

Notice is hereby given that an ordinary meeting of the Horowhenua District Council will be held on:

Date: Wednesday 14 May 2025
Time: 11:00 am
Meeting Room: Council Chambers
Venue: 126-148 Oxford St
Levin

Council

OPEN AGENDA

MEMBERSHIP

Mayor
Deputy Mayor
Councillors

His Worship The Mayor Bernie Wanden
Councillor David Allan
Councillor Mike Barker
Councillor Rogan Boyle
Councillor Ross Brannigan
Councillor Clint Grimstone
Councillor Nina Hori Te Pa
Councillor Sam Jennings
Councillor Paul Olsen
Councillor Jonathan Procter
Councillor Justin Tamihana

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Website: www.horowhenua.govt.nz

Full Agendas are available on Council's website
www.horowhenua.govt.nz

Full Agendas are also available to be collected from:
Horowhenua District Council Service Centre, 126 Oxford Street, Levin
Te Awahou Nieuwe Stroom, Foxton,
Shannon Service Centre/Library, Plimmer Terrace, Shannon
and Te Takeretanga o Kura-hau-pō, Bath Street, Levin

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Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air.
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tihei mauri ora!	

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KARAKIA WHAKAMUTUNGA

Kia whakairia te tapu Kia wātea ai te ara Kia turuki whakataha ai, kia turuki whakataha ai Haumi e, hui e, taiki e!	Restrictions are moved aside so the pathway is clear To return to everyday activities Draw together, affirm!
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Karakia

1 Apologies

2 Public Participation

Notification of a request to speak is required by 12 noon on the day before the meeting by phoning 06 366 0999 or emailing public.participation@horowhenua.govt.nz.

3 Late Items

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

4 Declarations of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

5 Confirmation of Minutes

5.1 Meeting minutes Council, 26 March 2025

5.2 Meeting minutes Public Excluded Meeting of Council, 26 March 2025

5.3 Meeting minutes Extraordinary Meeting of Council, 30 April 2025

Recommendations

That the meeting minutes of Council, 26 March 2025 be accepted as a true and correct record.

That the meeting minutes of the Public Excluded Meeting of Council, 26 March 2025 be accepted as a true and correct record.

That the meeting minutes of the Extraordinary Meeting of Council, 30 April 2025 be accepted as a true and correct record.

File No.: 25/232

6.1 Mayoral Report

Author(s)	Bernie Wanden JP Mayor Kahika
Approved by	Bernie Wanden JP Mayor Kahika

PURPOSE | TE PŪTAKE

1. The purpose of this report is to inform Council and the community about events and functions, and Council-related meetings that I attended 15 March – 30 April 2025, and to provide an update on items of interest.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report Mayoral Report be received and noted.
- B. That Council authorises the Mayor, and Crs _____ and _____ to attend the Local Government New Zealand Conference to be held in Christchurch 15-18 July 2025.
- C. That Council nominates Crs _____ and _____ as the alternates to exercise Council's voting rights, should the presiding delegate not be in attendance at the 2025 Annual General Meeting of Local Government New Zealand.

MATTERS OF INTEREST | NGĀ TAKE HIRAHIRA

2. The following meetings, functions and events were attended from 15 March – 30 April 2025.

Meetings, Functions and Events Attended

15 March – 30 April 2025
Mayor's Taskforce for Jobs – Governance Group meeting
Taitoko School visit
Tokomaru / Opiki – Community meeting
Wellington Regional Leadership Committee meeting
Local Water Done Well consultation – Facebook live session
HDC Staff Meeting
Chief Executive Employment & Performance Committee meeting
Capital Projects Steering Group meeting
Council workshop and briefing
Citizens Panel Workshop (1) - Local Waters Done Well Consultation
Ratepayer meeting
Business visit - Levin and Horowhenua Veterinary Centre Visit
Citizens Panel Workshop (2) - Local Waters Done Well Consultation
Levin East School visit
Te Awahou Foxton Māori Wardens lunch meeting
Launch of the Papangaio Te Wharangi Manawatū Estuary Management Plan 2025 - 2035

NZ Police Darts Competition opening
Neighbours Day at the Levin Adventure Park
HK Cricket – dinner celebrating 100 years of cricket in Horowhenua-Kāpiti
Celebrating 150 years of Cricket in HK - HK Mayoral XI cricket game
Westpac Levin – blessing and opening
MASH Trust – opening of new Community Space Te Puna Rau Aroha
UCOL – graduation
Monthly catch-up with MP Tim Costley
Coast Access Radio interview
Local Waters Done Well – Four Council Forum
Public forum
Council meeting
Manawatu River Leaders Accord forum
Tokomaru School visit
Horowhenua Transport Services Governance Group meeting
Business visit – New World Levin
100 th Birthday visit to Hilda
Business visit – Oxford Finance
Mayor’s Taskforce for Jobs – employers morning tea
Mayor’s Taskforce for Jobs – teams meeting
Ratepayer meeting
Ratepayer meeting
Community Funding & Recognition Committee meeting
Council workshop and briefing
Zone Three meeting in Hawera
Mitchpine – 50 years celebration
LGNZ zoom with Infometrics’ Brad Olsen: Local government economic insights
Levin tornado – Incident management team briefing, site visits and media interviews
Business visit – Crighton’s ITM
Ratepayer organised meeting - Project Levin Hall and Green - Meet the developer
Levin School visit
Business After 5 function
Kāpiti Coast Trails Trust meeting
Mayor’s Taskforce for Jobs meeting
Coast Access Radio interview
Hearing – Local Waters Bylaw
Mayor and Chief Executive catch-up

Rural Health Roadshow – Hon Matt Doocey, Associate Health Minister with responsibility for Rural Health and Minister for Mental Health
Darlene Rastrick and Paul McMillan (MSD) meeting
Older Persons' Network meeting
Foxton Easter Fair – opening
Poppy painting at Levin Cenotaph
Business visit – Greenhaven Homes
Audit NZ meeting
Local Waters Done Well meeting with Minister Watts and MP Tim Costley
ANZAC Day – Dawn Service, Manakau Service, Levin War Veterans Service, Levin Civic Service, Masonic Village Service, Ōhau Community Service
Big Dutch Day Out at Te Awahou Nieuwe Stroom
Read for Trees Community Planting at Kowhai Park
Levinable Project – Pre-start blessing
Walk of Fame – special plaque unveiling
Koputaroa School visit
Ratepayer meeting – SH57 speed reversal
Horowhenua FMU Water Quality Interventions Governance Group Meeting
Extraordinary Council meeting - Hearing of Submitters - Local Waters Done Well
Risk & Assurance Committee meeting

SUBMISSION - TERM OF PARLIAMENT (ENABLING 4-YEAR TERM) LEGISLATION AMENDMENT BILL

- Council took the opportunity to submit on the Term of Parliament Legislation Amendment Bill. The submission outlined Council's support for a four-year term and specifically, the extension of a four-year term to both Parliamentary and Local Government, as the same benefits apply to each.

Council believes this would provide certainty to voters and ensure the electoral system operates more effectively and efficiently.

For information purposes, the submission is **attached**.

SUBMISSION – HORIZONS ANNUAL PLAN AMENDMENT

- A submission was made to Horizons Annual Plan Amendment specifically to Topic 1: funding public transport improvements without NZ Transport Agency Waka Kotahi funding. As indicated in the submission, HDC is advocating for better, regular and more accessible transport options across the Horowhenua district.

For information purposes, the submission is **attached**.

REGIONAL TRANSPORT COMMITTEE – DRAFT MINUTES 4 MARCH 2025

- Membership of this Committee is specified by section 105(2) of the Land Transport Management Act 2003 and consists of two Regional Councillors: Crs Rachel Keedwell (Chair) and Sam Ferguson, together with seven members representing Territorial Authorities

(one from each Territorial Authority in the region), and one member representing the Waka Kotahi (New Zealand Transport Agency).

This Committee plans and promotes the establishment of an affordable, integrated, safe, responsive and sustainable land transport system for the Manawatū-Whanganui Region.

For information purposes, the draft minutes are **attached**.

CLIMATE ACTION JOINT COMMITTEE – DRAFT MINUTES 3 MARCH 2025

6. All Mayors within the Horizon's region are a member of the Climate Action Joint Committee which meets on a quarterly basis. The purpose of this committee is to:

Receive scientific evidence and Mātauranga Māori to inform strategic leadership on how the Manawatū-Whanganui Region could achieve climate change mitigation and adaptation; and

Inform the development of climate change adaptation and mitigation objectives, share information, and facilitate collaborative action to reduce greenhouse gas emissions and prepare for climate change impacts.

For information purposes, the draft minutes from the meeting held 3 March 2025 are **attached**.

LGNZ ANNUAL CONFERENCE AND ANNUAL GENERAL MEETING (AGM)

7. The 2025 LGNZ Conference and AGM is being held in Christchurch from 15-18 July.

As Horowhenua District Council is a member of LGNZ, it is entitled to representation at the Annual General Meeting (AGM) which is held in conjunction with the conference.

Horowhenua District Council is entitled to three votes at the AGM. The voting entitlement of each member authority is determined by that authority's subscription level. Mayor Wanden is the presiding delegate responsible for voting on behalf of HDC at the AGM.

Horowhenua District Council delegates are selected on a rotational basis to ensure most or all Councillors are able to attend a LGNZ Conference during their time as an elected member. As per the Elected Members Expenses and Allowances Policy 2024, costs for the Mayor and Councillor attendees are able to be covered, for the conference.

Approval is sought for Mayor Wanden and two Councillors to attend the Conference and for the two Councillors to be listed as alternate delegates who can attend and vote on behalf of the Horowhenua District Council at the AGM, in case the presiding delegate is not able to attend.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A	Submission - Term of Parliament (Enabling 4-Year Term) Legislation Amendment Bill - 29 April 2025	11
B	Submission - Horizons Annual Plan Amendment - 30 April 2025	14
C	DRAFT Regional Transport Committee Minutes - 4 March 2025	16
D	DRAFT Climate Action Joint Committee Minutes - 3 March 2025	20



17 April 2025

Committee Secretariat
Justice Committee
Parliament Buildings Wellington

Dear Members of the Justice Committee,

Horowhenua District Council submission on the Term of Parliament (Enabling 4-year Term) Legislation Amendment Bill

Horowhenua District Council (the Council) appreciates the opportunity to submit on the Term of Parliament (Enabling 4-year Term) Legislation Amendment Bill (the Bill). The Council supports the enabling of a four-year term in Aotearoa. Specifically, Council supports the extension of a four-year term to both Parliamentary and Local Government, as the same benefits apply to each, and to removing the option of a 'three or four' year term depending whether conditions are met, to provide certainty to voters, and to ensure the electoral system operates most effectively and efficiently.

In making this submission, we acknowledge and align with the submissions made by Taituarā – Local Government Professionals Aotearoa (Taituarā) and Local Government New Zealand (LGNZ). Their submissions offer insights that we believe will contribute significantly to the overall success of the Bill.

Purpose of the Bill

The Bill as proposed would create an option to extend the Parliamentary term to four years at the start of each term. The term could be extended to four years only if the overall membership of Parliament's subject select committees was proportional to the party membership in the House of Representatives of the non-executive members.

Four-year term for Parliamentary and local government elections

The explanatory note of the Bill states that the key purpose of the Bill is to improve law-making as 'the 3-year parliamentary term and the short electoral cycle is not always conducive to good law making.' Council agrees in that while a shorter term means on the one-hand greater accountability, it also means the term has effectively 12 months where Parliament is settling after an election, or gearing up for an election.

We say this without judgement but as realities, the very ones we face ourselves. All those elected want to 'get on with the job' and with delivering for their country and communities from day 1 right until the end of the term (or beyond) – but with confirmation of results, swearing in and formalities at the start of the term, then the pre-election period partway through year 3, that means mean the ability to deliver is curtailed by process by approximately 6 months.

A four-year term effectively doubles the delivery period for the Government. As it would for local government.

As the delivery time period doubles, the time policies and projects are in action doubles, giving a wider data pool to determine success or otherwise. At the moment it's not unusual to hear "it's too soon to say if it works".

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Members of the Committee know the scrutiny and checks and balances Ministers and Members of Parliament are subject to. In local government Elected Members and the community also retain the ability to scrutinise actions of Council, and the delivery at operational and governance levels against the Long Term Plan (projects, budget and financial management). Local Government, like Central Government, is increasingly transparent, increasing community involvement in decision-making and proactively sharing more information than has been done previously. Alongside this, a longer period between elections would not reduce accountability or accessibility.

The Council also agrees with LGNZ's reasons set out supporting an amendment to the Bill to enable a move to a four-year term for local government as well as parliament:

- The benefits of a four-year term apply equally to local government
- LGNZ's 2024 polling suggests the public would support local government's inclusion in any change
- Local government supports a local government four-year term
- There would be negative impacts if local and parliamentary elections are out of sync, and
- Implementing a four-year term for local government would be straight forward.

Recommendation

The Council recommends that legislation should provide for a referendum on a four-year term for all central and local government elections. The Council recommends both be included within the same referendum so that this is done once and done right.

The proportionality requirement

The Council does not support the inclusion of the proportionality requirement as proposed.

It raises a number of questions:

- How would voters know in advance how long the parties before them may be in power for?
- Will political parties ultimately need to state whether they want to be in power for 3 or 4 years? Will this be meaningful?
- How will it work when there is a possible 90 day delay to getting into business, with the declaration of proportionality needing to be passed within 3 months (approximately 90 days)?

Knowing how keen our Council is to start working for our community after the election, we can imagine that such a delay, even if less than the three months, would be a hindrance to a new government.

To avoid that, but to still achieve the goal of greater proportionality, Council recommends the Select Committee note the advice from the Office of the Clerk, in the Regulatory Impact Statement accompanying the Bill, that:

"the Office of the Clerk has suggested a possible process, under which the House could develop a package of procedural changes to accompany a bill for a four-year term. The Office has noted that developing procedural changes in tandem with a bill is an established process, as was recently demonstrated during the House's consideration of the New Zealand Bill of Rights (Declarations of Inconsistency) Amendment Bill and associated sessional order. The specific details of any review, and any recommended changes, would be led by the Standing Orders Committee."

The Council suggests this is a preferable way to introduce this change, more time efficient and replicable across Parliaments, giving clarity and certainty to Members of Parliament and the public alike.

Recommendation

The Council recommends that the proportionality requirement is removed from the proposed Bill and progressed separately to the increase to a four-year term.

Conclusion

Horowhenua District Council supports the extension of the Parliamentary term to four years if the local government term is extended to four years at the same time. Council also recommends that the proportionality requirement is removed from the proposed Bill and progressed separately to the increase to a four-year term.

In addition to the points raised, Council supports the submissions made by Local Government New Zealand and Taituarā and on the Term of Parliament (Enabling 4-year Term) Legislation Amendment Bill. We believe these submissions offer practical and necessary recommendations that will more effectively deliver on the improvements that we understand are intended by the Bill.

The Council thanks the Committee for their consideration of our submission.

The Council does not wish to speak in support of this submission.

Yours sincerely



Bernie Wanden
District Mayor



Monique Davidson
Chief Executive



To: Horizons Regional Council
Via Annual Plan submission portal

1 May 20205

Thank you for the opportunity to submit on Topic 1 of the Horizons Annual Plan amendment consultation, as it relates to funding public transport in the Horowhenua District. I confirm that I would like to speak to this submission at the Hearings.

The Horowhenua district is undergoing a period of sustained population growth. With the anticipated growth in both residential and industrial activities within the Horowhenua District, as well as the existing drivers of growth, we are planning for an increase in people both living and working in the district. This will occur in part as a result of the Tara-Ika development (new residential zone which could contain 3,500 new dwellings and business activity), the upcoming Ōtaki to North Levin extension to the Northern Corridor and the proposed Plan Change 6A, which has recently been notified and has the potential to create 500 lots for housing.

We note that Horizons has previously agreed to investigate providing additional public transport in the Horowhenua District. We have previously submitted, and remain of the opinion that additional public transport, both within and to and from the district will be essential to support the existing and projected population, as well as working towards the goals of lowering the road toll and lowering carbon emissions from the district's vehicle fleet.

Increasing affordable, accessible public transport connections, particularly to and from Palmerston North and the Greater Wellington Region, will increase connectivity and access to services in larger centres (e.g. hospital services, airports) for residents and will provide workable alternative transport modes for our workforce. It is also particularly important that our rangatahi have access to opportunities in Wellington and Palmerston North that are convenient and affordable. Our district does not have a regional hospital, therefore residents are forced to travel to other centres, particularly Palmerston North and Wellington for many types of treatment. Better access to public transport was one of the common themes that consistently came through, from a variety of groups, in our consultation and submissions on our own Long Term Plan in 2024.

The current public transport system in the Horowhenua District is not fit for purpose. At present, there is no regular, daily bus service connecting Levin with the district's smaller centres for workers or shoppers, nor is there a local service operating within Levin itself.

The only consistent daily bus service is the Levin/Foxton to Palmerston North route, which departs in the morning to accommodate an 8:00 am start and returns after 5:00 pm. A second, off-peak service on this route operates only once a day on Mondays and Wednesdays. The "Day Out in Town" service—connecting Levin, Shannon, Foxton, Foxton Beach, and Waitārere Beach—runs just twice on Fridays, once in the morning and once in the afternoon. The sole bus link to the south is the Levin to Waikanae route, which operates off-peak only on Tuesdays and Thursdays.

Rail connectivity is equally limited. The only interregional rail service is the Capital Connection, which travels once daily between Palmerston North and Wellington. It stops in Levin at 6:53 am and departs Wellington at 5:15 pm. This schedule makes it impractical for those commuting from Palmerston North or Shannon to Levin for a standard 8:00 am–5:00 pm workday. While service expansion on this line is

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expected in 2029, these improvements could serve as a catalyst for upgrading the Levin Train Station, including transforming it into a multi-modal transport hub with bus bays to support better integration. Council is currently exploring the option of relocating the station closer to the central business district.

When compared with Feilding—a town with a similar population in a similarly sized district—it is clear that the Horowhenua District is significantly under-served by public transport.

Metric	Feilding	Levin
District Population (2023 census)	32,415	36,693
Time to Palmerston North by Car	20 minutes	43 minutes
Time to Palmerston North by Bus	50 minutes	55 minutes
Current Frequency of services	12 loops per day	1 return trip per day, 1 off peak return trip twice a week.
Number of bus stops on route	8	4

To address this issue, Council has been working collaboratively with Horizons Regional Council, Kāpiti Coast District Council, and Greater Wellington to develop a more integrated and effective public transport system within our district. This initiative aims to strengthen connections for our commuting workforce between the Horowhenua District and both the Horizons and Greater Wellington regions.

While it is disappointing that no central government funding has been allocated for public transport projects, and while we remain mindful of the financial pressures any rate increases may place on our residents, we believe enhanced public transport services are essential. Expanding public transport availability will bring significant benefits—not only to individual commuters and local employers but also to the district's overall economic productivity and long-term sustainability.

Public transport must be timely, accessible, and aligned with community needs. While we advocate for Horizons to fund increased services both within the Horowhenua District and connecting it to other regions, we emphasise that services should be practical and well-utilised—there is little value in providing transport at times or in ways that won't meet actual demand. This principle applies to all services, whether during peak or off-peak hours.

We also strongly support initiatives to enhance the physical accessibility of public transport, ensuring it is inclusive and available to a wider cross-section of the community.

We ask that Horizons Regional Council continue to work closely with Horowhenua District Council and to engage meaningfully with our community. Effective consultation will help ensure that proposed routes deliver the greatest benefit to residents and that associated costs remain affordable and acceptable for our community.

In conclusion, the Council would like once again thank the Horizons for the opportunity to lodge a submission on the Annual Plan amendment.

Yours Sincerely



Bernie Wanden, JP
District Mayor



Minutes of the eleventh meeting of the twelfth triennium of the Regional Transport Committee held at 11.01am on Tuesday 4 March 2025, in the Tararua Room, Horizons Regional Council, 11-15 Victoria Avenue, Palmerston North.

PRESENT

Crs RJ Keedwell (Chair), SD Ferguson (via Zoom), Mayor B Wanden (Horowhenua District Council), Mayor H Worboys (Manawātū District Council), Ms L Stewart (NZ Transport Agency Waka Kotahi), Mayor G Smith (Palmerston North City Council) (via Zoom from 11.04am), Mayor A Watson (Rangitīkei District Council), Mayor T Collis (Tararua District Council), Mayor T Tripe (Whanganui District Council) (via Zoom from 11.05am), Mr R McLachlan (Active Transport) (via Zoom from 11.15am), Mr L Calvi-Freeman (Transporting New Zealand) (via Zoom).

IN ATTENDANCE

Group Manager Regional Services and Information
Manager Transport Services
Committee Secretaries

Mr G Shirley
Mr M Read
Mrs R De Souza and Mrs J Kennedy

ALSO PRESENT

At various times during the meeting:

Mr A Mayston (Senior Transport Planner), Mrs V Overweel (Whanganui Road Safety Coordinator), Mrs D Webster (Woodville Road Safety Coordinator), Mr D Murphy (Group Manager Strategic Planning, Palmerston North City Council), Mr J Miguel (Senior Transport Planner, Palmerston North City Council), Mr A Desmond (Network Manager, Tararua Alliance).

The Chair welcomed everyone to the meeting saying a karakia.

APOLOGIES

RT 25-63

Moved

Collis/Worboys

That the Council receives an apology from Mayor Kirton and Mr Christiansen.

CARRIED

PUBLIC FORUMS / DEPUTATIONS / PETITIONS

There were no requests for public speaking rights.

SUPPLEMENTARY ITEMS

There were no supplementary items to be considered.

MEMBERS' CONFLICTS OF INTEREST

There were no conflicts of interest declared.

CONFIRMATION OF MINUTES

RT 25-64 **Moved** **Wanden/Collis**

That the Committee:

confirms the minutes of the Regional Transport Committee meeting held on 3 December 2024 as a correct record, and notes that the recommendations were adopted by the Council on 17 December 2024.

CARRIED

NZTA UPDATE ON MOBILE SAFETY CAMERAS PRESENTATION

Report No 25-19

Ms Stewart (NZ Transport Agency Waka Kotahi) introduced the report and invited Mr Noble, Ms Dingle and Mr Stewart (NZ Transport Agency Waka Kotahi) to present on Mobile Safety Cameras. Ms Stewart and the presenters clarified Members' questions.

RT 25-65 **Moved** **Wanden/Collis**

That the Committee recommends that Council:

- a. receives the presentation from Graeme Noble and Richard Stewart from the New Zealand Transport Agency.

CARRIED

NZ TRANSPORT AGENCY WAKA KOTAHI DIRECTOR'S REPORT

Report No 25-20

Ms Stewart (NZ Transport Agency Waka Kotahi) spoke to a PowerPoint presentation which updated Members on the New Zealand Transport Agency's national activities such as the Integrated Delivery Model (IDM), Road Efficiency Group, NZTA transition from CoPTTM to the NZGTTM (risk-based TTM), Speed Limits setting in 2024, and National Ticketing Solution (NTS). On the regional level, Ms Stewart highlighted the Regional Land Transport Plan significant activities, the State Highway – Manawātū – Whanganui Network Operations 2024-25, Safety Improvements (2024-27), and the setting for the State Highway Speed Limits reversals. She responded to Members' questions and comments around the activities contained in the presentation.

RT 25-66 **Moved** **Watson/Collis**

That the Committee recommends that Council:

- a. receives the information contained in Report No. 25-20 and Annexes.

CARRIED

ROAD SAFETY UPDATE

Report No 25-21

Mr Read (Manager Transport Services) introduced the item which provided an update on road safety education activities undertaken by Horizons Road Safety Coordinators for the first six months of the 2024-25 financial year 1 July- 31 December 2024.

RT 25-67 Moved Collis/Ferguson

That the Committee recommends that Council:

- a. receives the information contained in Report No. 25-21 and Annex.

CARRIED

APPROVED ORGANISATION QUARTERLY UPDATE

Report No 25-22

This item updated Members on significant roading, public transport and planning activities within the Horizons Region. It also informed Members on the progress against various work programmes approved through the National Land Transport Programme (NLTP) and Regional Land Transport Plan 2021-31 (RLTP). The Chair, Mayors and representatives of the local authorities in the region introduced their reports, highlighted activities of note and clarified Members' questions.

RT 25-68 Moved Worboys/Collis

That the Committee recommends that Council:

- a. receives the information contained in Report No. 25-22 and Annex.

CARRIED

MANAWATŪ-WHANGANUI STATE HIGHWAYS NZ TRANSPORT AGENCY SPEED LIMITS CONSULTATION

Report No 25-23

Mr Mayston (Senior Transport Planner) introduced the item which informed members of the inter-regional state highways set for speed limit reversals, and also sought endorsement to submit Manawātū-Whanganui speed limits consultation on behalf of the Committee on the New Zealand Transport Agency Waka Kotahi NZTA.

RT 25-69 Moved Wanden/Worboys

That the Committee recommends that Council:

- a. receives the information contained in Report No. 25-23 and Annex.
- b. endorses submitting a submission on behalf of the Committee opposing the reversal of six speed limits within the Manawātū-Whanganui region.
- c. delegates to the Regional Transport Committee Chair the authority to sign off any final changes to the final submission made in line with the draft submission.

CARRIED

**VARIATION TO THE REGIONAL LAND TRANSPORT PLAN 2021-31 (2024 REVIEW) -
UPDATE FUNDING TABLES 12-19**

Report No 25-24

Mr Mayston (Senior Transport Planner) presented the item which informed Members of the variation of the operative Regional Land Transport Plan 2021-31 (2024 Review) (RLTP), primarily for administrative reasons, by updating the funding Tables 12 – 19 following release of the National Land Transport Programme 2024-27 (NLTP).

RT 25-70

Moved

Collis/Watson

That the Committee recommends that Council:

- a. *receives the information contained in Report No. 25-24 and Annexes.*
- b. *approves the variation to the Regional Land Transport Plan to include updated details in activity funding Tables 12 – 19 as per Annex A of this report.*

CARRIED

The meeting closed at 12.06pm.

Confirmed

MANAGER TRANSPORT SERVICES

CHAIR



Minutes of the sixth meeting of the twelfth triennium of the Climate Action Committee held at 1.30pm on Monday 3 March 2025, in the Tararua Room, Horizons Regional Council, 11-15 Victoria Avenue, Palmerston North.

