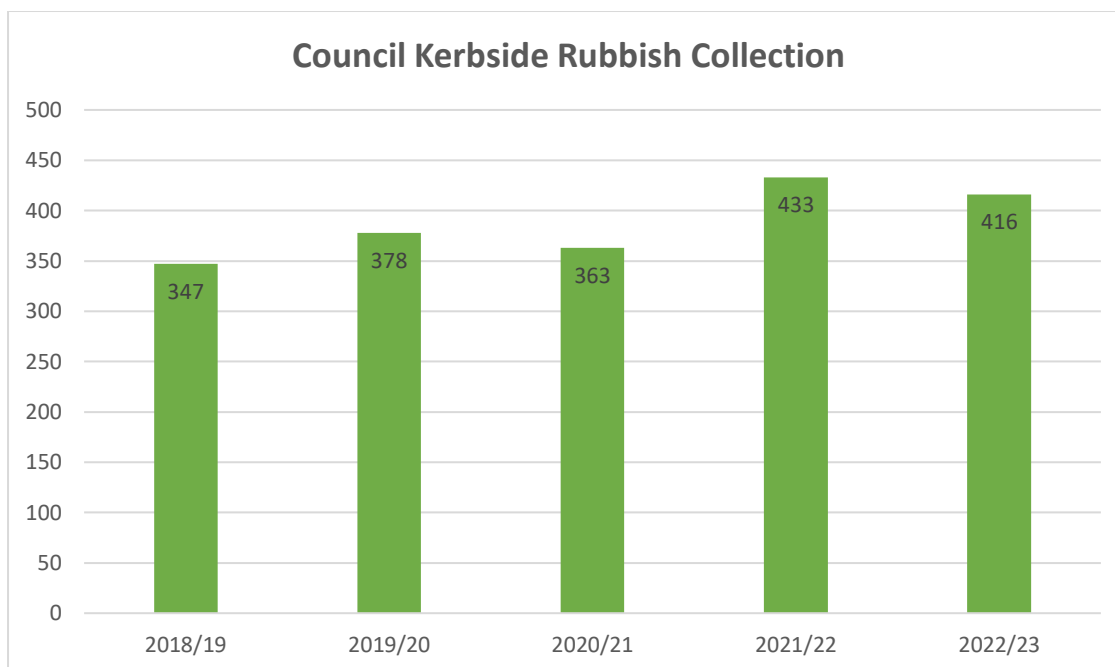


Figure 5: Annual tonnage kerbside rubbish collection

The SWAP audit of May 2023 noted that ‘a significant proportion of kerbside rubbish generated in Waitomo District is collected by a private operator using wheelie bins. In general, kerbside rubbish bags are used by smaller households and may be set out intermittently. Rubbish wheelie bins are commonly chosen by larger households or households that wish to dispose of greenwaste.’

Sampling for the kerbside SWAP 2023 was undertaken to obtain representative data from a wide range of communities and included urban and rural households using the service. The average weight of an urban rubbish bag was 6.49kg, the average weight for a rural rubbish bag was 6.12kg. Urban collections (Fridays) were 5.06 tonnes per week or 64% of the total kerbside weight, with rural collections (Tuesdays) 2.79 tonnes per week or 36% of the total kerbside waste.

1.10 Composition and source of kerbside waste

The composition of residential kerbside rubbish, and the quantity generated per household can vary according to the socio-economic status of the household, number of occupants at the household, size of the property and the range of waste and recycling services available.

Table 7: Primary composition – all kerbside rubbish bags May 2023

All kerbside rubbish bags	Percentage of total	Mean weight per kerbside rubbish bag	Mean tonnes / week
Paper	9.3%	0.59 kg	0.73
Plastics	10.6%	0.67 kg	0.83
Organics	51.1%	3.25 kg	4.01
Ferrous metals	2.3%	0.14 kg	0.18
Non-ferrous metals	0.9%	0.06 kg	0.07
Glass	1.6%	0.10 kg	0.12
Textiles	0.1%	0.39 kg	0.48
Sanitary paper	14.4%	0.91 kg	1.13
Rubble	1.6%	0.10 kg	0.13

Timber	0.1%	0.01 kg	0.01
Rubber	0.2%	0.01 kg	0.02
Potentially hazardous	1.9%	0.12 kg	0.15
TOTAL	100%	6.36 kg	7.85 tonnes/ week

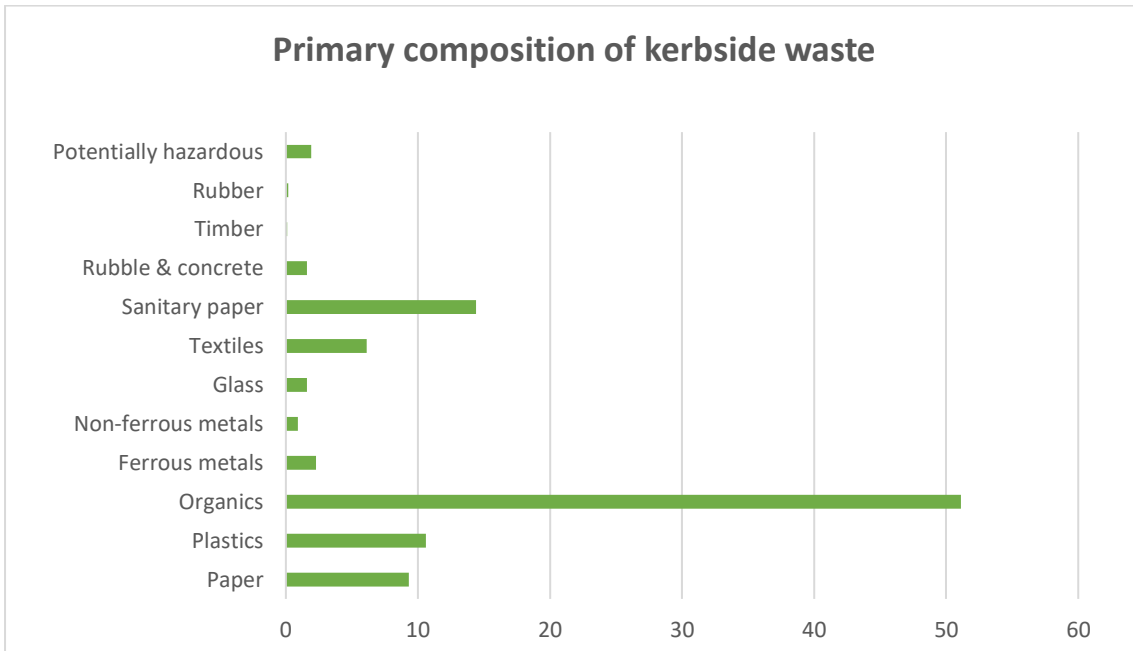


Figure 6: Kerbside primary composition as percentage of total 2023

The continued high proportion of organics being collected through kerbside is shown in Figure 6 below. The results shown here are from the four separate SWAP audits undertaken during different seasons since 2018. There is little discernible seasonal variation in the composition of kerbside waste.

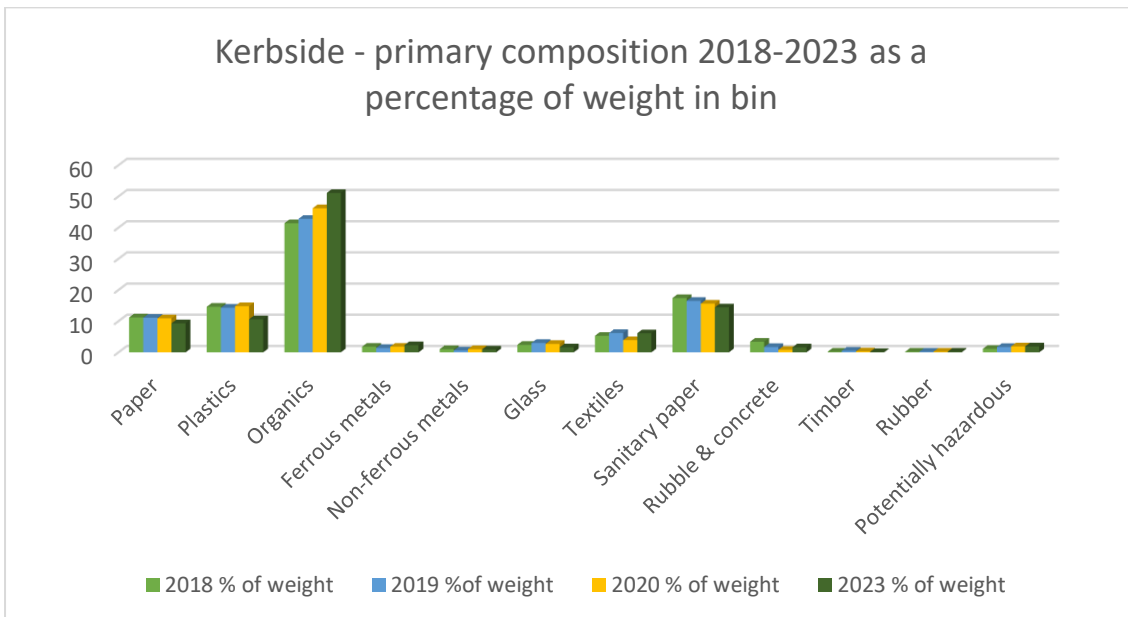


Figure 7: Kerbside rubbish composition 2018 - 2023

1.11 *Diversion potential of kerbside waste*

The SWAP 2023 breaks total organics down further to:

- Kitchen waste 87%
- Greenwaste 5%
- Other 8% (vacuum cleaner dust, dead animals, human hair, candles etc)

Kitchen waste included food preparation waste, left-over food, and substantial quantities of both perished goods and wasted food which was fit for consumption. It is the largest component of the kerbside waste stream, and theoretically 3.5 tonnes of kitchen waste could be removed from the kerbside waste stream every week.

Provision of food waste collections for urban households is part of the new national Waste Strategy and will need to be introduced by 2030, or by 2027 for Councils with an organics processing facility within 150km of their main centre. The MyNoke vermicomposting facility in Kinleith is within the 150km range, and by 2027 there may be other organics processing facilities nearby or Council could consider their own processing unit.

Removing food waste from the kerbside rubbish collection and having a new weekly kerbside food waste collection has multiple benefits:

- Reduced organic waste to landfill, less methane emissions
- Processing of food waste could be undertaken locally, providing local employment
- Reduced waste to landfill costs for haulage and disposal
- The service can be added to existing kerbside collection areas
- Could consider reducing kerbside rubbish frequency to fortnightly once food waste is removed from the waste stream

Plastic materials made up 10.6% of kerbside rubbish bags, but 52% of this was plastic bags and film which is not accepted for recycling. A further 25% of the plastic was made up of #1 and 2 plastics which are accepted for recycling.

Paper waste was the third largest stream and comprised of 72% recyclable paper. Additional community recycling awareness will assist in diverting household recyclables away from the kerbside rubbish bag and into the kerbside recycling crates. The potential to move to a larger-capacity wheelie bin for recycling could be investigated. The overall diversion potential from kerbside rubbish bags is tabled below:

Table 8: Diversion potential kerbside rubbish bags

Recyclable materials	Urban rubbish bags	Rural rubbish bags	Tonnes per week
Paper - Recyclable	6.2%	7.6%	0.52
Plastic - #1 – 2 containers	2.6%	2.8%	0.21
Steel cans	0.8%	1.2%	0.08
Aluminium cans	0.8%	0.8%	0.06
Glass – bottles / jars	1.5%	0.6%	0.06
Subtotal	11.8%	13.0%	0.96 T / week
Compostable materials			
Kitchen waste	47.3%	40.1%	3.51
Greenwaste	1.1%	4.9%	0.19
Subtotal	48.4%	45.0%	3.7 T / week
Total potentially divertible	60.2%	58.0%	4.66 T / week

1.12 Destination of waste

Council is the sole provider of public waste disposal facilities in the District. Currently, waste streams managed by Council are disposed of within the district at the Waitomo District landfill. This includes all waste collected at the rural transfer stations and the council kerbside rubbish collection.

1.13 Destination of diverted material

Diverted material refers to materials that undergo some form of reprocessing (or recycling) rather than materials diverted to reuse. Defining and quantifying diverted materials can be problematic as they have a wide range of diversion pathways and are not necessarily measured in tonnes.

For this section, diverted material includes but is not limited to, all recycling collected at kerbside and dropped off at the transfer stations, all recoverable material such as e-waste, scrap metal and whiteware, greenwaste for mulching and composting, and household hazardous waste. It does not currently include the biosolids from the WWTP which are landfilled, but future processing of the biosolids by vermicomposting or similar would qualify biosolids as materials diverted from landfill.

- All collected recycling is transported to EnviroNZ's depot in Otorohanga to be sorted and then transported to the Hamilton MRF for further processing, and on-selling to national and global markets for use in consumer goods.
- All greenwaste is chipped and used as daily and /or intermediate cover on the landfill.
- E-waste is collected by E-Cycle to be broken down into component parts, which are on-sold to specialist recyclers for reuse in new products.
- Metals are removed by scrap metal dealers.
- Household hazardous waste is collected by a licensed Haz Waste service provider and transported to a treatment facility, Auckland.

The reuse / second hand economy is seldom included in any measure of waste although it directly contributes to the reuse section of the waste hierarchy and prolongs the life of 'waste' materials that still have value. The reuse economy includes second hand items sold on various social platforms, the second-hand vehicle market, all second-hand shops selling clothes, furniture, books, antiques, and the sale of refurbished items such as electronic good and whiteware.

1.14 Composition of diverted material

Figure 7 below shows the breakdown of 2,137 tonnes of diverted materials measured over the weighbridge (recycling, greenwaste, concrete) during the 12 months to June 2023. Note that this graph does not show all the waste materials items diverted from landfill, due to variation in units of measurement applied, see Table 9 below.

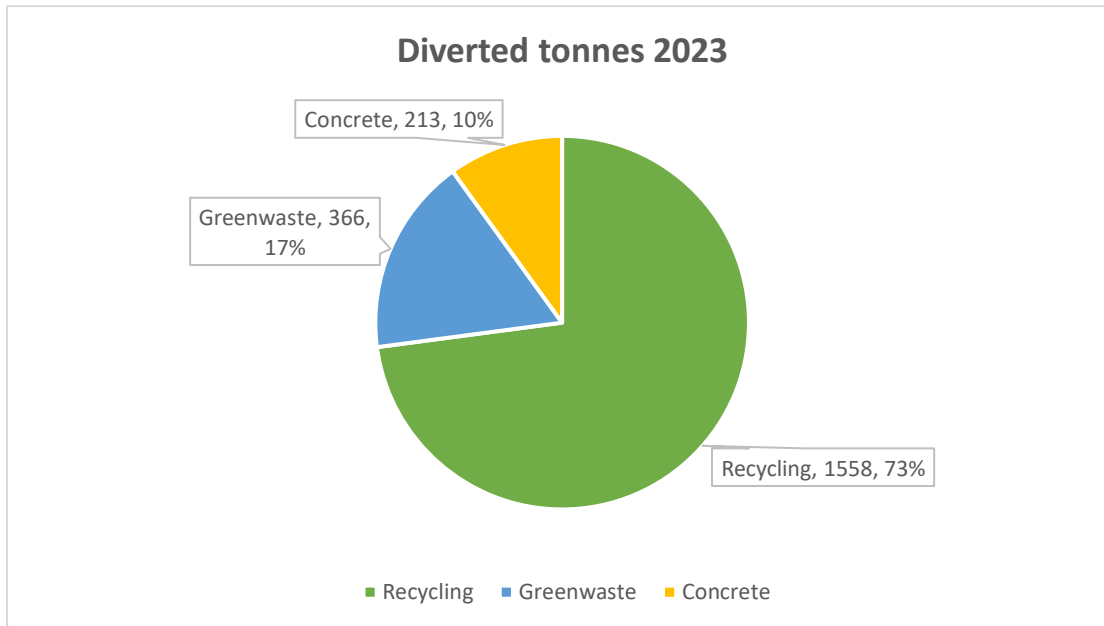


Figure 8: Tonnes of diverted material 2023

Table 9: Materials diverted from landfill 2023

Material	Quantity
Recycling	1,558 tonnes
Greenwaste	366 tonnes
Concrete	213 tonnes
Batteries	25 items
Gas bottles	35 items
Oil	656 litres
Paint	555 litres
Oil and gas heaters	38 items
Tyres	28 items
Whiteware	116 items

Measuring our total diversion against waste to landfill provides the best measure of our progress towards increasing resource recovery. With the change to Weightrax software at the landfill, data for all diverted material will be easier to record and include in future statistics.

Tonnes of diverted material compared to waste disposed since 2016-17 has wavered, but as more resource recovery options are implemented and organics are removed from the waste stream this should result in increasing diversion compared to landfilling.