PRESENT

Crs RJ Keedwell (Co-Chair), Mayor B Wanden (Horowhenua District Council), Mayor H Worboys (Manawātū District Council), Mayor G Smith (Palmerston North City Council), Mayor A Watson (Rangitīkei District Council), Mayor T Collis (Tararua District Council – from 1.40pm), Mayor A Tripe (Whanganui District Council – from 2.55pm),

Tangata Whenua:

Professor H Smith (Co-Chair) and Dr J Proctor

Via Zoom: Mr J Kendrick, Ms J Sheehy, Ms L Stevenson, Mr C Shenton, and Mr K Ketu

IN ATTENDANCE

Councillors

Chief Executive

Mr M McCartney

Committee Secretary

Mrs JA Kennedy and Mrs T Bishop

ALSO PRESENT

At various times during the meeting:

Mr A Watt (Coordinator Climate Action), Ms C Hesselin (Media & Communications Manager), and Professor McLachlan (Massey University).

Via Zoom: Mr D Watson (Palmerston North City Council), Ms E Broadbent (Whanganui District Council), Mr P Wimsett (Tararua District Council).

Co-Chair Smith welcomed everyone to the meeting with a Karakia.

APOLOGIES

CAJC 25-30

Moved

Keedwell/G Smith

That the Committee receives an apology from Hannah Rainforth and apologies for lateness from Mayor Tripe (Whanganui District Council) and Mayor Collis (Tararua District Council).

CARRIED

PUBLIC FORUMS / DEPUTATIONS / PETITIONS

There were no requests for public speaking rights.

SUPPLEMENTARY ITEMS

There were no supplementary items to be considered.

MEMBERS' CONFLICTS OF INTEREST

There were no conflicts of interest declared.

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EMISSION REDUCTION RESOURCE KETE FOR IWI MAORI PROJECT UPDATE.

Report No 25-17

Mr Watt (Coordinator Climate Action) introduced the item which updated the Committee on progress developing an emission reduction resource kete for Iwi/Māori (the Kete) and requested the appointment of a working group from the Committee's tangata whenua members to support the mahi.

CAJC 25-34 Moved Keedwell/Proctor

That the Committee recommends that Council:

- a. *receives the information contained in Report No. 25-17.*
- b. *appoints Huhana Smith, Kuru Ketu, Jill Sheehy, and Lorraine Stephenson, as the tangata whenua members to form a working group to assist developing the Kete.*

CARRIED

Mayor Tripe joined the meeting at 2.55pm.

COUNCIL JOINT CLIMATE ACTION PLAN IMPLEMENTATION FOURTH PROGRESS REPORT

Report No 25-18

This item provided reports from each council on progress implementing recommended actions from Mahere Hurihanga Āhuarangi Manawatū-Whanganui / Manawatū-Whanganui Climate Change Action Plan. The Mayors of the local authorities took their reports as read, highlighted activities of note and responded to questions of clarification.

CAJC 25-35 Moved Wanden/Collis

That the Committee recommends that Council:

- a. *receives the information contained in Report No. 25-18 and Annexes.*

CARRIED

The meeting closed at 3.14pm with a Karakia from Mr Shenton.

Confirmed

CHIEF EXECUTIVE

CO-CHAIR

File No.: 25/192

6.2 Member's Report Back on Te Maruata Conference 2025

Author(s)	Nina Hori Te Pa Councillor
	Justin Tamihana Councillor
Approved by	Nina Hori Te Pa Councillor
	Justin Tamihana Councillor

TE PŪTAKE | PURPOSE

1. To receive the report back from Councillor's Hori Te Pa and Tamihana on Te Maruata Conference 2025.

This matter does not relate to a current Council priority.

NGĀ TAUNAKITANGA | RECOMMENDATION

- A. That Report 25/192 Member's Report Back on Te Maruata Conference 2025 be received and noted.

REPORT BACK FROM CR HORI TE PA AND CR TAMIHANA

2. 3-5 April 2025, Wairakei Resort, Wairakei, Taupō
3. Ngā Maunga Kōutuutu - The presiding Mountains of Tūwharetoa.
4. Attendees: Cr Hori Te Pa, Cr Tamihana
5. Who: Te Maruata are supported by LGNZ to provide an opportunity for Māori Elected Members to Local Government to come together and discuss the many issues facing local councils nationally and how collectively and individually, we can support those matters prioritised alongside Te Maruata and LGNZ. They are LGNZ's Māori Advisory Group, providing guidance on Māori issues.
 - Metro Sector: Moko Tauariki, Hamilton City Council
 - Regional Sector: Toi Kai Rākau Iti, Bay of Plenty Regional Council
 - Young Elected Member: Bridget Bell, Manawatū District Council
 - Māori Wards Tāne: Karam Fletcher, Taupō District Council
 - Māori Wards Wāhine: Toni Boynton, Whakatāne District Council
 - Members elected at large: Bonita Bigham (co-chair) Taranaki Regional Council, Iaeen Cranwell (co-chair), Environment Canterbury, Dinnie Moeahu, New Plymouth District Council.
6. What: Te Maruata have a Rōpū Whakahaere (Leadership Group) who meet regularly together as well as with LGNZ leadership on issues facing our sector and how we participate

in the vast amount coming from the current Kawanatanga or Government. They represent a large constituency and age range, including the Youth voice.

7. Why: Te Maruata whānui is for all Māori elected and appointed members. Its role is to promote increased representation of Māori as elected members of local government, enhance Māori participation in local government processes, provide support for councils in building strong relationships with iwi, hapū and Māori groups, and provide Māori input on the development of future policies or legislation relating to local government. To ensure and deliver on commitments made in Te Tiriti o Waitangi/ Treaty of Waitangi.
8. The hui started with a pōwhiri hosted by Ngāti Tūwharetoa and the manaaki (support and help) was always uplifting. Local Iwi were empowered to express themselves to the national representatives but also bring in their local Te Kura Kaupapa Maori o Whakarewa (Māori Language School) to participate as part of the Iwi succession plan. It was a pleasure to be part of.
9. A focus of the hui was Tūwharetoa, surrounding Iwi and hapū (sub-tribes) and the way they work in their respective areas. The way “Partnership” is realised and applied when parties work with genuine honesty for the benefit of their community. We were privileged to witness empowerment through collaboration at the new “He Whare Hono o Tūwharetoa”, a magnificent building that allows for both Council and the Iwi, including their PSGE to be accommodated in the whole planning and implementation of this amazing space.
10. We were treated to fantastic speakers, with the super enthusiastic MC Dinnie Moeau to keep the hui filled with life, humour and aroha. Many shared experiences across the sector recognising as a whole we were feeling targeted, feeling overwhelmed by the vast amount of negative intentions directed at many of us and some more than others. The predicament some council's find themselves in due to their different relationships and priorities they have in their respective areas. The status of Iwi Partners strongly supported the position unsettled Iwi find themselves in, and the dilemma for Councils to ensure they maintain and continue to celebrate those relationships at a critical time in their processes. To maintain mana and be vigilant in protecting our taiao/environment in respect to fit for purpose infrastructure with what's planned for our district. A reminder for future planning that pausing to reflect shows leadership before pressing ahead leaving the burdens to future generations.
11. We are responsible for decisions of previous councils and where we find we haven't got it right, we need to work towards real solutions that are based on real data and science as well as lessons learnt.

Speakers included:

12. Lauren Fletcher who shared the great work her hapū Turangitukua have with Taupō District Council and an agreement they work together called a Manawhakahono. A collaboration in action.
13. Sharon Te Rangi from Tainui live talked about the role of media, how radio stations came together to ensure messages as an example for the Kingitanga are consistent and relevant, up to date and accurate. How we can use media to support us around the issues that need “airtime”.
14. Tina Porou captivated the room with her korero highlighting mass amounts of legislation and policies she is trying to respond too. The massive implications facing Māori participation, protection of our environment, and the copious amount of rework between elected governments and out of control cost on the nation. The mass waste of money and that fact that many feel Māori are being identified as the barrier or risk and not recognised and celebrated for their continued contributions and positive impacts where Māori give themselves, particularly to Council and community needs!
15. We were treated to a bus tour around Taupō-nui-a-Tia/ Lake Taupo, visiting sites of significance, sites where Council and Iwi/hapū collaborated and both are extremely proud of

- those outcomes such as He Whare Hono o Tūwharetoa and Tapuaeharuru (new Mahi Toi installation near KFC)
16. Our tour ended with a visit to Pukawa Marae and the sharing of history, the connection of the many Iwi/hapū and of course Kingitanga and was ataahua to hear our own connections here too.
 17. The evening was elevated with the presentation and recognition of four awards being presented by Te Maruata Te Rōpū Whakahaere for their significant contributions to Local Government.
 18. Two amazing men were inducted into the Hall of Fame, first being Cr Trevor Maxwell and his career spanning back to 1977/8, plus Papa Cr Peter Moeahu for his lifetime involved in Councils and community boards. Cr Pera Paniora from the Kaipara District Council also received an award for her contributions during a trying term and the tenacity to keep putting herself forward for her community and finally Cr Hilda Harawira from the Far North Council for her huge contributions to her district and a string of successful projects that have changed and enhanced parts of their community while the challenge of covering a very large district with many barriers. An incredible group that truly deserve these accolades!!!
 19. Finally, it was a privilege to attend this conference and share a perspective from our district lens, how we see some of the challenges and the impact on our community, with a concern of the impacts on Māori. Where there is adversity, comes challenges comes opportunities and with that, Ngā mihi!!!
 20. Happy to speak to this report prepared where qualified to do or suggest my fellow Councillors take the opportunity to google search some of the people and Te Maruata if you want to seek further knowledge.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

File No.: 25/258

6.3 Chairperson's Update -Te Awahou Foxton Community Board

Author(s)	John Girling Chair, Te Awahou Foxton Community Board Heamana
Approved by	John Girling Chair, Te Awahou Foxton Community Board Heamana

TE PŪTAKE | PURPOSE

1. This report updates Council on matters of interest from the Chairperson of Te Awahou Foxton Community Board

NGĀ TAUNAKITANGA | RECOMMENDATION

- A. That Report 25/258 Chairperson's Update -Te Awahou Foxton Community Board be received and noted.

MATTERS OF INTEREST | NGĀ TAKE HIRAHIRA

2. This report includes the Chair's reports to the Board for the first two Board meetings of the year.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A	Te Awahou Foxton Community Board Report Chairperson's Report - 10 March 2025	28
B	Te Awahou Foxton Community Board Report Chairperson Report - 5 May 2025	30

Te Awahou Foxton Community Board
10 March 2025

File No.: 25/87

7.1 Chairperson's Report - March 2025

Author(s)	John Girling Chair, Te Awahou Foxton Community Board Heamana
Approved by	John Girling Chair, Te Awahou Foxton Community Board Heamana

PURPOSE | TE PŪTAKE

1. To receive the Chairperson's report highlighting matters of interest to Te Awahou Foxton Community Board/

This matter does not relate to a current Council priority.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/87 Chairperson's Report - March 2025 be received and noted.

MATTERS OF INTEREST | NGĀ TAKE HIRAHIRA

Kings Canal Sheet Piling Installation

2. In our last update, we anticipated work would begin between late January and early February.
3. Initial advice indicated that the works could be carried out under the HRC Environmental Code of Practice, however, further advice has since been received requiring us to investigate further. The works may need consent, and we are currently working through the process to ensure full compliance before proceeding.
4. This advice came late in the process and was unexpected, but we are committed to working through it properly. We know the community is keen to see the overgrown vegetation cleared as soon as possible.
5. Our contractors are on standby, ready to begin as soon as we receive the necessary approvals. In the meantime, we will continue to keep affected landowners informed.

Purcell Street Pumping

6. The two tractor pumps have been ordered and are expected to arrive in May.
7. We are working closely with HDC to finalise the Pumping Management Plan. As part of the plan, we will need to confirm:
 - The primary deployment point for the pumps.
 - Any priority locations for deploying the second pump if and when needed.
8. These items will be on the agenda for this month's hui, so please take some time to consider them and come prepared for discussion

Purcell Street Drain Level Monitoring

9. The Catchment Data team is currently discussing deployment options for water level monitoring. Current thinking suggests this may require installing an old-style telegraph pole

Te Awahou Foxton Community Board
10 March 2025



made of aged hardwood to ensure the structure blends with the surroundings. A radar would then be mounted to this, alongside a manual reference for monitoring. We expect to have design mock-ups ready for your review at the upcoming meeting before work proceeds.

Cook Street Wetland

10. The initial maintenance of the whenua has now been carried out to allow the land to be used as a lay-down area to support upcoming works. We are currently working with the comms team to arrange signage, which is expected to be installed before the end of the month.

Swimming at Foxton Beach

11. Swimming was stopped at Foxton Beach for a while based on a notification from Horizons. Horizons regularly test the area to monitor water quality.
12. They have updated that the water is safe for swimming again as of 23rd February following testing on February 20th.
13. During the swim season, November – March, they regularly assess the health risks from faecal contamination at swimming spots. Toxic algae is also regularly monitored at some river and lake sites. Monitoring results can be checked anytime here: <https://www.lawa.org.nz/explore-data/swimming>.
14. More information on Coastal and freshwater recreational monitoring can be found here: <https://www.lawa.org.nz/.../coastal-and-freshwater...>
15. We need to address the communication aspect of these warnings. It is unlikely that swimmers access the Horizons or any other website before deciding to swim at Foxton Beach.

Foxton Beach Endowment Fund

16. Discussions on this fund are proceeding albeit a little slower than we would have like. Hayden Turoa has recently provided us with an 884 page report that contains information on Foxton Harbour Board, Manawatu County Council and Papangaio J block. It contains some interesting historical reading.
17. We are awaiting the next meeting with Iwi and hope to have all matters resolved before the Local Body Election this year.

Papangaio Te Wharangi Manawatū Estuary Management Plan 2025 -2035

18. A series of highly successful workshops over a two year period has occurred between statutory managers: DOC, Horizons Regional Council, Horowhenua District Council, Iwi and many local community groups. The outcome of this excellent cooperative work is a groundbreaking publication launch celebrate the internationally recognised Ramsar Site which includes the Manawatū Estuary. This will take place on Friday, 21 March 2025 at 1.00 pm at The Manawatu Marine Boating Club, 50 Hartley Street, Foxton Beach.

Foxton Beach Coastal Reserves Management Plan

19. Following the success of the Papangaio Te Wharangi Manawatu Estuary management plan it has been decided to follow the same format for the HDC's Foxton Beach Coastal Reserves Management Plan.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no attachments for this report.

Te Awahou Foxton Community Board
05 May 2025

File No.: 25/229

6.1 Chairperson Report - April 2025

Author(s)	John Girling Chair, Te Awahou Foxton Community Board Heamana
Approved by	John Girling Chair, Te Awahou Foxton Community Board Heamana

PURPOSE | TE PŪTAKE

1. To receive the Chairperson's report highlighting matters of interest to Te Awahou Foxton Community Board.

This matter does not relate to a current Council priority.

NGĀ TAUNAKITANGA | RECOMMENDATION

- A. That Report 25/229 Chairperson Report - April 2025 be received and noted.

MATTERS OF INTEREST | NGĀ TAKE HIRAHIRA

TE AWAHOU FOXTON CLIMATE RESILIENCE PROJECT GOVERNANCE GROUP

Kings Canal Sheet Piling Installation

2. It was great to have so many of you join the recent sheet piling walkover — the turnout and conversations were really encouraging. Since our visit to the site, sheet piling has continued to progress. They are currently working from Coley Street and have taken steps to reinforce the opposite bank to support digger capacity. The project remains on track to deliver the works before the end of June.
3. Throughout the project, we've had positive engagement with landowners. From Cook Street through to Avenue Road, a number have noted their appreciation for the way things are being handled — which has been encouraging to hear.
4. Purcell St. erosion protection at Purcell Street will get underway shortly, led by Caldows
5. The Raven Eye flow meter has now been approved and procured as have the flood protection pumps.

FOXTON FUTURES:

6. Foxton Futures Group Workshop to be held at the Manawatu Marine Boating Club, Foxton Beach on Tuesday 6 May, 5.30pm-7pm. The Objective is to establish the Foxton Futures Group, align roles, expectations and preferences, and set a foundation for collaborative community planning.

LOCAL WATER DONE WELL SERVICE.

7. TAFGB had a workshop to discuss any possible submission to HDC. A submission was made and the Chair will speak to it on Wed. 30th April on the following points
 1. There will be a reduction in local input into decision making on the make up of the Board/Governance and how it's going to be established in unclear. Sitting at the

Te Awahou Foxton Community Board
05 May 2025



- mouth of the Manawatu River, the voice of the people of Foxton and the Beach needs to be involved and clearly heard in decision making.
2. Despite the expectation of potential lower costs, we are concerned about fixed income residents should the planned savings not eventuate.
 3. The community, including the Board, must be involved in the development of the letter of intent, including how to ensure the letter of intent is complied with and what mechanisms the Council's and community have in terms of redress if the letter of intent is not complied with.
 4. Local solutions, such as discharging to land as opposed to discharge to water, need to be protected and allowable. Whilst discharge to land may not be required (as stated in Morrison Low report p.36, para 2 of the Assumptions), it should be an option available, along with other locally improved treatment and discharge options. Ensuring local knowledge is incorporated in developing solutions.
 5. Harmonize costs earlier rather later - from year 3.
 6. We express concern about the high costs of the governance and the executive team; letter of intent should ensure tight financial controls. The costs for setting up the Water Service Organisation need to be scrutinised and significantly decreased.
 7. There is a lack of clarity on how the split of development contributions will be managed going forward. If the WSO decides there needs to be significant increases in Development Contributions, how is this managed through the rate setting process and Long Term Plan? Will development contributions be applied equitably across the WSO area?
 8. We appreciate resource consents will need to be issued, but have concerns on how these will be consulted on and policed, if granted. What obligation is there on the WSO to publicly consult on resource consent applications?

ANZAC DAY

8. The Dawn Parade and the Civic Service were well attended by numbers greater than last year. 21st Supply Company NZ Army were in attendance. Our local MP Tim Costly addressed the Dawn Parade and Major Jeremy Borgman, OC 21st Supply Company and the Chair of TAFCB addressed the Civic Service. Our Town Crier, Lyall Benton, delivered an International message celebrating the 80th Anniversary of VE Day, the 8th May 1945. Foxton was the first in the world to receive this proclamation.
9. Subsequent conversations with 21st Supply company explored closer cooperation and the possibility of sporting events between Foxton and the 21st Supply Company.

DUTCH BIG DAY OUT

10. Was celebrated on Saturday 26th and attended by the Dutch Deputy Ambassador and her family as well as our Mayor and CE., the Deputy Mayor, and CR Justin Tamihana, the Chair of TAFCB and Board Member Nola Fox.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

File No.: 25/226

7.1 Adoption of the Annual Plan 2025/26 and the Fees and Charges Schedule 2025/26

Author(s)	Carolyn Dick Strategic Planning Manager Kaihautū Rangapū Hinonga Arawaka
	Pei Shan Gan Financial Controller Kaiwhakahaere Tahua Pūtea
Approved by	David McCorkindale Group Manager - Vision & Delivery Tumu Rangapū, Matawhānui Hapori, Whakarite
	Jacinta Straker Group Manager Organisation Performance Tumu Rangapū, Tutukinga Whakahaere
	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. This report provides the material required for Council to receive the submissions from consultation on the Food Act and Resource Management fees, to adopt the Fees and Charges Schedule 2025/6 and to adopt the Annual Plan 2025/26.

This matter relates to Delivering the Long-Term Plan 2024-44

Delivering the Long-Term Plan 2024-44

This matter relates to Ensuring Financial Discipline and Management

Ensure financial discipline and compliance with our financial strategy and benchmarks.

Implement organisation-wide stringent budget monitoring to ensure all departments adhere to allocated budgets, promoting a culture of financial accountability and transparency across all levels.

EXECUTIVE SUMMARY | TE WHAKARĀPOPOTOTANGA MATUA

2. The paper covers two related topics required for delivering Year 2 of the Long Term Plan 2024-2044 (the LTP):
 - a. Setting Fees and Charges for 2025/26, following the policy approach agreed in the Revenue and Financing Policy within the LTP.
 - b. Adopting the Annual Plan 2025/26, year 2 of the LTP.
3. As legislatively required, Council has consulted on the proposed Food Act and Resource Management related fees. We also consulted on all other fees. The 3 submissions received are presented today. No comments were received relating to those fees. Three minor changes are recommended to the wider proposed Fees and Charges Schedule presented to Council in December 2024.
4. The proposed Annual Plan 2025/26 is consistent with the strategic and policy direction of the LTP 2024-2044. The proposed total rates increase is 10.2% (before growth), lower than the 11.6% (9.9% after growth) forecast in the LTP 2024-2044. Currently the growth assumption is still being confirmed and so the average rates increase after accounting for growth is

expected to be between 1.3% and 1.7% which will make the average rates increase after growth between 8.5% and 8.9%.

5. Additionally, progress in planning and development of a number of projects means some capital project budgets are proposed to be rephrased to align with the now expected timing. This results in an overall reduction of \$4.7m in total borrowings over the Long Term Plan period.
6. During Council workshops, Elected Members requested that Council Officers provide an additional option in this paper for increasing the level of rates funding to reduce the level of unfunded depreciation in the three waters activities. This is with the aim of repaying additional borrowings and getting to a balanced budget sooner than the 2027/28 year that is forecast in the Long Term Plan. Increasing rates by a further 0.1% or \$62,319 is estimated to increase rates for properties that are serviced by water by a further \$4.00 - \$5.00.
7. This report does not include setting the rates for 2025/26. A paper will be brought to the 25 June 2025 Council Meeting for that purpose, enabling that calculation to be made with the latest possible count of the growth in rateable properties since 1 July 2024. This is the key reason why the rating examples included in this document will require amendment to ensure that are in line with the final rates setting. This is because the final growth in the rateable properties will not be confirmed until mid-June.

DELEGATION OR AUTHORITY TO ACT | TE MANA WHAKATAU I NGĀ KAWENGA

Fees and charges

8. Council has the power to set fees and charges under section 12(2) of the Local government Act 2002:

12(2) For the purposes of performing its role, a local authority has—

(a) full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction; and

((b) for the purposes of paragraph (a), full rights, powers, and privileges.

Council is also able to set charges through Bylaws under section 150 of the Local Government Act.

9. The fees and charges collated in the Fees and Charges Schedule comply with these two powers.

Annual Plan

10. Section 95 of the Local Government Act 2002 requires Council to adopt an Annual Plan by 30 June for each financial year that a Long Term Plan is not prepared. As 2025/26 is not a Long Term Plan year, that means Council must adopt the Annual Plan 2025/26 by 30 June 2025.
11. Council must consult on the Annual Plan if there are *“significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates”* (s92(2)(a)).
12. Sections 78, 79 and 82 set out matters that must be considered when determining the consultation approach if consultation is required. To summarise, Council must present information about the change from the Long Term Plan, ensure there are opportunities for people to have a say, for these to be considered by Council with open minds.

SIGNIFICANCE ASSESSMENT | HE AROMATAWAI MATUA

13. Adoption of the Annual Plan 2025/26 is assessed as not significant as it is generally consistent with the Long Term Plan 2024-2044 with no significant or material changes. While it is acknowledged that the Annual Plan is of community interest given that it has a moderate impact on a large proportion of the community, the changes to the Annual Plan are reducing the level of impact from the Long Term Plan 2024-2044 that was publicly consulted on and adopted in 2024. The decision to adopt the Annual Plan 2025/26 is not considered to trigger the Significance and Engagement Policy criteria of *Importance to Horowhenua*, *Consistency with existing policy*, and the *Impact on Council's capacity and capability*.
14. The Annual Plan and Fees and Charges schedule will be made public before they take effect, and an online Rates Calculator will be launched following the adoption of the Annual Plan to enable people to check their estimated rates. It is noted that the final rates calculations will not be available until rates are set on 25 June 2025.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report Adoption of the Annual Plan 2025/26 and the Fees and Charges Schedule 2025/26 be received.
- B. That this matter or decision is recognised as significant in terms of s76 of the Local Government Act 2002.
- C. Receive the submissions made during consultation on the Food Act and Resource Management fees (Attachment 1).
- D. That Council thanks submitters for their time and acknowledges their submissions.
- E. That Council amends the Shannon Pool fee from \$2.10 to \$2.00, noting the different payment arrangement for Shannon Pool.
- F. That Council amends the proposed Foxton pool admission fee from \$5.70 to \$5.60 to be aligned with charges at Levin Pool.
- G. That Council updates the Unapproved works (activities being undertaken without an approved WAP or Traffic Management Plan) under Corridor Access Requests from \$1,545 to \$1,500 due to this being the legislative maximum fine value.
- H. That Council, having taken into account the submissions received during the consultation on the Food Act and Resource Management fees and charges, that the Schedule of Fees and Charges 2025/26 be adopted as operative fees and charges for the 2025/26 year, effective 1 July 2025 (Attachment 2).
- I. That Council approve that, after considering the matters set out in Section 100(2)(a)-(d) of the Local Government Act 2002, that the Annual Plan 2025/26 does not have projected operating revenues at a level that is sufficient to meet projected operating expenses and balance the operating budget. This is in line with the Financial Strategy and it is noted that the budget planned to be balanced by 2027/28.
- J. That Council adopts the Annual Plan 2025/2026 in accordance with s95 of the Local Government Act 2002 (Attachment 3).
- K. That the Chief Executive be given delegated authority to insert the after growth percentage rates increase, the rating mechanisms and rating examples detail into the Annual Plan 2025/25 after the rates are set on 25 June 2025, and to make editorial changes that arise as part of the publication process for the Fees and Charges Schedule 2025/26 and the Annual Plan 2025/26.
- L. That the Council approve a total rates increase after (before growth) for 2025/26 of 10.2% (between 8.5 – 8.9% after growth).

BACKGROUND | HE KŌRERO TŪĀPAPA

15. Council must adopt an Annual Plan and set rates by 30 June 2025, and adopt any fees and charges that are to be charged for the 2025/26 financial year.