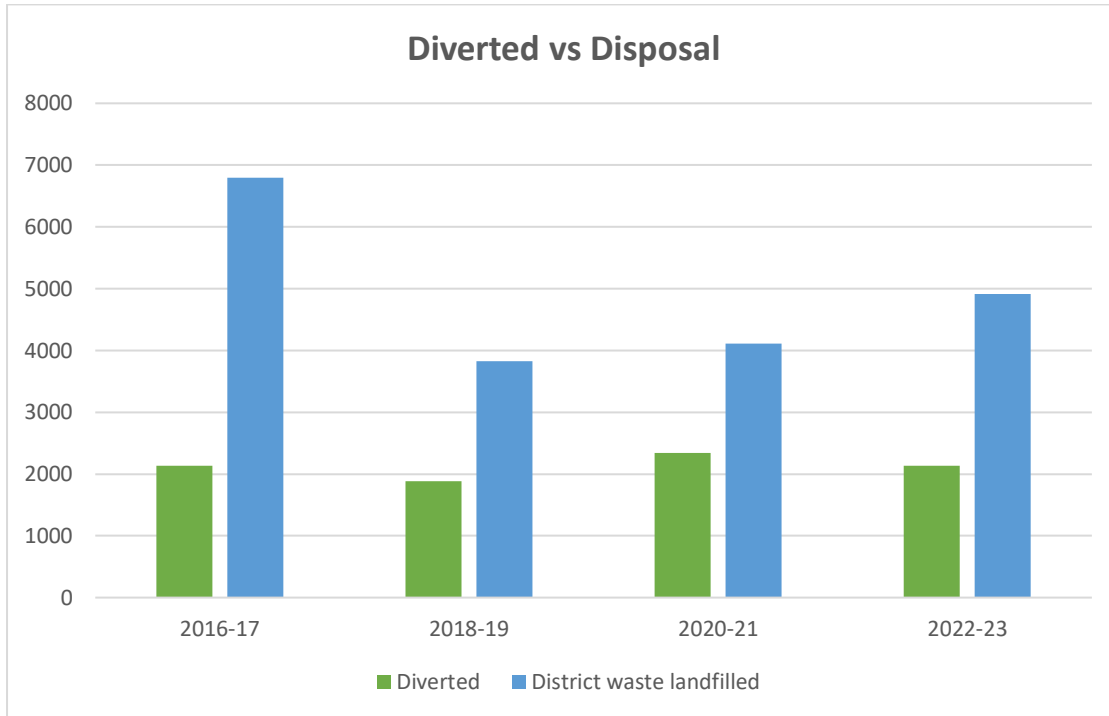


Figure 9: Actual tonnes diverted and disposed

1.15 Recycling

The recycling data includes all kerbside collection and drop-off at rural and Te Kuiti transfer stations. This does include some business recycling, although industrial and commercial recycling is predominantly collected by private operators. There has been noticeable decrease to the recycling tonnage for 2022-23. Additional engagement with our residents will be required to address this slow decline.

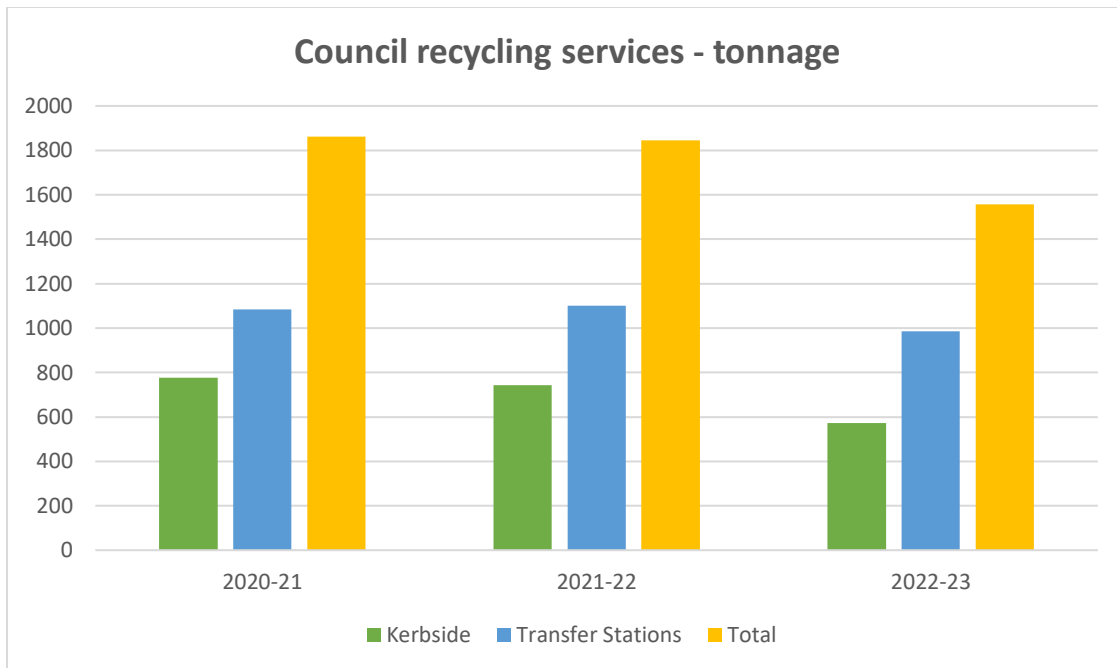


Figure 10: Tonnage of processed recycling

1.16 Waste flows

The diagram below represents the Council's integrated solid waste activities.

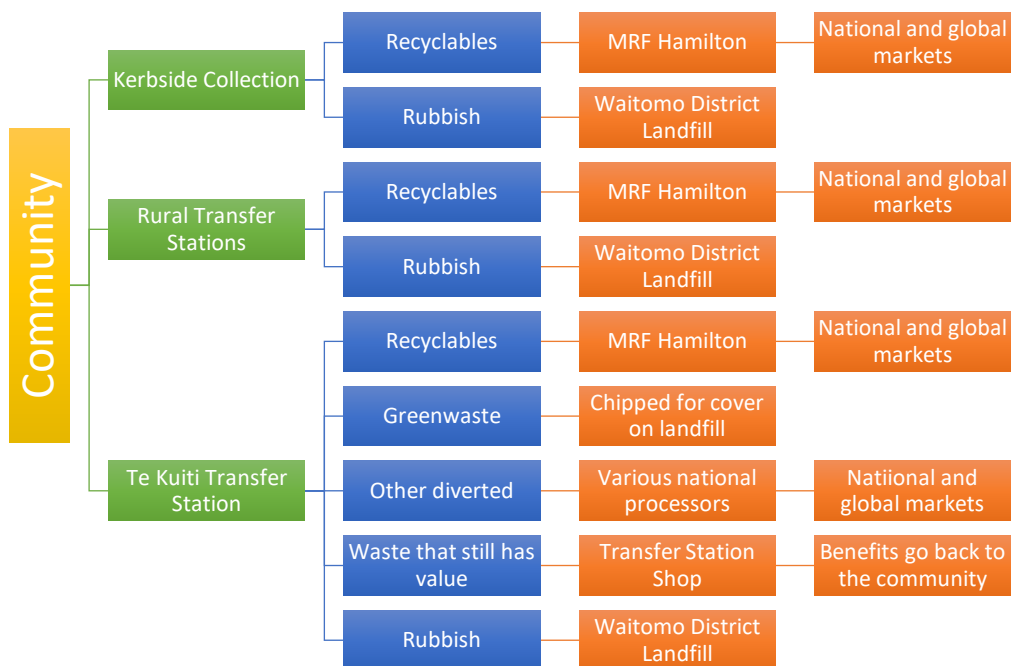


Figure 11: Council's waste activities

Figure 12 shows the locations of the Class 1 landfills within the Waikato and Bay of Plenty regions, with two council owned landfills and two commercial landfill sites. The major waste flows shown are based on 2021 data and may not represent all waste within the region.

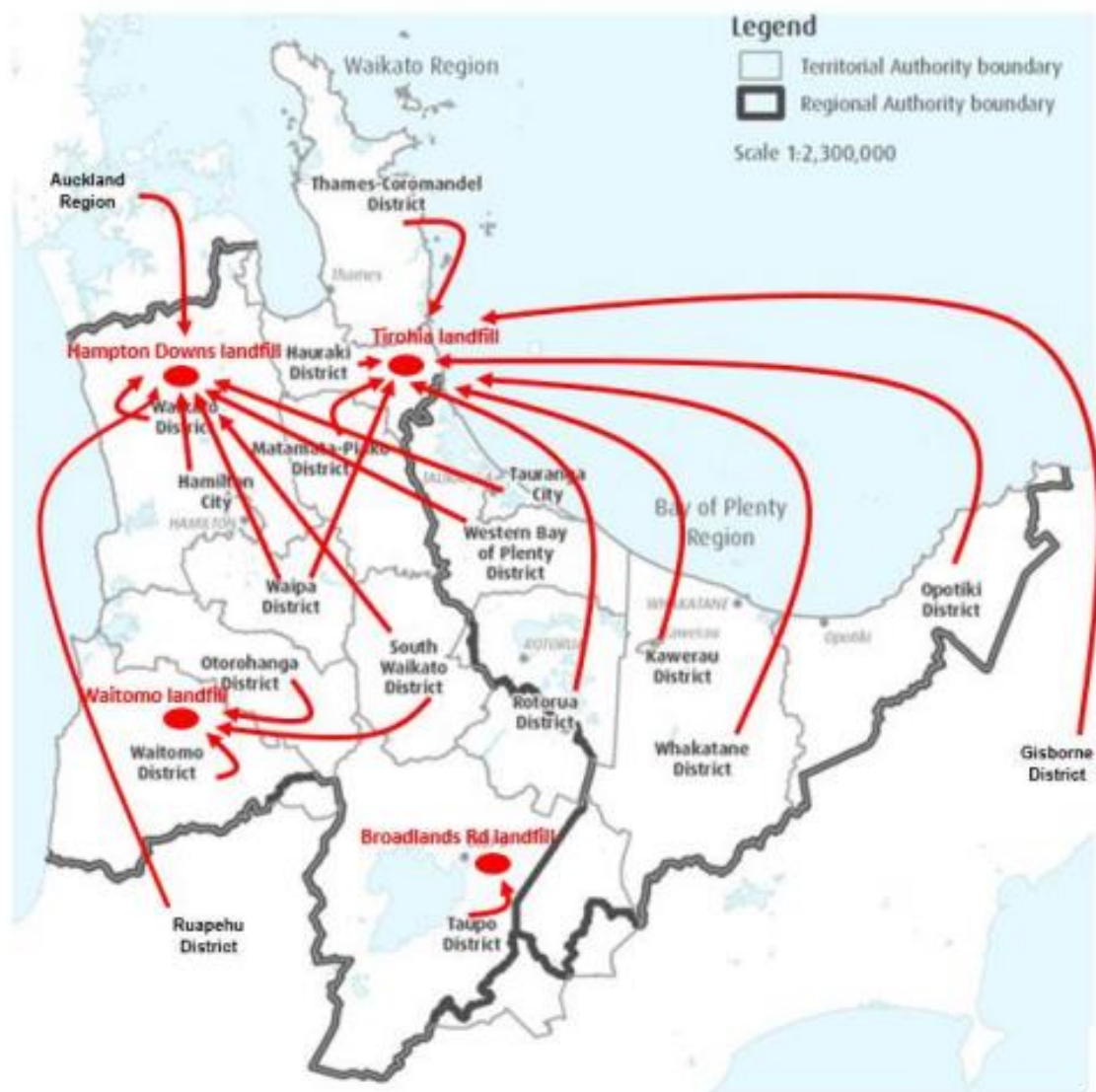


Figure 12: Landfill locations and waste flows 2021³

1.17 Waste data in New Zealand

National Waste Data Framework Project: The intent of the National Waste Data Framework is to standardise data collection. WasteMINZ, in consultation with industry and with support from central, regional and local government, developed the National Waste Data Framework project.

The National Waste Data Framework sets out protocols for

- Gathering and reporting data on solid waste that is ultimately disposed of at disposal facilities. The roles and responsibilities of waste industry sectors in gathering and presenting this information are outlined.
- Gathering and presenting information on waste and diverted materials services and facilities. These protocols are intended primarily for use by territorial authorities for the preparation of waste assessments under s 51 of the WMA.

³ Waikato and Bay of Plenty Region Waste and Recycling Stocktake 2021

1.18 Obtaining waste data

The key waste and diverted materials data in this waste assessment have been identified through:

- Sensortronic software, which is the weighbridge software utilised at Te Kuiti Transfer Station,
- SWAP audit and survey carried out by Waste Not Consulting in May 2023. A SWAP is a classification and sampling technique to measure the quantity and composition of waste. SWAPs can be carried out for kerbside collections or at transfer station and landfill.
- Monthly recycling data provided by EnviroNZ.
- Data collected by staff and held on file at Council

1.19 Data constraints

Council's Solid Waste Bylaw 2014 (Bylaw) allows for the licensing of waste collection and waste management facility operators which would (amongst other things) allow Council to collect data on the waste handled by those licensed operators. To date, Council has not activated the licensing of operators, and does not collect data from private waste and recovery sector businesses who operate in the District. The process of licensing of waste operators is now being reconsidered by MfE as licensing would be more effective and efficient if implemented at a national level, rather than at TA level.

Large scale diversion of industry by-products, such as timber and pulp processing waste and horticultural waste are hard to quantify and usually commercially sensitive. The three freezing works and two forestry mills operating within the district are active in recycling, diverting and reusing their valuable resources. However there is no data on quantities being disposed or recovered.

There are no known commercial scale composting or vermicomposting facilities operating within the district.

1.20 Farm waste

In 2013, Environment Canterbury commissioned a study that sought to understand the non-natural waste streams and volumes of waste generated on farms in the Canterbury region. This work found that on average, farms were producing nearly 10 tonnes of *non-natural rural waste* each year in addition to domestic waste and animal remains. Non-natural rural waste includes materials such as scrap metal, treated timber, fence posts, plastic wraps and ties, crop netting, glass, batteries, construction and demolition wastes. The report also confirmed that burning, burial and bulk storage of waste on farms were the prevalent methods for managing waste.

Investigative work undertaken in the Waikato and Bay of Plenty regions in 2014 yielded similar results.⁴ The most recent data for Waitomo District shows a total of 558 farms including dairy, beef, sheep, deer, other livestock, forestry, and cropping. At the identified average of 10 tonnes per farm, that equates to 5,580 tonnes of non-natural rural waste each year. Domestic waste and organic materials, including animal carcasses are additional to this and estimated at 8,900 tonnes. The estimated total farm waste for Waitomo District is 14,480 tonnes. This is a significant tonnage, approximately twice the current waste to landfill for the district.

1.21 Cleanfills

The Waikato and Bay of Plenty Waste and Recycling Stocktake 2021 reported that there are many cleanfill facilities in the regions, but the exact number is impossible to determine. Not all cleanfills can

⁴ Environment Canterbury, New Zealand Rural Waste Minimisation Project, Milestone 6b Phase iii: Project Completion Report June 2018

be identified, particularly in Waikato region, where they may be a permitted activity. There are also several unofficial cleanfill operations on farmland and in other isolated locations.

Ownership of the cleanfill market is much more fragmented than the municipal landfill market, with quarry and mine owners, transport operators, and private developers all featuring in the data provided by WRC and BOPRC. Known involvement of major waste operators in the cleanfill / monofill market include Envirofert's operation in Tuakau and the Puke Coal operation in Waikato District.⁵

1.22 Waste infrastructure and services

Section 51(1) of the WMA requires the waste assessment to contain a description of the waste facilities and services within the district, whether provided by Council or by another party. Section 44 of the WMA requires Councils to consider the waste hierarchy in preparing their WMMP.

1.23 The waste hierarchy

The waste hierarchy is a framework for establishing the order of preference for different waste management options. The hierarchy is shown below in a simple form and illustrates the best and least favoured options to reduce and manage waste.

The top layers represent a circular approach to managing materials. The yellow line in Figure 13 is the point at which something has no further use in its original form and needs to be managed as waste. The layers below the yellow line make up the waste management system.

There are no strict boundaries between the layers. Some ways of reusing things can fit in more than one layer, depending on how they are characterised. This is also true at the lower layers, as technology develops and blurs the line between recycling and recovering value. Within the layers there may also be preferred approaches, such as repair before repurposing.

⁵ Waikato and Bay of Plenty Waste and Recycling Stocktake 2021

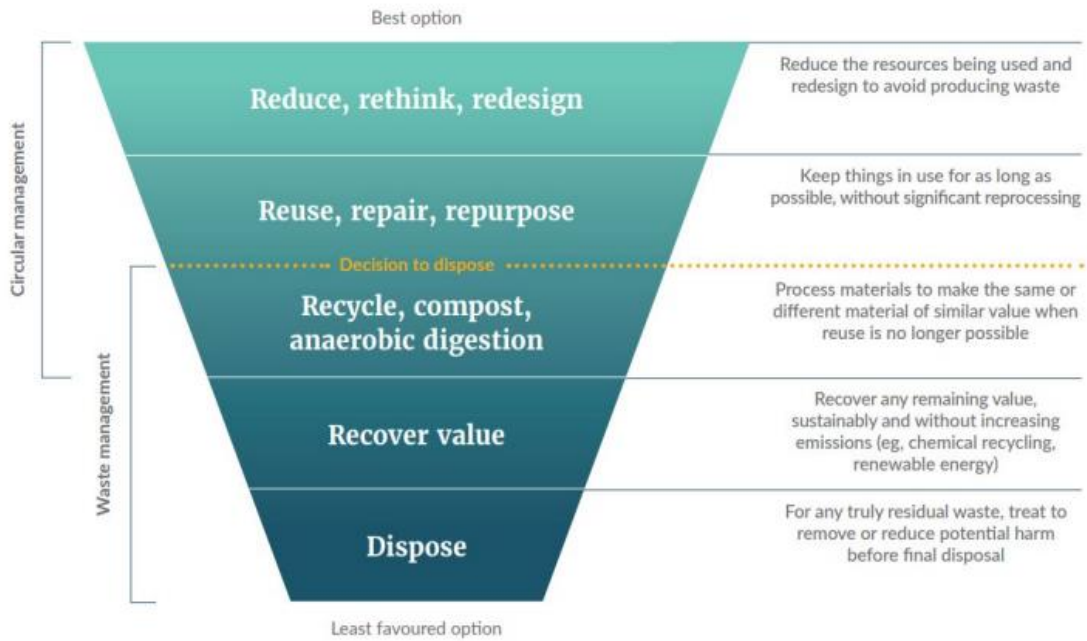


Figure 13: The waste hierarchy⁶

1.24 Reduce, rethink redesign

The first layer of the waste hierarchy is about getting smarter about what we use and how we make things, to avoid generating waste in the first place. But producing waste is still entrenched in our economy because our systems of production and consumption aren't designed with circular economy principles in mind. An estimated 80% of product-related environmental impacts are determined at the design stage of a product. As a nation we need to be thinking about not using unnecessary packaging, making things more efficiently, so there are fewer offcuts, selling soap in bars rather than in plastic bottles, and manufacturing products that last longer.

1.25 Reuse, repair, repurpose

The second layer of the waste hierarchy is about continuing to use things for as long as possible once they have been made. This includes making it easier to get items repaired; reusing containers, such as refill systems for groceries; repurposing used timber for landscaping. Repurposing also includes food rescue and using unwanted by-products from one process as the raw material in another process.