Annual Plan 2025/26

16. Annual Plan 2025/26 covers year 2 of the Long Term Plan 2024-2044. The Long Term Plan focused on: Doing the basics well, being ready for the future including preparing for growth and O2NL, and reviewing the Waste Minimisation and Management Plan.
17. At that time Council agreed a sustainable financial approach was required to balance the impact of economic pressures on our ratepayers and residents, with the need to ensure Council's finances are sustainable in the longer-term. This included changes to some levels of service.
18. Officers started working on the Annual Plan by reviewing the Long Term Plan budgets with any changes that had occurred since that was adopted or were known would occur before the Annual Plan is adopted.
19. The table below sets out what the Long Term Plan said for Year 2:

Year 2 of 2024-44 Long term plan	2025/26
Total rates increase (decrease)	11.6%
Rates increase (decrease) after growth	9.9%
Growth	1.7%
Rates limit (after growth)	15%
Total rates (\$m)	\$69.3
Our proposed capital programme (\$m)	\$47.1
Our proposed net borrowing (\$m)	\$208.3m
Our LTP 24-44 Financial Strategy borrowings limit (250% of operating income)	\$217.6m
Our proposed net debt to operating revenue ratio	239%

20. Council held four workshops in developing the Annual Plan and proposed Fees and Charges, set the direction for the budget at the 11 December 2024 Council meeting, and considered the impacts on borrowings and rates impact from proposed re-phasing of the Capital Programme for 2025/26.

Date	Topic
25 September 2024	Council Workshop 1: Introduction and initial approach discussion
23 October 2024	Council Workshop 2: Budgets and consultation approach
20 November 2024	Council Workshop 3: Budgets
11 December 2024	Council Meeting: Endorsement of Annual Plan 2025/26 budget and draft Fees and Charges

19 March 2025	Capital Projects Steering Group: Borrowings and Rates impact from proposed re-phasing of the Capital Programme for 2025/26
9 April 2025	Council Workshop 4: Pre-Adoption Check-in

21. If the Annual Plan proposes 'significant or material changes from the Long Term Plan' council must consult on the Annual Plan. If not, consultation is not required as this indicates Council and its finances remain significantly and materially consistent with the adopted Long Term Plan.
22. Council has held the 16.6% average rates increase in 2024/25 front of mind, aware of the feedback from and impact on ratepayers, but also aware of support for Council's approach to managing finances.
23. Based on the budgets and material presented in the Workshops and at the Council Meeting on 11 December 2024 for formal direction, Council agreed that as no significant changes from the Long Term Plan were needed or proposed, consultation was not required.
24. At the 11 December 2024 Council Meeting, Council having taken into account the information received during the Council workshops held over the previous three months, endorsed the preferred proposed average rates increase package (after accounting for growth) of 9.3% for the 2025/26 year.
25. Following further work on the budgets, the proposed rates increase in this paper is 10.2% *before* growth. The detail of this is set out in sections below.
26. The formal rates setting by Council will be finalised at the Council meeting on 25 June 2025 once all information from Quotable Value on number of rating units, valuation of new rating units and new houses is received by Council. This will confirm the total number of rating units that the rates for 2025/26 will be spread across.

Fees and Charges 2025/26

27. The Long Term Plan included a thorough review of the Revenue and Financing Policy and some more significant increases to some fees and charges to ensure Council complied with that Policy.
28. With those increases still relatively recent, and with households still facing a difficult economic climate, most fees and charges have increased by the rate of inflation only. Not all fees and charges are proposed to increase. Some new fees are included, for example: trade waste. Any changes to Fees and Charges would have a corresponding rates impact.
29. Council is required to consult on fees and charges proposed under the Food Act 2014 and Resource Management Act 1991. Detail of the consultation and submissions received is set out in the next section.

DISCUSSION | HE MATAPAKINGA

Fees and Charges 2025/26

30. Council endorsed the Draft Fees and Charges Schedule and preparation consultation material for consultation on the Resource Management and Food Act fees.

Consultation

31. Consultation took place from 28 February 2025 to 28 March 2025. Information was provided through a Let's Korero page, press release, and social media posts.
32. While consultation was only required for the Food Act and Resource Management fees and charges, the complete proposed Fees and Charges Schedule 2025/26 was shared so anyone could see whether there was a change for 2025/26, and if so, how much.

33. Three submissions were received and are presented to Council for receipt as Attachment 1.

Summary of submissions

34. No submissions were received about the Food Act or Resource Management fees and charges themselves.

35. The table below shows that submitter numbers on these fees have been either 0 or 1 over the last six years.

Year	Number of submissions on Food Act and Resource Management fees and charges
2019/20	0 <i>(note: 1 submitted, but withdrawn as was for NGO and eligible for a fee reduction so progressed with officer assistance)</i>
2020/21	0
2021/22	0
2022/23	0
2023/24	1 submission - Consultation on all fees and charges alongside Long Term Plan Amendment
2024/25	1 submission - Consultation on all fees and charges alongside Long Term Plan

36. Three submissions were received providing feedback about other fees and charges in the draft Fees and Charges schedule.

Submitter 1 from Shannon, commented on rates in general, noting a number of services that they say aren't received in Shannon, and asking that Council stop increasing fees. This submitter had originally signalled they wished to speak in support of their submission but officers were unable to contact them to arrange this.

Submitter 2 provided feedback on a number of fees and charges, noting "*On the whole everything looks pretty standard and expected increases*". They also said:

- Good green waste disposal costs go down slightly
- Shannon Memorial Hall fees: Noted that Shannon different to other parts of district, appreciated the 50c only increase
- Te Awahou Nieuwe Stroom – tea and coffee: Suggests 50c increase warranted rather than 10c.
- Supports the Mahi Space fees
- Supports Council not increasing printing costs for users
- Shannon Pool fees: Change the \$2.10 charge to \$2 as finding change fiddly, find extra 10c from elsewhere.
- Other: Suggests fruit at Council-led meetings rather than biscuits as it's healthier.

Submitter 3 suggested that all the small E-waste parts should be made free, for example all that fits into a rubbish bin and cost less than a \$10 fee. They submit that there is no incentive to recycle any of those items and not just discard them with the general rubbish. They also say the litter infringement is way too low especially in comparison to some of the other penalties.

Analysis

37. To determine the proposed fees and charges for 2025/26 the Business and Economic Research Limited (BERL) inflation rates have been applied.

38. Most of the 2025/26 fees and charges have been updated to reflect the BERL rates where required.

Inflation indices according to BERL cost adjusters report	2025/26 cost adjuster (%)
Planning and Regulation	2.7
Roading	3.0
Community	3.0
Water and Environment	2.5

39. All fees are rounded to the nearest ten cents, except for fees above \$10 which are rounded to the nearest fifty cents, and composite building fees as the individual fees are already rounded.

40. New fees for 2025/26 are listed below:

A) Proposed new fees for 2025/26 - Community Infrastructure

- Local Waters Done Well Transition:
 - o Community Infrastructure - Operator Hourly Rate
 - o Wastewater - Requirement for remedial works on private property
 - o Stormwater - Application Fee – per connection / disconnection (for water and / or sewer) up to two
 - o Stormwater - Connection / Disconnection to Network
 - o Stormwater - Requirement for remedial works on private property
- Trade Waste, Operationalisation of the Bylaw:
 - o Inspection Fees
 - o Annual fee; Low risk, Medium risk and High risk
 - o Monitoring
 - o Consent Application; Low risk, Medium risk and High risk
 - o Compliance reinspection monitoring - fixed charge (low, medium and high risk)
 - o PIN fee for Wastewater Treatment Plant
- Solid Waste Disposal
 - o Vans/Ute/Trailer/Trucks – Green (per tonne)
 - o Hazardous Waste Foxton
 - o Solid Waste Disposal - Polystyrene per tonne (new service)

B) Proposed new fees for 2025/26 - Community Facilities

- Aquatic Facilities
 - o Aqua Rehab - Single Ticket, and 15 Ticket
 - o Fitness Class
 - ♣ Yogilates, and 15 Ticket
 - ♣ Legs, Bums and Tums, and 15 Ticket

C) Proposed new fees for 2025/26 - Compliance

- Building Compliance - Building Act Territorial Authority (TA) processing fee (hourly rate or part thereof)

D) Proposed new fees for 2025/26 - Treasury & Support

- Administration Fees
 - o Research fee (per hour)
 - o Rates postponement fee, and Note: 2. A statutory land charge will be registered against the property and the cost of establishing this will be added to the postponed amount.

Shannon Pool fees

41. While overall all fees are rounded to the nearest ten cents, officers are aware that cash payments in Shannon are more common, and on that basis recommend that Council amends the Shannon Pool fee from \$2.10 to \$2.00.

Recycling, e-waste and litter

42. A submitter suggested that recycling of small e-waste items be made free and that litter infringement fees are too low.
43. Regarding litter infringement fees, these are set under the Litter Act 1979 and so Council cannot change the amount charged.
44. Regarding e-waste recycling, officers note that there are a number of items that can be recycled free of charge currently, and a number of others for a small fee. The intention is to recover the charges applied by the processor to the end waste user. Some items are no charge since the processor does not charge Council to process them, e.g. desktop computers.

It is noted that while there may not be a charge to dispose of the item, there will be some component of cost to be covered by rates, for example, cost to transport, cost to break up into discreet components, cost to handle. The fees go some way to covering these costs. Council will rely on a combination of fees and consumer education to move e-Waste end users to recycle instead of disposing to landfill. Pricing is part of the process to divert e-Waste from going to landfill.

It is not recommended that any further change be made at this time.

Recommended changes

45. Subsequent changes recommended by officers following Council's endorsement of the proposed fees and charges schedule for 2025/26 include:
- a. Correction to Foxton pool admission fee from \$5.70 to \$5.60 to be aligned with charges at Levin Pool.
 - b. Correction to Unapproved works (activities being undertaken without an approved WAP or Traffic Management Plan) under Corridor Access Requests from \$1,545 to \$1,500 due to this being the legislative maximum fine value.
46. It is noted that Council is considering adoption of the Local Waters Combined Bylaw, which enables the collection of related fees and charges, including the new trade waste fees. The amounts of these fees are included in this table
47. The proposed Fees and Charges Schedule 2025/26 is attached as Attachment 2.

Recommendations

48. That Council acknowledge, with thanks the submissions received in relation to the proposed Fees and Charges 2025/26.
49. That Council amends the Shannon Pool fee from \$2.10 to \$2.00, noting the different payment approach.
50. That Council amends the proposed Foxton pool admission fee from \$5.70 to \$5.60 to be aligned with charges at Levin Pool.

51. That Council updates the Unapproved works (activities being undertaken without an approved WAP or Traffic Management Plan) under Corridor Access Requests from \$1,545 to \$1,500 due to this being the legislative maximum fine value.

Annual Plan 2025/26

Rates increase

52. Council endorsed a preferred 11% total rates increase (before growth) for 2025/26 year in its meeting on 11 December 2024. Subsequently, officers were able to reduce the total rates increase of 11% down to 10.2%. This was presented in a Council workshop on 9 April 2025. Fixed costs such as interest and Council's direction for us to stick to our financial strategy goal of a balanced budget by 2027/28 make up the majority of the proposed 10.2% total rates increase.
53. The increase in employee costs is offset by reduction in Maintenance – this is largely due to the Local Water team being brought in house in November 2024 requiring a re-alignment of future budget requirements.

Total Expenditure	2024/25 (\$000)	2025/26 (\$000)	% Increase/ decrease)
Depreciation	\$23,385	\$23,386	-
Interest	\$7,624	\$9,852	3.6%
Employee costs	\$21,734	\$24,179	3.9%
Maintenance	\$18,245	\$14,829	(5.5%)
Utilities	\$1,762	\$1,869	0.2%
Professional Services	\$7,303	\$6,971	(0.5%)
Insurance	\$1,609	\$1,936	0.5%
Other Expenses	\$7,543	\$9,854	3.7%
Fees and Charges	(\$8,790)	(\$10,150)	(2.2%)
Grants and Subsidies	(\$4,852)	(\$3,344)	2.4%
Debt funded opex	(\$5,848)	(\$5,387)	0.7%
Unfunded Depreciation	(\$7,594)	(\$5,299)	3.7%
Total Rates needed before growth	\$62,121	\$68,695	10.6%
Total Rates forecast for 2024/25	\$62,337		(0.4%)
Proposed total rates increase (before growth) for 2025/26			10.2%

54. The reduction to a 10.2% total rates increase (before growth) from the proposed 11% signalled in 11 December 2024 Council meeting is due to further savings found within Council, and includes the following changes:

Changes	Amount for 2025/26 (\$'000)	Rates impact for 2025/26 (%)
<i>Revised total rates increase (before growth) for 2025/26</i>		11%
Changes to subsidised Roding spend (Net decrease) - due to changes in NZTA Waka Kotahi funding for 2024/25 and 2025/26	-\$554	-0.9%
Software Licence Fees for Local Waters	+\$74	+0.1%
Mahi Space Revenue (new proposed fee)	- \$5	-0.0%
<i>Proposed total rates increase (before growth) for 2025/26</i>		10.2%

55. During Council workshops, Elected Members requested that Council Officers provide an additional option in this paper for increasing the level of rates funding to reduce the level of unfunded depreciation in the three waters activities. This is with the aim of repaying additional borrowings and getting to a balanced budget sooner than the 2027/28 year that is forecast in the Long Term Plan. Increasing rates by a further 0.1% or \$62,319 is estimated to increase rates for properties that are serviced by water by a further \$4.00 - \$5.00.

56. If Council requests to increase rates from 10.2% to 10.9% for example, that would have the following impact:
1. Increase rates by \$249,275 (62,319 (0.1%) x 4 to get to the 0.4% rates increase)
 2. Decrease borrowings by \$249,275
 3. Increase water or wastewater rates by approximately \$17 for everyone connected to water supply (\$249,275 / 14,632 connections at 1 July 2024)
57. Officers advice is given the pending decisions on Local Waters Service delivery into the future, and the uncertainty about year-end growth projections, that Council should consider the adoption of resolution That the Council approve a total rates increase after (before growth) for 2025/26 of 10.2% (between 8.5 – 8.9% after growth).

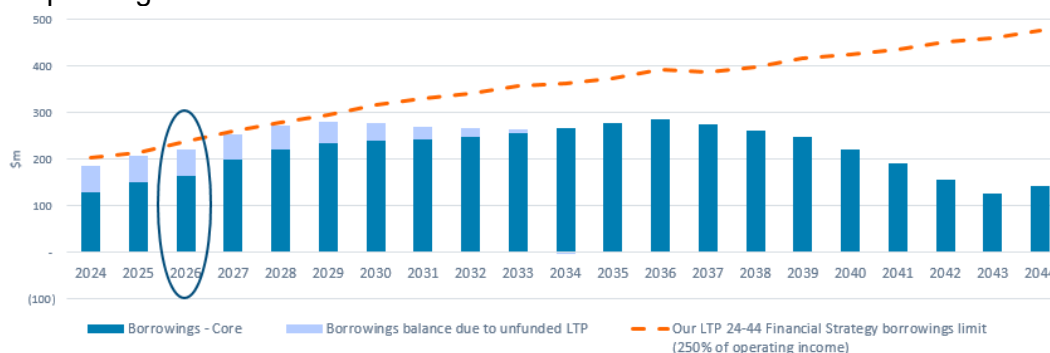
Capital expenditure

58. Capital expenditure required for Council's infrastructure and community assets for growth, levels of service and renewals is proposed to be \$47.7m for 2025/26 year. The table below shows planned capital expenditure for 2025/26 at \$47.7m and indicative capital expenditure for 2026/27 at \$41.1m and 2027/28 at \$65.7m following a capital programme prioritisation exercise completed by Council officers. This was presented to the Capital Projects Steering Group on 19 March 2025 and the information was also provided to all Elected Members for the Annual Plan Workshop on 9 April 2025.
59. There may be some proposals early in the next financial year for capital carry forwards following the finalisation of 2024/25 financial year end results, to account for commitment of capital works not yet expensed by 30 June 2025. This would be brought to Council for approval after finalisation of financial results for 2024/25 year.

	LTP 2024/25 (\$m)	LTP 2025/26 (\$m)	LTP 2026/27 (\$m)	LTP 2027/28 (\$m)	Forecast 2024/25 (\$m)	AP 2025/26 (\$m)	Revised 2026/27 (\$m)	Revised 2027/28 (\$m)
Capital Programme	44.5	47.1	47.2	59.4	36.7	47.7	41.1	65.7
Capital Subsidy/Grant	(9.9)	(3.8)	(3.9)	(3.8)	(7.8)	(5.7)	(4.3)	(3.8)
Debt funded operating costs	2.2	2.8	2.0	2.3	2.2	3.4	2.5	1.5
Total	36.8	46.1	45.2	56.8	31.1	45.5	39.4	63.4

Debt

60. The graph below summarises Council's planned net borrowings. It is important to note that there is \$16m debt headroom available in 2025/26 following the prioritization exercise on Council's capital programme. Council's debt limit is proposed to be maintained at below 250% of operating income.



61. The changes to LTP borrowings are summarised in table below. There is an overall reduction of \$4.7m in total borrowings following the re-prioritisation exercise of Council's capital programme.

	2024/25 (\$m)	2025/26 (\$m)	2026/27 (\$m)	2027/28 (\$m)
Changes to Capital Programme	-7.7	+0.6	-6.0	+6.3
Changes in Capital Subsidy/Grant	+2.4	-1.8	-0.3	-
Changes in debt funded operating costs	+0.3	+0.6	+0.6	+0.3
Total Annual Changes	-5.0	-0.6	-5.7	+6.6
Cumulative Changes	-5.0	-5.6	-11.3	-4.7

Options | Ngā Kōwhiringa

Options Ngā Kōwhiringa	Benefits Ngā Whiwhinga	Risks Ngā Mōrearea
Fees and Charges Schedule 2025/26		
Option A (recommended) Receive the submissions, agree to the amendments recommended and adopt the Fees and Charges Schedule 2025/26 with those amendments included.	<ul style="list-style-type: none"> The fees and charges would be consistent with the Revenue and Financing Policy in the LTP 2024/2044. Council will be able to collect these fees and charges from 1 July 2025. Council can communicate the confirmed fees and charges with residents and ratepayers so they can plan with certainty. 	<ul style="list-style-type: none"> Not all submitter recommendations would be actioned. Mitigating this is the consistent application of the approach in the Revenue and Financing Policy. It does not preclude further consideration or changes in future Annual or Long Term Plans.
Option B (status quo) Receive the submissions and adopt the Fees and Charges Schedule 2025/26 without agreeing the officer amendments	<ul style="list-style-type: none"> The fees and charges would be consistent with the Revenue and Financing Policy in the LTP 2024/2044. Council will be able to collect these fees and charges from 1 July 2025. Council can communicate the confirmed fees and charges with residents and ratepayers so they can plan with certainty. 	<ul style="list-style-type: none"> Without agreeing the officer recommendations, the Fees and Charges Schedule would contain <ul style="list-style-type: none"> an unintended higher charge for Foxton pool admission than Levin Pool. an incorrect and non-legislatively compliance charged for Unapproved works (activities being undertaken without an approved WAP)

		or Traffic Management Plan).
Option C (not recommended) Not adopt the Fees and Charges Schedule 2025/26	<ul style="list-style-type: none"> Council would not be able to collect these fees and charges from 1 July 2025. 	<ul style="list-style-type: none"> Inability to collect fees and charges would Council's financial position and protection of aspects of the district and community members at risk, as the financial deterrent to complying with Bylaws would not exist.
Annual Plan 2025/26		
Option A (recommended) Adopt the Annual Plan 2025/26	<ul style="list-style-type: none"> Council would be legally compliant as the LGA requires an Annual Plan to be adopted by 30 June. The strategic direction for council is confirmed for officers to implement and clarifies expectations for the community The budget and proposed percentage rates increase before growth is confirmed. 	<ul style="list-style-type: none"> The rates will be struck separately on 25 June 2025 to ensure the correct amount of growth is accounted for. To mitigate any amendments to the Annual Plan needed from this, a recommendation is included in this paper to allow the Chief Executive to make any amendments needed to reflect that.
Option B (not recommended) Not adopt the Annual Plan 2025/26	<ul style="list-style-type: none"> Council would not be legally compliant. 	<ul style="list-style-type: none"> Not adopting the Annual Plan places Council's reputation, finances, delivery of the capital and operational programme, and credit rating at risk.

62. Officers recommend that Council:

- a. Receive the submissions, agree to the amendments recommended and adopt the Fees and Charges Schedule 2025/26 with those amendments included, so that the fees and charges for 2025/26 are consistent with the Revenue and Financing Policy in the LTP 2024-2044, and that Council will be able to collect these fees and charges from 1 July 2025.

Any further change to Fees and Charges would have a corresponding rates impact. This is not recommended.

- b. Adopt the Annual Plan 2025/26 so that Council is legally compliant with the Local Government Act requirement that an Annual Plan be adopted by 30 June. This has the additional significant benefits for the community that Council's strategic direction is

confirmed for officers to implement, and to confirm the budget and proposed percentage rates increase before growth.

ENGAGING WITH MĀORI | TE MAHI TAHI KI TE MĀORI

63. The Annual Plan and Fees and Charges Schedule do not propose issues or options with an impact on mana whenua or Māori more broadly. These two documents follow approaches consulted on during development of the Long Term Plan 2024-2044, where Council engaged with iwi and hapū and their feedback was provided and considered.

CLIMATE CHANGE | NGĀ ĀHUARANGI HURIHURI

64. Through continuation of the direction set in the Long Term Plan 2024-2044, implementation of the Annual Plan 2025/26 will continue the positive impact on Council's ability to respond to the impacts of climate change.

FINANCIAL AND RESOURCING | TE TAHUA PŪTEA ME NGĀ RAUEMI

65. The financial implications of the Annual Plan 2025/26 and Fees and Charges are included in sections above, and in the Annual Plan 2025/26 and in the LTP 2024/2044.

LEGAL AND RISK | TE TURE ME NGĀ MŌREAREATANGA

66. As noted in the Options above, if Council does not adopt an Annual Plan for the 2025/26 year it will be in breach of the Local Government Act 2002, unable to strike then collect rates, and putting Council's credit rating at risk.
67. If Council does not adopt the Fees and Charges for 2025/26 Council cannot legally charge either, putting reputation, financial position and protection of aspects of the district and community members at risk.

POLICY IMPACT | NGĀ PĀTANGA I NGĀ KAUPAPA HERE

68. The proposed Annual Plan 2025/26 and proposed Fees and Charges Schedule 2025/26 are consistent with the Policies and Strategies in the LTP 2024-2044.

COMMUNICATIONS AND ENGAGEMENT | TE WHAKAWHITI PĀRONGO ME TE MAHI

69. Please see the detail above about the consultation on the Food Act and Resource Management fees and charges.

Communicating with our Community | Te Whakawhiti Pārongo ki te Hapori

70. Council's Rates Calculator is now live, enabling ratepayers to see an indication of rates they'll be charged for the 2025/26 financial year.

NEXT STEPS | HEI MAHI

71. If Council adopts the proposed Annual Plan 2025/26 and proposed Fees and Charges Schedule 2025/26, the next steps are for:
- 71.1. Officers to prepare the documents for publication
 - 71.2. Letters to Dog owners to be drafted and sent before the registration period opens on 1 July.
 - 71.3. Council to set the rates at the Council Meeting on 25 June 2005.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A	Submissions - Food Act and RM Fees & Charges Consultation - 2025 - Redacted	47
B	2025/26 Fees and Charges Full Schedule for Adoption	55
C	Annual Plan 2025-26 for Adoption	99

1

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Proposed Fees & Charges 2025/26

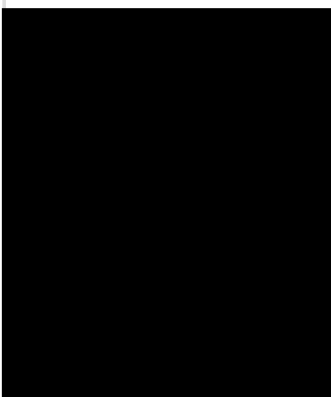
Submitter Details

Submission Date: 04/03/2025

First name: Tash **Last name:** Sinclair

☒ Please tick this box if you want to keep your contact details private

Preferred method of contact Email



Resident or Ratepayer *

Ratepayer

Which Area is your property in? *

Koputaroa

Do you wish to speak in support of your submission at a Hearing?

☒ Yes

☐ I do NOT wish to speak in support of my submission and ask that the following submission be fully considered.

Do you require a sign language interpreter or translator?

No

Feedback

1

Do you have any feedback on the fees and charges proposed relating to the Resource Management Act 1991?

You can find the Resource Management Act fees and charges here: <https://letskorero.horowhenua.govt.nz/proposedfees> (they are at the bottom of the document)

can you guys stop charging us rates through the roof in shannon out livrary doesnt run really fullyine no pool no trash collection no footpaths no berm mowing anymore like what are we actually paying for? Foxtons library and pool?

Do you have any other feedback about the proposed fees and charges for 2025/26?

You can find the all the proposed fees and charges here: <https://letskorero.horowhenua.govt.nz/proposedfees>.

people are poor and inflation is heinous stop increasing fees

2

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Proposed Fees & Charges 2025/26

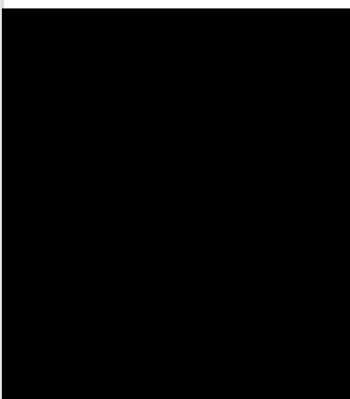
Submitter Details

Submission Date: 28/03/2025

First name: Sharon **Last name:** Williams

☐ Please tick this box if you want to keep your contact details private

Preferred method of contact Email



Resident or Ratepayer *

Ratepayer

Which Area is your property in? *

Shannon

Do you wish to speak in support of your submission at a Hearing?

☐ Yes

☒ I do NOT wish to speak in support of my submission and ask that the following submission be fully considered.

Feedback

Do you have any feedback on the proposed fees and charges relating to the Food Act 2014?

You can find the Food Act fees and charges here: <https://letskorero.horowhenua.govt.nz/proposedfees> (they are towards the bottom of the document)

No

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2

Do you have any feedback on the fees and charges proposed relating to the Resource Management Act 1991?

You can find the Resource Management Act fees and charges here: <https://letskorero.horowhenua.govt.nz/proposedfees> (they are at the bottom of the document)

No

Do you have any other feedback about the proposed fees and charges for 2025/26?

You can find the all the proposed fees and charges here: <https://letskorero.horowhenua.govt.nz/proposedfees>.