1.26 Recycle, compost, anaerobic digestion

The middle layer of the waste hierarchy is about reprocessing items, so their materials can be used again, ideally to be remade into the same item. When Council collects recycling, the glass bottles are melted down to make new bottles. Downcycling means reprocessing an item to a less valuable use, e.g. crushing glass to use in roading, or turning soft plastics into fenceposts.

Compost and vermicomposting are specific to organic material, where the nutrients are returned to the soil and help regeneration. It is a form of recycling as it keeps material in use rather than

⁶ Te rautaki para Waste Strategy 2023, MfE

disposing of them. Anaerobic digestion of organic material produces biogas, as well as solid and liquids which can be returned to the soil.

1.27 Recover value

Some technologies extract the remaining value from materials before, or during, disposal. Waste-to-energy is a common example. However recovering value must be done without increasing emissions. Recovery includes wastes that are converted into useable forms of energy through various processes including combustion, landfill gas recovery, pyrolysis and gasification.

There is no gas capture at WDL or at any of the closed landfills as the capital cost of gas capture equipment, and the small volumes of waste disposed make gas capture impractical and unlikely to be viable. However, if WDL continues to operate to the full extent of its resource consent, then gas abstraction infrastructure will be required.

1.28 Dispose

The bottom layer of the waste hierarchy is about permanent disposal of materials. Historically this has meant using landfills (and incinerators more commonly overseas). The bottom layer should be reserved for residual waste that can no longer be used in any other way. Final disposal of waste often needs to be subject to treatment of some form, to minimise the environmental effects.

1.29 Summary of Existing Services

The current methods of managing waste and diverted materials in the district are summarised below.

Table 10: Current management of waste and diverted materials

Waste stream / service	How these are currently managed
Residential waste	<ul style="list-style-type: none"> ▪ Council contracted kerbside collection in 1 urban area (Te Kuiti) and 3 rural (Waitomo, Piopio and Mokau) ▪ Te Kuiti Transfer Station ▪ Five rural transfer stations ▪ Private waste collection or bin services
Residential recycling	<ul style="list-style-type: none"> ▪ Council contracted kerbside collection in 1 urban area (Te Kuiti) and 3 rural (Waitomo, Piopio and Mokau) ▪ Council recycling drop-off centres at Te Kuiti Transfer Station and five rural transfer stations.
Commercial waste	<ul style="list-style-type: none"> ▪ Private waste collection ▪ Te Kuiti Transfer Station ▪ Waitomo District Landfill
Commercial recycling	<ul style="list-style-type: none"> ▪ Private recycling collection ▪ Take-back schemes with suppliers
Greenwaste	<ul style="list-style-type: none"> ▪ Te Kuiti Transfer Station ▪ Private greenwaste collectors

Litter and illegal dumping	<ul style="list-style-type: none"> ▪ Litter bin servicing ▪ Removal of illegally dumped waste ▪ Removal of abandoned vehicles under Council contract.
Hazardous waste	<ul style="list-style-type: none"> ▪ Te Kuiti Transfer Station accepts and stores domestic quantities for collection, treatment and disposal off-site by authorised hazardous waste contractor ▪ Commercial quantities deal directly with an authorized hazardous waste contractor.
Farm waste	<ul style="list-style-type: none"> ▪ Private waste collection ▪ Bury or burn on-farm ▪ Landfill ▪ Agrecovery for agricultural plastics recycling www.agrecovery.co.nz ▪ Plasback for a variety of farm plastics www.plasback.co.nz
Cleanfill	<ul style="list-style-type: none"> ▪ Landfill ▪ Private clean fills ▪ Other private disposal
Waste education	<ul style="list-style-type: none"> ▪ Support for Paper for Trees recycling program in schools ▪ Support for WRC's EnviroSchools program
Waste oil	<ul style="list-style-type: none"> ▪ Te Kuiti Transfer Station accepts and stores waste oil. This is collected and recycled or treated by waste oil operators.
E-waste	<ul style="list-style-type: none"> ▪ The e-waste diverted at Te Kuiti Transfer Station is stockpiled and collected by E-cycle for recycling.
Information	<ul style="list-style-type: none"> ▪ Other reuse, recycle, recovery and treatment services provided locally will be listed on Council's website 'What goes where'. This project is underway and will be updated on an on-going basis as new services arise.

1.30 Availability of services

Te Kuiti Transfer Station is open to the public four days per week. The rural transfer stations are open either one or two days per week. The opening hours for Council's six waste facilities are tabled below.

Table 11: Opening hours at public waste facilities

Site	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Hours/ week
Te Kuiti	9am-4pm			9am-4pm		9am-4pm	9am-4pm	28
Piopio	1pm-5pm	9am-1pm					9am-1pm	12
Benneydale	1pm-5pm	9am-1pm						8
Awakino	9am-1pm							4
Marakopa	9am-1pm	1pm-5pm						8
Kinohaku	1pm-5pm	9am-1pm						8

1.31 Solid Waste Services Contract

The table below summarises the contracted services provided by Council.

Table 12: Solid Waste Services Contracts

Contract No.	Contractor	Contract Name	Brief description of work	Start date	Expiry date	Charges / funding
500/16/041	EnviroNZ	Waitomo District Landfill Maintenance and Operations	Operate Waitomo District landfill	1 June 2022	30 April 2025	Gate fees for waste disposal.
500/16/038	EnviroNZ	Refuse and recycling collection operations and Transfer Station Refuse	Kerbside rubbish and recycling collection in Te Kuiti and 3 small urban areas. Transfer of waste from Te Kuiti Transfer Station and five rural transfer stations to WDL. Collect recyclables from Te Kuiti Transfer Station and 5 rural transfer stations. Transport all recyclable material to Hamilton MRF for processing	1 May 2017	1 May 2024	User pays for rubbish bags, and gate fees for rubbish to transfer stations. Recycling can be dropped off for free (rates cover the full cost of recycling)

1.32 Predicting Future Demand

Predicting future demand has inherent uncertainties as there are a wide range of factors that can affect future demand for waste management and minimisation activities. There are several current and emerging trends that influence demand for solid waste facilities and services. In general, the factors that have the greatest influence are population and household growth, construction and demolition activity, community expectation, economic growth, disposal fees and changes in service delivery.

Changes in population means changing pressure on waste and recycling facilities and services. The District population has changed little over the past 3 census periods, but there was a small gain in population overall from 8,907 in 2013 to 9,303 people at the 2018 census. Data from the 2023 census was not available at the time of writing.

Analysis of future projections from Statistics NZ indicate a slight decrease in population between 2018 and 2048 for Waitomo district, however the projected population loss is not during the 2020s but later in the projection period when deaths start to exceed births. Regarding the population structure, the district has a similar age profile to the rest of New Zealand. The proportion of people aged over 65 is projected to increase from 13% in 2013 to over 25% in 2048 and the number of people aged between 15 and 64 years is projected to decrease.

Table 13: Population data, actual and forecast

	2018	2028	2048
Resident population	9,303	9,650	8,420
Total Dwellings	4,224	4,522	4,863
Total Rating Units	Not available	6,022	6,289

Council will continue to monitor these trends in demographic change. As the expectations are a decrease in children and young adults, a slight increase in 'working age' people, and a big increase in 'retired age' people, the effect over the next ten-year period is likely to be more pronounced as growth in working-age people flattens off and growth in retired-age people continues.

Since July 2021 central government has been progressively increasing and expanding the national waste disposal levy, to \$60 per tonne by July 2024. Increasing and expanding the waste levy helps recognise the actual costs of waste, makes it fairer for everyone and incentivises materials reuse and recycling rather than disposal to landfill. By comparison, the waste levy in Queensland is \$165 per tonne, in the UK the landfill tax is \$202 per tonne and in parts of Europe \$276 per tonne.

The Ministry for the Environment (MfE) has an existing work program to move NZ closer to a low-waste, sustainable and inclusive economy. Initiatives which will be introduced over the next few years include more product stewardship schemes, container return schemes, standardisation of kerbside collections, provision of kerbside organics collections and mandatory phasing out of hard-to-recycle plastics and single-use plastics. These initiatives have been incorporated in the national Waste Strategy and will be enabled by new legislation expected in 2025.

1.33 Forecast of future demand

The population and demographic changes outlined above are likely to have a moderate but noticeable effect on the waste services and facilities required:

- The demand for easy-to-use and easily accessible waste collection and disposal facilities will increase, in line with the increase in older people.
- The demand for waste education in schools may decrease, although the overall demand for waste education in the community can be expected to increase as the population seeks more information about waste minimisation options, leading to increased diversion rates.
- The per capita waste to landfill rate may fall as older people tend to 'consume' less, are likely to be more waste-aware, and have more time available to ensure they are managing their waste and recycling appropriately.
- The per capita waste to landfill rate may fall as a direct impact of the increasing waste levy, which may compel businesses to re-think their waste behaviours, leading to increased diversion rates.
- Growth in the consumption of electronic products will add to a rapidly increasing need to manage e-waste.
- The per capita waste to landfill will fall as potential bans of organic waste, and C&D wastes to landfill are implemented, and the greater emphasis on a circular economy reduces the net amount of landfill waste being generated.

Although the decade leading up to 2020 was one of global over-consumption and a throw-away attitude, a growing environmental awareness through climate change, combined with the economic downturn resulting from the Covid-19 pandemic resulted in a global downturn in GDP, and a re-focus by citizens on their consumer behaviour. This may result in an increase in waste-avoidance activities of re-thinking, refusing and replacing. These are all better outcomes resulting in a lower resource use and lower environmental impact which may influence the projected future demand for waste services and facilities for some years.

The LTP 2021 included a significant focus on the future development of the WDL and investigating alternative options for future disposal of the districts waste. This issue has been the subject of a significant body of work over the past few years. Once the decision on future disposal is made, the focus for the LTP 2024 could include the following initiatives to achieve effective and efficient waste management and minimisation:

- Provision of additional resource recovery facilities at the Te Kuiti Transfer Station
- Introduction of organic (food waste, or food and garden waste) collection at kerbside for urban customers.
- Investigation of wheelie bins for kerbside recycling and / or rubbish
- Gain a better understanding of the management of wastes in the farming sector
- Provide our communities with the knowledge and confidence to make consumer choices that contribute to a circular economy
- Improve community awareness about the environmental and financial impacts of litter and illegal dumping.
- Provision of practical and local web-based services such as a 'What Goes Where' guide.

Ongoing initiatives at a national and local level will likely see an:

- Increase in reduction (avoiding, re-thinking, refusing and replacing)
- Increase in recycling
- Increase in recovery
- Increase in treatment
- Decrease in waste to landfill

The projected increase or decrease in tonnes provided in Table 15 below are based on best available information at the time

Table 14: Projections -waste and diversion tonnage projections 2023-2028

	2023	2024	2026	2028			
	Base figure 2023	% change from previous	Forecast tonnage	% change from previous	Forecast tonnage	% change from previous	Forecast tonnage
Within district waste to landfill tonnes	4,917	17%	5,767 (includes 1,000 tonnes sludge)	-4%	5,536	-8%	5,093
Diversion tonnes	2,137	+14%	2,400	+14%	2,700	+16%	3,100
Diversion as %age of landfilled waste	43%		42 %		49%		61%

1.34 Neighbouring Councils

Waste is not constrained by geographic boundaries, so it is appropriate to have an overview of how our neighbouring councils are managing and minimising their waste.

- Otorohanga District Council has no transfer stations and no landfill. They provide a kerbside collection service to Otorohanga, Kawhia and Aotea, which is all disposed at WDL. WDC staff are in talks with Otorohanga to progress collaboration on kerbside services and future organics collections.
- Ruapehu District Council closed their Taumarunui landfill in October 2020 and waste is now trucked to Hampton Downs for disposal. Kerbside collection for food waste, recycling and rubbish is provided, with food waste and other organics being processed in their Hot Composting Unit at the central Taumarunui Transfer Station. They also operate transfer stations in five smaller centres. Since its start-up two years ago the Taumarunui Resource Recovery Centre has diverted 100 tonnes of material away from landfill and rehomed nearly 100,000 items.
- New Plymouth District Councils kerbside collection service comprises a wheelie bin for mixed recycling, a crate for glass, and a bag for rubbish collection. This has had positive results with kerbside rubbish reduced by 41% and their kerbside recycling increased by 32%. The three Taranaki district councils have a joint regional contract for kerbside collections and the operation of key transfer stations. Collection of food waste in 23ltr food waste bins is being actioned.
- Waipa District Council have a rates-funded kerbside recycling collection utilising wheelie bins, but rubbish collection is a private service via user-pays rubbish bags. There are no landfills in the district, and both transfer stations are privately owned and operated, and located at Cambridge (EnviroNZ) and Te Awamutu (Waste Management).

Part 2 VISION, GOALS, OBJECTIVES AND TARGETS

2.1 Policies, plans and regulations

National legislative and local policy context that inform this waste assessment are as follows:

Te rautaki para, Waste Strategy 2023

MfE released the new Waste Strategy in March 2023. Councils will be guided by the new strategy, which will be backed up by legislation by 2025. The strategy has three phases:

- By 2030, the building blocks are in place to enable change; more activity is circular, and less waste is produced; and emissions and other environmental indicators are improving.
- By 2040, circular management of materials is normal, expected and well supported; residual waste is minimal; and emissions and other environmental indicators keep improving.
- By 2050 New Zealand has a low-emission low-waste circular economy and is helping other countries make the change; domestic systems are as circular as possible; we are contributing to regional and global circular networks; and our management of materials does not harm the environment.

Section 44 of the WMA requires us to give regard to the Waste Strategy when preparing our WMMP.

Waste Minimisation Act 2008 (WMA)⁷

The WMA emphasises and promotes waste minimisation. The purpose of the WMA is to 'encourage waste minimisation and decrease waste disposal to protect the environment from harm; and to provide environmental, social, economic and cultural benefits.' The WMA requires Council to review its existing Waste Management and Minimisation Plan (WMMP) every six years and develop and adopt a new one.

Waste Levy

The landfill levy was established in 2009 under the Waste Minimisation Act 2008 (WMA). At that time, the levy rate was set at \$10 per tonne and only applied to municipal landfills that accept household waste. The revenue raised from the landfill levy is used to fund investment via:

- 50% to all territorial authorities on a per population basis to spend on their waste minimisation activities.
- 50% for a contestable Waste Minimisation Fund (WMF) to which anyone can apply. The WMF supports projects that promote or achieve waste minimisation.

The levy was reviewed in 2019 and was expanded to cover additional disposal sites, including industrial monofills, C&D fills, managed fills and controlled fills which will be implemented by 2024. The levy amount is increasing to \$60 per tonne in increments between 2021 and 2024. The landfill levy is the most powerful tool available to Government to reduce waste and improve resource efficiency and recovery.

Local Government Act 2002 (LGA)

The earlier provisions under the LGA to require Council to assess collection, reduction, reuse, recycling, recovery, treatment and disposal of waste have been repealed and are now embodied within the WMA. The LGA continues to require that the WMMP be reflected in the Councils Long Term Plan (LTP), including summary information about the WMMP. The LGA also empowers Council to make bylaws for the management of waste.

Resource Management Act 1991 (RMA) as amended

⁷ Government is introducing new legislation to replace the WMA 2008 and the Litter Act 1979

The RMA provides guidelines and regulations for the sustainable management and protection of the natural environment. It also addresses the environmental effects of waste management and minimisation facilities through regional and local policies, plans and consent procedures.⁸

Hazardous Substances and New Organisms Act 1996 (HSNO)

HSNO addresses the management of substances that pose a significant risk to the environment and / or human health from their manufacture to their disposal. HSNO requires Council to handle and dispose of hazardous substances in a safe manner.

Climate Change (Emissions Trading) Amendment Act 2008 and Climate Change Response (Removal of Transitional Measure) Amendment Act 2016

The 2008 Act requires landfill owners to purchase emission-trading units to cover methane emissions generated from landfill. The 2016 Amendment phased out the existing one-for-two transitional measure from the Emissions Trading Scheme (ETS) from 1 January 2017. The new regime was phased in over three years, with full market price in place from 1 January 2019. This applies to all sectors in the ETS.

Litter Act 1979 (and Amendment Act 2006)

The Litter Act provides councils with powers to create Litter Control Officers who have power to issue infringement notices with fines for those who litter. The Act was amended in 2006 to strengthen the powers of councils' infringement fees which are now \$400. Councils use the act as a method of regulating litter and illegal dumping through prosecution.

Health and Safety at Work Act 2015

This act outlines health and safety responsibilities for managing hazards and risks to employees at work. This includes working with hazardous substances and the collection and management of waste.

Health Act 1956

Council has obligations under the Health Act to ensure waste management systems protect public health.

Waste Management and Minimisation Plan (WMMP) 2018

The WMMP is Council's principal guiding plan for Solid Waste. The WMMP outlines Council's strategy for managing and minimising waste generated by households, business and industries within the district. Section 43 of the WMA requires the WMMP to include a summary of the Council's waste objectives, policies and targets, and how these will be funded and delivered. The WMA also requires the WMMP to

- Consider the waste hierarchy - reduce, reuse, recycle, recover, treatment and disposal (in descending order of importance)
- Ensure waste does not create a nuisance
- Have regard to the New Zealand Waste Strategy
- Consider the outcomes of the Waste Assessment
- Follow the Special Consultative Procedure set out in the LGA

This Waste Assessment is the first part of the process towards a new WMMP in 2024

WDC Solid Waste Bylaw 2014

⁸ The RMA will be repealed and replaced with new laws this parliamentary term

The 2009 Bylaw was reviewed and adopted in 2014 and supports the WMMP through the promotion and delivery of effective and efficient waste management and minimisation, the implementation of the council's waste management and minimisation plans, the regulation of collection, transport, and processing of waste, the protection of the health and safety of waste collectors, waste operators and the public, and the management of litter and nuisance in public places.

Linear and circular economies

Although not strictly regulation or policy, it is appropriate to include a definition of linear and circular economies:

- Taking natural resources, making them into something, using and then disposing of it, is referred to as a *linear economy*.
- A *circular economy* is a system where extracted materials are used and re-used for as long as possible. For technical or synthetic materials, the ideal scenario is that they are re-used forever. Organic materials will eventually be returned to the soil to enrich it.

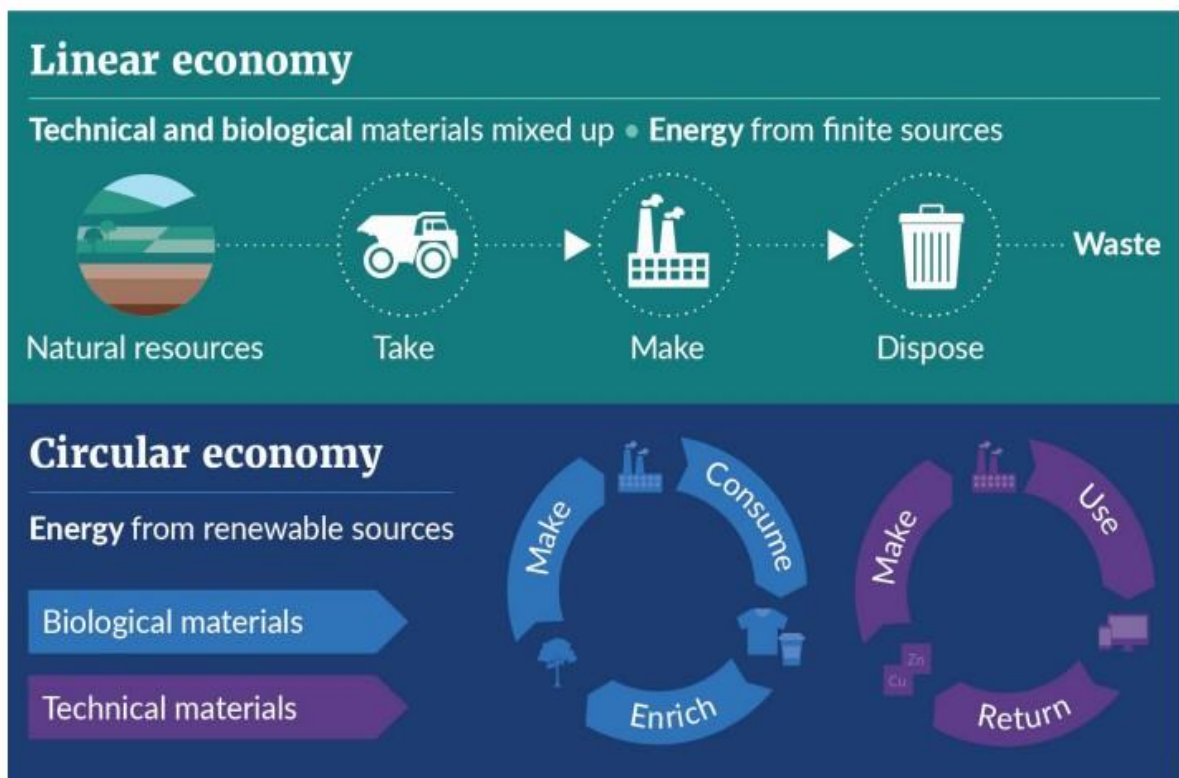


Figure 14: Characteristics of linear and circular economies

2.2 Initial Review of 2018 Waste Management and Minimisation Plan

The WMMP 2018 noted that Councils Vision of ‘*Creating a better future with vibrant communities and thriving business*’ is supported by Councils Solid Waste activity through:

- Protecting public health and safety
- Enabling economic growth
- Using natural resources in a sustainable manner
- Promoting efficient waste management that minimises environmental harm.

The WMMP 2018 also identified that Councils Solid Waste activity contributes to the following community outcomes:

CO 6 A place that attracts more people who want to live, work and play, and raise a family.

CO 7 A place where wealth and employment are created through local businesses and tourism opportunities and facilities are developed, facilitated and encouraged.

CO 8 A place where the development of partnerships for the delivery of programmes and services is encouraged and pursued.

CO 9 A place where the governance actively seeks to participate and take a leadership role in regional and national initiatives aimed at the development of the District.

CO 10 A place that provides safe, reliable and well managed infrastructure which meets the District community needs and supports maintenance of public health, provision of good connectivity and development of the District.

The last WMMP did not include any targets. Having specific targets provides a clear and measurable way to determine how well Council is achieving its goals. However, it did include two goals and several objectives to help in achieving those goals. The strategic goals were:

Strategic Goal 1: To ensure the safe disposal of waste to protect our natural environment.

Strategic Goal 2: To minimise waste disposal within the district.

The objectives outlined in the WMMP 2018 were:

- To align Council’s waste management strategies and programmes with the National and Regional strategic directions
- To ensure, as far as practicable, that waste generators meet the costs of the waste they produce
- To meet the requirements of all relevant legislation including the Local Government Act 2002 and the WMA 2008
- To provide a practical guide to the management of waste in the Waitomo district
- To promote cost effective, efficient and equitable waste management services to the community
- To minimise the quantity of waste being generated and disposed in order to promote the sustainable use of natural and physical resources
- To encourage and support the principles of cleaner production and waste hierarchy by all involved in waste generation in the district
- To follow the policies as stated in the Councils Long Term Plan and District Plan

- To reduce the total amount of waste per head of population generated within the district requiring disposal, having regard to the New Zealand Waste Strategy and Waikato Regional Council Policy Statement
- To identify and pursue opportunities for local business and communities to implement their waste reduction and resource recovery initiatives and help secure the economic advantages of the Districts green image
- To lead by example to assess the potential for waste reduction through integrated waste management principles
- To take pride in its achievements in waste through voluntary initiatives as well as promoting economic efficiency and sustainable management of the environment which will enhance the health and well-being of all citizens of the district.

These objectives as listed in the WMMP 2018 more closely represent business-as-usual in line with existing legislation and regulatory requirements. However, it is useful to measure the districts waste minimisation activity since 2018 against these objectives, which will assist with identifying areas to focus on for this WA and the subsequent WMMP, including planning and budgeting for future targets.

These figures only reflect the waste and diversion activities that Council provides and / or is delivered to the Te Kuiti Transfer Station and WDL. It does not include any other industrial disposal and diversion, or commercial operators waste and diversion activity, that may be occurring elsewhere.

Table 15: Data since previous WMMP

	2018/19	2022/23
Total waste landfilled (including out-of-district tonnes)	12,527	7,810
Waste landfilled (within-district tonnes only)	3,829 (approx.)	4,917
Diverted materials – tonnes	1,884	1,924
District resident population	9,303	9,303 ⁹
Waste per capita (kg)	411 kg	528 kg
Diversion per capita (kg)	202 kg	207 kg
Diversion tonnes as a percentage of disposal tonnes	49%	39%

The table below summarises the goals established in the previous WMMP:

Table 16: Progress against the WMMP 2018 goals

Goal	Comment	Progress
Goal 1: To ensure the safe disposal of waste to protect our natural environment	Any health and safety breaches or resource consent non-compliance	Goal achieved

⁹ Census 2023 results not available at time of writing

Goal 2: To minimise waste disposal within the district	<p>The per capita amount of waste to landfill was 528 kg in 2023. This is a 28.5% increase on the 2018 baseline of 411 kg per capita (subject to 2023 census results)</p> <p>Waste generated within the district and disposed to landfill, increased from 3,829 to 4,917 tonnes, an increase of 28.4%</p>	Goal not achieved
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Progress on the objectives identified in the WMMP 2018 are summarised in the following table.

Table 17: Progress on WMMP 2018 Objectives

Objective	Comment	Progress
To align Council's waste management strategies and programmes with the National and Regional strategic directions	The WMMP 2018 was developed as a combined document with the asset Management Plan.	Complete and ongoing
To ensure, as far as practicable, that waste generators meet the costs of the waste they produce	Commonly referred to as 'user pays', this ensures that those who generate the waste pay for its disposal. In its most basic form, residents must purchase official rubbish bags to use for the kerbside collection	Complete and ongoing
To meet the requirements of all relevant legislation including the Local Government Act 2002 and the WMA 2008	The Solid Waste activity operated within the legislative requirements of the LGA 2002 and WMA 2008	Complete and ongoing
To provide a practical guide to the management of waste in the Waitomo district	Council website provides a wide range of advice on managing waste materials	Ongoing
To promote cost effective, efficient and equitable waste management services to the community	Measured performance by Resident Survey. Our 2020/21 result was 98%, against a target of 80%	Complete and ongoing
To minimise the quantity of waste being generated and disposed in order to promote the sustainable use of natural and physical resources	The Event Waste Management Guide is a great example of minimising waste and maximising recycling for events in the public arena	Ongoing
To encourage and support the principles of cleaner production and waste hierarchy by all involved in	Requires further development and liaison with a Cleaner Production Business adviser	No data

waste generation in the district		
To follow the policies as stated in the Councils Long Term Plan and District Plan	There were no breaches of policy since the WMMP 2018	Complete and ongoing
To reduce the total amount of waste per head of population generated within the district requiring disposal, having regard to the New Zealand Waste Strategy and Waikato Regional Council Policy Statement	The per capita waste to landfill increased to 528kg in 2022/23	Work in progress
To identify and pursue opportunities for local business and communities to implement their waste reduction and resource recovery initiatives and help secure the economic advantages of the Districts green image	Requires further development and liaison with a Cleaner Production business adviser	No data
To lead by example to assess the potential for waste reduction through integrated waste management principles	Initiatives such as the Event Waste Management guide and the Love Food Hate Waste campaign	Complete and ongoing
To take pride in its achievements in waste through voluntary initiatives as well as promoting economic efficiency and sustainable management of the environment which will enhance the health and wellbeing of all citizens of the district.		No data

2.3 *Visions, goals, objectives, targets for WMMP 2024*

During the six years since our WMMP 2018, council has met one of their two strategic goals and have completed or are underway on most of the 12 objectives. These results have been considered during development of proposed goals, objectives and targets for the next six years.

Vision

Council has developed a new vision to reflect how it will facilitate the promotion of the four well-beings (social, cultural, environmental and economic) and what it aims to achieve for the District. Councils vision for our District is ***“Waitomo – A Vibrant District”*** and this is the vision which should guide overall waste management and minimisation services and infrastructure.

Goals

Goals are what council want to achieve through their WMMP 2024 and are the major steps in achieving their vision for the District.

- Maximise efforts of resource recovery in order to minimise the volume of waste disposed to landfill,
- Support residents to improve the separation of their recycling from their waste
- Encourage all our communities to be 'waste aware', and reduce the amount of waste they generate in the first place
- Encourage reuse of waste materials at a local level where the benefits flow directly back to our community
- Ensure waste and recycling services and infrastructure meets the needs of residents and visitors
- Ensure the safe disposal of waste to protect the natural environment from illegal dumping and littering

Objectives

- Reduce the quantity of waste generated within our district
- Reduce the quantity of recyclable materials disposed in kerbside rubbish
- Increase the quantity of diverted waste materials at the transfer stations
- Provide kerbside organic waste collections for urban areas
- Provide waste education in schools, marae and communities
- Collaborate with neighbouring councils to get the best outcomes from waste services and infrastructure
- Increase environmental awareness across all communities
- Ensure visitors to the district have easy access to waste and recycling facilities

Targets

Targets provide a clear and measurable way to determine how well Council is achieving its goals. Targets should also be SMART (specific, measurable, achievable, relevant and timely).

- Waste education is provided to 50% of primary schools by 2027
- Kerbside organic waste collection is implemented in urban area by 2027
- Waste minimisation information is readily available to 100% of the district's communities by 2028
- Waste education is provided to 50% of the district's marae by 2028
- The diversion rate is increased to 60% of the waste disposed to landfill by 2030

Part 3 HOW ARE WE GOING TO GET THERE?

3.1 Introduction

This section sets out a range of options available to enable Council to meet the forecast demands of the District, with an initial assessment of the suitability of each option. Options presented in this section would require further research and detailed cost analysis before being implemented. The assessment is to be used as a starting point for considering practical methods for meeting demand for waste management and minimisation services. These options will inform the WMMP's action plan.

3.2 Key issues to be addressed

In identifying the options, consideration has been given to the key waste streams for diversion, future demand issues, and the key challenges and opportunities faced by the district. All Councils currently have better opportunities to meet their challenges through strategic spending of their Waste Levy Revenue. Additional funding through MfE Waste Minimisation Fund and infrastructure funding initiatives will allow Council to provide services and infrastructure that may have previously been unattainable.

Issues that have been identified during the development of this Waste Assessment include:

- Nearly half the kerbside rubbish is organic, and kerbside organics collections will need to be in place by 2027
- Too much recycling is being disposed in kerbside rubbish bags
- Data for diverted materials is, by measurement, quite varied, and difficult to report on
- Structured waste education in primary schools would have a flow-on effect to parents and community
- Recycling volumes have slowed and are now in decline
- Illegal dumping remains an issue throughout the district
- Informal community waste education needs to be available in order to increase diversion rates.
- The estimated volume of farm waste is significant, and there is no information on how this is being managed or disposed.
- Growth in retired-age population over the next decade may increase demand for easily accessible services and infrastructure
- Ensure the closed landfills and waste infrastructure is resilient in extreme weather events

The options have been developed against the following areas of focus:

Services and Infrastructure

Council already delivers a range of services and infrastructure under contract and there is scope to review additional services that will support waste minimisation or to improve our waste infrastructure to support the changing waste environment. This may mean collaboration with the private waste sector or neighbouring councils to obtain economies of scale through sharing facilities, collection services, educational programs and funding arrangements.

Partnerships and Collaboration

Council has limited control of the amount of waste generated in the District. To achieve the goals, objectives and targets Council will need to collaborate with our community and the private waste and diversion sectors. Council can become more involved in initiatives that provide a facilitation service such as between the waste producers and recyclers.

Behaviour Change

Council can use a range of engagement, education, community development, and behaviour change approaches to encourage and support all members of their community to manage their waste in environmentally and economically sustainable methods, through increased knowledge and skills. Regional or national programs reinforce local initiatives and may provide a platform to expand the focus to more than just domestic waste streams.

Data

Council recognises that previously there were limitations to the completeness and accuracy of data, due to our low-level ownership of the waste stream. The Solid Waste Bylaw allows for licensing of private waste operators which would also provide the benefit of waste and diversion data from the private operators. However, Council has one major contractor providing most of the solid waste services, and there are only a few other operators in the district. Data is supplied monthly from the Transfer Station operator, and EnviroNZ provide monthly recycling figures. Council is changing to Weightrax weighbridge software, and a Solid Waste Analysis Protocol (SWAP) analysis is being undertaken every 3 years. This combined data can be used to re-assess the priority waste streams for future options.

With the recent release of a new national Waste Strategy it is feasible that licensing of private waste operators will be undertaken at a national level. This would be a more effective and efficient model. Only a few councils who have solid waste bylaws which include a provision for licensing, have actively implemented licensing systems.

Regulation

Effective regional and local plans and district bylaws assist in Council's ability to deliver or support a range of waste management and minimisation actions, force behaviour change and advocate for legislative change on a national level. However, it is generally acknowledged that Councils who control only a portion of the waste stream have fewer regulatory tools at a local level to help meet waste reduction objectives. Regulatory tools are also challenging to develop, costly to administer and difficult to enforce. This type of approach should be used to support other initiatives but not relied upon to achieve significant waste minimisation objectives.

3.3 Options assessment

The options assessment includes:

- Identifying reasonably practicable options to be considered
- A description of each option
- A summary of the economic, environmental, social and cultural, and operational impacts in relation to each of these options
- How these options contribute to Councils community Outcomes identified in the LTP 2021-31
- An assessment of the suitability of each option

A common set of categories for comparing options has been used in this assessment. It provides a broad comparison of the sustainability of the various options by including the economic, environmental, social and cultural, and operational costs and benefits.

3.4 Statement of Options

The following Tables 18-23 outline the broad options available to Council to manage and minimise waste to meet future demand and includes the status quo for each of the six areas of focus.