On the whole everything looks pretty standard and expected increases.

I believe it is good that the green waste disposal charges go down slightly, hopefully that will encourage more green waste disposal if finances were a barrier.

It would be remiss of me not to briefly mention the increase in the fees for the Shannon Memorial Hall, given the constant feedback I have from community about the cost of hire being the barrier for use, I acknowledge the standard council officers' response over many years that this is in line with the other halls in the district and want to use this submission to remind that the socio-economic characteristics of Shannon are not in line with the rest of the district (with the exception of the Taitoko mesh block in Levin). That said, I do appreciate it is only a 50cent proposed rise and the wider issue of community management of the hall and increased use is part of the current Shannon Community Development Plan process.

Somewhere in the proposed fees (library services?) if a charge out of \$3.10 for tea / coffee, from \$3, this seems super cheap and even if \$3.50 would generate a small amount of extra revenue. we are all aware of the increased prices for these items, so \$3.50 reasonable.

Also, in the interest of saving small costs and keeping us all healthier, contributing towards community well-being, maybe council should cut the biscuit and unhealthy snacks at hui budget and instead have some seasonal fruit in bowls for grazing as desired. Again, petty change but has the additional benefit of keeping us all healthier. I worked for a council once that did this and staff appreciated that.

I had no idea that the mahi space is currently so cheap to use, and if increases can occur without pricing people out of using it, then I wholeheartedly support this and the new fees, another small amount of extra revenue, all these little things add up over time.

I acknowledge the increase in the price of ink and running printers and am pleased to see council not passing those increasing costs onto users, as most would be ones without access to printers or copies at home, so considerate of household budgets.

Finally, the pool fees increases. I get that this has to happen to some extent and pools are huge expenses for councils, but always advocate this is skewed to the adults who can afford this and not children, preschoolers and families or those with community services cards. Specific details, such as from \$2 to \$2.10 for adults at Shannon Summer pool makes no sense for the council lifeguards, who take cash, so would have to find 90c change from \$3 and so on. What a nuisance for them. Far better to have rounding, so, for example keep the adults at \$2 and make the extra 10c somewhere else in the budget (tea and coffee even!)

Also, I have no idea why it would be 10c more expensive for preschoolers and children to swim in Foxton than Levin, Levin Aquatic Centre has the best facilities of all the pools and the socio-economic characteristics of Foxton lead me to believe the pool there should be slightly cheaper than Levin if anything.

T24Consult Page 2 of 3

2

Thanks, Sharon

3

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Proposed Fees & Charges 2025/26

Submitter Details

Submission Date: 28/03/2025

First name: Ingo **Last name:** Schleuss

☐ Please tick this box if you want to keep your contact details private

Preferred method of contact Email

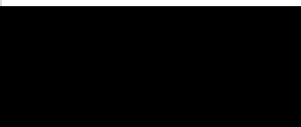
Postal address:

Suburb:

City:

Country: NZ

Postcode:



Resident or Ratepayer *

Ratepayer

Which Area is your property in? *

Ohau

Do you wish to speak in support of your submission at a Hearing?

☐ Yes

☒ I do NOT wish to speak in support of my submission and ask that the following submission be fully considered.

Feedback

Do you have any other feedback about the proposed fees and charges for 2025/26?

You can find the all the proposed fees and charges here: <https://letskorero.horowhenua.govt.nz/proposedfees>.

Hi,

I can not find the fee for trailer loads of solid waste above 300kg or 1 cubic meter.

T24Consult Page 1 of 2

3

Which rate is applied for a trailer load of Green waste. The lower or the higher value? I.e. one cubic that weighs 1 tone are you charging \$13 or \$87

All the small E-waste parts should be made free. How much revenue have those items created and how much admin cost? All the stuff which fits into a rubbish bin and cost less than \$10 fee. There is no incentive to recycle any of those items and not just discard them with the general rubbish.

Proposed Fees & Charges 2025/26

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Submitter Details

Submission Date: 28/03/2025

First name: Ingo Last name: Schleuss

☒ Please tick this box if you want to keep your contact details private

Preferred method of contact Email

Postal address:

Suburb:

City:

Country: NZ

Postcode:

Resident or Ratepayer *

Ratepayer

Which Area is your property in? *

Ohau

Do you wish to speak in support of your submission at a Hearing?

☐ Yes

☒ I do NOT wish to speak in support of my submission and ask that the following submission be fully considered.

Feedback

Do you have any other feedback about the proposed fees and charges for 2025/26?

You can find the all the proposed fees and charges here: <https://letskorero.horowhenua.govt.nz/proposedfees>.

I also think the litter infringement is way to low especially in comparison to some of the other penalties

2025/26 FULL SCHEDULE OF FEES AND CHARGES

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Infrastructure Services	
Hourly Rates	2025/26
Group Manager - Community Infrastructure	\$291.50
Community Infrastructure Managers	\$210.00
Community Infrastructure Engineers	\$175.50
Community Infrastructure Officers	\$117.00
Community Infrastructure Operator	\$75.00
Pre-Lodgement Meetings / Site Visits	
All costs incurred as a result of pre-lodgement meetings or site visits with Council staff will be charged to the application on an actual time and cost basis.	
Peer Reviews, Technical or Professional Advice	
If Council needs to seek specialist technical or professional advice to assist in the determination of an application, then the costs of that specialist will also be passed on to the applicant on an actual time and cost basis.	
Disbursements	
Disbursements (mileage, copying, postage etc) may also form part of the final cost of an application and will also be invoiced to an applicant on an actual cost basis.	
Miscellaneous Fees and Charges	2025/26
Rural Numbering	\$17.50
New Street Name Signs (supply and Install)	\$354.50
Wastewater	
Wastewater*	2025/26
Application Fee – per connection / disconnection (for water and / or sewer) up to two	\$226.00
Connection / disconnection to Network	Invoiced at cost
Requirement for remedial works on private property	Invoiced at Cost

Local Waters Network Service Connection Works	As Quoted
Local Waters Network Service Disconnection Works	As Quoted
*Where unusual circumstances justify, e.g. more than two connections, additional fees may apply. The application fee also includes water connections.	
Storm Water	
Stormwater	2025/26
Application Fee – per connection / disconnection (up to two)	\$229.50
Connection / disconnection to Network	Invoiced at cost
Local Waters Network Service Connection Works	As Quoted
Local Waters Network Service Disconnection Works	As Quoted
Requirement for remedial works on private property	Invoiced at cost
Solid Waste	
Disposal Fees	2025/26
Disposal of HDC Refuse Bag (up to 4)	No charge
Disposal of Private Plastic Bags (< 10kgs)	\$6.30
Car Fees *	2025/26
*Hatchbacks, sedans and small station wagons, where waste could be either inside the designated boot section or outside the boot section, i.e. on the seats and/or on the roof. *People movers (6-8 seater family van) and SUV's (Sport Utility Vans), where all the waste is carried inside the designated boot section, i.e. not on the seats and/or on the roof.	
Large Station Wagons and SUVs – General	\$45.50

Large Station Wagons and SUVs – Green	\$12.50
Car Boots*	2025/26
*Hatchbacks, sedans and small station wagons, where waste is inside the designated boot section, NOT outside the boot section, i.e. on the seats or on the roof.	
Car boot – General	\$32.50
Car boot – Green	\$9.00
Vans/Utes/Vehicles*	2025/26
*People movers (6-8 seater family vans) and SUV's (Sport Utility Vans), where all waste is carried outside the designated boot section, i.e. on the seats and /or on the roof.	
*Large Station Wagons	
*Vehicles with a flat deck on a van type chassis; provided the waste is NOT higher than 1.0m. These 'light truck' type vehicles are recognisable as they have the same cabin as the van.	
Vans/Ute/Trailer/Truck – General (under 300kg or 1 cubic metre = minimum charge)	\$71.50
Vans/Ute/Trailer/Truck – Green (under 150kg or 1 cubic metre = minimum charge)	\$13.00
Vans/Ute/Trailer/ Truck – General (Foxton) per tonne	\$325.00
Vans/Ute/Trailer/Truck – General (Shannon) per m ³	\$71.50/m ³
Vans/Ute/Trailer/Truck – Green (per m ³)	\$13.00
Vans/Ute/Trailer/Truck – Green (per tonne)	\$87.00
Commercial disposal rate - Rate applies operators >100 tonnes per annum	\$437.00
Domestic Users - Concrete Load - up to Large Trailers (up to 4.00m long x 1.2m wide) . Per tonne. Minimum Charge \$20	\$36.00
Special, Prohibited Wastes, and Other Fees	2025/26
Paint Exchange	Free
Waste Oil (per litre)	\$2.70
Tyres (per tyre)	\$9.70
Hazardous Waste Foxton	Free
Truck/Tractor Tyres (per tyre)	\$23.00

Fridge/Freezer (per item)	\$35.50
General Whiteware (per item)	\$23.00
Polystyrene per tonne	\$5,500
LPG Bottles/Tanks (per item)	\$6.80
Car Batteries	Free
Official Council Rubbish Bags	2025/26
Large Kerbside Bag	\$6.00
Solid Waste Collectors	2025/26
Waste Collectors Annual Licence Fee	\$169.50
Recycling Crates	2025/26
Replacement Recycling Crate (Pick Up)	\$15.50
Replacement Recycling Crate (Delivered)	\$37.00
New Crate/Wheelie Bin (New Build)	Free
Replacement Wheelie Bin (Delivered)	\$85.00
Swap Wheelie Bin	\$23.00
Wheelie Bin Repair (damage not caused through collection)	\$23.00
Wheelie Bin Clip	\$7.70
Wheelie Bin Tow Hitch	\$28.50
E-Waste	2025/26
Desktop Computers/Servers (complete tower only)	Free
Mobile phones/GPS/digital cameras/computer mice	Free
Batteries - Dry cell rechargeable and lithium ion -only	Free
Compact fluorescent lightbulbs	Free
Stereos/car stereos/gaming consoles	\$2.20
Small Computer Items (e.g. speakers/keyboards/docking stations/hubs/modems/switches/routers)	\$3.30
Small Appliances (e.g. heaters/fans/toasters/kettles/blenders/alarm clocks/phones/cameras)	\$3.30
Batteries (quantities over 2kg)	\$3.30
Miscellaneous (per kg)	\$4.30
Laptop and tablets and UPS	\$5.40
DVD/VCR/CD players	\$5.40

Medium Appliances (e.g. vacuum cleaners/microwaves)	\$5.40
Computer Monitors	\$13.50
Printers/scanners/fax machines	\$16.50
Televisions	\$21.50
Large Appliances (e.g. washing machines/dryers/dishwashers)	\$21.50
Appliances that need to be degassed (e.g. fridges and freezers)	\$32.50
Photocopiers -Weight greater than 1kg	\$54.00
Trade Waste	
Trade Waste	2025/26
Trade waste discharge volume to Wastewater Sewer: Retic cost per m3 of flow for special	\$1.20
Suspended Solids: Cost of treating SS per Kg per m3 for special	\$1.30
Chemical Oxygen Demand: Cost of treating COD per Kg per m3 for special	\$0.60
Total Kjeldahl Nitrogen: Cost of treating TKN per Kg per m3 for special	\$2.30
Septage – Tanker Loads per m3	\$46.00
Inspection fees	At Cost
Annual Fee - Low Risk	\$117.00
Annual Fee - Medium Risk	\$585.00
Annual Fee - High Risk	\$1,755.00
Monitoring	At cost plus Admin fee
Consent Application - Low Risk	\$234.00
Consent Application - Medium Risk	\$585.00
Consent Application - High Risk	\$1,170.00

Trade Waste Administrative Charges	2025/26
Compliance monitoring Special (per hour plus consumables - see laboratory charges)	\$171.00
Compliance reinspection monitoring - fixed charge (low, medium and high risk)	\$263.50
Trade waste application fee (Special) (includes the first 2.5 hours, \$175.50 per hour thereafter)	\$439.00
Temporary discharge application and discharge fee (includes the first hour, \$175.50 per hour thereafter, based on risk)	\$175.50
PIN fee for Wastewater Treatment Plant	\$92.00
Water Supply	
Water Fees - Where unusual circumstances justify, e.g. more than two connections, additional fees may apply.	
Connections	2025/26
Application Fee – per connection/ disconnection (for water and/or sewer) up to two	\$226.00
Local Waters Network Service Connection Works	As Quoted
Local Waters Network Service Disconnection Works	As Quoted
Temporary Removal of Water Restrictor	2025/26
Removal and Reinstatement	\$226.00
Water Usage	Current unit rate
Testing of Flow Restrictor (customer requested - where test results show that the flow restrictor is accurate to within ±10% of their rated capacity)	Invoiced at cost
Water Meters	2025/26
Final Reading	\$71.00
Meter Accuracy Test (customer requested - where test results shows that the meter complies with International Organisation of Metrology (OIML) R49)	Invoiced at cost
Water Tank Filling	2025/26
Water Tanker Filling Facility (Charge per Volume in m³)	\$2.60 per m3 / 1,000 litres
Application Fee (includes gate access key deposit & PIN setup)	\$226.00
Additional or changes to PIN setup	\$90.50

Charges for breaches of the Water Supply Bylaw	2025/26
Use of a fire hydrant for purposes other than firefighting without prior approval from Council	\$1,695.50
Permitting water to run to waste after receiving a written warning from the Council	\$339.50
Contravening of any water use restrictions after receiving a written warning from the Council	\$339.50
Tampering with a connection, meter, restrictor or drawing from a connection or restrictor that has been tampered with (fee plus actual cost of repair)	\$353.00
Fee for Council to perform maintenance on the area around the point of supply, clearing of soil, growth, or other matter or obstruction which prevents, or is likely to prevent convenient access	Actual Cost
Fee for locating of a service connection where the Customer has failed to maintain the area in and around the point of supply, charged after the first half hour	Actual Cost
Requirement for remedial works on private property	Invoiced at cost
Roading	
The following charges relate to the management of the Roothing Corridor, the processing of Corridor Access Request (CAR) applications, issuing of Works Access Permits (WAP), the approval of Traffic Management Plans (TMP) and the monitoring of the physical works in the road corridor.	
Corridor Access Requests	2025/26
Events (see Note 5)*	\$206.00
Minor Works (see Note 6)	\$113.50
Major Works (see Note 7)	\$257.50
Minor Projects (see Note 8)	\$304.00
Major Projects (see Note 9)	By negotiation
Generic TMPs (see Note 12)	\$463.50
Blanket CARs (see Note 13)	By negotiation
Unapproved works (activities being undertaken without an approved WAP or TMP)	\$1,500.00
Non-Conforming Work Re-inspection charge	\$112.50
No notification of the commencement of works	\$79.50
Issue of a Stop Work order	\$179.50
Late completion (see Note 18) (per day)	\$58.00
Temporary Road Closure Public Notification	\$226.50

Overweight Permits	2025/26
Single or Multiple Trip Overweight Permit	\$22.50
Continuous Overweight Permit (Two Years)	\$62.50
Additional Urgent Application Fee	\$11.50
Notes <ol style="list-style-type: none"> 1. A CAR application and TMP is required to be lodged for all activities that require an excavation in either the berm, footpath or road carriageway. 2. A CAR application and TMP is required to be lodged for all activities where there is an effect on normal operating conditions of the road or footpath. 3. A CAR application is not required to be lodged for non-excavation activities relating to existing utility infrastructure if the carrying out of the activities does not affect the normal use of the road carriageway or footpath. 4. A CAR and TMP is required for all events that affect the normal operating conditions of the road, irrespective of whether the event is on the road carriageway, footpath, berm, road shoulder or outside the road reserve. *No fee will be charged to Non-Profit Organisations. 5. Minor works are works that involve excavations in the grass berm or footpath, or effect normal operating conditions of the road or footpath, and have a duration of 28 days or less from establishment to final reinstatement. 6. Major works are works that require the carrying out of excavations in the road carriageway and have a duration of 28 days or less from establishment to final reinstatement. 7. Minor Project works has a duration of greater than 28 days and less than 90 days from establishment to final reinstatement. 8. Major Project works are projects which have a duration of greater than 90 days from establishment to final reinstatement or has the potential to cause major impacts on the network. The Corridor Manager may choose to issue WAP's for separable portions of the works which each have a duration of less than 90 days however the project itself will still be deemed to be a major project. Fees will depend on CAR processing and supervision time required for the work being undertaken and will be decided by negotiation. 9. Utility operators must give the Corridor Manager preliminary notification of project works using the form contained in Schedule A1 of the National Code of Practice for Utility Operators' Access to Transport Corridors. At this time the Corridor Manager will advise whether the works are considered to be a major or minor project. 10. It is expected that the Corridor Manager and utility operator will discuss and agree the cost for processing CAR applications for major projects prior to the lodgement of the CAR application. 11. Generic TMPs for regular work, for approved contractors, must be submitted annually through the CAR process to the Corridor Manager for approval. 12. Blanket CARs for regular work, for approved contractors who hold Generic TMPs, must be submitted through the CAR process to the Corridor Manager for approval. The work allowable under each Blanket CAR will vary between contractors based on requirements. Fees will depend on CAR processing and supervision time required for the work being undertaken and will be decided by negotiation. 	

13. A CAR application must be lodged within 48 hours of the commencement of emergency works if the work would have required the lodgement of a CAR application had it been planned.
14. The fee for the processing of CAR applications for emergency works is the same as that for planned works.
15. A works completion inspection will be undertaken in all cases where there is excavation works carried out in either the footpath or the road carriageway.
16. Non Conforming Work Re-inspection charge to apply for re-inspection following works deemed not satisfactory.
17. The failure to sign off the CAR for completed works as Completed will also be deemed to be a Late Completion.
18. If utility operators are working together at a work site then the Corridor Manager may agree to the lodgement of a single CAR application covering their activities.
19. The Corridor Manager will exercise judgement in respect to the application of the non-compliance charges and may waive or apply these charges as they see fit.

Community Facilities and Halls

Charge rates for Community Centres and Halls are charged hourly, except where otherwise specified. Where applicable, full day rate will apply if the hire is 5 hours or more. Per hour charge is a minimum 2 hours.

Hall foyers are not included in the booking unless the entire facility is booked. Hire fees do not include the opening of facilities for hirers. Where the facility is required to be opened specially, the opening/unlocking service fee will apply.

Two fee groups exist. These are:

- Group A – Profit-Making Organisations, businesses, family functions, commercial functions, government agencies or Charged Events
- Group B – Community rate*

*Organisations and groups applying for group B must be an incorporated society, charitable trust, community, voluntary or not-for-profit. If requested by HDC the organisation/group must be able to provide appropriate documentation e.g. a list of committee members. Organisations and groups requesting Group B fees must have a direct link to Horowhenua and the said activity must align with Horowhenua District Council's four Community Wellbeing Goals:

- A Proud Community – where everyone feels valued and respected.
- A Connected Community – where everyone can access the facilities, services and activities they need to experience positive wellbeing.
- A Safer Community – dedicated to injury prevention and safety promotion.
- A Healthy Community – where everyone is ready to learn, with positive values and attitudes.

Where in the view of Horowhenua District Council the public benefit of the activity is seen to clearly outweigh the private benefit, then Group B charges will apply.

Users can apply to Council for concession for the use of community facilities for one-off events. Applicants must complete and submit a concession application form at either one of the two dedicated funding rounds.

Community Market Car Park at Te Awahou Nieuwe Stroom is available for those wanting to sell goods, where people will be selling food applicants must ensure they comply with regulatory requirements. Communication with Council's Environmental Health Officer (EHO) may be necessary.

Extra Items – All Facilities	2025/26
After Hours Staff Charge per hour (excl Civic)	\$63.50
Cleaning – Standard Charge per hour (excl Civic)	\$51.50
Cleaning/Damage Repairs	Cost
Fire Warden Services	Cost
Security Guard per hour	Cost
Opening and Unlocking Service (per open)	\$46.00

Security Call-out Charge Block Charge (fee plus costs)	\$318.50
Lost Keys – Lost keys require the complete re-keying of the security profile, charged at cost to the user.	Cost
Bond	\$172.00

Levin Memorial Hall, Corner Queen and Chamberlain Streets, Levin		2025/26
Each room will be charged out separately unless a 24 Hour Use block charge applies. Open/Unlock fee applies to each booking. Per hour charge minimum 2 hours.		
Levin Memorial Hall Fees	Group A	Group B
Entire Venue (24 Hour Block Charge)	\$668.50	\$514.00
Entire Venue per hour (All Facilities excluding sound)	\$70.00	\$54.50
Main Hall per hour	\$33.50	\$23.50
Freyberg Lounge (including drinks room per hour)	\$20.50	\$15.00
Kitchen per hour	\$18.50	\$13.50
Shannon Memorial Hall, Grey Street, Shannon		2025/26
Each room will be charged out separately unless a 24 Hour Use block charge applies. Open/Unlock fee applies to each booking. Per hour charge minimum 2 hours.		
Shannon Memorial Hall Fees	Group A	Group B
Entire Venue (24 Hour Block Charge)	\$463.50	\$360.00
Entire Venue per hour (All Facilities)	\$75.50	\$52.00
Main Hall per hour	\$27.00	\$19.00
Kitchen per hour	\$24.50	\$18.00
Supper Room per hour	\$22.00	\$18.00
Mavis Vinsen Pavilion, Vogel Street, Shannon		2025/26
Each room will be charged out separately unless a 24 Hour Use block charge applies. Open/Unlock fee applies to each booking. Per hour charge minimum 2 hours.		
Mavis Vinsen Pavilion Fees	Group A	Group B
Entire venue (day use)	n/a	\$137.00
Entire venue (per hour)	n/a	\$23.00

Foxton Memorial Hall , Corner Main and Clyde Streets, Foxton	2025/26	
Each room will be charged out separately unless a 24 Hour Use block charge applies. Open/Unlock fee applies to each booking. Per hour charge is a minimum 2 hours.		
Foxton Memorial Hall Fees	Group A	Group B
Entire Venue (24 Hour Block Charge)	\$588.50	\$485.00
Entire Venue per hour (All Facilities)	\$69.50	\$52.00
Main Hall per hour	\$32.00	\$23.00
Kitchen per hour	\$17.50	\$12.00
Stuart Ellwood Room per hour	\$20.50	\$14.00
Podmore Room per hour	\$17.50	\$13.00
HDC Civic Area, 126-148 Oxford Street, Levin	2025/26	
Each room will be charged out separately. The foyer cannot be booked for private use unless the entire facility is booked for use (exceptional circumstances may be considered). The foyer is only available for booking after working hours. Additional fees will be applied to all bookings held outside of normal opening hours. Catering can be arranged on behalf if required. Per hour charge minimum 2 hours*.		
HCD Civic Area Fees	Group A	Group B
Entire Venue (24 Hour Block Charge)	\$3,197.00	\$1,941.00
Entire Venue (Half day)	\$1,370.00	\$822.00
Council Chambers per hour*	\$82.50	\$44.00
Council Chambers (Full day)	\$411.50	\$251.50
Horowhenua Room per hour*	\$46.00	\$30.00
Horowhenua Room (Full day)	\$228.00	\$137.00
Ante Room per hour*	\$46.00	\$30.00
Ante Room (Full day)	\$228.00	\$137.00
Foyer per hour (Available After Hours Only)	\$46.00	\$30.00
Kitchen per hour	\$52.00	\$46.00
Afterhours Hire Bond	\$857.00	\$571.00
Cleaning per hour	\$57.00	\$57.00
Staff Charge per hour	\$52.00	\$46.00
Emergency call out charge	\$114.50	\$57.00
Extra Item per head – Tea and Coffee	\$4.00	\$4.00

Extra Item – AV set up	\$143.00	\$57.00
Extra Item – Catering (fee plus cost)	\$40.50	\$35.00
Holben Pavilion, Corners Seabury Ave, Nash Pde and Holden Pde, Foxton Beach		
2025/26		
The Pavilion located on Holben Reserve contains a small lounge, kitchen and toilets. Per Hour charge (2 hour minimum).		
Holben Pavilion Fees	Group A	Group B
Entire Venue per hour	\$22.50	\$17.50
Entire Venue (24 Hour Block Charge)	\$217.50	\$166.00
Ohau Pavilion, 10 Muhunua East Rod, Ohau, Levin		
2025/26		
Per Hour charge (2 hour minimum).		
Ohau Pavilion Fees	Group A	Group B
Entire Venue per hour	\$22.50	\$17.50
Entire Venue (24 Hour Block Charge)	\$217.50	\$166.00
Te Takeretanga o Kura-hau-pō		
2025/26		
Te Takeretanga o Kura-hau-pō Fees	Group A	Group B
* Full Day = 6 Hours, additional hours will be charged at the hourly rate.		
Large Meeting Room 1 (Rimu)	\$45.50	\$20.50
Large Meeting Room 1 (Rimu) Full day*	\$223.50	\$101.00
Large Meeting Room 2 (Totara)	\$38.00	\$17.50
Large Meeting Room 2 (Totara) Full day*	\$192.50	\$86.50
Large Meeting Rooms Combined (Rimu & Totara)	\$62.00	\$28.00
Large Meeting Rooms Combined (Rimu & Totara) Full day*	\$417.00	\$187.50
Small Meeting Room 1 (Hebe)	\$26.00	\$11.50
Small Meeting Room 1 (Hebe) Full day*	\$131.00	\$58.50
Small Meeting Room 2 (Kowhai)	\$26.00	\$11.50
Small Meeting Room 2 (Kowhai) Full day*	\$131.00	\$58.50
Open Meeting Room	\$42.00	\$19.50
Open Meeting Room Full day*	\$211.00	\$96.00
Open Meeting Room (Incl Audio/Visual equipment & Support)	\$56.50	\$24.50