Table 18: Statement of Options - SERVICES

Reference	Option	Social / Cultural assessment	Environmental assessment	Economic assessment	Operational assessment (if required)	Councils Role, and Contribution to Community Outcomes LTP 2021-31	Suitability of Option: Suitable / Further work required / Not suitable
Services1 Status quo	Council continues to provide kerbside rubbish and recycling collections in the five urban areas	*No new impacts	*No new impacts	*Currently funded		Service provider	Suitable
Services 2	Implement standardised kerbside collection systems, so all councils are collecting the same materials, in line with MfE guidelines.	*Consumers can go anywhere in NZ and recycle the same materials *Consistent messaging reduces consumer confusion	*Reinforces positive behaviours that reduce the environmental impacts of waste *Higher quantity and quality of recyclables	*Improved value of end materials and surety of markets *Councils can better compare contractual costs for collection and processing / disposal of recycling and rubbish	*Minimal impact	Service provider * A district that cares for its environment	Suitable
Services 3	Investigate the use of wheelie bins for kerbside collections of rubbish and / or recycling in the urban areas	*Is the current system the best to minimise waste and maximise recycling *Would our urban communities prefer wheelie bins *Flexibility in bin sizes to cater for different household needs	*Are plastic rubbish bags environmentally acceptable to community *May increase household rubbish as service is no longer perceived as user-pays, plus slightly more capacity in bin vs bag *Tidier kerbsides – no strewn rubbish from split bags	*Contract costs may increase if automated sideload vehicle required for collection * 'Pay as you throw' is a user-pays method for kerbside rubbish wheelie bins, but operationally inefficient	*Automated sideload vehicle means less labour-intensive for driver *Improved health and safety in operating environment	Service Provider * A district that cares for its environment	Further work required
Services 4	Introduce pre-collection recycling bin inspections, and wider community education to reduce recycling contamination.	*Contaminating households are quickly identified and provided with education to improve recycling	*Reinforces positive behaviours that reduce contamination in recycling bins	*Part time role could be funded through Waste Levy Revenue	*Audits of recycling bins carried out in the morning prior to collection	Service provider *A district that cares for its environment	Further work required
Services 5	Divert organic waste to beneficial uses through kerbside organic collection in urban areas and / or support for home composting and community-garden composting	*Urban residents provided with a wider range of services and take a higher level of ownership for their waste *Encourage better behaviours around organic waste	*Reduces organic waste to landfill and has beneficial outcomes through composting of organic material	*Fund through waste levy revenue and possibly a targeted rate *Measurable reduction on waste to landfill costs *No local processing capability at this stage, costs would reflect this	*Service could be added to some existing urban kerbside collection areas progressively *Could reduce kerbside rubbish frequency to fortnightly if food waste is removed from the kerbside waste stream	Service Provider * A district that cares for its environment *A prosperous district	Further work required

Table 19: Statement of Options - INFRASTRUCTURE

Reference	Option	Social / Cultural assessment	Environmental assessment	Economic assessment	Operational assessment (if required)	Councils Role, and Anticipated Outcome / Impact on Council goals	Suitability of Option: Suitable / Further work required / Not suitable
Infrastructure 1 Status quo	Council continues to operate Te Kuiti Transfer Station and the five rural transfer stations for waste and recycling drop-off	*No new impacts	*No new impacts	*Currently funded		Owner and Service Provider	Suitable
Infrastructure 2	Council explores all options for the future of the Waikato District Landfill	*What is the best option (financially and environmentally) for our community	*Full risk assessment of all options is required	*Full financial assessment of all options is required	*Full operational assessment of all options is required	Owner and Service Provider * A district that cares for its environment	Further work required
Infrastructure 3	Council upgrades the functionality of the Te Kuiti Transfer Station to encourage increased diversion of materials from the waste stream (irrespective of the decision on WDL)	*Enhanced services facilitate appropriate disposal and reduce health and safety impacts *Partner with a community group to operate resource recovery services *Support a local repair hub *Job creation in collecting, sorting, refurbishment and reselling / re-distribution of items *Provides affordable products to low-income households	*Promotes environmental protection through waste prevention *Contributes towards a circular economy	* Could partly fund the upgrade through waste levy revenue *MfE are increasing their funding of waste infrastructure to Councils through WMF applications	*The logistics of redeveloping the site may cause operational disruption	Owner and Service Provider * A district that cares for its environment *A prosperous district	Suitable
Infrastructure 4	Review all rural transfer stations to identify any financial efficiencies that can be made, and explore alternative scenarios	*Rural residents expect services to continue, but the cost to all ratepayers must be addressed	*Reduces illegal dumping and on-site disposal / burning of waste in rural communities	*Long-term financial viability of the rural transfer stations	*Consider alternative service delivery for rural residents	Owner and Service provider * A district that cares for its environment	Further work required
Infrastructure 5	Review all closed landfills to identify risks and threats posed by climate change and the resultant extreme weather events. Identify any high-risk sites and prioritise for action	*Mitigate the impact of any potential failure of a closed landfill on the local community	*Promotes environmental protection through early risk assessment and preventative remediation work	*Full financial assessment on a case-by case basis	*Full operational assessment on a case-by-case basis	Owner and Service provider * A district that cares for its environment	Further work required

Infrastructure 6	Improve capacity for 'disaster waste' by ensuring that space is available to store / sort / transport disaster waste	*Mitigate the effects of any 'disaster' that results in bulk waste that requires urgent removal	*Enables a quick response to minimise environmental impacts	*Insurance coverage for extreme events and natural disaster	*Enables rapid response to disasters *Integrate with civil defence and emergency management	Owner and service provider * A district that cares for its environment	Further work required
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Table 20: Statement of Options – BEHAVIOUR CHANGE

Reference	Option	Social / Cultural assessment	Environmental assessment	Economic assessment	Operational assessment (if required)	Councils Role, and Anticipated Outcome / Impact on Council goals	Suitability of Option: Suitable / Further work required / Not suitable
Education 1 Status quo	Council continues existing reactive education programme	*No new impacts	*No new impacts	*Currently under-funded		Facilitator and Educator	Suitable
Education 2	Introduce a structured waste education program into primary and intermediate schools	*Children take the message home to their households which then become more aware of options and more engaged in the waste diversion process	*Education programmes establish, support and extend positive behaviours that reduce environmental impact and increase sustainability	*Not currently budgeted but could be funded through waste levy revenue	*Need to ensure it doesn't duplicate the existing work programmes within EnviroSchools *Validate the measures used to quantify the benefits of waste education in schools	Service Provider * A district that cares for its environment	Further work required
Education 3	Provide all residents with clear, consistent and local information on what to do with their waste and recyclable materials, and why and how to do it, using long-term behaviour change initiatives	* Community will be more aware of options and more engaged in the waste diversion process through improved knowledge and skills *Publish success stories on how communities are managing their waste	* Education programmes establish, support and extend positive behaviours that reduce environmental impact and increase sustainability	*Not currently budgeted but could be funded through waste levy revenue	*Programmes may be delivered by community or other partners	Educator and Facilitator * A district that cares for its environment	Further work required
Education 4	Provide a collaborative waste education program for all marae	* Marae community will be more aware of options and more engaged in the waste diversion process through improved knowledge and skills	* Education programmes establish, support and extend positive behaviours that reduce environmental impact and increase sustainability	*Not currently budgeted but could be funded through waste levy revenue	*Programmes may be delivered by community or other partners	Educator and Facilitator *A district that cares for its environment	Further work required
Education 5	Introduce a targeted campaign to local shops and businesses to encourage sustainability in all areas of their business	*Local businesses achieve a positive change by offering reusable, durable recyclable product, with minimal, sustainable packaging *Business growth in the 'repairs' industry – fix it, don't throw it away	*Cleaner community through less street litter *Contributes towards a circular economy	*Fund through waste levy revenue *Reduction in business costs for waste disposal *Green credentials can be used as a promotional tool for individual businesses and the district as a whole	*Contract an experienced waste advisory business to deliver a sustainable business campaign	Educator and Facilitator * A district that cares for its environment *A prosperous district	Further work required

				*May lead to new business opportunities			
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Table 21: Statement of Options - DATA

Reference	Option	Social / Cultural assessment	Environmental assessment	Economic assessment	Operational assessment (if required)	Councils Role, and Anticipated Outcome / Impact on Council goals	Suitability of Option: Suitable / Further work required / Not suitable
Data 1 Status quo	Maintain existing waste data collection within the district, and audit waste streams every 3 years, or before and after significant service changes.	*No new impacts	*No new impacts	*Currently funded		Facilitator	Suitable
Data 2	Understand the generation and management of other specific waste streams such as farm and rural waste	*Improved knowledge of waste generation and waste flows and better understanding of waste behaviour	*Increased ability to identify materials and waste streams for recovery and decrease waste to landfill	*Not currently funded, but could be funded through waste levy revenue *May lead to new business opportunities *May be additional costs to put new initiatives in place *Can partner with existing providers	*May require existing waste facilities to adapt to match the demand	Educator and Facilitator * A district that cares for its environment *A prosperous district	Further work required
Data 3	Improved process to measure diverted materials, ensuring accurate reporting of diversion targets	*Improved knowledge of diversion streams and better understanding of waste and diversion behaviour	*Promotes environmental protection through diversion of waste materials *Contributes towards a circular economy	*Fund through operational costs	*Improved process to ensure all diverted materials are measured in tonnes	Service provider *A district that cares for its environment	Suitable

Table 22: Statement of Options - REGULATION

Reference	Option	Social / Cultural assessment	Environmental assessment	Economic assessment	Operational assessment (if required)	Councils Role, and Anticipated Outcome / Impact on Council goals	Suitability of Option: Suitable / Further work required / Not suitable
Regulation 1 Status quo	Maintain enforcement action against illegal dumping and littering	*No new impacts	*No new impacts	*Currently funded		Facilitator	Suitable

Regulation 2	Review Solid Waste Bylaw 2014 to ensure alignment with new waste legislation expected by 2025, to replace the Waste Minimisation Act 2008 and Litter Act 1979	*Ensures Council is aligned with new legislation	*Align with national strategies and the journey towards a circular economy	*Fund through operational costs		Enforcement * A district that cares for its environment	Suitable
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Table 23: Statement of Options –PARTNERSHIPS AND COLLABORATION

Reference	Option	Social / Cultural assessment	Environmental assessment	Economic assessment	Operational assessment (if required)	Councils Role, and Anticipated Outcome / Impact on Council goals	Suitability of Option: Suitable / Further work required / Not suitable
Partnerships 1 Status quo	Maintain relationships with Iwi, community groups and private sector	*No new impacts	*No new impacts	*Currently funded		Partner and Advocate	Suitable
Partnerships 2	Look for opportunities to work with neighbouring councils on new, or expanded, facilities and services that will contribute towards a circular economy	*Provide support for regional waste initiatives *Closer relationships within our region	*Align with government directives in Emissions Reduction Plan and Waste Strategy	*Could be funded through waste levy revenue *Benefits the local and regional economy	*Must consider how any ongoing / long-term costs will be funded	Partner and Facilitator * A district that cares for its environment *A prosperous district	Further work required
Partnerships 3	Support local community groups and non-government organisations with their waste minimisation projects	*Provide support for local waste initiatives, through mentoring and sponsorship	*Positive behaviour reduces the environmental impact of waste	*Could be funded through waste levy revenue *Benefits the local economy *May result in job creation	*Must consider how any ongoing / long term costs will be funded	Partner and facilitator * A district that cares for its environment *A prosperous district	Further work required
Partnerships 3	Link with MfE national waste programs to expand the reach of our local activity	*Provide support for national behaviour change programmes and waste initiatives	*Align with national strategies and the journey towards a circular economy	*Fund through operational costs *Could be funded through waste levy revenue		Partner and facilitator * A district that cares for its environment	Suitable

3.5 *Statement of Proposals*

The preferred options as outlined in Tables 18-23 are recommended to help Council meet future demand for waste management and minimisation services. Implementation of these options is expected to meet forecast demand for services and support the goals and objectives for waste management and minimisation. This will be confirmed as part of the development and adoption of the WMMP during 2023/24.

3.6 *Statement of Extent*

In accordance with section 51(f), a Waste Assessment must include a statement about the extent to which the proposals will

- (i) ensure that public health is adequately protected, and
- (ii) promote effective and efficient waste management and minimisation.

3.6.1 *Protection of public health*

The Health Act 1956 requires Council to ensure the provision of waste services adequately protects public health.

In respect of Council-provided waste and recycling services, public health issues will be addressed through setting appropriate performance standards for waste service contracts. Council must ensure performance is monitored and reported on, and that contract structures can address issues that may arise.

Privately provided services will be regulated through local bylaws.

Uncontrolled disposal of waste, for example in rural areas and in cleanfills, will be regulated through local bylaws and legislation.

It is considered that, subject to any further issues identified by the Medical Officer of Health, the proposals would adequately protect public health.

3.6.2 *Effective and efficient waste management and minimisation*

This Waste Assessment has investigated current and forecast quantities of waste and diverted material, and outlines Council's role in meeting the forecast demand for services. Further investigation of the options identified in Tables 18-23 of this Waste Assessment will occur as part of the development of the WMMP which is the next step in this process. The resulting developed options are expected to meet forecast demand and to support Councils goals and objectives for waste management and minimisation.

It is considered that the process has been robust and appropriate in the overall context of Councils statutory planning framework. Therefore, it is considered that the proposals would promote effective and efficient waste management and minimisation.

3.7 *Consulting with the Medical Officer of Health*

The Medical Officer of Health was consulted in the development of this waste assessment and their feedback will help inform the development of the WMMP. A copy of the MOH response is attached.

3.8 Adopting the Waste Assessment and Special Consultative Procedure

The WMA does not specifically require consultation on a waste assessment.

Section 50(3) of the WMA specifies that once a waste assessment has been completed. Council should consider whether a new WMMP needs to be developed or whether the current WMMP should continue without amendment. Either way, consultation on the content of the WMMP must be carried out through the special consultative procedure set out in section 83 of the LGA.

13 September 2023

Shyamal Ram
General Manager – Infrastructure Services
Waitomo District Council
15 Queen St, Te Kuiti, 3910

Dear Shyamal,

Medical Officer of Health Consultation: Waitomo District Council Waste Assessment

Thank you for the opportunity to review and comment upon the draft Waitomo District Council Waste Assessment, dated July 2023, as part of the consultation process underlined in Section 51 of the Waste Minimisation Act 2008.

Effective waste management is critical for good public health outcomes. From a public health perspective appropriate disposal of waste is essential. Waste may otherwise present health hazard through physical injury, chemical poisoning, exposure to infectious material, and by encouraging pests such as vermin, flies and mosquitoes. Waste can also block storm water systems, contaminate land or water, and create odours.

Waste management is an important role undertaken by councils to protect public health. The draft Waste Assessment provides a good basis for addressing public health issues. I am pleased to see Waitomo District Council has made progress against their last Waste Management and Minimisation Plan with the development of measureable targets. I note that the targets outlined in the executive summary of the draft waste assessment differ from those outlined in the main document. In regards to the draft Waitomo District Council Waste Assessment 2023, I make the following comments and recommendations:

The primary composition of kerbside waste is organics (more than 50%) and of this kitchen waste comprises 87% of. I would encourage the Waitomo District Council to implement the provision of food waste collections for urban households (as will be required as part of the National Waste Strategy). I support including this as a new target. I would further encourage the Council in supporting home composting and community-garden composting. Reducing the amount of organic waste sent to landfill will extend the life of existing landfills and reduce the amount of greenhouse gas generated.

I recommend and support the use of wheelie bins for kerbside collections of rubbish and recycling in urban areas. The public health preference is for use of bins over bags, as bins provide better isolation of refuse from interference by domestic and wild animals, control of odour, and better isolation from insect pest species such as flies and wasps.

I support the reduction of kerbside rubbish frequency to fortnightly with the removal of organics from the waste stream. Plastic materials and paper waste have been recognised as divertible

waste from kerbside collections. A switch to fortnightly bin collection, with a separate collection for recyclables, would likely be an incentive for recycling.

Public health recognises the potential benefit of incentivising recycling and reducing waste volumes from a user-pays collection service that is currently in place. However, providing a wheelie bin kerbside collection would not only be operationally efficient but reduce inequities for those who may struggle to pay for collection currently. The protection of public health includes ensuring that the impact of waste management and minimisation does not create or increase inequities between different groups within the community, and that collection systems are made accessible and affordable for all groups. Waste services have a district wide benefit, and services funded by the entire community, rather than an individual user pay system, protects the health of everyone.

I support the Council's focus on waste education. By providing wider community awareness and education to promote positive waste minimisation behaviours, this will in turn help reduce kerbside divertible waste and recycling contamination. I recommend that education include promotion of hazardous waste services and information on home composting, including raising awareness of the risk and prevention of legionellosis.

The draft Waste Assessment has identified that Waitomo District Council has significant potential to divert waste, with nearly 2400 tonnes per year of organics, timber, rubble and concrete potentially divertible. The largest tonnage of divertible materials come from the construction and demolition (C&D) industry as well as the food waste from industrial, commercial, institutional (ICI) sources. I acknowledge that a significant portion of the ICI waste and C&D waste is likely to be coming from out-of-district. With C&D and ICI being a major waste stream, I would encourage Waitomo District Council to collaborate with other districts and the ICI and C&D sector to provide education and promote diversion of waste as much as possible. I encourage engagement with these sectors to promote circular economy and encourage sustainability. I support the proposed option, "infrastructure 3", for Council to upgrade the functionality of the Te Kuiti Transfer Station to encourage increased diversion of materials from the waste stream.

I support Council's proposed options that give consideration for planning of waste management in a crisis (option 'Infrastructure 6 and Infrastructure 7). Climate change and the resultant extreme weather events pose risks and threats to closed landfills. It is important, for the protection of public health, that appropriate monitoring and action takes place at closed landfills to prevent risks associated with leachate. Given natural disasters have been identified as significant waste generators, I would encourage the Council to improve capacity for disaster waste.

Rural farm waste is an important issue for Waitomo District Council. The draft Waste Assessment indicates that the estimated volume of farm waste is significant, at 14,480 tonnes generated by farms in Waitomo District Council. I note there is currently no information on how farm waste is being managed or disposed. Poor management of farm waste can lead to contamination of the environment with hazardous waste and present consequent health risks. I would recommend that Waitomo District Council engage with farmers and private recycling and recovery services, such as Agrecovery and Plasback, to ascertain more information about rural waste streams, and help address this issue through education, and through the identification and removal of barriers to appropriate waste disposal.

I am pleased to see that Te Kuiti Transfer Station offers collection of waste streams such as hazardous waste, e-waste, waste oils and greenwaste. I recommend that no fee is applied to the drop off of household quantities of hazardous waste. Free disposal of hazardous waste will help discourage people from disposing of it in the kerbside collection or by illegal dumping. I support

the proposed option, “infrastructure 3”, for Council to upgrade the functionality of the Te Kuiti Transfer Station to encourage increased diversion of materials from the waste stream.

There is no mention of asbestos waste within the draft Waste Assessment. Consideration should be given to how household asbestos waste is managed and disposed of. There is also no mention of domestic medical waste within the draft Waste Assessment. I would encourage the Council to define domestic medical waste and provide opportunities for more awareness and education that will support safe disposal of sharps. Inappropriate sharps disposal through general waste and recycling systems is an infectious disease safety concern for collection and processing staff. I encourage engagement and partnership with Te Whatu Ora Waikato (previously the Waikato District Health Board) and other health related organisations regarding the management of medical waste. I support the Council in investigating the use of wheelie bins for kerbside collections of rubbish which would further improve health and safety of individuals involved in collection.

I strongly recommend that Waitomo District Council continue actively engaging and partnering with iwi and ensure iwi views and aspirations are reflected in the final Waste Management and Minimisation Plan.

I hope that these comments will add to the value to the Waste Assessment and be helpful in further development of the Waste Management and Minimisation Plan.