Open Meeting Room All day (Incl Audio/Visual equipment & Support)*	\$280.00	\$125.50
Mezzanine Floor	\$42.00	\$19.50
Meeting Rooms 1 – 4	\$102.00	\$63.00
Meeting Rooms 1- 4 Full day*	\$677.50	\$420.00
Meeting Rooms 1-4, Open meeting room & East Lounge	\$137.00	\$86.50
Meeting Rooms 1-4, Open meeting room & East Lounge. Full day*	\$907.50	\$570.50
Meeting Rooms 1-4, Open meeting room & East Lounge. 24 hours	\$2,176.50	\$1,372.00
Community Space Afterhours	\$63.00	\$46.50
Youth Space	\$56.50	\$29.00
Exclusive use of Recording Studio (Room only)	\$29.00	\$18.50
Exclusive use of Recording Studio. Full day (Room only)*	\$112.50	\$80.50
Extra Item – Tea & Coffee pp	\$3.10	\$3.10
Extra Item - Catering	Cost + 10% admin fee	Cost + 10% admin fee
Specialist staff member	\$52.00	\$52.00
Staff member on-site (required after hours)	\$51.50	\$51.50
Security Guard Service	Cost	Cost
Equipment & Furniture Hired from External Sources. Plus Hire Fee.	\$23.50	\$23.50
Sale of Artworks	20% Commission	20% Commission
Locker Hire per year	\$78.50	\$56.50
Portable sound system – On Premises	\$168.00	\$84.50
Portable sound system – Off Premises. Plus Bond.	\$232.00	\$174.00
Hearing assistance system off-site	\$171.00	\$85.50
Stage (1 section) per	\$56.50	\$56.50
Stage (additional sections)	\$23.50	\$23.50
Stage (Per Section) - Off premises	\$56.50	\$56.50
Grey display boards (per board) per event	\$23.50	\$23.50
Use of Mobile Television (Per Event)	\$29.00	\$29.00
Use of Laptop (per laptop)	\$12.50	\$12.50
The Mahi Space	2025/26	

Annual Membership Fee	\$100.00	
Week Membership Pass	\$5.00	
Te Awahou Nieuwe Stroom	2025/26	
* Full Day = 6 Hours, additional hours will be charged at the hourly rate.		
Te Awahou Nieuwe Stroom Fees	Group A	Group B
Stuart Ellwood Room	\$45.50	\$20.50
Stuart Ellwood Room - Full Day*	\$223.50	\$101.00
Blue Room	\$45.50	\$20.50
Blue Room - Full Day*	\$223.50	\$101.00
Stuart Ellwood Room & Blue Room Combined	\$66.00	\$30.00
Stuart Ellwood Room & Blue Room Combined - Full Day*	\$329.50	\$148.50
Ngārongo Iwikātea Mezzanine Lounge	\$70.00	\$32.00
Ngārongo Iwikātea Mezzanine Lounge - Full Day*	\$348.00	\$156.50
Teal Room + Terrace	\$70.00	\$32.00
Teal Room + Terrace - Full Day*	\$348.00	\$156.50
Teal Room, Mezzanine Lounge, Stuart Ellwood & Blue Room	\$119.50	\$76.00
Teal Room, Mezzanine Lounge, Stuart Ellwood & Blue Room - Full Day*	\$796.00	\$358.50
Ngārongo Iwikātea, Mezzanine Lounge, Stuart Ellwood & Blue Room	\$119.50	\$76.00
Ngārongo Iwikātea, Mezzanine Lounge, Stuart Ellwood & Blue Room - Full Day*	\$796.00	\$358.50
Entire First Floor incl. 4 Rooms, Mezzanine Lounge and Terrace	\$172.00	\$108.00
Entire First Floor incl. 4 Rooms, Mezzanine Lounge and Terrace - Full Day (per day)*	\$1,159.00	\$715.00
Entire First Floor incl. 4 Rooms, Mezzanine Lounge and Terrace – 24 Hours (per day)	\$2,780.00	\$1,752.00
Te Awahou Space After Hours	\$63.00	\$46.50
Extra Item – Tea & Coffee pp	\$3.10	\$3.10
Extra Item - Catering. Plus Cost.	\$23.50	\$23.50
Staff member on-site (required after hours)	\$51.50	\$51.50
Security Guard Service	Cost	Cost
Equipment & Furniture Hired from External Sources. Plus Hire Fee.	\$23.50	\$23.50

Sale of Artworks (in Te Awahou Nieuwe Stroom)	20% Commission	20% Commission
Stage (One Section) - On premises	\$56.50	\$56.50
Stage Additional Sections - On premises	\$23.50	\$23.50
Use of Mobile Television (per event)	\$29.00	\$29.00
Use of Laptops (per Laptop)	\$12.50	\$12.50

Library Services	
Membership	2025/26
Temporary Borrower deposit (refunded on return of card)	\$28.00
Country Membership (per annum)	\$36.00
Replacement Cards	\$2.20
Lending	2025/26
New Fiction (2 weeks)	\$2.50
New DVDs (1 week)	\$2.60
New Magazines (1 week)	\$1.50
Rental Audio Books (3 weeks)	\$3.10
Refundable Deposits	2025/26
Driver License road codes	\$6.00 rental & \$20.00 refundable deposit
Telescope	\$14.00 rental & \$40.00 refundable deposit (for non-financial members of Astronomical Society)
Reserves	2025/26
General reserves, including inter-library loans	\$1.00
Items for Children, aged up to 16 years, reserved on Children's cards	Free
Inter-loans (from NZ libraries) Minimum	\$6.00
Printing and Copying	2025/26
A4 Black & White	\$0.20
A4 Black & White Double Sided	\$0.30
A4 Colour	\$1.40
A4 Colour Double Sided	\$2.90

A3 Black & White	\$0.30
A3 Black & White Double Sided	\$0.40
A3 Colour	\$2.90
A3 Colour Double Sided	\$5.20
A2 Colour or Black & White – Single Sided Only	\$9.00
A1 Colour or Black & White – Single Sided Only	\$17.00
A0 Colour or Black & White – Single Sided Only	\$32.00
Laminating	2025/26
A4	\$3.90
A3 – Te Takeretanga o Kura-hau-pō only	\$5.00
Book Covering	2025/26
Depending on size & style - Te Takeretanga o Kura-hau-pō only	\$4.00 - \$6.50
Faxes	2025/26
Receiving (per page)	\$0.50
Sending Local (per page)	\$0.50
National (per page)	\$1.00
International (per page)	\$3.20
Scanning	2025/26
10 pages maximum	\$1.80
Merchandise	2025/26
Library Tote Bags (Small)	\$7.00
Library Tote Bags (Large)	\$7.00
Heritage Calendar	\$10.00
Heritage postcards	\$1.00 - \$5.00
Aquatic Facilities	
Levin Pools	
Levin Pools Admission Fees	2025/26
Adult – Single Ticket	\$5.60
Adult – 15 Ticket	\$68.00
Adult – 25 Ticket	\$109.00
Adult – 60 Ticket (12 Month Expiry From Date of Purchase)	\$250.00
Children (Up to 15yrs) – Single Ticket	\$3.60

Children (Up to 15yrs) – 15 Ticket	\$48.50
Children (Up to 15yrs) – 25 Ticket	\$75.50
Preschool	\$2.60
Senior Citizen – Single Ticket	\$3.60
Senior Citizen – 15 Ticket	\$47.50
Senior Citizen – 25 Ticket	\$75.00
Senior Citizen – 60 Ticket (12 Month Expiry from Date of Purchase)	\$179.00
Student/Beneficiary/Community Card Holder – Single Ticket	\$4.10
Student/Beneficiary/Community Card Holder – 15 Ticket	\$55.50
Student/Beneficiary/Community Card Holder – 25 Ticket	\$86.50
Aquacise/ Fit/ Deep – Single Entry	\$6.20
Aqua Rehab - Single Entry	\$10.00
Aquacise/ Fit/ Deep – 15 Ticket	\$72.00
Aqua Rehab – 15 Ticket	\$130.00
Family (2 Adults/3 Children or 1 Adult and 4 Children)	\$18.50
Showers/Amenities Only	\$3.60
Fitness classes (Land) incl. Aqua Float (Water) – Single Entry	\$8.20
Fitness Class - Yogilates	\$10.00
Fitness Class - LBT (Legs, Bums and Tums)	\$10.00
Fitness classes (Land and Aqua Float) – 15 Class Concession Pass	\$100.00
Fitness Class - Yogilates - 15 Class Concession Pass	\$130.00
Fitness Class - LBT (Legs, Bums and Tums) - 15 Class Concession Pass	\$130.00
MoveWell – Single Entry	\$3.50
Lane Hire (per hour)	2025/26
Lane hire is charged based on the activity undertaken in the pool lane. Structured swimming is considered lane swimming with lane ropes. A maximum of 10 swimmers per lane is permitted. Unstructured swimming is considered free play, without lane ropes. Different ratios of swimmers apply with each lane hire.	
General Lane Hire – Structured Swimming (per lane per hour)	\$13.50
Club/School Lane Hire – Structured Swimming (per lane per hour)	\$10.00
1 Lane Hire – Unstructured Swimming (per hour – up to 20 people \$26 for first hour, then \$13 per hour thereafter)	\$29.00
2 Lane Hire – Unstructured Swimming (per hour – up to 70 people)	\$57.00
3 Lane Hire – Unstructured Swimming (per hour – up to 100 people)	\$86.00
4 Lane Hire – Unstructured Swimming (per hour – up to 125 people)	\$114.50
Complex Hire (per hour)	2025/26
* Any event or complex hire requires 1 Lifeguard for every 50 people in attendance	

Main 25m Pool - Max 200 swimmers at any one time	\$171.50
Teach Pool (Not Including Deep Lane) - Max 50 swimmers at any one time	\$57.00
Play Pool (Excluding Toddlers pool - Max 50 swimmers at any one time	\$57.00
Deep Lane - Max 8 swimmers at any one time	\$35.00
Hydrotherapy Pool - Whole	\$57.00
Hydrotherapy Pool - Half	\$35.00
Hydroslide	\$35.00
Complex Hire: – Restricted Entry Resulting in Facility Closure (Minimum of two hours) Main/ Play/ Toddlers/ Hydrotherapy/ HydroSlide/ excluding Teach pool & Deep lane	\$286.00
Personal Training Hire – Per Session	\$23.00
Small Group Training Structured (under 15 people) – Per Session	\$52.00

Meeting Rooms	2025/26	
	Full room	Half room
Conservatory – Per Hour	\$68.50	\$34.50
Conservatory – Full Day	\$343.00	\$171.50
Upstairs Meeting Room – Per Hour (Full room only)	\$46.00	
Upstairs Meeting Room – Full Day (Full room only)	\$228.00	
Mangahou – Per Hour	\$35.00	\$17.50
Mangahou – Full Day	\$171.50	\$86.00
Waikawa – Per Hour (Full room only)	\$35.00	
Waikawa – Full Day (Full room only)	\$171.50	
Social Space – Per Hour (Full room only)	\$35.00	
Social Space – Full Day (Full room only)	\$171.50	
Waikawa & Social Space Combined – Per Hour (Full room only)	\$52.00	
Waikawa & Social Space Combined – Full Day (Full room only)	\$257.00	

Other Pool Fees (per hour)	2025/26
Inflatable*	\$35.50

*The inflatable must be hired with four lanes. Max 100 swimmers with inflatable use.	
Streamline Swim School	
<ul style="list-style-type: none"> (25 Minutes Unless Otherwise Stated). Any special student requirement needs to be discussed with the Swim School Co-ordinator. Prices below are based on a full 10 week term. For shorter terms or public holidays during the term, these classes will be prorata basis. Bookings for the next term open at 6am on the Monday of Week 10 of the term before. Should you have 3 or more children to enrol, a 10% discount will be applied to the third and subsequent children enrolled. The discount will be applied to the lowest priced classes. We don't offer make up lessons during the term. Credits can only be applied if a valid medical certificate is provided. In all other instances of a missed lesson, a credit will not be applied. 	
Streamline Swim School Fees	2025/26
Water Babies and Toddlers (6 months to 3 years) Waterbabies and Toddlers Levels (Jellyfish - Turtle Advanced)	\$100.00
Preschool levels (Tadpole levels)	\$131.00
School Age (Starfish – Penguin)	\$136.00
Advanced School Age (Penguin Advanced and Improvers – 45 minutes)	\$139.00
Squad School Age (Junior Development Squad and Fitness Youth Squad and Fitness Youth Squad – 60 minutes)	\$143.00
Additional Classes (Penguin Advanced, Improver, Junior Development Squad and Fitness Youth Squad)	\$65.00
Private Single (per lesson)	\$29.00
Private Single (per term)	\$288.50
Private Double (per lesson) *Please note: 2 children private relates to 2 children in the same lesson.	\$40.00
Private Double (per term)	\$401.50
Adult Lesson	\$124.50
5 Day Holiday Block Course	\$63.00
Private Swim School	2025/26
For profit Swim School – one lane per hour	\$57.50
Not for profit Swim School – one lane per hour	\$20.50
Foxton Pools	
Foxton Pools Admission Fees*	2025/26
Adult – Single Ticket	\$5.60
Adult – 15 Ticket	\$68.00
Children (15 and under) – Single Ticket	\$3.60
Children (15 and under) – 15 Ticket	\$48.50

Preschool	\$2.60
Spa pool only	Entrance Fee
Spa pool (to be paid in additional to entrance fee)	\$2.10
Senior Citizen – Single Ticket	\$3.60
Senior Citizen – 15 Ticket	\$47.50
Student or Beneficiary – Single Ticket	\$4.10
Student or Beneficiary – 15 Ticket	\$55.50
Family (2 Adults/3 Children or 1 Adult and 4 Children)	\$18.50
Aquacise – Single Entry	\$6.20
Aquacise/Aquafit Programmes – 15 Ticket	\$72.00
Lane Hire (per hour)	2025/26
Lane hire is charged based on the activity undertaken in the pool lane. Structured swimming is considered lane swimming with lane ropes. A maximum of 10 swimmers per lane is permitted. Unstructured swimming is considered free play, without lane ropes. Different ratios of swimmers apply with each lane hire.	
General Lane Hire – Structured Swimming (Per lane per hour)	\$13.50
Club/School Lane Hire – Structured Swimming (Per lane per hour)	\$10.00
1 Lane Hire – Unstructured Swimming (Per hour – up to 20 People)	\$29.00
2 Lane Hire – Unstructured Swimming (Per hour – up to 65 People)	\$57.00
Swim School	2025/26
Holiday Learn to Swim (Per Week) Based on a 5 day course	\$63.50
Private Swim School*	2025/26
For profit Swim School - one lane per hour	\$57.50
Not for profit Swim School – one lane per hour	\$20.50
Pool Staff (per hour)	2025/26
Any event or complex hire requires 1 Lifeguard for every 40 people in attendance.	
Learn to Swim Instructor	\$51.50
Aquacise Instructor	\$63.50
Operations Supervisor	n/a
Lifeguards	\$29.00
Receptionist	\$29.00
Poolside Team Leader	\$39.50
Complex Hire (per hour) during normal operating hours	2025/26
Any event or complex hire requires 1 Lifeguard for every 40 people in attendance.	
Main Indoor 25m Pool - Max 125 swimmers	\$57.50
Playpool - Max 40 swimmers	\$34.50

Shannon Summer Pools	2025/26
Adult – Single Ticket	\$2.00
Children (15 and Under) – Single Ticket	\$1.00
Preschool	\$1.00
Senior Citizen – Single Ticket	\$1.50
Student or Beneficiary – Single Ticket	\$1.50
Family (2 Adults/3 Children or 1 Adult and 4 Children)	\$5.20

Parks and Reserves	
Sports Fields (\$ / field)	2025/26
Schools	Free
Athletics (based on 20 week season)	\$703.00
Softball (skin diamond based on 20 week season)	\$703.00
Softball (per grass diamonds based on 20 week season)	\$109.00
Soccer, Rugby Union and Rugby League (based on 20 week season)	\$703.00
Casual Soccer, Rugby Union and Rugby League bookings	\$109.00
Twilight Soccer (based on per field per season)	\$109.00
Senior Cricket Wicket (based on per pitch per 20 week season)	\$1,456.50
Casual Cricket Use	\$199.50
Twilight Cricket including artificial wickets (based on 12 week season)	\$525.00
Netball (Donnelly Park 10 courts based on 20 week season)	\$1,952.50
Casual Netball and Tennis bookings (per hour)	\$14.00
Cycling (club activities per year)	\$514.00
Tennis Courts/Netball courts (club activities 20 week season)	\$514.00
All Junior Fields	Free
Non-Charged Events excluding Levin Domain (per day)	2025/26
General Reserves	\$91.50
Amenities Fee (Toilet and Changing Facilities if Available)	\$119.50
Floodlights – Invoiced at Cost plus 20% Administration Fee	Cost + 20%
Levin Domain *Additional charge	2025/26
Day Event	\$286.00
*Floodlights – Invoiced at Cost plus 20% Administration Fee	Cost + 20%
*Grandstand (Includes Access to First Aid and Referees Room)	\$383.00
*Damage Deposit	\$1,456.50
Charged Events on all Parks and Reserves excl. Levin Domain (per day)	
Events that exclude the public from use of reserve land will be charged the maximum daily charge.	
*Additional Charges	2025/26
Charged Event with Less than 100 Spectators and Participants	POA
Charged Event Exceeding 100 Spectators and Participants – Price on Application	POA

*Amenities Fee (Toilet and/or Changing Facilities if Available)	\$137.50
*Damage Deposit	POA
Weddings	2025/26
Ground Hire	\$148.50
Photos Only	Free
Miscellaneous	2025/26
Additional Bin and Rubbish Collection	Cost
Linemarking and Post Replacement	Cost
Keys	2025/26
Refundable Key Bond (Per Set)	\$57.50
Lost Keys	Cost
Cemeteries	
Plot fees	2025/26
Adult	\$1,867.00
Child (up to 13 years)	Free
Lawn Ashes	\$936.50
RSA Plot	Free
RSA Ashes Plot	Free
Stillborn	Free
Memoriam Ashes Garden Plots	\$725.00
Te Pungarehu Bush – Ashes Scatter	\$119.50
Reserved Plot fees	2025/26
Reserved plots are only available at Shannon, Manakau and Foxton Cemeteries. Reserved plots, returned to Council will be refunded at 50% of the purchase price. The plot cancellation fee also applies.	
Burial	\$2,854.50
Lawn Ashes	\$1,456.00
Memoriam Ashes Garden Plot	\$1,108.00
Interment fees	2025/26
Burial Fee (14 Years and over, Including Services Personnel)	\$1,370.50
Child (up to 13 Years)	Free
Ashes	\$303.00

Other Cemetery fees	2025/26
Double Depth (More than One Burial)	\$365.50
Triple Depth (More than Two Burials – Available at Avenue Cemetery Only)	\$491.00
After Hours (Additional to Standard Fee)	\$816.00
Out of District Fee per Plot (Additional to Standard Fee) - applies to all interments where the deceased was not living in the District or was not a ratepayer at the time of the death.	\$816.00
Monumental Permit – a monumental permit is required for all headstone repairs, new headstones and plaques including ashes garden plaques within the cemetery.	\$68.50
Disinterment	Cost
Cutting and Removing Concrete	Cost
Sundays and Public Holiday fees - applies to all interments on Sundays and public holidays excluding Easter Sunday, Anzac Day, Christmas, Boxing and New Years Day when no interments are permitted.	\$1,747.50
Manual Records Search Fee – Per Entry	Cost
Plot Cancellation (Reserved Plots)	\$262.50

Regulatory	
Building	
<p>Special Notes:</p> <ol style="list-style-type: none"> 1. The Council is obliged under the Building Act to collect levies payable to BRANZ and Central Government. 2. Building consent fees are split into those activities for which an initial fixed fee will apply (Section A below) and those for which a time based fee and other fees will apply (Section B below). Initial fixed fees are based on the average cost for the type of development. 3. Inspection discounts may be available for multi-unit consents where multiple inspections of the same type are carried out at the same time. Please note, however that this discount will only apply if all of the inspections pass. 4. Additional to these fees are any bonds that may be applicable, any structural engineering checking, vehicle crossing inspection, and any legal or consultancy cost that may be incurred by the Council during the processing of the applications. 5. Any categories of building work not covered a fixed initial fee in Section A, will be charged based on the fees and charges outlined in Section B. 6. If the value of \$20,000.00 or more, BRANZ and MBIE levies may apply. See Section B for more information. These levies are additional to any fixed fees. 7. All building consent applications are subject to a Simpli portal fee a processing system fee and an Accreditation Levy. Hard copy applications will also be charged a Digital Capture levy 	
A: Fixed Initial Fee Building Consent Fees Payable at Lodgement	
Work Type: Building Consent Fee	2025/26
Freestanding Fire (includes processing and 1 inspection)	\$480.00
Inbuilt Fire (includes processing and 2 inspections)	\$591.50
New Pool Barrier (Fencing) (includes processing and 1 inspection)	\$357.00
Non-habitable Accessory Building with no Plumbing & Drainage (P&D) or Firewall (e.g. garage, pergola, carport and pole shed) (includes 4 hours processing and 3 inspections)	\$2,173.33
Non-habitable Accessory Building with P&D and/or Firewall (includes 4 hours processing and 6 inspections)	\$2,841.63
Habitable Accessory Building (e.g. sleepout) (includes 5 hours processing and 9 inspections)	\$3,746.13
New Residential Dwelling (single units) (includes 9 hours processing and 13 inspections)	\$5,668.82

New Residential Dwelling (multiple units) deposit (charges for processing time, inspections, planning and development engineering checks will be charged as outlined in Section B below once the consent has been processed).	\$594.00
Residential Additions and/or Alterations deposit (charges for processing time, inspections, planning and development engineering checks will be charged as outlined in Section B below once the consent has been processed).	\$458.50
New Yard Built Residential Dwelling (includes 3 hours processing and 5 inspections)	\$2,267.00
Relocated Residential Dwelling (includes 4 hours processing and 5 inspections)	\$2,686.32
New Commercial Building - COM1 category (includes 11 hours processing and 15 inspections)	\$6,911.32
New Commercial Building - COM2 & COM3 category (includes 11 hours processing and 15 inspections)	\$7,346.32
COM1 category Additions and/or Alterations deposit (charges for processing time, inspections, planning and development engineering checks will be charged as outlined in Section B below once the consent has been processed).	\$633.00
COM2 & COM3 category Additions and/or Alterations deposit (charges for processing time, inspections, planning and development engineering checks will be charged as outlined in Section B below once the consent has been processed).	\$633.00
New Basic Outbuilding - COM1 category (includes four hours processing and two inspections)	\$2,206.99
Amendment to Building Consent deposit (charges for processing time, inspections, planning and development engineering checks will be charged as outlined in Section B below once the consent has been processed).	\$241.50
<p>Fixed Initial fee notes:</p> <ol style="list-style-type: none"> 1. Fixed initial fees include charges for administration, code compliance certificate, accreditation levy, Simpli portal fee, processing system fee and up to 35 minutes planning and development engineering checks (if applicable), and a specified number of inspections and processing time unless stated otherwise. If the proposed works require additional inspections or processing time, this will be charged as outlined in Section B below. 2. Submission fees are additional to the fixed initial fee, these will depend on the method of submission, this charge is outlined in Section B. 3. Other fees in Sections B & C may also apply, depending on the proposed works. 4. If the value of work is \$20,000.00 or more, BRANZ and MBIE may levies apply, see Section B for more information. These levies are additional to the fixed initial fee. 	

5. When the consent is accepted for processing, an invoice will be issued for the fixed initial fee component and other levies that apply. Government levies must be paid before consent documentation is issued to the customer and inspection bookings won't be taken until the invoice has been paid in full.
6. If Development Contributions apply to the proposed building works, an invoice for these will be issued once the final inspection is complete.
7. Once the final inspection has been passed, a reconciliation of inspections and processing time will be carried out and either a refund will apply for any inspections paid for and not completed, or an invoice will be issued for inspections completed and not covered by the fixed fee. In addition to the initial invoice and reconciliation once the final inspection has been passed, interim invoices will be issued for complex projects at agreed stages. Any outstanding fees or Development Contributions must be paid prior to the issuing of the CCC.

B: Building Consent fees	2025/26
Non-refundable building consent deposit lodgement fee - unless otherwise specified in Section A above.	\$800.00
Support service administration fee (hourly rate)	\$160.00
Processing System Fee - new accessory buildings, residential additions and alterations, yard built dwellings & relocated dwellings	\$107.50
Processing System Fee - new residential or commercial/industrial buildings & commercial or Industrial Additions and Alterations (excluding accessory buildings, yard built and relocated dwellings)	\$214.50
Submission Fee – Simpli Portal	\$50.50
Submission Fee – Simpli Quick Submission	\$112.00
Submission Fee & Digital Capture Levy – Hard Copy Applications	\$223.50
Building Consent Processing Fees (per hour) – Residential Category - includes processing of amendments	\$219.00
Building Consent Processing Fees (per hour) – Commercial Category - includes processing of amendments	\$231.00
Code Compliance Certificate Residential	\$109.50
Code Compliance Certificate Commercial	\$115.50
Code Compliance Certificate 24 month decision	\$42.50
Historic Code Compliance Certificate application (apply if the building consent was issued 5 or more years ago) - includes the processing of an application to backdate durability and review of file - does not include inspections	\$276.50
Inspections (per inspection) Residential	\$219.00

Inspections (per inspection) Commercial - COM1 category	\$231.00
Inspections (per inspection) Commercial - COM2&3 category	\$260.00
Accreditation Levy - Residential Accessory Buildings, Additions and/or Alterations, Yard Builds & Relocated Dwellings	\$31.00
Accreditation Levy - New Habitable Residential Buildings	\$59.50
Accreditation Levy - Commercial Outbuildings & Additions and/or Alterations	\$92.50
Accreditation Levy - New Commercial or Industrial Buildings	\$108.00
Record of Title Search Fee (per title)	\$69.50
New Compliance Schedule (Specified Systems BA04). Fee plus \$40 per specified system. Charge includes Compliance Schedule statement	\$200.50
Alteration to Existing Compliance Schedule - per hour	Time based Hourly Rate (or part thereof)
Building Warrant of Fitness Audit/Inspection (S111 of BA04)	Time based Hourly Rate (or part thereof)
Producer Statement Acceptance	\$72.50
On Works cost, e.g. Fire Service Design Review Unit, Structural Engineer	Cost plus 20%
Internal technical/professional referrals e.g. Development Engineer, Environmental Health Officer	Time based Hourly Rate (or part thereof)
Planning Check - per hour	\$226.00
Project Information Memorandum (PIM)	\$552.50
Section 72 Certificate Condition (Planning)	\$307.00
Section 75 Certificate Condition (Planning) per hour	\$159.50
Printed copies of consent documentation (per page)	\$1.00
Extension of Time Fee – commencement of works and 24 month decision	\$184.00
Ministry of Business, Innovation and Employment (MBIE) Levy	\$1.75 per \$1,000 of building work (or part thereof) for which there is a building consent valued at \$65,000 (Including GST) or more
BRANZ Levy	\$1.00 per \$1,000 of building work (or part thereof) for which there is a building consent valued at \$20,000 or more

Non-Fixed Building Consent Fee Notes:

1. When the consent or amendment application is accepted for processing an invoice will be issued for an initial deposit and government levies. Once processing of the consent is complete, a reconciliation will be carried out of processing time and invoice may be issued for any additional charges that aren't covered by the initial deposit. Government levies will be invoiced with the deposit and must be paid before consent documentation is issued to the customer. Inspection bookings won't be taken until the invoice has been paid in full.
2. Once the final inspection has been passed, a reconciliation of inspections completed will be carried out and either a refund will apply for any inspections paid for and not completed, or an invoice will be issued for inspections completed and not covered by the fixed fee. Any outstanding fees and development contributions must be paid prior to the issuing of the CCC.
3. If Development Contributions apply to the proposed building works, an invoice for these will be issued once the final inspection is complete.

C: Other Building fees	2025/26
Building Act Exempt Work Assessment (Domestic). Lodgement Fee (plus hourly rate below)	\$369.50
Building Act Exempt Work, CPU, COA Assessment (Domestic). Hourly rate plus lodgement fee if applicable.	\$185.00
Building Act Exempt Work Assessment (Commercial) Lodgement Fee (plus hourly rate below)	\$554.50
Building Act Exempt Work, CPU, COA Assessment (Commercial). Hourly rate plus lodgement fee if applicable.	\$200.50
Certificate of Acceptance application fee (plus time-based hourly rate assessment fee plus inspection fees and submission levy).	\$821.50
Certificate for Public Use	\$575.00
Inspection of building work (per inspection)	\$185.00
Vehicle Crossing Deposit (if no indemnity form signed)	2025/26
Urban (as defined in District Plan)	\$2,230.00
Rural (as defined in District Plan)	\$1,672.50
Other Fees and Charges	2025/26
Amusement Permit	Set by legislation
Fencing Inspection Fee (per inspection)	\$185.00
Building Warrant of Fitness Renewal - complete and on time	\$161.00

Building warrant of fitness renewal - late and/or incomplete	\$241.50
Building Act Territorial Authority (TA) processing fee (hourly rate or part thereof)	\$186.00
Periodic swimming pool barrier inspection / re-inspection	\$185.00
Application for extension of time to provide engineering assessment (EPB)	\$369.50
Application for exemption from requirement to carry out seismic work	\$369.50
Building Warrant of Fitness Audit Fee (per inspection)	\$185.00
Animal Control	2025/26
Disability Assist Dog (Class 12)	Free
Selected Owner Status (Class 15)	\$107.00
NZKC Registered Status (Class 8)	\$107.00
Racing Greyhound Registered Status (Class 6)	\$107.00
De-sexed Pet (Class 3 & 17)	\$127.50
Entire Pet (Class 11 & 14)	\$214.50
Working Dog (Class 2)	\$94.50
Stock (Farm) Dog Exempt Microchipping (Class 16)	\$94.50
Multiple Stock (Farm) Dog *applicable to owners with four or more stock dogs registered (Class 18)	\$84.00
Superannuitant Owner (Class 1)	\$107.00
Dangerous Dog De-sexed (Class 5)	\$191.00
Dangerous Dog Entire (Class 4)	\$322.00
Late Fee if Paid after due date	Plus 50%
Animal Control Officer Hourly Rate	2025/26
Hourly Rate	\$185.00
Registration Discs	2025/26
Transfer from Another Local Authority	Free
Replacement Disc	\$8.70
Dog Lead	\$15.50
Dog Collar (small)	\$15.50
Dog Collar (Large)	\$15.50
Dog Impounding	2025/26
First Impound Fee, Per Dog	\$113.00
Second impound fee, per dog	\$210.50
Third and subsequent impound fee, per dog	\$318.50
Daily Fee Cost, Per Dog	\$15.50
After-Hours Cost in Respect of any Impoundment	\$185.00

Dog Surrender Fee	\$113.00
Microchipping Fee Following Impoundment	\$51.50
Associated Costs (vet costs, supplementary feeding, whelping and the like)	Cost + 20%
Stock Impounding (any four legged, hoofed animal)	2025/26
First Impound Fee	\$86.50
Second impound fee	\$140.00
Third and subsequent impound fee	\$194.00
After-Hours Call Out, Whether Animal(s) Impounded or Not	\$185.00
Daily Fee Costs, Per Head	\$8.20
Associated Costs (Transportation, hay and the Like)	Cost + 20%
Feline	2025/26
Cage Deposit (50% Refundable)	\$51.50
Other	2025/26
NZKC / Greyhound Application - First Time Applicants	\$77.00
Additional Dog Licence Application (one off application fee)	\$77.00
Responsible Owner Application	\$77.00
Dog Infringement Fees (set by legislation)	2025/26
Wilful obstruction of dog control officer or ranger	\$750.00
Failure or refusal to supply information or wilfully providing false particulars	\$750.00
Failure to supply information or wilfully providing false particulars about dog	\$750.00
Failure to comply with any bylaw authorised by the section	\$300.00
Failure to undertake dog owner education programme or dog obedience course (or both)	\$300.00
Failure to comply with obligations of probationary owner	\$750.00
Failure to comply with effects of disqualification	\$750.00
Failure to comply with effects of classification of dog as dangerous dog	\$300.00
Fraudulent sale or transfer of dangerous dog	\$500.00
Failure to comply with effects of classification of dog as menacing dog	\$300.00
Failure to advise person of muzzle and leashing requirements	\$100.00
Failure to implant microchip transponder in dog	\$300.00
False statement relating to dog registration	\$750.00
Falsely notifying death of dog	\$750.00
Failure to register dog	\$300.00
Fraudulent procurement or attempt to procure replacement dog registration label or disc	\$500.00

Failure to advise change of dog ownership	\$100.00
Failure to advise change of address	\$100.00
Removal, swapping, or counterfeiting of registration label disc	\$500.00
Failure to keep dog controlled or confined	\$200.00
Failure to keep dog under control	\$200.00
Failure to provide proper care and attention, to supply proper and sufficient food, water, and shelter, and to provide adequate exercise	\$300.00
Failure to carry leash in public	\$100.00
Failure to advise of muzzle and leashing requirements	\$100.00
Releasing dog from custody	\$750.00
Parking	
Parking Fees	2025/26
Metered parking spaces, per hour	\$2.10
Infringements – Excess Time or Metered Space	2025/26
Not More than 30 Minutes	\$20.00
More Than 30, Not More Than 1 Hour	\$25.00
More Than 1 Hour, Not More Than 2 Hours	\$36.00
More Than 2 Hours, Not More Than 4 Hours	\$51.00
More Than 4 Hours, Not More Than 6 Hours	\$71.00
More Than 6 Hours	\$97.00
Other Parking or Vehicle Infringements	2025/26
Designated Goods and Service Vehicles Only	\$70.00
On a Broken Yellow Line	\$100.00
On a Loading Zone	\$70.00
In a No Stopping Zone	\$100.00
On a Bus Stop/Taxi Stand	\$100.00
Double Parked	\$100.00
Parked on a Footpath	\$70.00
Mobility Permit Holder Park Only	\$750.00
Contrary to Council's Bylaw	\$70.00
Failure to Display Current WOF*	\$200.00
Failure to Display Current Licence Label*	\$200.00
Failure to Display Current COF*	\$600.00
*A diversion option may be applied for these notices if the previous WOF, COF or Registration has been expired for less than one month at the time the Notice was issued.	

Environmental Health	
Environmental Health charges are set in accordance with Regulation 7 of the Health (Registration of Premises) Regulations 1966. Note: Food Act 2014 fees and charges are set separately in accordance with Section 205(2) of the Act.	
General Premises (Annual Registration Fee) – set under Regulation 7 of the Health (Registration of Premises) Regulations 1966	2025/26
Hairdressers	\$450.00
Funeral Directors / Mortuary	\$630.00
Camping Grounds	\$630.00
Transfer of Registration, if completed within 14 days of the change of occupier/ownership.	\$270.00
Offensive Trades	\$450.00
Saleyards	\$450.00
Miscellaneous Fees and Charges	2025/26
Litter Infringement Offence	\$400.00
Mobile Shop/Hawker (Non Food) – Permit to Operate	\$344.00
Mobile Food Businesses – permit to operate (does not apply when operating at events only)	\$344.00
Water Testing for Registered Premises fee (plus costs)	\$161.00
Certificate of Compliance	\$529.00
Interpreters (plus costs)	Cost + 20%
Monitoring/Inspection Costs - Per hourly rate.	\$185.00
Printing and Copying	2025/26
A4 Black & White	\$0.20
A4 Black & White Double Sided	\$0.30
A4 Colour	\$1.40
A4 Colour Double Sided	\$2.90
A3 Black & White	\$0.30
A3 Black & White Double Sided	\$0.40
A3 Colour	\$2.90
A3 Colour Double Sided	\$5.20
A2 Colour or Black & White – Single Sided Only	\$9.00
A1 Colour or Black & White – Single Sided Only	\$17.00
A0 Colour or Black & White – Single Sided Only	\$32.00
Abandoned Vehicles	2025/26
Towage (plus actual costs and daily storage costs)	\$185.00

Daily storage	\$10.50
Noise Control	2025/26
Return of Seized Equipment (Cash/Eftpos Only)	\$359.50
Infringement Fine Fee Set by Legislation	\$500.00
Skateboards	2025/26
Return of Impounded Skateboard	\$41.00
Administrative Services*	2025/26
Receiving third party reports or other information to place on a property file at the owner's request. (Includes recording a Building Consent Exemption on the property file).	\$190.00
Support service administration fee (hourly rate)	\$160.00
Land Information Memorandum (commercial/industrial/rural/rural residential) fee. Plus hourly rate over three hours.	\$399.00
Land Information Memorandum (urban residential)	\$390.50
Property File Request - Building information only (per title)	\$74.00
Property File Request - Resource consent information only (per title)	\$74.00
Research Fee (per hour)	\$80.00
Property File Request - Record (Certificate) of Title, consent notices and easement documents only (per title)	\$74.00
Consents List (monthly subscription)	\$14.00
Rates postponement establishment fee: including legal costs, cost of interest, and production of documents for registering statutory land charge (includes LINZ fee)**	\$350.00
*Property file information and LIMs will be delivered electronically, if hard copies are required, additional printing fees will apply. **A statutory land charge will be registered against the property and the cost of establishing this will be added to the postponed amount.	
Associated Costs for Special Events	2025/26
Road Closure	Cost
Traffic Management Approval	Cost
Advertising	Cost
Flagtrax	2025/26
Any costs associated with a physical flag are not the responsibility of Council, and it is expected that customers source their own flags.	
All fees are stated as GST inclusive and are effective from 01 July 2024. Council reserves the right to review any fees and charges at any time. Please contact Council for any updates.	

Installation of one FlagTrax Flag	\$24.50
Removal of one FlagTrax Flag	\$24.50
Alcohol Licensing	
Alcohol Licence Application Fees (New, Renewal, Variations)	2025/26
Fee Category (Very Low)	\$368.00
Fee Category (Low)	\$609.50
Fee Category (Medium)	\$816.50
Fee Category (High)	\$1,023.50
Fee Category (Very High)	\$1,207.50
Licence Annual Fee (payable on anniversary of licence date)	2025/26
Fee Category (Very Low)	\$161.00
Fee Category (Low)	\$391.00
Fee Category (Medium)	\$632.50
Fee Category (High)	\$1,035.00
Fee Category (Very High)	\$1,437.50
Fees Payable for Other Applications	2025/26
Temporary Authority/Licence	\$296.70
Managers Certificate (Application and Renewal)	\$316.25
Appeal to the Alcohol Regulatory Licensing Authority (ARLA)	\$517.50
Extract from Licensing Register	\$57.50
Application for Certificate of Compliance (section 100(f) of the Sale and Supply of Alcohol Act	\$529.00
Special Licences (Fees set by legislation)	2025/26
Small Event (less than 100 people), Medium Event (100 to 400 people), Large Event (over 400 people)	
Note: All events on an application must be of a similar nature. For example; Birthday Parties, Fundraisers and Reunions would all need to be on separate applications.	
Class 1: 1 large event; more than 3 medium events; or more than 12 small events.	\$575.00
Class 2: 3 to 12 small events, 1 to 3 medium events.	\$207.00
Class 3: 1 or 2 small events	\$63.25
LGOIMA	2025/26
The first one (1) hour of time spent on fulfilling official information requests will be free; and then all additional time will be charged per half hour:	\$38.00

The first twenty (20) pages of black and white photocopying will be free, additional charge for all additional black and white pages per page:	\$0.20
All other charges incurred shall be fixed at an amount that recovers the actual costs involved. This includes:	
i. Producing a document by computer or other like equipment;	
ii. Colour photocopies;	
iii. Reproducing a photograph, film, video or audio recording;	
iv. Arrange for the requester to hear or view an audio or visual recording;	
v. Providing a copy of any maps, plans etc.	
Food Act 2014	2025/26
Registering a Food Control Plan that is based on a MPI template	\$450.00
Registering a business under a national programme	\$450.00
Renewing the registration of a Food Control Plan that is based on a MPI template	\$450.00
Renewing the registration of a business operating under a national programme	\$450.00
Amendment to registration, per hour:	\$180.00
Verification (including site visits and compliance checks). Per hour:	\$180.00
Compliance and Monitoring, per hour:	\$180.00
Charges for travel outside of Horowhenua District* -	Cost +20%
*Applicable where a verifier is required to travel outside of the Horowhenua District to verify a template Food Control Plan or a National Programme business.	
Resource Consent Fees	
Resource Consent Application Deposits	2025/26
Land Use Consent (non-notified)	\$1,500.00
Subdivision Consents (non-notified)	\$1,800.00
Combined Land Use and Subdivision (non-notified)	\$2,000.00
Limited Notification of Land Use or Subdivision Consent	\$3,000.00
Public Notification of Land Use or Subdivision Consent	\$5,000.00
Fast Track (10 Day) Land Use Consents Deposit Fee (all fees and charges are charged double the hourly rates below)	\$3,000.00
Other Applications / Certificates	2025/26
Boundary Activities (deposit)	\$350.00
Marginal or Temporary Activities (deposit)	\$500.00
s125 Extension of Time (deposit)	\$750.00
s127 Application to Change or cancellation of conditions/consent notice (deposit)	\$1,000.00
s221 Preparation of Consent Notice (fee per s224 application)	\$226.00

s221 Consent Notice Amendment and/or cancellation (deposit)	\$600.00
S223 Approval of Land Transfer Plan (fee) (deposit)	\$265.50
s224(c) or (f) Application – 0 to 3 Lots (deposit)	\$500.00
s224(c) or (f) Application – 4 Lots or more (deposit)	\$800.00
S226 Certification to allow a certificate of title to be issued for a separate allotment (deposit)	\$600.00
Any other application or certificate under the RMA 1991 (deposit)	\$300.00
Road Naming (deposit)	\$500.00
S139 Certificate of Compliance (deposit)	\$1,000.00
Existing Use Certificate (deposit)	\$600.00
Creation of a Right of Way under Section 348 of the Local Government Act 1974 or s243 RMA (deposit)	\$500.00
Cancellation of an easement under section 243(e) of the RMA 1991 (deposit)	\$300.00
Notice of requirement to designate land - non-notified (deposit)	\$1,500.00
Notice of requirement to designate land notified (deposit)	\$3,000.00
Alteration to designation (non-notified) (deposit)	\$1,000.00
Outline Plan of works (deposit)	\$1,000.00
Outline Plan waiver (deposit)	\$300.00
Any other application under provisions of LGA 1974 not repealed (deposit)	\$500.00
Private Plan Change (deposit)*	\$10,000.00
*Costs of processing private plan changes that exceed the deposit paid will be charged. Charges will be as per the Processing & Monitoring Fees & Hourly Rates Table, the Miscellaneous Fees table, and the Hearing Costs / Deposits table. Disbursement will be charged at cost + 20%.	
Processing and Monitoring Fees and Hourly Rates	2025/26
Resource Management Planner (per hour)	\$226.00
Development Engineers	\$226.00
Internal Specialist (e.g. Environmental Health Officers) (per hour)	Time based Hourly Rate (per hour or part thereof)
Consent administration fee (fee)	\$172.50
Bond Preparation (fee per bond document)	\$308.00
Bond Refund (excludes permitted activities) (fee per bond)	\$154.00
Consent Processing Fees – Streamlined Housing Application	Consent processing fees capped at \$4,500
Digital Capture Levy (applies to hard copy consent applications only) (fee)	\$212.50
Digital Capture Levy (applies to applications received by email only) (fee)	\$53.50
Land Use Consent Initial Monitoring Fee (fee)	\$178.50

Resource Consent Monitoring (per hour) Note - monitoring by Development Engineers is carried out at their hourly rate	\$190.00
Review of and Approval of Monitoring Reports & Other information submitted to satisfy consent conditions (per hour)	\$185.00
Minor Engineering Approvals	Time based Hourly Rate (per hour or part thereof)
Complex Engineering Approvals	Time based Hourly Rate (per hour or part thereof)
<p>Notes:</p> <ol style="list-style-type: none"> Hourly rates cover all work associated with resource consent processing, internal referrals and peer reviews, site visits, review of documents, monitoring visits/inspections (including hold point inspections), approval of engineering plans, report writing, meeting attendance, communication with applicants & agents, and hearing attendance – and any other work related to an application under the Resource Management Act 1991. Minor engineering approvals are for specific and less complex work, such as service connections for a development, renewal of public infrastructure pipes to same grade and alignment, isolated rehabilitation of existing pipe or manhole, raising or lowering a public manhole lid and small scale developments and/or up to 3 Lot subdivision. Complex engineering approvals are for works such as public stormwater, wastewater or water supply extension/system, public road or road widening, relocation of public drainage or water supply system, public stormwater pond or wetland, public stormwater catchpit, soak hole, public swale or raingarden, bulk earthworks and large scale developments and/or 4 or more Lot subdivision. Streamlined Housing Process capped fees relates to all work associated with resource consent processing, internal referrals and peer reviews, site visits, review of documents, report writing, meeting attendance, communication with applicants & agents. The capped fee does not include monitoring visits/inspections, engineering plan approvals & 223/224 approvals. 	
Miscellaneous Fees and Charges	2025/26
Pre-application Meeting(s) – all application types and designations (two hours free then per hourly rate charged against application when submitted):	\$226.00
External Specialist Review of submitted information (either at application or monitoring stage)	Cost + 20%
Consultant s42A planning reports	Cost + 20%
Specialist Reports	Cost + 20%
Mileage	AA rate applicable
Disbursements	Cost + 20%
Pre-Hearing Meetings	Cost + 20%
Hearings Costs / Deposits	2025/26

Council Hearings Committee sitting collectively without an independent commissioner	\$3,200.00 deposit. Charges based on elected member hourly rates
Independent commissioners	\$3,200.00 deposit. Charges based on actual cost.
Council Hearings Committee sitting with an independent commissioner(s)	\$3,200.00 deposit. Charges based on elected member hourly rates plus independent commissioners' costs
s357 Lodgement of Objection & Assessment (deposit)	\$550.00



What’s in Annual Plan

This Annual Plan is our plan and budget for 1 July 2025 to 30 June 2026 – essentially what we will do, when and how we will pay for it.

We first outlined the projects for this year in our Long-term Plan (LTP) for 2024–44. The 2025/26 Annual Plan is year two of the LTP. We consulted extensively on the LTP in April and May 2024 before Council agreed the direction and detail of that Plan in June 2024.

This annual plan continues the direction of the LTP and updates you on the specific plan for the year ahead.

In here you will find:

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Welcome from the Mayor and Council Team

When developing the Annual Plan for 2025/26 we were clear we remain committed to the direction we agreed in the Long Term Plan 2024-2044. As Year 2 of the LTP, this Plan builds on the work and feedback we heard from our community when we consulted on the LTP last year.

The LTP was developed when all of New Zealand was facing higher costs, global uncertainty and reform in several key areas such as water and resource management. These challenges remain. The key topics this LTP addressed were to deliver the services our community needs, manage waste and share costs fairly – who pays for what. We are sticking with our approach to these matters agreed at that time.

However, there is an important change to note. The proposed rates increase for 2025/26 is an average of 8.5%, lower than the 9.9% forecast in the Long Term Plan. We have remained focused on delivering services within our means, with a focus on cost savings and careful planning to lead us to this position. We know every dollar counts. By keeping a close eye on budgets and finding savings where possible, we've managed to reduce the increase while still delivering services our community relies on.

While lower, the **x.x%** keeps Council on track to have a fully balanced budget by 2027/28.

Because Council is sticking with the Long Term Plan, there weren't any issues to consult the community on. That means in this document we focus on what we are delivering and what it means for you. We cover Council's Top 12 Priorities: What progress will be made on each during 2025/26, other projects that will start, those that will finish in 2025/26, as well as the financials, and your rates – the average increase, what for and what you'll see.


Please, read on and see what is planned

Mayor Bernie and Councillors

3

Our Plan for 2025/26 Translation

TOP PRIORITIES

 **Pursuing Organisation
Excellence**
Continuing the journey of
organisational transformation

Our Plan for 2025/26 Translation

Horowhenua District Council remains committed to the direction agreed following substantial community consultation in 2024: We are committed to delivering the basics well, within budget and being ready to maximise opportunities ahead such as O2NL, Local Water Services Delivery, Levin Town Centre Transformation, and making the most of government reforms for our district and community.

We are committed to achieving our Community Outcomes with a focus on Council's Top 12 Priorities, actioned through our Key Projects.

COMMUNITY OUTCOMES



KEY PROJECTS

- O2NL expressway construction starts
- Levin town Centre Transformation: Further progress on sale and redevelopment of Levin War Memorial Hall, the land and Village Green.
- Significant investment in Levin Waste Water Treatment Plant
- Tara-Ika projects including Queen St wastewater planning (dependent on O2NL)
- Significant maintenance work at Levin Aquatic Centre
- Levin wastewater inlet pipe to corner of Tiro Tiro Rd to Queen St (26/27 completion)
- Next steps for Water Service Delivery reform
- Rehabilitate approximately 40,000m² of sealed roads
- Reseal approximately 120,000m² of road
- Replace approximately 3.8km of footpath
- Starting the Combined Development Plan for Stafford Street Reserve/Moynihan Park (Shannon)

FINANCIAL DIRECTION AND GOALS

Our key financial goal is to manage growth while living within our means. We're meeting each of the components of this:

1. Ensuring affordable rates for the community in the long term: Proposed rates increase down from 9.9% to 8.5%.
2. Minimising Council's debt so that we have room to invest in the community in the future and allow room for unforeseen events: Decisions for 2025/26 mean we're on track to will have a fully balanced budget by Year 4 of the LTP and will be able to start to use some of the additional income we have planned for to reduce the level of debt.
3. Making the best use of capital spending: For a number of projects we have more detailed information, including timing of work, and so have reshaped budgets aligning funding and expenditure. match that.

TOP PRIORITIES

Pursuing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

Supporting Lake Punahau/ Horowhenua Aspirations

Giving focus to advancing actions that speak to community and owners of Lake Punahau/ Horowhenua aspirations specific to the role of Horowhenua District Council.

Enhancing Māori Relationships

Ensuring a concerted focus on developing a partnership framework, to advance our relationships and set up both Council and our partners for shared success through well-defined partnership arrangements and clear engagement expectations.

Enabling balanced with fit for purpose infrastructure

Continuing with our integrated growth planning and strategic delivery approach to enable smart and sustainable development that delivers balanced growth and fit for purpose infrastructure.

Local Water Services Done Well (LWDW)

Navigating change towards inclusive provision of reliable three water services while strategically positioning ourselves to embrace and benefit from sector change.

Ōtaki to North Levin Readiness

Leveraging the Ōtaki to North Levin Expressway Project to seize opportunities and ensure alignment with strategic council priorities for long-term community benefit.

Strategically Positioning Horowhenua

Ensuring targeted advocacy and proactive pursuit of third-party funding opportunities and strengthening of national and regional connections, to ensure our community's needs are clearly understood and prioritised, keeping us relevant and well-positioned to pursue or react to opportunities.

Ensuring Financial Discipline and Management

Ensuring targeted advocacy and proactive pursuit of third-party funding opportunities and strengthening of national and regional connections, to ensure our community's needs are clearly understood and prioritised, keeping us relevant and well-positioned to pursue or react to opportunities.

Enriching our Environment

Focusing on targeted initiatives to enrich, preserve and enhance Horowhenua's natural environment through promoting sustainability, waste management practices and resilience to climate change for the benefit of current and future generations.

Activating the Levin Town Centre

Activating key strategic initiatives to act as a catalyst for change, stimulating collaborative and transformational revitalisation for Levin's hub.

Community Preparedness

Focusing on strengthened Council and community preparedness and resilience to enable our ability to plan for, respond to, adapt and recover from emergencies and district changes.

Community Connections and Better Wellbeing

Focusing on priority wellbeing initiatives driven by the Horowhenua Blueprint, Wellbeing framework and the Housing Action Plan while strengthening place-based community relationships and engagement to foster authentic relationships and enhanced community connections.

OTHER THINGS YOU'LL SEE THIS YEAR

- Strategic Recreation Framework implementation
- Solid Waste Contracts and Bylaw review
- TAB and Class 4 Gambling Policy Review
- Plan Change 6A continuing
- Omnibus District Plan Change
- Local Alcohol Policy review
- Tree and Vegetation Policy developed
- Cemetery Bylaw developed
- Foxton Courthouse Museum - Interior Concept Plan
- Shade Audit for Parks and Reserves
- Local Government election in October

Our Direction

In developing this Annual Plan, we have been actively considering what we control, what we're influenced by and what we're expecting. The changes we've seen are set out below but overall Council remains committed to the direction set in the LTP.

Key updates since Long Term Plan adopted on 26 June 2024

The LTP was developed when all of New Zealand was facing higher costs, uncertainty globally and reform in several key areas such as waters and resource management. That remains true now.

Nationally we're still in a period of significant change in key areas of local government. We've received further clarity about Local Waters Done Well requirements and heading into 2025/26 Council will have made the key decision about the future of the delivery of Horowhenua's Water services. Resource Management reform continues, and elements of Electoral Reform have been added to the Government's programme. Details of Local Government reform are expected shortly, and during that period, local government elections and the referendum on Māori Wards to take place in October.