Kind regards,



Dr Richard Wall
Medical Officer of Health
Waikato Public Health Service

COMMUNICATIONS & ENGAGEMENT PLAN

TOPIC	Waste Management and Minimisation Plan Consultation 2024
Project Manager:	Romario Pereira, Liz Riley
Project Sponsor:	Shyamal Ram
Communications:	Jenelle Burnell
Date:	March 2024 onwards

Background

Council is required to prepare and adopt a Waste Management and Minimisation Plan (WMMP) at intervals of no more than six years.

Development of the WMMP is guided by the Waste Minimisation Act, which encourages waste minimisation to protect the environment from harm, and to provide social, economic, and cultural benefits.

Our increasing revenue from the Waste Levy Fund provides Council with the opportunity to add services and / or infrastructure that may have previously been unaffordable.

The WMMP is key to Council being well positioned to strategically spend our increasing revenue. Section 32 of the Act states:

- (1) A territorial authority may spend the levy money it receives under section 31 only –
 - a. On matters to promote or achieve waste minimisation; and
 - b. In accordance with its waste management and minimisation plan

Council has prepared a draft WMMP for consultation. It is in the final stage of a three-stage process:

- Stage 1 - Solid Waste Analysis Protocol (SWAP) survey and audit 2023

The SWAP survey provided comprehensive data on waste volume, source and composition that Council needs to make informed choices about future waste issues.

- Stage 2 - Waste Assessment 2023

This technical document described the current waste situation and forecast of future demand. It included goals, objectives, and targets, and identified options to meet the forecast demands of the district. The SWAP data was essential to the detailed development of the Waste Assessment, which itself is the primary supporting document for the WMMP.

- Stage 3 - Waste Management and Minimisation Plan 2024

The WMMP provides our community with a clear strategic direction and an action-oriented Plan for promoting effective and efficient waste management and minimisation within the district. The WMMP's Action Plan sets out all the activities we may take, the proposed timeline, how each activity could be funded and the objectives which the activity will address. The Action Plan is crucial to enabling our use of Waste Levy Revenue. Waitomo District Council is adhering to the current Waste Strategy as the best practice to achieve optimal outcomes. By aligning with established strategies and practices, the council is likely to enhance efficiency, environmental sustainability, and overall effectiveness in waste management.

Regular communication and collaboration will contribute to the plan's effectiveness and community engagement.

Other

Ministry for the Environment (MfE) are introducing changes to support a low-emissions, low-waste circular economy, including:

- All councils accept the same standard set of materials in their recycling collection – effective February 2024.
- All councils provide recycling collections to households in urban areas of 1,000 people or more – effective January 2027.
- All councils meet a performance standard for the amount of household waste diverted from landfill. The performance standard will increase over time, up to 50% by July 2030.
- All private waste companies that provide regular household waste collections, record tonnes of rubbish, recycling, food and garden waste collected, and contamination rates. From late 2025 they report these figures to MfE.

Objective

- Reintroduce the WMMP and create interest and engagement within the community.
- Ensure the public and wider community understand what the WMMP is, the different sections, and the processes involved.
- Promote the importance of the WMMP and how it works towards creating less waste, which is ultimately better for the environment.
- To ensure the draft WMMP is understood by the public and our communities, and they have adequate opportunity to understand the plan and provide feedback.
- Create buy-in from the community.
- Prepare the community for consultation.
- Regularly update the community about WMMP's milestones and key tasks and outcomes.
- Ensure communication about the WMMP is undertaken effectively.
- Help ensure the WMMP delivers its outcomes through effective communication and engagement.
- Engage with iwi and marae.

Benefits

- Council has community 'buy-in' and support the plan and initiatives.
- Effective waste minimisation strategies can reduce cost to both the ratepayers and the council.
- Effective waste minimisation can benefit the public and the environment.

Audiences and Stakeholders

Internal	External
<ul style="list-style-type: none"> • Project Team • Senior Management • Communications and Engagement Team • Infrastructure Services Team • Strategy and Policy Team • Wider WDC Staff • Elected Members 	<ul style="list-style-type: none"> • Marae within the Waitomo District • Primary Schools within Waitomo District • Local iwi • Residents • Ratepayers • Rural community • Commercial and business sector • Media • Community groups • Greater Waitomo community

Strategy

Communications Strategy

Level of Engagement: Consult

When engaging with the community in consultation, the Council will:

- Seek out and encourage contributions from people who may be affected by or interested in a decision.
- Provide reasonable access to relevant, timely and balanced information so people can contribute in a meaningful way.
- Provide a variety of appropriate ways and opportunities for people to have their say.
- Tell the community what the Council's decision is and the reasons for that decision.
- Provide a clear record or description of the relevant decisions made by Council and explanatory material relating to the decision.

WMMP Strategy for Community Consultation

- To prepare a Statement of Proposal on the draft WMMP.
- Regularly keep the community updated with WMMP updates on various platforms (i.e. Facebook, Birdtalk, Waitomo Way).
- Maintain a regular media and social media presence to ensure the consultation is well promoted and key messages are understood.
- Share progress and milestones with community and stakeholders.
- Keep Councillors up to date with progress via regular workshops and make them feel involved and part of the journey.
- Use the established Colour Scheme for posts so it becomes recognisable.
- Promote opportunities for people to have a say about the WMMP.
- Tell our good news stories.

Regular communication and collaboration will contribute to the Plan's effectiveness and community engagement.

Risks / Opportunities

Risk	Mitigation
Uninterested/Disengaged Community	<p>Develop a clearly defined Communications Plan, which includes using existing networks (ie social media, newsletter).</p> <p>Develop a broad range of communication material (i.e. Waitomo Way, website, QR codes and Facebook updates).</p> <p>Ensure the information being presented is easy to understand and is visually appealing.</p> <p>Ensure a range of approaches are taken so that we cover all learning styles, i.e. illustrations, interviews, news articles etc.</p>
Lack of understanding of the WMMP and how it could potentially affect residents now and in the future	<p>Ensure a range of approaches are taken and that we reach all communities in our district.</p> <p>Use plain language and ensure info is accessible to all.</p> <p>Use the established Colour Scheme and design for the campaign, so people link the information to serve as recognition/awareness/understanding of the WMMP.</p> <p>Use existing networks such as the Birdtalk Newsletter, Waitomo Way, Facebook and radio etc.</p> <p>Ensure people are aware of the options they have regarding feedback i.e. phoning and emailing Council, talking to Councillors etc.</p>
Public and key stakeholders not being kept up to date with outcome	<ul style="list-style-type: none"> • Ensure that media receives a media release. Distribute this to KCN newspaper & radio stations, include on Facebook and WDC website.
Elected Members not being informed of progress	<ul style="list-style-type: none"> • Provide updates.

Key messages

- Council is required to prepare and adopt a Waste Management and Minimisation Plan (WMMP) every six years.
- The development of the WMMP is guided by the Waste Minimisation Act, which encourages waste minimisation to protect the environment from harm, and to provide social, economic, and cultural benefits.
- A Waste Management and Minimisation Plan (WMMP) sets the direction for our waste activities providing practical, cost-effective, and achievable actions that can be implemented at a local level.
- Our WMMP encourages our community to reduce the amount of waste they generate in the first instance, reuse and recycle as much as they can, repair and

refurbish materials for use by others, and to dispose of any residual waste in an environmentally safe manner.

- A lot of our funding comes from the Ministry for the Environment’s National Waste Levy.

We have four ambitious goals and targets that we will aim to achieve in the next six years.

They are:

1. Waste education is provided to 50% of primary schools by 2026.
2. Waste minimisation information is readily available to 100% of the district’s communities by 2028.
3. Oranga Taiao zero waste education programme is delivered to 50% of the district’s marae by 2029.
4. The diversion rate is increased to 50% of the district’s waste to landfill by 2030.

Spokespeople

- Chief Executive
- General Manager Infrastructure Services
- Leader Communications and Engagement
- Mayor (if needed)

Communications tactics

Consultation document: To ensure successful engagement with the community on the WMMP, staff will develop a Statement of Proposal. It will be developed based on information in the draft Waste Management and Minimisation Plan and communications plan.

The consultation will be centred around the four key goals, which are based on the current MfE strategy, which is seen as best practice.

Both documents (consultation and communications plan) will be presented to elected members at the 13 February 2024 workshop.

Promotional Channels

- Media Release
- Print advertising

- Radio advertising
- Social media (all platforms)

- WDC website
- Powerpoint presentation
- In person drop in sessions
- Newspaper
- Posters (Library, CSS)
- Customer Service Centre and Library TV screens

Budget

Exact figure is unknown, however a standard consultation averages around \$6000.

All Councils receive revenue from the national Waste Levy Fund – this revenue stream is increasing and provides us with potential to add services and infrastructure that may have previously been unaffordable. But we can only spend that revenue stream on actions identified in the Action Plan tables contained in Part B of the WMMP.

Evaluation

- Engagement has increased across social media
 - There is a measurable difference (more than average) likes, positive comments and increased shares on Facebook pages
- There is good turn-out and participation at the consultation and drop in sessions
- Website traffic has increased to specific WMMP page
- There is a good amount of submissions received on the consultation

Other considerations

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Engagement and Comms Schedule

The following is an outline of the key dates for consultation on the WMMP The consultation period is from Monday 4 March to Monday 8 April 2024	
13 February 2024	Review of draft consultation document and communications plan
27 February 2024	Council adopts the consultation document and sign it off
4 March 2024	Public consultation, as per LGA 2002 <ul style="list-style-type: none"> - Website activated - Social Media post - Posters displayed - CSS and library screen display - SOP available at various locations
7 March 2024	<ul style="list-style-type: none"> - Radio adverts start - 2x8 advert in KCN promoting the Consultation - 4x4 advert in KCN informing of drop in sessions - Social Media Posts
11 March 2024	<ul style="list-style-type: none"> - Social Media Post: Reminder – drop in session at GRC
12 March 2024 4.30pm – 6.30pm	<ul style="list-style-type: none"> - Social Media Post: Drop in session at GRC happening today - Drop in session at Gallagher Recreation Centre Multi-Purpose Room
14 March 2024	<ul style="list-style-type: none"> - 2x8 advert in KCN promoting the Consultation - 4x4 advert in KCN informing of WDL drop in session - Social Media Post: Reminder – drop in session at WDL
16 March 2024 9.30am – 11.30am	<ul style="list-style-type: none"> - Social Media Post: Drop in session at WDL happening today - Drop in session at WDL and Transfer Station
18 March 2024	<ul style="list-style-type: none"> - Social Media Post
21 March 2024	<ul style="list-style-type: none"> - 4x4 advert in KCN promoting the Consultation
25 March 2024	<ul style="list-style-type: none"> - Social Media Post
28 March 2024	<ul style="list-style-type: none"> - 4x4 advert in KCN promoting the Consultation
1 April 2024	<ul style="list-style-type: none"> - Social Media Post: Last week to have your say
4 April 2024	<ul style="list-style-type: none"> - 2x8 advert in KCN promoting the Consultation
5 April 2024	<ul style="list-style-type: none"> - Social Media Post: Last few days to have your say
8 April 2024	<ul style="list-style-type: none"> - Website Update after Consultation closes

Collateral

KCN Adverts

We are seeking your feedback on our

Draft Waste Management and Minimisation Plan

4 March - 8 April

Visit www.waitomo.govt.nz to share your views on our plans to manage and minimise waste in the Waitomo District

Waitomo District Council

QR code

Have your say!!

Waitomo District Council

Draft Waste Management and Minimisation Plan

Drop in session

Saturday 16 March
Waitomo District Landfill, Te Kūiti
9.30am - 11.30am

Visit www.waitomo.govt.nz to share your views on our plans to manage and minimise waste in the Waitomo District

Have your say!!

Waitomo District Council

Draft Waste Management and Minimisation Plan

Drop in sessions

Tuesday 12 March
Gallagher Recreation Centre, Te Kūiti
4.30pm - 6.30pm

Saturday 16 March
Waitomo District Landfill, Te Kūiti
9.30am - 11.30am

Visit www.waitomo.govt.nz to share your views on our plans to manage and minimise waste in the Waitomo District

Waitomo District Council

Have your say!!

Draft Waste Management and Minimisation Plan

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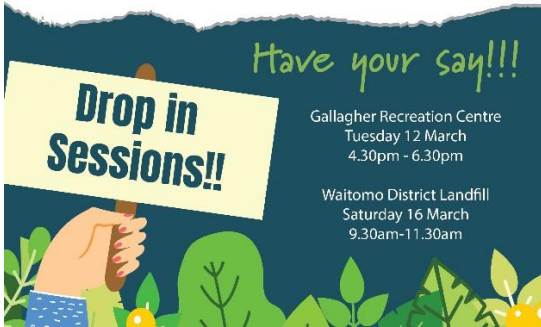
Social Media (to accompany text)

Have your say!!

Draft Waste Management and Minimisation Plan

THINK Green

Working towards a wasteless Waitomo





Poster



Document No: A709262

Report To: Council



Meeting Date: 27 February 2024

Subject: **Regulatory Activity Update Report**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to update the Council on work programmes that form part of the regulatory activity.

Background

- 2.1 At its meeting of 28 February 2023, the Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 2.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly agenda and Business Support and Leadership / Governance and Regulatory reporting on the other month.
- 2.3 The Regulatory Activity report incorporates commentary on its present activities, short term planned work and the associated gains and/or risks involved with this work.

Commentary

- 3.1 The activities undertaken by the Regulatory Services are governed and directed by legislation, national, regional and local policies and bylaws. We undertake many activities that contribute to keeping our Community and District a safe place to be.
- 3.2 Day to day operations include building control, alcohol licensing, environmental health, bylaw administration, animal and dog control, planning and district planning (Proposed District Plan). The functions of these activities were set out in the business paper on 27 June 2023 (A672658).
- 3.3 The activities of these units are 'business as usual' in that the activities undertaken are prescribed in the various legislation and planning / policy documents, which control the day-to-day operations.
- 3.4 **RISKS AND OPPORTUNITIES**
- 3.5 In terms of risks and opportunities, the risks relate to our ability to perform our regulatory functions in line with the various statutes that the group administers. In terms of the regulatory staff capacity, the Team Leader – Building Services recently resigned, and his last day of work was 2 February 2024. I'd like to acknowledge the former Team Leaders' almost 14 years of service at WDC, as this was a considerable period of service. At this stage, we are not recruiting for this role, as we are exploring opportunities for how building services could be delivered with our neighboring northern Council's (Otorohanga and Waipa) and using external support where necessary.
- 3.6 **LOOKING FORWARD NEXT 3 MONTHS**
- 3.7 **POUNDS HOUNDS DAY**
- 3.8 On 11 February 2024, we hosted another successful Pound Hounds Event at Centennial Park. We had a total of 65 dogs through, 41 received a microchip, 62 vaccinations, 55 received

flea treatment and 56 were wormed. If possible, we look to work with Pound Hounds to hold another event near the end of this year.

- 3.9 There are a number of projects being undertaken by the Strategy, Policy and Communication and Engagement Team over the next three months. These include:
- 3.9 Long Term Plan consultation
- 3.10 The Long-Term Plan (LTP) will soon be presented to the community for consultation which will be open for one month (from 16 April to 17 May), with hearings to follow scheduled for 15 and 16 May.
- 3.11 The LTP is our strategic plan which outlines WDC's activities and how they are managed, delivered, and funded over the next ten years.
- 3.12 Representation Review
- 3.13 The Representation Review looks at how the community is represented and whether this is still fit for purpose, the review includes whether to introduce community boards, and whether to make changes to the existing ward structure or the number of councillors.
- 3.14 Before the proposal is put out for consultation, officers may carry out some pre-engagement to get a better understanding of community views to present to Council prior to the decision for their proposal.
- 3.15 Resident Satisfaction Survey
- 3.16 The annual Resident Satisfaction Survey is used to measure WDC's performance in a number of key areas, with many results used to track our KPIs. The 2024 survey will be the last survey for the current LTP.
- 3.17 Like the previous survey, this will be sent to all residents on the electoral roll using email addresses where we have them available. Previously all residents outside of Te Kūiti were sent a full printed copy of the survey to recognise reduced internet connectivity. This year more residents will receive only a letter with an online link with only more remote rural locations receiving the full survey.
- 3.18 The survey will be open between 20 May and 21 June; results will be available in time to incorporate into the 2023/24 Annual Report.
- 3.19 Mokau Coastal Hazards Workshop
- 3.20 Council staff are working with the Waikato Regional Council to draft some advice to residents in areas prone to erosion regarding compliance with the various planning and legislative requirements (Building Act 2004, District Plan and Regional Plan and Coastal Plan). Staff will then look to set up a workshop in Mokau to provide advice to the community and impacted residents.
- 3.21 Centennial Park Consultation
- 3.22 Council has an opportunity to take a wider more strategic look at the potential redevelopment or revitalisation of Centennial Park, using funding from Central Government's Three Waters 'Better Off' fund.
- 3.23 A soft community consultation will be open from 26 February to 16 March using Social Pinpoint as our primary engagement tool, with feedback being incorporated into a concept plan that will form a roadmap for potential future revitalisation. Council has scheduled a drop-in session on 7 March 2024 from 3-6.30pm.

Suggested Resolution

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



ALEX BELL

GENERAL MANAGER – STRATEGY AND ENVIRONMENT

20 February 2024

Document No: A709259

Report To: Council



Meeting Date: 27 February 2024

Subject: Te Kuiti Primary – Land Swap

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek a decision from the Council on a potential land swap with Te Kuiti Primary (Ministry of Education) to rectify a long-standing land tenure issue.

Background

2.1 LAND TENURE ISSUE

- 2.2 There has been a long standing land tenure issue with the Te Kuiti Sewage Pump Station being located on land owned and administered by the Ministry of Education (MoE) (Te Kuiti Primary School) and buildings owned by MoE being located on land that is owned by Waitomo District Council. A survey of the site was completed in 2019 to confirm the encroachment. The survey plan is attached as **Attachment 1**.

Figure 1: Aerial map of Te Kuiti Primary and the surrounding area



- 2.3 MoE have now written to Council officers and requested that we complete a land swap in order to rectify this issue. The areas of land to be swapped are outlined on the Plan below as Figure 2.