In the wider economy, interest rates and inflation starting to fall reducing some stress on mortgages, but prices of most necessities remain high.

Government department budgets are also under strain. Council did not receive \$1.92m funding from NZTA that had been included in the LTP. This forced a significant reduction in the scope of our Land Transport activity.

Globally there is also a lot of change. Locally we're in a transformative period, with changes to water service delivery ahead, Ō2NL construction starting and the Levin Town Centre Transformation gaining momentum – to name a few of the many projects underway.

With this backdrop, Council was confident to remain on the same path set out in the Long Term Plan: Committed to delivering the basics well and being ready to maximise opportunities ahead.

Financial Direction and Goals

Our key financial goal is to manage growth while living within our means. We're meeting each of the components of this:

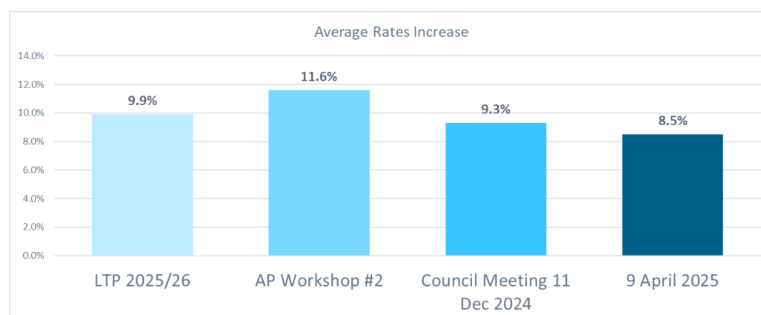
1. *Ensuring affordable rates for the community in the long term:* Proposed rates increase down from 9.9% to x.x%.
2. *Minimising Council's debt so that we have room to invest in the community in the future and allow room for unforeseen events:* Decisions for 2025/26 mean we're on track to will have a fully balanced budget by Year 4 of the LTP and will be able to start to use some of the additional income we have planned for to reduce the level of debt.
3. *Making the best use of capital spending:* For a number of projects we have more detailed information, including timing of work, and so have rephased budgets to match that.

1. Ensuring affordable rates increases for the community in the long term

Key pressure points for 2025/26 budgets include:

- Interest costs, Insurance premiums
- Local Water team
- Waka Kotahi change to 2024-27 National Land Transport Programme
- Debt funded opex 2.7% and unfunded depreciation 3.6% made up 6.3% of the 9.9%

Our journey



Key actions and changes from LTP 2024-2044

- Reviewed all budget lines for savings based on prior two-year actuals.
- Built in costs pressures for interest and insurance (\$250k), and reduced cleaning service levels at Council building (only).
- A thorough review of internal savings and efficiencies was performed by assessing 2025/26 budget level against previous two years' spending particularly in "Other expenses" including sundry expenses, food and catering costs, membership fees, legal fees, printing, postage, stationery and office consumables, minor equipment expenses, subscription memberships, motor vehicle related expenses, and mileage reimbursement.
- Slowing down investment in Destination Management
- Waste minimisation levy: Using 2/3 of the additional Waste Minimisation Levy (\$453k) to help reduce rates.
- Reinstating \$80k for berm mowing to mow entrances and exits to towns and urban berms on roads that have a 70km/hour speed limit or higher.
- Retained the inflation assumption at the same level as what was assumed for Year 2 of the 2024-44 Long term plan. The high-level estimated impact of changing to higher inflation rate would have resulted in approximately 0.2% of average rates increase.

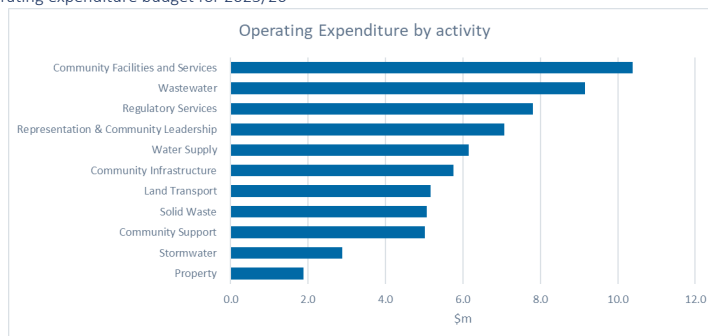
The proposed x.x% average rates increase is consistent with the approach in the Long Term Plan and doesn't propose additional changes to levels of service.

Example rates by property type will be available on the council website at www.horowhenua.govt.nz after the rates have been struck in June.

2. Minimising Council's debt

We are committed to *Minimising Council's debt so that we have room to invest in the community in the future and allow room for unforeseen events*: Decisions for 2025/26 mean we're on track to will have a fully balanced budget by Year 4 of the LTP (2027/28) and will be able to start to use some of the additional income we have planned for to reduce the level of debt.

Operating expenditure budget for 2025/26



Operating revenue budget for 2025/26



Capital expenditure budget

Capital expenditure required for Council's infrastructure and community assets for growth, levels of service and renewals is proposed to be \$47.7m for 2025/26 year. The graph below shows planned capital expenditure for 2025/26 at \$41m and indicative capital expenditure for 2026/27 at \$66m and 2027/28 at \$57m following a capital

programme prioritisation exercise completed by Council officers. The graph shows the numbers adopted in the LTP 2024-2044 for Capital budgets in outer years vs. the ideal capital budgets.

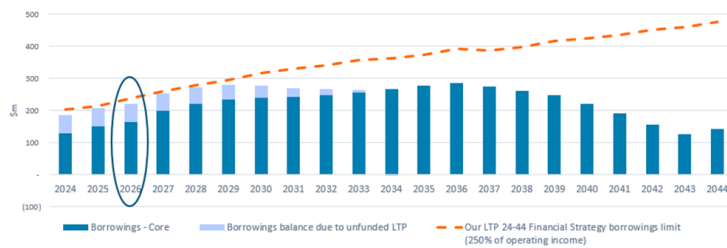
Capital Spend in 2025/26 by Activity

Council Activity	2024/25	2025/26	2025/26
	Long Term Plan \$	Long Term Plan \$	Annual Plan \$
Community Facilities and services	1,004,000	1,282,921	1,308,875
Community Infrastructure	1,950,855	5,514,890	4,655,188
Community Support	69,179	73,270	74,809
Land Transport	16,959,773	9,781,860	9,189,013
Property	1,159,816	464,630	553,923
Regulatory Services	-	1,093,830	1,116,800
Representation & Community Leadership (includes projects related to Information Technology which is an internal service)	2,690,383	2,976,033	3,038,529
Solid Waste	57,000	401,567	540,000
Stormwater	1,275,000	3,000,000	3,225,000
Treasury & Support	690,383	386,379	394,492
Wastewater	9,951,993	11,965,671	17,925,877
Water Supply	7,374,419	9,721,923	6,112,469
Total	42,492,418	46,276,596	47,740,483

Debt

The graph below summarises Council's planned net borrowings. It is important to note that there is \$16m debt headroom available in 2025/26 following the prioritization exercise on Council's capital programme. Council's debt limit is proposed to be maintained at below 250% of operating income.

The borrowings balance due to unfunded depreciation in 2025/26 is \$57m. The borrowings balance due to debt funded operating expenditure in 2025/26 is \$21.8m.



3. Making the best use of capital spending

We have a full programme of capital projects planned across all areas of our district for the 2025/26 year. Many are already underway, have been consulted on, decided on by Council or were included as part of the Long Term Plan 2024–44.

Capital expenditure is used to renew or upgrade existing assets or to build new assets to provide a higher level of service or account for growth. Our assets include buildings, roads and footpaths, water, stormwater and wastewater pipes, libraries and community centres, swimming pools, and sportsfields.

Projects that will start this year

Significant investment in Levin Waste Water Treatment Plant

We're signalling significant upcoming investment for the Levin Wastewater Treatment Plant. We're planning \$44m worth of works over the next 3 years across the wider District treatment and network. The budget has increased since the LTP forecast because we now have a better understanding of the scope.

Tara-Ika projects – Planning has commenced for the **Queen Wastewater North/South Connection, Tara-Ika Wastewater Downstream Inlet Pipe and Sewer Bulkmain upgrade**, as well as the **East West Arterial**, to initiate these projects in 2025/26. These are large projects that provide services to and from Tara-Ika, critical to the establishment of this new area. Approximately two-thirds of the budget for these projects is paid by a Govt grant or 20 yr interest free loan for enabling infrastructure. With loans to then be recovered by targeted development contributions for houses that connect over the next decade.

Decommissioning old wastewater pipes



The wastewater Downstream Inlet Pipe and Sewer Bulkmain upgrade project means decommissioning the old pipe shown on the map, thereby removing the risks of failure due to the age of the pipe and demand placed on it from future growth, as well as maintenance currently required from time-to-time under private properties. It will be replaced by a bigger and more resilient pipe, running approx. 1.4km from the Levin Wastewater Treatment Plant inlet pipe replacement to the intersection of Tiro Tiro Road and Queen Street West. A large section of this pipe is above ground at risk of failure in a large seismic event.

Water network renewals

Through assessment of water asset data, we can see that critical water network renewals have been addressed. This means that we can re-phase the budget and see a rephasing of Levin and District Wide Renewals this year. Instead, our focus will be on planning ahead, we're assessing whether a minor renewal is required in Cambridge street prior to new pavement and asphalt being upgraded.

Roading and Cycling Improvements

We are continuing a programme of roading and cycling improvements however this is significantly reduced from that forecast in the LTP as Council did not receive the funding from NZTA that we'd applied for. Changes to the budget are set out in the Land Transport Activity Budget on page 23 below.



Aquatics

The Strategic Recreation Investment Framework, scheduled to be adopted in 2024/25, will provide a long-term view of priorities and timing for future investment in recreational facilities, including growth-related aquatics projects.

In 2025/26, the Levin Aquatic Centre is scheduled for a significant maintenance shutdown, which will include major plantroom upgrades. Planning for this work began in 2025, with the aim of ensuring a high-quality outcome while minimising disruption through a well-managed shutdown period.

Cemetery Development

This year we are starting a three year project developing Manakau Cemetery and increasing the burial and ash internment capacity for future generations.

We are continuing to develop capacity, following on from the construction of new ash berms last year, this year will focus on the construction of new burial berms. This work is as in the Avenue Cemetery Master Plan.

This year will see the construction of new burial and ash berms at Shannon Cemetery.

Animal Control

Driveway repairs are needed at the Dog Pound to improve the current unsealed areas of the pound driveway prone to pot holes (particularly in the winter months).

In 2025/26 we will review the stock impound fencing, including repair or replacement in areas. This is to ensure our paddocks can adequately contain impounded stock to prioritise stock safety and minimise the risk of stock escaping into neighbouring properties.

Refurbishment of the dog pound is subject to elected member approval, following a Section 17A review of dog control services and the facility, to be completed by 30 June 2025. Budget is allowed for this work pending the decision in the 25/26 financial year.

Projects that will progress this year

Levin Town Centre: Following Council's decision to sell the Levin War Memorial Hall, the land and Village Green to The Wellington Company Limited, the next step for Council is to advance the commercial negotiations required to enter into a Sales and Purchase Agreement with The Wellington Company Limited to sell the Levin War Memorial Hall and Village Green properties. Before any agreement is completed, Council have requested an additional step to provide further opportunity for Muaupoko Tribal Authority and Ngāti Raukawa ki te Tonga, to assess the proposal.

Water Meter installation will continue but the **forecast** budget has been reduced because funding was brought forward to 2024/25, enabling faster progress with the rollout.

Stormwater improvements are continuing. In 2025/26 we'll continue investigation in Levin for the next intervention device (that is, equipment that'll improve stormwater quality). Overall the 2025/26 budget is lower than forecast due to phasing of work and ongoing investigation of projects district wide.

Water Treatment: Planning is underway for a new treated reservoir at the Levin Water Treatment Plant (LWTP). The first step will be taking this through the consent process. At this early stage it means we can rephrase the LWTP budget for both 2025/26 and 2026/27 to move more funding out to 2027/28.

Critical upgrades have been identified for Foxton, Foxton Beach, Shannon, Tokomaru. These are budgeted from 2025/26 to 2027/28.

Other projects that will be completed this year

In the 2025/26 financial year, we plan to:

- Rehabilitate approximately 40,000m² of sealed roads
- Reseal approximately 120,000m² of road
- Replace approximately 3.8km of footpath
- Develop a Tree and Vegetation Policy
- Develop a Cemetery Bylaw
- Review the Solid Waste Bylaw, the TAB and Class 4 Gambling Policy, Local Alcohol Policy review
- Update the Animal Nuisance and the Keeping of Pigs, Poultry and Bees Bylaw



Fees and charges

The Long Term Plan included a thorough review of the Revenue and Financing Policy and some more significant increases to some fees and charges to ensure Council complied with that Policy. With those increases still relatively recent, and with households still facing a difficult economic climate, most fees and charges have increased by the rate of inflation only. Not all fees and charges are proposed to increase.

This is for reasons of promoting accessibility of facilities and services, and most are increasing by the BERL inflation rates (2.8% on average), recognising the changes made in the Long Term Plan in June 2024, and the wider economic impacts our ratepayers and residents continue to face.

Some new fees are included, for example operationalisation of the Trade Waste Bylaw will see new fee revenue. Other changes include simplification of the fees for the Solid Waste transfer stations so they are more user friendly and to align gate charges at both Shannon and Foxton.

Please see our website for the full Fees and Charges Schedule 2025/26.

Budget explainer

The Funding Impact Statements on the following pages explain how Council's funding requirements are planned to be met through various mechanisms such as rates. This table below explains the meanings of the terms used in those tables.

Projects	
Level of Service	The cost of the provision of an infrastructure element, like a road or water supply.
Renewals	The cost of replacing components of existing assets to restore them to their original condition. For example the replacement of old water mains and the resealing of roads.
Growth-related	The cost of Infrastructure and development initiatives undertaken to support population and economic growth within our district.
Operational funding	
Sources of Operational Funding (Revenue)	
General rates, uniform annual general charges, rates penalties	Income from general rates charged on the capital value of all properties within the District, fixed charges across the whole district (Uniform Annual General Charge - UAGC), and penalties for late payment of rates.
Targeted Rates	Rates where the benefit or use of a service can be assigned to specific households or communities, such as stormwater or district growth. Includes targeted rates for water supply.
Subsidies and grants for operating purposes	Money received from other organisations that contribute to the operational cost of the service
Fees and Charges	Includes admission charges for Council facilities and regulatory fees e.g. permits, dog registration
Internal charges and overheads recovered	Money received from other departments of the Council such as overheads and direct costs
Interest and dividends from investments	Money earned from our savings and investments through interest and dividend payments.
Local authorities fuel tax, fines, infringement fees, and other receipts	Miscellaneous income from other sources generally not of a significant nature e.g. local authority petrol tax
Total Operating Funding	Total income from the day to day operation of this activity
Applications of Operating Funding (Expenditure)	
Payments to staff and suppliers	The day to day cost of running this activity e.g. salaries and wages, materials and services
Financial costs	Interest payments we make on funds borrowed (loans)
Internal charges and overheads applied	Money paid to other departments of the Council such as overheads and direct costs.
Other operating funding applications	Miscellaneous expenses including bad debt expense, rates remissions and loss on disposal of assets.
Total Applications of Operating Funding	Total operating expenditure for this activity
Surplus (Deficit) of Operating Funding	Total revenue less total expenditure
Capital	
Sources of Capital Funding	
Subsidies and grants for capital expenditure	Money received from other organisations that contribute to the capital cost of the service.
Development and Financial Contributions	Money paid by developers towards providing assets or extending existing assets to cater for increased demand due to growth, e.g. extending sewerage systems.
Increase (decrease) in debt	Borrowing money to pay for new assets, parts of assets or to fund temporary deficits, less loan repayments.

Gross proceeds from the sale of assets	Revenue to be raised from the sale of assets belonging to this activity.
Lump sum contributions	Payments made by an eligible ratepayer for the purposes of contributing to a capital project. However, we do not accept lump sum contributions for targeted rates.
Other dedicated capital funding	These largely relate to earthquake recoveries and are generally only relevant to Christchurch and the Canterbury region.
Total Sources of Capital Funding	
Applications of Capital Funding	
Capital expenditure	Capital expenditure creating a completely new asset or extending or renewing an existing asset to provide the same or greater service than it currently provides e.g. extending a sewer pipe to increase capacity. The expenditure is split to fund level of service improvements versus population growth and/ or renewal works. While a lot of our capital projects contribute to more than one of these drivers, legislation requires us to allocate each project to just one driver in the Funding Impact Statements
Increase (decrease) in reserves	Transferring money into and from a reserve account held for a special purpose. Includes: transferring development contribution revenue to development contribution reserves; using funds from depreciation reserves, and using funds from operational reserves to provide or to assist with maintaining existing assets or services.
Increase (decrease) of investments	Net movement of investments.
Total Applications of Capital Funding	Total capital expenditure for this activity.
Surplus (Deficit) of Capital Funding	Sources of capital funding less applications of capital funding.
Funding Balance	Net operating funding less net capital funding.

Overview budget by activity (2025/26)

Council Activity	Operating Expenditure (\$)	Operating Revenue (\$)	Capital Expenditure (\$)
Community Facilities and Services	10,389,000	2,011,000	1,308,875
Community Infrastructure	5,762,000	3,081,000	4,655,188
Community Support	5,021,000	5,039,000	74,809
Land Transport	5,169,000	5,444,000	9,189,013
Property	1,888,000	5,683,000	553,923
Regulatory Services	7,802,000	7,192,000	1,116,800
Representation & Community Leadership	7,071,000	7,424,000	3,038,529
Solid Waste	5,063,000	7,899,000	540,000
Stormwater	2,879,000	10,107,000	3,225,000
Wastewater	9,156,000	11,873,000	17,925,877
Water Supply	6,152,000	13,818,000	6,112,469
Total	66,352,000	79,571,000	47,740,483

Please note that costs for Council's internal services are grouped under Treasury and Support activity.



Budgets by activity

Community Facilities and Services

Capital expenditure program for Community Facilities and Services

Project Name	2024/25 Long Term Plan	2025/26 Long Term Plan	2025/26 Annual Plan
Activity Renewal - Libraries - Internal Plant	12,000	18,000	17,909
Activity Renewals - Community Centres - plant	50,000	53,000	52,903
Building Renewal - Shannon Library	0	5,000	5,308
Building Renewals - Te Awahou Nieuwe Stroom	525,000	9,000	8,581
Building Renewals - Te Takeretanga o Kura-hau-po	112,000	17,000	17,306
Foxton Aquatic Centre Plan Renewals	25,000	0	0
Levin Aquatic Centre Plan Renewals	0	519,000	518,501
Levin Building Renewals	0	488,000	488,367
Purchase of Library Books	200,000	200,000	200,000
Strategic and growth related aquatics projects	80,000	0	0
	1,004,000	1,309,000	1,308,875

Forecast Funding Impact Statement for Community Facilities and Services

	2024/25 Long Term Plan (\$'000)	2025/26 Long Term Plan (\$'000)	2025/26 Annual Plan (\$'000)
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	10,062	10,523	10,646
Subsidies and grants for operating purposes	223	-	-
Fees and charges	1,122	1,148	1,220
Local authorities fuel tax, fines, infringement fees, and other receipts	2	2	7
Internal charges and overheads recovered	100	100	-
Total Operating Funding (A)	11,509	11,773	11,873
Applications of Operating Funding			
Payments to staff and suppliers	6,427	6,707	6,822
Finance costs	611	542	564
Internal charges and overheads applied	2,888	2,895	3,003
Other operating funding applications	-	-	-
Total applications of operating funding (B)	9,926	10,144	10,389
Surplus (deficit) of operating funding (A-B)	1,583	1,629	1,484
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	(479)	(221)	2,862
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-

Total sources of capital funding (C)	(479)	(221)	2,862
Applications of capital funding			
Capital expenditure			
- to meet additional demand	186	214	214
- to improve the level of service	-	-	-
- to replace existing assets	818	1,095	1,095
Increase (decrease) in reserves	100	99	3,037
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	1,104	1,408	4,346
Surplus (deficit) of capital funding (C-D)	(1,583)	(1,629)	(1,484)
Funding Balance ((A-B)+(C-D))	-	-	-
Depreciation	1,484	1,529	1,484

Community Infrastructure

Capital expenditure program for Community Infrastructure

	2024/25	2025/26	2025/26
Project Name	Long Term Plan	Long Term Plan	Annual Plan
Cemetery - Avenue Rd - Development	150,000	0	0
Cemetery - Avenue Rd - Extend Burial and Cremation Sites	0	100,000	99,751
Cemetery - Foxton - Development	103,907	0	30,000
Cemetery - Manakau - Extension	0	30,000	30,000
Cemetery - Shannon	0	450,000	450,000
Coastal reserve resiliency program	50,000	52,000	51,954
District fencing contingency	48,000	52,000	51,954
District halls & pavilions reactive renewals	20,000	121,000	121,176
District play equipment	87,000	92,000	92,479
Manakau Domain initiative projects - Better Off Funding	250,000	0	0
Mangahao Tracks Renewals / Improvements	25,000	0	0
Playford Park	50,000	0	0
Public toilets - Major renewals	0	468,000	468,044
Public toilets - Minor renewals	62,997	60,000	60,326
Replace Bore head and piping Levin Domain	0	52,000	51,954
Reserves renewals (buildings)	27,996	35,000	35,332
Reserves Renewals (Non-building)	439,434	733,000	733,408
Sportsgrounds renewals (buildings)	193,264	123,000	123,245
Strategic parks development - Reserve development for growth	80,000	0	0
Stream Management Plan	17,000	18,000	17,665
Tara-Ika Reserves	0	2,000,000	1,000,000
Te Maire Park Development Initiative - Better Off Funding	336,257	0	0
Waikawa Beach Accessway	0	1,238,000	1,237,900
Waitarere Domain improvements	10,000	0	0
	1,950,855	5,625,000	4,655,188

Forecast Funding Impact Statement for Community Infrastructure

	2024/25 Long Term Plan (\$'000)	2025/26 Long Term Plan (\$'000)	2025/26 Annual Plan (\$'000)
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	6,355	6,909	6,863
Targeted rates	-	-	-
Subsidies and grants for operating purposes	80	-	-
Fees and charges	339	329	329
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
Internal charges and overheads recovered	-	-	-
Total Operating Funding (A)	6,774	7,238	7,192
Applications of Operating Funding			
Payments to staff and suppliers	4,372	4,419	4,417
Finance costs	260	236	208
Internal charges and overheads applied	1,161	1,112	1,137
Other operating funding applications	-	-	-
Total applications of operating funding (B)	5,793	5,767	5,762
Surplus (deficit) of operating funding (A-B)	981	1,471	1,430
Sources of capital funding			
Subsidies and grants for capital expenditure	586	-	-
Development and financial contributions	306	212	212
Increase (decrease) in debt	(2,879)	2,886	(1,571)
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	(1,987)	3,098	(1,359)
Applications of capital funding			
Capital expenditure			
- to meet additional demand	687	1,940	1,545
- to improve the level of service	174	854	859
- to replace existing assets	1,090	2,831	2,251
Increase (decrease) in reserves	(2,957)	(1,056)	(4,584)
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	(1,006)	4,569	71
Surplus (deficit) of capital funding (C-D)	(981)	(1,471)	(1,430)
Funding Balance ((A-B)+(C-D))	-	-	-
Depreciation	1,405	1,445	1,405

Community Support

Capital expenditure program for Community Support

Project Name	2024/25	2025/26	2025/26
	Long Term Plan	Long Term Plan	Annual Plan
10 x Laptops for EOC	14,239	0	0
2 x HDMI TVs including Mobile Trolleys	3,740	0	0
10 x Tablets for needs assessments	5,355	0	0
5 x Portable Water Storage Bladders	29,850	0	0
Christmas Lights	0	2,079	2,079
Flags	6,245	6,489	6,489
Website Development	9,750	66,241	66,241
	69,179	74,809	74,809

Forecast Funding Impact Statement for Community Support

	2024/25	2025/26	2025/26
	Long Term Plan	Long Term Plan	Annual Plan
	(\$'000)	(\$'000)	(\$'000)
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	3,733	3,902	4,052
Targeted rates	500	571	500
Subsidies and grants for operating purposes	360	367	469
Fees and charges	38	59	13
Local authorities fuel tax, fines, infringement fees, and other receipts	3	5	5
Internal charges and overheads recovered	-	-	-
Total Operating Funding (A)	4,634	4,904	5,039
Applications of Operating Funding			
Payments to staff and suppliers	3,176	3,372	3,456
Finance costs	(1)	(3)	(1)
Internal charges and overheads applied	1,439	1,504	1,566
Other operating funding applications	-	-	-
Total applications of operating funding (B)	4,614	4,873	5,021
Surplus (deficit) of operating funding (A-B)	20	31	18
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	(54)	-	(49)
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	(54)	-	(49)

Applications of capital funding

Capital expenditure

- to meet additional demand	7	1	1
- to improve the level of service	10	66	66
- to replace existing assets	52	7	7
Increase (decrease) in reserves	(103)	(43)	(105)
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	(34)	31	(31)
Surplus (deficit) of capital funding (C-D)	(20)	(31)	(18)
Funding Balance ((A-B)+(C-D))	-	-	-
Depreciation	20	30	20

Land Transport

Capital expenditure program for Land Transport

Project Name	2024/25	2025/26	2025/26
	Long Term Plan	Long Term Plan	Annual Plan
Road Improvements	615,000	678,236	678,236
Bridge and structures renewals	160,337	176,809	0
Cycling Improvements	720,625	747,648	747,648
Drainage Renewals	415,000	457,671	457,671
Footpath Improvements	259,375	286,045	286,045
Footpath Renewals	818,000	848,675	848,675
Resilience Improvements	650,000	670,150	467,000
Safety improvements	744,688	821,257	300,000
Sealed Road Pavement Rehabilitation	974,267	1,074,445	1,426,460
Sealed Roads Resurfacing	1,210,000	1,334,415	1,273,039
Structures Component Replacements	108,938	120,139	120,139
Tara-Ika - Roading - Tararua Road Intersection Upgrade	2,000,000	0	0
Tara-Ika- East-West Arterial	7,670,000	2,000,000	2,000,000
Traffic Services	566,875	514,880	514,880
Unsealed Roads Metalling	46,668	51,488	69,220
	16,959,773	9,781,860	9,189,013

Forecast Funding Impact Statement for Land Transport

	2024/25	2025/26	2025/26
	Long Term Plan	Long Term Plan	Annual Plan
	(\$'000)	(\$'000)	(\$'000)
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	4,956	5,629	5,139
Subsidies and grants for operating purposes	2,195	2,181	1,975
Fees and charges	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	285	285	310
Internal charges and overheads recovered	-	-	-
Total Operating Funding (A)	7,436	8,095	7,424
Applications of Operating Funding			
Payments to staff and suppliers	3,755	3,730	3,394
Finance costs	599	745	654
Internal charges and overheads applied	1,177	1,226	1,121
Other operating funding applications	-	-	-
Total applications of operating funding (B)	5,531	5,701	5,169
Surplus (deficit) of operating funding (A-B)	1,905	2,394	2,255
Sources of capital funding			
Subsidies and grants for capital expenditure	6,447	4,747	3,917

Development and financial contributions	205	274	274
Increase (decrease) in debt	8,404	2,369	(7,041)
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	15,056	7,390	(2,850)
Applications of capital funding			
Capital expenditure			
- to meet additional demand	11,837	4,319	4,037
- to improve the level of service	1,674	1,791	1,481
- to replace existing assets	3,449	3,672	3,671
Increase (decrease) in reserves	1	2	(9,784)
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	16,961	9,784	(595)
Surplus (deficit) of capital funding (C-D)	(1,905)	(2,394)	(2,255)
Funding Balance ((A-B)+(C-D))	-	-	-
Depreciation	5,634	5,773	5,634

Property

Capital expenditure program for Property

Project Name	2024/25 Long Term Plan	2025/26 Long Term Plan	2025/26 Annual Plan
Civic Building Staff Office Furniture	0	0	80,000
Community buildings programmed renewals	61,000	0	0
Levin Town Centre Development - property purchase - Better Off Funded	734,816	0	0
Property Renewals Program	364,000	473,923	473,923
	1,159,816	473,923	553,923

Forecast Funding Impact Statement for Property

	2024/25 Long Term Plan (\$'000)	2025/26 Long Term Plan (\$'000)	2025/26 Annual Plan (\$'000)
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	946	945	680
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	-
Fees and charges	334	335	496
Local authorities fuel tax, fines, infringement fees, and other receipts	11	11	11
Internal charges and overheads recovered	719	718	824
Total Operating Funding (A)	2,010	2,009	2,011
Applications of Operating Funding			
Payments to staff and suppliers	565	594	1,427
Finance costs	295	280	161
Internal charges and overheads applied	302	283	300
Other operating funding applications	-	-	-
Total applications of operating funding (B)	1,162	1,157	1,888
Surplus (deficit) of operating funding (A-B)	848	852	123
Sources of capital funding			
Subsidies and grants for capital expenditure	735	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	295	340	(3,366)
Gross proceeds from sale of assets	2,533	1,083	2,533
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	3,563	1,423	(833)
Applications of capital funding			
Capital expenditure			

- to meet additional demand	53	59	59
- to improve the level of service	-	-	-
- to replace existing assets	1,107	415	495
Increase (decrease) in reserves	3,251	1,801	(1,264)
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	4,411	2,275	(710)
Surplus (deficit) of capital funding (C-D)	(848)	(852)	(123)
Funding Balance ((A-B)+(C-D))	-	-	-
Depreciation	715	726	715

Regulatory Services

Capital expenditure program for Regulatory Services

Project Name	2024/25 Long Term Plan	2025/26 Long Term Plan	2025/26 Annual Plan
Animal Control - Body worn video equipment	0	6,000	6,000
Animal Control - Dog Pound driveway concreting	0	26,002	26,002
Animal Control - Dog Pound facility refurbishment	0	1,040,098	1,040,098
Animal Control - Stock pound fencing & stock loading ramp	0	20,802	20,802
Parking - Body worn video equipment	0	4,156	4,156
Parking - Meter Replacements	0	15,586	15,586
Parking - Mobile ticket devices	0	4,156	4,156
	0	1,116,800	1,116,800

Forecast Funding Impact Statement for Regulatory Services

	2024/25 Long Term Plan (\$'000)	2025/26 Long Term Plan (\$'000)	2025/26 Annual Plan (\$'000)
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	4,150	4,277	3,469
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	-
Fees and charges	4	4	4
Local authorities fuel tax, fines, infringement fees, and other receipts	4,310	4,439	4,426
Internal charges and overheads recovered	-	-	-
Total Operating Funding (A)	8,464	8,720	7,899
Applications of Operating Funding			
Payments to staff and suppliers	1,403	1,444	1,439
Finance costs	(3)	14	19
Internal charges and overheads applied	6,970	7,173	6,344
Other operating funding applications	-	-	-
Total applications of operating funding (B)	8,370	8,631	7,802
Surplus (deficit) of operating funding (A-B)	94	89	97
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	(96)	1,020	132
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	(96)	1,020	132

Applications of capital funding

Capital expenditure

- to meet additional demand	-	-	-
- to improve the level of service	-	-	-
- to replace existing assets	-	1,117	1,117
Increase (decrease) in reserves	(2)	(8)	(888)
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	(2)	1,109	229

Surplus (deficit) of capital funding (C-D)

(94)	(89)	(97)
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Funding Balance ((A-B)+(C-D))

-	-	-
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Depreciation	97	97	97
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Representation and Community Leadership

Capital expenditure program for Representation and Community Leadership

	2024/25	2025/26	2025/26
Project Name	Long Term Plan	Long Term Plan	Annual Plan
Governance - Civic Furniture/IT Renewals	0	69,037	69,037
Levin Town Centre strategy activation projects	2,000,000	2,575,000	2,575,000
	2,000,000	2,644,037	2,644,037

Capital expenditure program for Treasury and Support

The following capital projects are shown within the Representation and Community Leadership activity to show the complete picture of the capital programme for the Council. The following projects relate mainly to Information Technology which is an internal service.

	2024/25	2025/26	2025/26
Project Name	Long Term Plan	Long Term Plan	Annual Plan
Fleet - all fleet and fleet infrastructure renewals / upgrades	218,000	87,000	87,000
Lone Worker Devices	2,865	0	0
Hardware Purchases	5,990	0	0
Implementation of Digital Strategy	170,000	126,767	126,767
IT - new computing devices laptops / terminals / desktop	20,000	20,781	20,781
Mobile phone replacement programme	19,170	20,751	20,751
Network components	10,000	10,391	10,391
Replacement of computing devices (laptops/ terminals/ desktops)	233,000	117,000	117,000
Replacement of monitors/ screens	11,358	11,802	11,802
	690,383	394,492	394,492

Forecast Funding Impact Statement for Representation and Community Leadership

	2024/25	2025/26	2025/26
	Long Term Plan	Long Term Plan	Annual Plan
	(\$'000)	(\$'000)	(\$'000)
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	2,535	2,924	513
Targeted rates	2,281	2,381	4,065
Subsidies and grants for operating purposes	954	900	900
Fees and charges	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	25	26	26
Internal charges and overheads recovered	211	211	179
Total Operating Funding (A)	6,006	6,442	5,683
Applications of Operating Funding			
Payments to staff and suppliers	4,575	4,588	4,305

Finance costs	231	353	437
Internal charges and overheads applied	2,608	2,680	2,329
Other operating funding applications	-	-	-
Total applications of operating funding (B)	7,414	7,621	7,071
Surplus (deficit) of operating funding (A-B)	(1,408)	(1,179)	(1,388)
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	3,623	4,039	5,596
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	3,623	4,039	5,596
Applications of capital funding			
Capital expenditure			
- to meet additional demand	500	644	644
- to improve the level of service	-	-	-
- to replace existing assets	1,500	2,000	2,000
Increase (decrease) in reserves	215	216	1,564
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	2,215	2,860	4,208
Surplus (deficit) of capital funding (C-D)	1,408	1,179	1,388
Funding Balance ((A-B)+(C-D))	-	-	-
Depreciation	54	54	54

Solid Waste

Capital expenditure program for Solid Waste

	2024/25	2025/26	2025/26
Project Name	Long Term Plan	Long Term Plan	Annual Plan
Mobile Recycling Stations	0	350,000	480,000
Wheelie Bins and Glass crates	57,000	60,000	60,000
	57,000	410,000	540,000

Forecast Funding Impact Statement for Solid Waste

	2024/25	2025/26	2025/26
	Long Term Plan	Long Term Plan	Annual Plan
	(\$'000)	(\$'000)	(\$'000)
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	5,479	5,583	4,459
Subsidies and grants for operating purposes	-	-	-
Fees and charges	582	594	985
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
Internal charges and overheads recovered	-	-	-
Total Operating Funding (A)	6,061	6,177	5,444
Applications of Operating Funding			
Payments to staff and suppliers	3,990	4,106	4,146
Finance costs	352	314	230
Internal charges and overheads applied	1,338	1,375	687
Other operating funding applications	-	-	-
Total applications of operating funding (B)	5,680	5,795	5,063
Surplus (deficit) of operating funding (A-B)	381	382	381
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	(324)	28	(3,025)
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	(324)	28	(3,025)
Applications of capital funding			
Capital expenditure			
- to meet additional demand	14	103	135
- to improve the level of service	-	-	-
- to replace existing assets	43	308	405

Increase (decrease) in reserves	-	(1)	(3,184)
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	57	410	(2,644)
Surplus (deficit) of capital funding (C-D)	(381)	(382)	(381)
Funding Balance ((A-B)+(C-D))	-	-	-
Depreciation	579	580	579

Stormwater

Capital expenditure program for Stormwater

Project Name	2024/25 Long Term Plan	2025/26 Long Term Plan	2025/26 Annual Plan
District Wide Stormwater Improvement	100,000	1,000,000	300,000
District Wide Stormwater Improvement Reactive Renewals	0	0	50,000
Foxton Beach Stormwater - Consenting	150,000	150,000	150,000
Levin Stormwater - Consent	300,000	300,000	300,000
Levin Stormwater - North East	25,000	25,000	25,000
Levin Stormwater improvement	600,000	1,600,000	500,000
Okarito Stormwater - new stormwater mains to connect new and existing	0	0	1,000,000
Stormwater - Freshwater Improvement Fund Project 2 - Lake Horowhenua Trust Project	0	0	800,000
Tara-Ika Stormwater	100,000	0	100,000
	1,275,000	3,075,000	3,225,000

Forecast Funding Impact Statement for Stormwater

	2024/25 Long Term Plan (\$'000)	2025/26 Long Term Plan (\$'000)	2025/26 Annual Plan (\$'000)
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Sources of Operating Funding

General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	2,471	2,722	2,486
Subsidies and grants for operating purposes	-	-	-
Fees and charges	-	-	595
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
Internal charges and overheads recovered	-	-	-
Total Operating Funding (A)	2,471	2,722	3,081

Applications of Operating Funding

Payments to staff and suppliers	774	745	1,267
Finance costs	743	719	787
Internal charges and overheads applied	281	297	825
Other operating funding applications	-	-	-
Total applications of operating funding (B)	1,798	1,761	2,879

Surplus (deficit) of operating funding (A-B)

	673	961	202
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Sources of capital funding

Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	155	159	159
Increase (decrease) in debt	389	1,944	3,019

Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	544	2,103	3,178
Applications of capital funding			
Capital expenditure			
- to meet additional demand	412	788	1,437
- to improve the level of service	844	2,100	881
- to replace existing assets	19	188	906
Increase (decrease) in reserves	(58)	(12)	156
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	1,217	3,064	3,380
Surplus (deficit) of capital funding (C-D)	(673)	(961)	(202)
Funding Balance ((A-B)+(C-D))	-	-	-
Depreciation	1,125	1,147	1,125

Wastewater

Capital expenditure program for Wastewater

Project Name	2024/25 Long Term Plan	2025/26 Long Term Plan	2025/26 Annual Plan
Shannon Wastewater Treatment - Effluent Discharge	100,000	100,000	0
Districtwide Wastewater Network	1,828,345	1,828,345	1,000,000
Districtwide Wastewater Treatment property renewals	50,000	50,000	50,000
Foxton Beach Wastewater Treatment Plant	220,000	0	0
Foxton Wastewater Treatment Plant	300,000	300,000	400,000
Levin Wastewater Network	50,000	2,536,000	0
Levin Wastewater Network - Inlet Pipe	2,133,648	0	5,000,000
Levin Wastewater Network - Tyne	1,100,000	0	0
Levin Wastewater Treatment - Effluent Discharge	500,000	500,000	620,000
Levin Wastewater Treatment - Irrigation	1,000,000	750,000	750,000
Levin Wastewater Treatment - Planting	40,000	40,000	40,000
Levin Wastewater Treatment Plant	1,000,000	5,160,000	500,000
Levin Wastewater Treatment Plant - Headworks	0	0	7,500,000
Levin WW Network - MacArthur Street Wastewater main renewal/upgrade	0	0	200,000
Ohau Wastewater Network - Future	0	100,000	100,000
Shannon Wastewater Treatment - Effluent Discharge	0	0	50,000
Shannon Wastewater Treatment Plant	100,000	0	0
Tara-Ika Wastewater Network - Queen - North South	1,100,000	0	1,165,877
Tokomaru Wastewater Treatment - Resource Consent	350,000	250,000	250,000
Tokomaru Wastewater Treatment Plant	0	500,000	250,000
Waitarere Beach Wastewater Treatment Plant	80,000	150,000	50,000
	9,951,993	12,264,345	17,925,877

Forecast Funding Impact Statement for Wastewater

	2024/25 Long Term Plan (\$'000)	2025/26 Long Term Plan (\$'000)	2025/26 Annual Plan (\$'000)
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	8,812	10,929	12,201
Subsidies and grants for operating purposes	-	-	-
Fees and charges	1,485	1,389	1,525
Local authorities fuel tax, fines, infringement fees, and other receipts	90	92	92
Internal charges and overheads recovered	-	-	-
Total Operating Funding (A)	10,387	12,410	13,818
Applications of Operating Funding			
Payments to staff and suppliers	4,040	4,141	3,242

Finance costs	1,945	1,940	2,149
Internal charges and overheads applied	1,168	1,233	3,765
Other operating funding applications	-	-	-
Total applications of operating funding (B)	7,153	7,314	9,156
Surplus (deficit) of operating funding (A-B)	3,234	5,096	4,662
Sources of capital funding			
Subsidies and grants for capital expenditure	2,402	-	1,648
Development and financial contributions	1,048	1,075	1,075
Increase (decrease) in debt	3,236	6,040	9,345
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	6,686	7,115	12,068
Applications of capital funding			
Capital expenditure			
- to meet additional demand	5,839	4,930	9,876
- to improve the level of service	140	178	127
- to replace existing assets	3,973	7,157	7,922
Increase (decrease) in reserves	(32)	(54)	(1,195)
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	9,920	12,211	16,730
Surplus (deficit) of capital funding (C-D)	(3,234)	(5,096)	(4,662)
Funding Balance ((A-B)+(C-D))	-	-	-
Depreciation	6,260	6,389	6,261

Water Supply

Capital expenditure program for Water Supply

Project Name	2024/25 Long Term Plan	2025/26 Long Term Plan	2025/26 Annual Plan
Districtwide Water Network	1,050,000	2,050,000	50,000
Districtwide Water Network - Metering	2,474,419	2,370,000	1,147,470
Districtwide Water Network Demand Management	50,000	35,000	35,000
Foxton Beach Water Treatment Plant	250,000	50,000	100,000
Foxton Water Treatment Plant	300,000	300,000	600,000
Levin Water Network	1,000,000	2,300,000	50,000
Levin Water Network - MacArthur Street Water main renewal/upgrade	0	0	300,000
Levin Water Source	400,000	400,000	500,000
Levin Water Treatment Plant	1,000,000	2,080,000	700,000
Ohau Water Network - Future	0	100,000	100,000
Shannon Water Treatment Plant	350,000	180,000	350,000
Tara-Ika - Tararua Roundabout - Watermain	0	0	1,800,000
Tokomaru Water Treatment Plant	500,000	0	280,000
Waitarere Beach Water Network - Future	0	100,000	100,000
	7,374,419	9,965,000	6,112,469

Forecast Funding Impact Statement for Water Supply

	2024/25 Long Term Plan (\$'000)	2025/26 Long Term Plan (\$'000)	2025/26 Annual Plan (\$'000)
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	7,772	9,614	10,053
Subsidies and grants for operating purposes	400	-	-
Fees and charges	94	95	46
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	8
Internal charges and overheads recovered	-	-	-
Total Operating Funding (A)	8,266	9,709	10,107
Applications of Operating Funding			
Payments to staff and suppliers	3,638	3,238	2,090
Finance costs	1,041	1,115	1,047
Internal charges and overheads applied	983	1,035	3,015
Other operating funding applications	-	-	-
Total applications of operating funding (B)	5,662	5,388	6,152
Surplus (deficit) of operating funding (A-B)	2,604	4,321	3,955
Sources of capital funding			

Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	436	447	447
Increase (decrease) in debt	4,015	5,012	671
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	4,451	5,459	1,118
Applications of capital funding			
Capital expenditure			
- to meet additional demand	2,950	3,870	3,211
- to improve the level of service	1,637	1,930	1,011
- to replace existing assets	2,788	4,165	1,891
Increase (decrease) in reserves	(320)	(185)	(1,040)
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	7,055	9,780	5,073
Surplus (deficit) of capital funding (C-D)	(2,604)	(4,321)	(3,955)
Funding Balance ((A-B)+(C-D))	-	-	-
Depreciation	4,998	5,248	4,998

Council's Financial Statements

Funding Impact Statement

1. Revenue and Financing Sources Generally

The following revenue mechanisms will be used in 2025/26 as agreed in the Long Term Plan 2024-2044 (LTP):

- General rates
- Targeted rates
- Fees and charges
- Interest and dividends, and
- Grants and subsidies.

2. Funding Mechanisms

The following funding mechanisms will be used in 2025/26:

- Financial contributions and development contributions
- Borrowing
- Rates
- Grants and Subsidies
- Proceeds from asset sales, and
- Reserves.

Refer to Council's Revenue and Financing Policy in the Long Term Plan 2024-2044 (LTP) for further information on how these funding mechanisms will be used.

3. Definition of Separately Used or Inhabited Parts (SUIP)

Several of the rates listed in this statement are assessed on the basis of the number of SUIPs there are in a rating unit.

SUIPs are listed in Schedule 3 of the Local Government (Rating) Act 2002 as one of the factors that may be used in calculating liability for targeted rates. Section 15(1)(b) allows SUIPs to be used as the basis for Uniform Annual General Charges (UAGCs) as well.

Where rates are calculated on each SUIP of a rating unit, the following definitions will apply:

- A SUIP of a rating unit includes any portion inhabited or used by the owner/a person other than the owner, and who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence, or other agreement.
- This definition includes separately used parts, whether or not actually occupied at any particular time, which are provided by the owner for rental (or other form of occupation) on an occasional or long-term basis by someone other than the owner.
- Any part/s of a rating unit that is used or occupied by the ratepayer for more than one single use.
- For the purpose of this definition, vacant land and vacant premises offered or intended for use or habitation by a person other than the owner and usually used as such are defined as 'used'.
- For the avoidance of doubt, a rating unit that has a single use or occupation is treated as having one separately used or inhabited part.

For clarity, Separately Used or Inhabited Parts include:

- On a residential property, each separately habitable unit, flat, house or apartment.

- On a commercial property, each separate space intended to be used as a shop or other retail or wholesale outlet, other than that used by the owner.
- In an office block, each space intended to be used as offices that is or would be used by a different business from the owner.

A separately used habitable unit, flat, house, or apartment is defined as having a separate entrance, kitchen facilities and toilet/bathroom facilities.

Kitchen means a room, portion of a room, or covered external area, equipped for the preparation of food, that is not included as part of the toilet/bathroom facilities and incorporates a plumbed sink.

Council has recognised that there are certain instances where the above situations will occur, but in circumstances that do not give rise to separate uses or inhabitations. For clarity, SUIP do not include:

- A hotel room with or without kitchen facilities. A hotel room is defined as one or multiple rooms/units offered on an occasional basis for rental;
- A motel room with or without kitchen facilities. A motel room is defined as one or multiple rooms/units offered for on an occasional basis for rental; and
- A single residential unit in a non-residential property that is an integral part of the commercial operation and is used for the commercial operation, i.e. not separately tenanted (such as a single house in conjunction with a farm, a motel, or a dairy).

4. Rates for the year ending 30 June 2026

4.1 General Information

Rating period: The rates described in this section are for the financial year 1 July 2025 to 30 June 2026.

Goods and Services Tax (GST): The rates described below include Goods and Services Tax (GST). The revenues required are net of GST.

Rating information database: The information held to determine the liability for rates in 2025/26 are available for inspection at Council's office at 126-148 Oxford Street, Levin during normal office hours. This information includes the rating valuations as at 1 August 2022 which form the basis of rating in 2025/26 and the categories and factors for the various relevant rates described below in respect of particular rating units.

4.2 General Rates

The General rates are assessed to fund all activities not funded from Targeted rates or other revenue sources or funding mechanisms. The Activities funded from the General rates include:

- Regulatory Services (liquor, health and safety licensing, building consents, resource consents, animal control, parking enforcement, and general regulatory services);
- Community Facilities and Services (passive reserves, street beautification, sports grounds, cemeteries, halls and community buildings, and public toilets), except Library and Community Centres and Aquatic Centres (Swimming Pools);
- Community Support (emergency management, community engagement, visitor information, and a portion of economic development);
- Governance and Community Leadership for the activities of Strategic Planning, District Plan development, LTP, and Annual Plan only;
- Property (commercial property, general property, Council buildings); and
- Treasury activities (investment and borrowing activities).

General rates are to be set on a differential rate in the dollar on the Land Value (LV) of the land. LVs are assessed every three years, and were last assessed in 2022. These values have formed the basis of rating from 1 July 2025.

The General rates levied on LV are set differentially, so as to maintain the incidence of the rates between the

categories of property.

Differential Rating Categories

Farming Differential

The Farming differential applies to those rating units identified as Arable, Dairy, Forestry (except protected forestry), Horticultural, Pastoral and Specialist Livestock.

The Farming Category also applies to rating units located outside the urban boundaries, as defined in the Urban Rating Area maps available in the Council Offices, identified as vacant and bare lifestyle and vacant and bare residential. This category has a differential of 0.50.

Districtwide Differential

The districtwide differential applies to all rating units other than those in the Farming category.

This category also includes all rating units in rural areas other than those in the Farming differential. This category has a differential factor of 1.

Council is not setting a Uniform Annual General Charge (under Section 15 of the Local Government (Rating) Act 2002 (LG(RA))), preferring instead to set Targeted rates as fixed amounts for Library and Community Centres, Representation and Community Leadership, Solid Waste, Aquatic Centres (Swimming Pools), Water Supply and Wastewater (refer below).

The Council has not adopted any lump sum contribution schemes under part 4A of the Act in respect of its targeted rates, and will not accept lump sum contributions in respect of any targeted rate.

4.3 Targeted Rates for Land Transport (Roading)

This rate funds all Rooding (Land Transport) costs (maintenance, renewals and minor capital improvements of roads, streets, roadside signage, road marking, bridges, footpaths, roadside drainage) covered by the Land Transport Group of Activities.

The Rooding rate is set using Capital Value (CV) which is assessed every three years. These were last assessed in 2022. These values have formed the basis of rating from 1 July 2025. This rate is set District wide on all rating units.

4.4 Targeted Rates for Stormwater

This rate funds all stormwater costs (providing and maintaining drainage systems, continuous improvements and extensions to the stormwater network and meeting resource consent conditions) within the Stormwater Group of Activities.

This rate is to be set using Capital Value (CV) of all urban rating units. Urban rating units are defined as those rating units within the towns of Levin, Foxton, Shannon, Tokomaru, Foxton Beach, Waitāre Beach, Hōkio Beach, Ōhau, Waikawa Beach, and Manakau as shown on the maps available defining those areas for rating purposes held at Council's office in Levin.

4.5 Targeted Rates for Library and Community Centres

This is a Targeted rate to fund the cost of operating Council's public Library and Community Centres. This rate is assessed as a fixed charge of a uniform amount on the basis of the number of SUIPs of each rating unit within the District.

4.6 Targeted Rates for Representation and Community Leadership

This is a Targeted rate to fund Representation and Community Leadership costs (Council and committees, consultation, advocacy, and elections).

This rate is assessed as a fixed charge of a uniform amount on the basis of the number of SUIPs of each rating unit within the District.

4.7 Targeted Rates for Aquatic Centres (Swimming Pools).

This is a Targeted rate to fund the cost of operating Council's public Aquatic Centres (swimming pools).

This rate is assessed as a fixed charge of a uniform amount on the basis of the number of SUIPs of each rating unit within the District.

4.8 Targeted Rates for Solid Waste Disposal

Targeted Rates for Solid Waste Disposal are levied as three different rates:

Solid Waste – Landfill Legacy Rate

This rate funds the provision of the Landfill including repayment of debt and funding the remediation of the Hokio landfill.

This rate is assessed as a fixed charge of a uniform amount on the basis of the number of SUIPs of each rating unit within the District.

Solid Waste – Kerbside Recycling Rate

This rate funds the provision recycling collection from properties in the district.

This rate is assessed as a fixed charge of a uniform amount on the basis of the number of SUIPs of each rating unit within the recycling collection area, as shown on the maps available defining those areas for rating purposes held at Council's office in Levin

Solid Waste – Districtwide Rate for Managing and Minimising Waste

This rate funds the remaining costs of Waste Transfer Stations, waste minimisation initiatives, and recycling facilities.

This rate is assessed as a fixed charge of a uniform amount on the basis of the number of SUIPs of each rating unit within the District.

4.9 Targeted Rates for Water Supply

This rate funds the cost of operating, maintaining and improving the supply of reticulated drinkable water to various Communities within the District.

This rate is set differentially as a fixed charge of a uniform amount as below. Council also charges for metered supplies.

Connected Differential

Council sets a fixed charge rate on all rating units connected to a reticulated drinkable water supply. This does not include Moutua, Waikawa, or Kuku schemes, which are not drinkable supplies. A reticulated potable water supply is connected to a rating unit if a lateral/s exists for the purpose of delivering water from the trunk main to the rating unit, and there is a connection from the land within the rating unit to that lateral/s or trunk main.

Liability for the rate will be assessed on whichever is the greater of:

- a) each rating unit, or
- b) the