Figure 2: Areas of land to be transferred

- 2.4 It is proposed that the costs of completing this process are to be split evenly between the parties. While it is noted that MoE will effectively gain more land from the transfer of land than WDC (809m²), it is considered that as the land is already used by each respective entity (Moe and WDC), it allows both parties to resolve a long standing land tenure issue.

Analysis of Options

3.1 **DO NOTHING**

- 3.2 Council could resolve to not rectify the land tenure issue. However, given that both entities have buildings and infrastructure encroaching on land that is owned by each of the respective entities this issue should not be continued, as there are a number of legal risks around liability, as no formal lease or agreement has been entered into to support the current land tenure.

3.3 **COMPLETE THE LAND SWAP**

- 3.4 This would allow for the transfer of land to rectify the land tenure issue by transferring the required area of land to the respective parties to remove the encroachment.

Considerations

4.1 **RISKS**

- 4.2 There is a legal risk with continuing to allow the encroachment, as no formal lease or agreement has been entered into to support the current land tenure.

4.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 4.4 A decision by Council to consider this matter is in accordance with Council's Plans and Policies.

4.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 4.6 This decision is not a significant decision in terms of the Council's Significance and Engagement Policy.

Suggested Resolutions

- 1 The business paper on Te Kuiti Primary – Land Swap, be received.
- 2 Council authorises the Chief Executive to proceed with the land swap subject to acceptable terms and conditions being agreed between Council and the Ministry of Education.



ALEX BELL

GENERAL MANAGER – STRATEGY AND ENVIRONMENT**Attachment:**

- 1 Te Kuiti Primary Survey Plan (A709260)

Esplanade



Section 28
Blk III Otanake SD
0.3339
School Reserve
NZGZ 1902 P 734

Existing
Security Fence

62°12'
23.50

154°01'
19.90

242°12'00"
48.94

212°01'20"
16.89

Existing
Security Fence

278°08'
20.18

Section 27
Blk III Otanake SD
1.2141
School Reserve NZGZ 1902 P 734

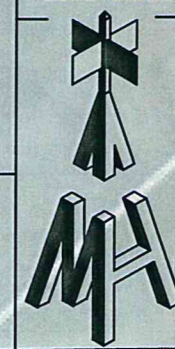
74.35

32°01'20"
64.00

Pt Section 32
Blk III Otanake SD

Pt Section 29
Blk III Otanake SD

Reg Owner/s TE KUITI PRIMARY SCHOOL
Local Body Waitomo District
Comprised In School Reserve
NZGZ 1902 P 734
Land District South Auckland



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Scale 1:1000 @ A3
Job 2481
Date 25 Feb 2019

PLAN OF SECTION 27 AND SECTION 28

BLK III OTANAKE SD

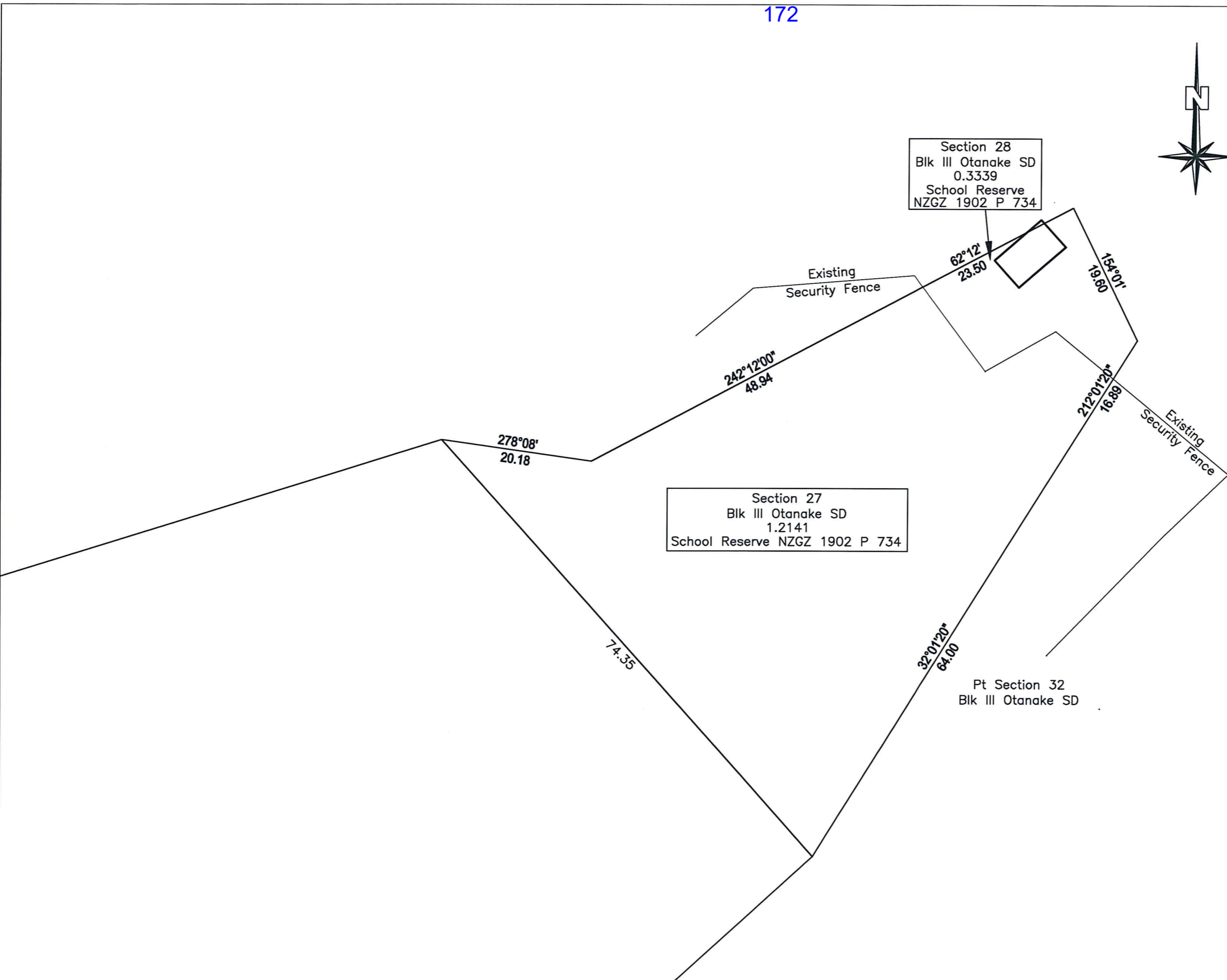


Section 28
Blk III Otanake SD
0.3339
School Reserve
NZGZ 1902 P 734

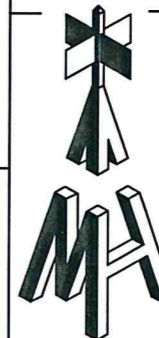
Section 27
Blk III Otanake SD
1.2141
School Reserve NZGZ 1902 P 734

Pt Section 29
Blk III Otanake SD

Pt Section 32
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Job 2481
Date 25 Feb 2019

PLAN OF SECTION 27 AND SECTION 28

BLK III OTANAKE SD

Document No: A709423

Report To: Council



Meeting Date: 27 February 2024

Subject: **Audit – Long Term Plan 2024-2034**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present the Audit Engagement Letter (AEL) for the audit of the Long Term Plan 2024-2034 (LTP).
- 1.2 The Consultation Document (CD) will not be audited by the Office of the Auditor General (OAG) this year so will not include an audit opinion due to the late inclusion of 3 Waters into the LTP there is not sufficient time to complete this process and still adopt by 30 June 2024.
- 1.3 Through the process of auditing the LTP of which the CD is a key component audit will assess the CD content and underlying assumptions. Details of the audit process are outlined in the Audit Engagement Letter (AEL) as attached to this paper.

Background

- 2.1 In accordance with the Local Government Act 2002 (LGA) council has the following responsibilities:
 - Under section 93 Council must have an LTP at all times and include the prescribed information in Schedule 10.
 - Under section 111 information must be prepared in accordance with accepted accounting practices.
 - Under section 83 follow the special consultative procedure.
 - Under section 94 an audit report on the LTP
- 2.2 The audit report will cover whether the LTP gives effect to the purpose in section 93(6) and the quality of the information and underlying assumptions.

Commentary

- 3.1 The AEL proposal is included as an attachment and forms part of this paper.
- 3.2 The AEL advises that Deloitte, on behalf of the Auditor-General, will be completing the audit of the Long Term Plan. Bruno Dente is the appointed auditor for this audit.
- 3.3 The AEL sets out the terms of the audit engagement and includes the specific responsibilities of both the auditor and Council, audit scope and objectives, the approach taken to complete the audit and the areas of audit emphasis. It also includes details of audit hours, fees and audit timing.
- 3.4 The particular areas of audit focus are detailed in section 4 of the AEL. A summary of the areas of focus are included in the following table:

Area of Focus	Description
Impact of the current economic environment	How this has been factored into the LTP forecasts
Central government reforms: Resource management Act Future for Local Government	Any implications included in the LTP
Finance Strategy and Infrastructure Strategy	Specifically reviewing the alignment of strategies, effect of financial forecasts on the prudence of the financial strategy, assessing reasonableness of financial forecasts, review integrity and effectiveness of the financial model.
Assumptions	Review assumptions for completeness and reasonableness of application and disclosures relating to assumptions in terms of uncertainty and its potential effects.
Climate change assumption	Review of the assumptions, the adequacy of other information and disclosures.
Quality of asset related information	Assessment of asset management planning systems and processes, changes to forecast service levels, accuracy and reliability of asset related information and budget, affordability considerations.
Communicating the strategy and intended direction with the community	Reviewing how Council has articulated the strategy and direction including the identification of key focus areas, options, implications and impacts in its LTP and consultation document.

3.5 The Audit Timeline is as follows:

- Planning week for LTP 11 March
- First interim audit visit 26 March
- Proposed CD and LTP to audit 26 March
- Second interim visit (OAG review) 4 June
- LTP adoption and audit report 25 June

3.6 The proposed audit fee is \$115,200 excluding GST and disbursements (2021: \$95,170). This is an increase of \$20,030 from the prior LTP audit. The increase is based on the actual hours of previous LTP audits (501 in 2018 and 634 in 2021). A maximum hourly rate of \$210 has been set, this would only apply if the actual hours are less than 549.

3.7 A budget of \$100,000 was provided for in the 2023/2024 Annual Plan for the LTP 2024-2034 audit.

Considerations

4.1 Risk

- 4.2 If the Committee does not agree to the AEL proposed or accept it subject to amendment, then the risk exists for non-compliance with legislative requirements around preparation and adoption of the LTP.
- 4.3 **Consistency with Existing Plans and Policies**
- 4.4 The AEL proposal as presented is consistent with the delivery arrangements for the LTP.
- 4.5 **Significance and Community Views**
- 4.6 Section 78 of the LGA requires that Council in its decision making, give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter.
- 4.7 The CD and LTP are key planning documents for our community and it outlines the activities the Council plans to undertake, the cost of these proposals and how these will be paid for. It outlines Council's vision for the future and contains plans aimed at achieving that vision over time.

Recommendation

- 5.1 The business paper on Audit Engagement Letter for the Audit of the LTP 2024-2034 be accepted as presented and the Council approves the signing of the letter in line with delegation contained in the Terms of Reference of the Audit and Risk Committee.

Suggested Resolutions

- 1 The business paper on Audit: Long Term Plan 2024-2034 be received.
- 2 The Deloitte Audit Engagement Letter be accepted.
- 3 In accordance with the delegation contained in the Terms of Reference of the Audit and Risk Committee the Chief Executive be authorised to sign on behalf of the Waitomo District Council the Deloitte Audit Engagement Letter.



CHARMAINE ELLERY
MANAGER – STRATEGY AND POLICY

21 February 2024

Attachment: 1 Deloitte – WDC LTP Audit Engagement Letter for the Audit Long Term Plan 2024-2034 (A709432)



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20 February 2024

The Councillors
Waitomo District Council
PO Box 404
TE KUITI

Dear Councillors

AUDIT ENGAGEMENT LETTER: AUDIT OF THE LONG-TERM PLAN FOR THE PERIOD COMMENCING 1 JULY 2024

This audit engagement letter is sent to you on behalf of the Auditor-General, who is the auditor of all “public entities”, including Waitomo District Council (the Council), under section 14 of the Public Audit Act 2001. The Auditor-General has appointed me, Bruno Dente, using the staff and resources of Deloitte Limited, under section 32 and 33 of the Public Audit Act 2001, to carry out the audit of the Council’s long-term plan (LTP).

This letter outlines:

- the terms of the audit engagement and the respective responsibilities of the Council and me as the Appointed Auditor;
- the audit scope and objectives;
- the approach taken to complete the audit;
- the areas of audit emphasis;
- the audit logistics; and
- the professional fees.

1. SPECIFIC RESPONSIBILITIES OF THE COUNCIL FOR PREPARING THE CONSULTATION DOCUMENT AND THE LONG-TERM PLAN

Our audit will be carried out on the basis that the Council acknowledges that it has responsibility for preparing the consultation document and LTP, by applying the Council’s own assumptions, in accordance with the Local Government Act 2002 (the Act) (in particular, the requirements of Part 6 and Schedule 10) and in accordance with generally accepted accounting practice in New Zealand. We assume that elected members are familiar with those responsibilities and, where necessary, have obtained advice about them.

The Council has chosen not to have its 2024 consultation document audited. For clarity, we note the following statutory responsibilities as set out in the Act:

- section 93 of the Act requires the Council to have an LTP at all times, and Part 1 of Schedule 10 prescribes the information that must be included in the LTP;
- section 111 requires all information that is required to be included in the LTP to be prepared in accordance with applicable generally accepted accounting practice standards;
- section 83 (with reference to section 93A) sets out the special consultative procedure that the Council is required to follow to adopt the consultation document and LTP; and
- section 94 requires an audit report on the LTP.



Please note that the audit of the LTP does not relieve the Council of any of its responsibilities.

Other general terms are set out in the relevant sections of this letter and Appendix 1.

2. OUR AUDIT SCOPE

The Act requires us to provide a report on:

- whether the LTP gives effect to the purpose in section 93(6); and
- the quality of the information and assumptions underlying the forecast information provided in the LTP.

We expect our work to assess the quality of underlying information and assumptions to be a single, continuous process during the entire LTP preparation period including the consultation document stage.

Our focus for the first limb of the LTP audit report will be to assess whether the LTP meets its statutory purposes.

Our focus for the second limb will be to obtain evidence about the quality of the information and assumptions underlying the information contained in the LTP. How we obtain this information depends on our judgement, including our assessment of the risks of material misstatement of the information and assumptions underlying the information contained in the LTP, whether because of fraud or error.

Our audit report does not:

- provide a guarantee of absolute accuracy of the information in the LTP;
- provide a guarantee that the Council has complied with all relevant legal obligations;
- express an opinion on the merits of any policy content; or
- include an opinion on whether the forecasts will be achieved.

3. OUR APPROACH TO THIS AUDIT

3.1 The content of the consultation document

The Council has elected not to have its Consultation Document audited – in accordance with the option provided to you by the Water Services Acts Repeal Act 2024.

While we will not be issuing an audit opinion on the Consultation Document, we will still need to form a view as to what are the major matters that Council intends to consult on in their Consultation Document – as this will directly inform our audit opinion on whether the LTP meets its purpose in accordance with Section 93(6) of the Local Government Act 2002. Further, the audit of the assumptions, underlying information, financial model, performance framework, infrastructure strategy, and financial strategy still needs to take place at the time the Council is producing its Consultation Document. Delaying this work increases the risk of audit issues arising that are unable to be resolved before Council adopts its Long Term Plan.

We will work with you to ensure sufficient assurance is provided over these fundamental aspects of the LTP in a timely fashion.

3.2 Adopting and auditing the underlying information

Before adopting the consultation document, section 93G of the Act requires the Council to prepare and adopt the information that:

- is relied on by the content of the consultation document;
- is necessary to enable the Auditor-General to issue an audit report under section 93C(4); and
- provides the basis for the preparation of the LTP.

We note that the requirements in the first and third bullet points above continue to apply despite the consultation document not being audited.

We consider that local authorities will need to have thought comprehensively about how best to meet the requirements of the Act. Consistent with the guidance of Taituarā, Local Government Professionals Aotearoa, our



view is that core building blocks of an LTP will be needed to support an effective consultation document. This will include, but not be limited to, draft financial and infrastructure strategies and the information that underlies them, including asset management information, assumptions, defined levels of service, funding and financial policies, and a complete set of financial forecasts.

From a practical perspective, it will be important that the Council is well advanced with the preparation of the full LTP when it issues the consultation document. Otherwise, you may find it difficult to complete the work and adopt the full LTP before the statutory deadline. The same is true for the audit work. The more audit work that can be completed at the first stage of the process, the less pressure there will be on you and the audit team at the end of the process.

3.3 Control environment

The Council is responsible for establishing and maintaining accounting and internal control systems (appropriate to the size of the Council), supported by written policies and procedures, designed to prepare the consultation document and LTP, and to provide reasonable quality information and assumptions underlying the information contained in these documents.

Our approach to the audit will be to identify, confirm, and assess the Council's key processes and controls over the underlying information and the production of the LTP. The purpose of this assessment is to enable us to plan the most effective and efficient approach to the work needed to provide our audit report. Our assessment is not for the purpose of expressing an opinion on the effectiveness of the Council's internal controls.

We will carry out a review of the control environment to help us understand the approach taken to develop the LTP, develop expectations of what should be included in the LTP, and identify areas of potential audit risk. This will involve discussions with elected representatives and selected staff throughout the Council, review of publicly available information about the Council, updating our knowledge of Council issues developed during recent years, and a review of Council minutes since the last audit review.

Our review of your self-assessment response (see below) and key controls relating to the underlying information and development of the LTP is useful to our initial assessment of audit risk and so the nature and extent of our overall audit work.

3.4 Project management, reporting deadlines, and audit progress

The development of the consultation document and LTP is a significant and complex project, and a comprehensive project plan is required for a successful LTP process. It is also essential that there is commitment throughout the organisation for the project, starting with the elected representatives. The involvement of senior management and elected representatives is important in deciding what to include in the consultation document.

The LTP has complex and inter-related information needs and draws together plans, policies, decisions, and information from throughout the Council and its community. We recognise that the Council will be doing its LTP preparation over an extended period. A more efficient and cost-effective audit can be achieved when audit work and feedback is provided in "real time" or on an "auditing as you go" basis as the underlying information is developed.

Consequently, we will discuss with you and your staff the Council's approach to preparing and completing the LTP. We expect that the Council is approaching its preparation on a project basis and recognise that our audit work should "shadow" that project timetable. The success of this "auditing as you go" approach will depend on the Council's project management of the overall LTP process, which should include time for audit work at appropriate points in the process.

3.5 Self-assessment

To assist our audit planning, we intend to use a self-assessment process to assist with our risk assessment process. The self-assessment requires you to reflect on your most significant issues and risks, governance of the LTP project, and the systems and processes you have in place (particularly to meet the purposes in the Act for the consultation document and the LTP), asset management, performance management and reporting, and financial management.



We have sent the self-assessment to you under a separate cover. We asked for your co-operation in completing this assessment and you returned it to us by 27 November 2023.

The self-assessment is like those used with our audit of previous LTPs. The information provided through the self-assessment will be confirmed with you through discussion after its completion.

4. OUR PARTICULAR AREAS OF AUDIT EMPHASIS

4.1 Impact of the current economic environment on the Council's forecasts

The national and international response to the Covid-19 pandemic has created a significantly uncertain economic environment. Supply chain and labour market constraints due to closed borders and economic stimulus has led to inflationary pressures being seen around the world. New Zealand's response to increased inflation has meant significantly higher interest rates than that experienced in the recent past.

The current economic environment and what it means for the future will need to be factored into the Council's LTP forecasts. We will review the approach the Council has done to do this, and the quality of the supporting evidence used for the resulting assumptions.

We will also carefully consider how the Council sets out its proposed response to the current economic environment, including any discussion of any affordability trade-offs that are needed in the response, in the consultation document. We will specifically focus on whether Council's Consultation Document is "fit for purpose" in accordance with Section 93B of the Local Government Act 2002.

4.2 Central Government reforms

The Government is undertaking a significant reform programme, some of which impacts on the operations of the Council. We discuss the main areas of reform and how we expect them to impact on the audit of the LTP below:

Resource Management Act reforms

The Natural and Built Environment Act 2023 and the Spatial Planning Act 2023 were both enacted in August 2023. We understand implementation of the reforms will be staged over the next seven years.

As we understand all regional spatial strategies will need to be completed by mid-2029, the Council will need to forecast the implementation in the LTP. We will assess the reasonableness of the assumptions made by the Council in forecasting the implementation. In assessing the reasonableness, we will be interested in understanding what discussions have occurred with other councils involved in the implementation of its regional spatial strategy.

Future for local government

As the Future for Local Government Panel only provided its final report to Government in June 2023, we do not expect any substantive policy decisions will be made to inform the development of the LTP.

The Council may decide to include some discussion of the Future for Local Government Panel's final report in the LTP or other supporting documentation such as the consultation document. We will assess the reasonableness of any such discussion.



4.3 Financial strategy and infrastructure strategy

The Act requires a local authority to prepare two key strategies as part of the LTP: the financial strategy and the infrastructure strategy.

The purpose of the financial strategy is to:

- facilitate prudent financial management by the local authority by providing a guide for the local authority to consider proposals for funding and expenditure against; and
- provide a context for consultation on the local authority's proposals for funding and expenditure by making transparent the overall effects of those proposals on the local authority's services, rates, debt, and investments

The purpose of the infrastructure strategy is to:

- identify significant infrastructure issues for the local authority during the period covered by the strategy; and
- identify the principal options for managing those issues and the implications of those options.

For the two strategies to be effective, they must be closely aligned. Section 101B(5) allows for them to be combined into a single document.

Although the Act clearly sets the minimum requirements for these strategies, it does not define the only things that can be in a strategy. A good strategy should include what is needed to be a good quality strategic planning document. In the case of the infrastructure strategy, the principles of ISO 55000 should be considered, particularly where the Council is seeking to prepare a best practice strategy.

Our focus when reviewing both strategies is to assess whether the Council has met the purpose outlined in the Act and presented the strategies in a coherent and easily readable manner. Specifically, we will:

- confirm that the two strategies are appropriately aligned;
- understand the effect of the financial forecasts included in the infrastructure strategy on the prudence of the financial strategy; and
- assess the reasonableness of the prepared forecasts by:
 - understanding how the Council has applied the effect of its assumptions (for example, allowing for changing demographics, the implications of the changing climate, the condition and performance of critical assets) and levels of service on expenditure decisions and outlined the implications of these decisions in the strategies;
 - reviewing the Council's relationship between its renewal capital expenditure and depreciation expenditure forecasts; and
 - checking that the infrastructure strategy is appropriately inflated.

The Council's financial modelling is a significant component of the underlying information that supports both the financial strategy and infrastructure strategy. We will place particular emphasis on the integrity and effectiveness of the financial modelling of all local authorities.

An additional role played by these strategies is to facilitate accountability to the community. It is critical that these strategies are presented in such a way that they are engaging and informative, and support the presentation of issues, options, and implications presented in the consultation document.

4.4 Assumptions

The quality of the Council's financial forecasts is significantly affected by whether the assumptions on which they are based are defined and reasonable. The Act recognises this by requiring all local authorities to clearly outline all significant forecasting assumptions and risks underlying the financial estimates in the LTP (Schedule 10, clause 17). *Prospective Financial Statements* (PBE FRS 42) also requires the disclosure of significant assumptions.



We will review the Council's list of significant forecasting assumptions and confirm that they are materially complete. We will also test the application of selected assumptions in the financial forecasts to check they have been reasonably applied. Finally, we will confirm that:

- all significant forecasting assumptions disclose the level of uncertainty associated with the assumption; and
- for all significant forecasting assumptions that involve a high level of uncertainty, the uncertainty and an estimate of the potential effects of the uncertainty on the financial forecasts are appropriately disclosed in the LTP.

Climate change assumption

We will continue to focus on the assumptions that the Council has made about climate change and the adequacy of other information and disclosures relating to climate change.

We will review the Council's climate change assumptions to determine whether they are reasonable and supportable. We will assess the quality of the supporting information the Council is using in developing its assumptions and disclosures included in the LTP, and the adopted underlying information.

We do expect the Council to reflect information on the impacts of climate change identified in the last three years in its climate change assumptions and work plans outlined in the LTP.

4.5 Quality of asset-related forecasting information

A significant portion of the Council's operations relates to the management of its infrastructure: the roading network and the "three-waters" of water supply, sewerage, and stormwater drainage. These activities typically make up a large portion of operational and capital expenditure.

To prepare reasonable quality asset information, the Council needs to have a comprehensive understanding of its critical assets and the cost of adequately maintaining and renewing them. An important consideration is how well the Council understands the condition of its assets and how the assets are performing.

In reviewing the reasonableness of the Council's asset-related forecasting information, we will:

- assess the Council's type asset management planning systems and processes;
- understand what changes the Council proposes to its forecast levels of service;
- understand the Council's assessment of the reliability of the asset-related information;
- consider how accurate recently prepared budgets have been; and
- assess how matters such as affordability have been incorporated into the asset-related forecasts prepared.

Depending on what we identify in completing the above, we may have to complete further detailed testing on the Council's asset-related information.

4.6 Council-specific matters

A key aspect of the LTP process is clearly articulating the strategy and intended direction of the Council to the district. The identification of key focus areas, options, implications and impacts is essential for effective consultation with the community. It is important that the Council does not simply adopt a "business as usual" approach to consultation. We will engage with the Council to understand any Council specific matters and how these have been reflected in the LTP and consultation document.

5. OTHER MATTERS

5.1 Our independence

It is essential that the audit team and Deloitte Limited remain both economically and attitudinally independent of the Council (including being independent of management personnel and the Council). This involves being, and appearing to be, free of any interest that might be regarded, whatever its actual effect, as being incompatible with integrity, objectivity, and independence.



5.2 Publication of the consultation document and adopted long-term plan on the Council's website

The Council is responsible for the electronic presentation of the consultation document and LTP on its website. This includes ensuring that there are enough security and controls over information on the website to maintain the integrity of the presented data. Please ensure that your project plan allows time for us to examine the final electronic file version of the respective documents, including our audit report on the LTP, before its inclusion on the website.

We need to do this to ensure consistency with the paper-based document that has been subject to audit.

6. AUDIT LOGISTICS

6.1 Audit timing

The key dates in the audit timetable are as follows:

Self-assessment provided to Council	1 November 2023
Self-assessment returned to audit team for consideration	27 November 2023
Planning week for the LTP	11 March 2024
First interim visit (review of underlying documents)	26 March 2024
Proposed consultation document and LTP provided to the audit team	26 March 2024
Adoption of consultation document	9 April 2024
Consultation period (1 month)	16 April 2024 – 17 May 2024
Collation and conclusions of submissions	28 May 2024 – 4 June 2024
Second interim visit to finalise LTP (OAG HOT review to occur)	4 June 2024
LTP for adoption and audit report released	25 June 2024

Should we encounter any significant problems or delays during the audit, we will inform you immediately.

We have an electronic audit management system. This means that our auditors will complete most of their work on their laptops. Therefore, we would appreciate it if the following could be made available during our audit:

- a suitable workspace for computer use (in keeping with the health and safety requirements discussed in Appendix 1); and
- electronic copies of key documents.

As noted in section 3.4, our audit work needs to be done as you develop your underlying information and prepare your consultation document and LTP, to ensure the timely completion of our audit.

To ensure that we meet agreed deadlines, it is essential that the dates agreed are adhered to.

7. PROFESSIONAL FEES

Our audit fee, covering the LTP for the period commencing 1 July 2024, is \$115,200 (excluding GST and disbursements).

In the unlikely event the actual hours to carry out the audit of the LTP results in the above audit fee being more than \$210 per hour, the fee will be reduced to a maximum \$210 per hour.



For the 2018 LTP, our actual hours were 501. These hours are likely to include some inefficiencies on our part, as well as inefficiencies caused by the council. The audit fee we charged was \$88,330, which was an effective hourly rate of \$176. For context, in 2018 the average effective charge out rate for an audit of this complexity should have been \$163-\$211 per hour.

For the 2021 LTP, our actual hours were 634. These hours are likely to include some inefficiencies on our part, as well as inefficiencies caused by the council. The audit fee we charged was \$95,170, which was an effective hourly rate of \$150. For context, in 2021 the average effective charge out rate for an audit of this complexity should have been \$180-\$233 per hour.

We cannot continue to spend significant amounts of time on the audit that is not compensated. Over time, we need to increase our audit fees to fairly reflect the costs of performing an efficient audit. The proposed 2024 fee is an increase of \$20,030 compared to the 2021 agreed fee.

The Office of the Auditor-General has provided the estimated fee level for this year's LTP audit. The fee has taken into account the number of hours it took to complete the audits of the past two LTPs. During the LTP audit and following the completion of the audit we will discuss with you the hours and fees, so we both have helpful information for setting audit fees for the next LTP audit in 2027.

The proposed fee is based on the following assumptions:

- Information required to conduct the audit is complete and provided in accordance with the agreed timelines. This includes the full draft financial strategy, draft infrastructure strategy and key underlying assumptions and information that supports the LTP.
- There will be an appropriate level of assistance from your staff.
- All documentation provided will be subject to appropriate levels of quality review before submission for audit.
- The LTP will include all relevant disclosures.
- We will review, at most, two drafts of the LTP during our audit.
- We will also review one printer's proof copy of the LTP and one copy of the electronic version of the LTP (for publication on your website).
- There are no significant changes in the structure or level of operations of the Council impacting on the audit, such as the establishment of a CCO to deliver core functions or a major restructuring of groups of activities.
- The local authority is preparing forecast financial statements for the "Council parent" only, rather than including consolidated forecast financial statements for the Council and any controlled entities in the adopted LTP.

If information is not available for the visits as agreed, or the systems and controls the Council use to prepare the underlying information and assumptions cannot be relied on, we will seek to recover additional costs incurred as a result. We will endeavour to inform you as soon as possible should such a situation arise.

We wish to interim bill as work progresses. We propose the following billing arrangements:

	\$
March 2024	20,000
April 2024	30,000
May 2024	30,000
June 2024	35,200

(plus actual disbursements)

We need to begin our LTP audit work in a timely fashion to ensure that the LTP can be adopted before the statutory deadline.



8. PERSONNEL

Our personnel involved in the management of the audit are:

Bruno Dente	Partner
Bennie Greyling	Engagement Quality Review Partner
Callum Maxwell	Manager

We have endeavoured to maintain staff continuity as far as possible.

9. AGREEMENT

Please sign and return the attached copy of this letter to indicate that:

- it is in accordance with your understanding of the arrangements for this audit of the LTP for the period commencing 1 July 2024; and
- you accept the terms of the engagement set out in this letter that apply specifically to the audit of the LTP and supplement the existing audit engagement letter.

If there are any matters requiring further clarification, please do not hesitate to contact me.

Yours sincerely

Bruno Dente
Partner
Deloitte Limited
On behalf of the Auditor General

cc Ben Smit, Chief Executive
Tina Hitchen, Chief Financial Officer

I acknowledge that this letter is in accordance with my understanding of the arrangements of the audit engagement. I also acknowledge the terms of the engagement that apply specifically to the audit of the LTP, and that supplement the existing audit engagement letter.

Signed: _____ Date: _____

John Robertson
Mayor



Appendix 1: Terms of the engagement that apply specifically to the audit of the LTP

Objectives

The objectives of the audit of the LTP are:

- to provide an independent report on the LTP (under section 94(1) of the Act) about:
 - whether the LTP gives effect to the statutory purpose; and
 - the quality of the information and assumptions underlying the information included in the LTP; and
- to report on matters relevant to the Council's planning systems that come to our attention.

Our audit involves performing procedures that examine, on a test basis, evidence supporting assumptions, amounts, and other disclosures in the LTP, and evaluating the overall adequacy of the presentation of information.

We also review other information associated with the LTP to identify whether there are material inconsistencies with the audited LTP.

Provision of a report to the governors of the Council

At a minimum, we will report to the governors of the Council at the conclusion of the engagement. The report communicates matters that come to our attention during the engagement and that we think are relevant to the Council. For example, we will report:

- any weaknesses in the Council's systems; and
- uncorrected misstatements noted during the audit.

Please note that the Auditor-General may refer to matters that are identified in the audit of consultation documents and LTPs in a report to Parliament if it is in the public interest, in keeping with section 20 of the Public Audit Act 2001.

Materiality

Consistent with the annual audit, the audit engagement for the LTP adheres to the principles and concepts of materiality during the 10-year period of the LTP and beyond (where relevant).

Materiality is one of the main factors affecting our judgement on the areas to be tested and the nature and extent of our tests and procedures performed during the audit. In planning and performing the audit, we aim to obtain assurance that the LTP, and the information and assumptions underlying the information contained in these documents, do not have material misstatements caused by either fraud or error.

Material misstatements are differences or omissions of amounts and disclosures that, in our judgement, are likely to influence a reader's overall understanding of the LTP.

Consequently, if we find material misstatements that are not corrected, we will refer to them in the audit report. Our preference is for any material misstatement to be corrected, avoiding the need to refer to misstatements.

The standards applied when conducting the audit of the adopted long-term plan

Our audit is carried out in accordance with International Standard on Assurance Engagements (New Zealand) 3000 (Revised): *Assurance Engagements Other Than Audits or Reviews of Historical Financial Information*. In meeting the requirements of this standard, we consider particular elements of the Auditor-General's Auditing Standards and International Standard on Assurance Engagements 3400: *The Examination of Prospective Financial Information* that are consistent with those requirements.



Responsibilities

General responsibilities

The general responsibilities of the Council for preparing and completing the LTP are consistent with those for the annual report, as set out in the audit engagement letter – but noting that the LTP includes forecast information.

These responsibilities include those set out in Appendix 1 of that audit engagement letter as detailed below:

- Appendix 1: Respective specific responsibilities of the Council and the Appointed Auditor:
 - responsibilities for compliance with laws and regulations; and
 - responsibilities to establish and maintain appropriate standards of conduct and personal integrity.

Specific responsibilities

The Council is responsible for:

- maintaining accounting and other records that:
 - correctly record and explain the forecast transactions of the Council;
 - enable the Council to monitor the resources, activities, and entities under its control;
 - enable the Council's forecast financial position to be determined with reasonable accuracy at any time; and
 - enable the Council to prepare forecast financial statements and performance information that comply with legislation; and
- providing us with:
 - access to all information and assumptions relevant to preparing the LTP, such as records, documentation, and other matters;
 - additional information that we may request from the Council for the purpose of the audit;
 - unrestricted access to Council members and employees that we consider necessary; and
 - written confirmation of representations made to us in connection with the audit.

Health and safety of audit staff

The Auditor-General and Deloitte Limited take seriously their responsibility to provide a safe working environment for audit staff. Under the Health and Safety at Work Act 2015, we need to make arrangements with you to keep our audit staff safe while they are working at your premises.

We expect you to provide a safe work environment for our audit staff that is without risks to their health and safety. This includes providing adequate lighting and ventilation, suitable desks and chairs, and safety equipment, where required. We also expect you to provide them with all information or training necessary to protect them from any risks they may be exposed to at your premises. This includes advising them of emergency evacuation procedures and how to report any health and safety issues.

Document No: A709446**Report To: Council**

Meeting Date: 27 February 2024
Subject: **Motion to Exclude the Public**
Type: Decision Required

Purpose

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

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
Release of Council Property for Housing Development – Eketone Street, Te Kuiti	Section 7(2)(c)(h) To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)
Council Commercial Activities Analysis	Section 7(2)(j) To prevent the disclosure or use of official information for improper gain or improper advantage.	Section 48(1)(a)(1)

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

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

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

A handwritten signature in blue ink, appearing to read 'Michelle Higgie', with a stylized, cursive script.

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT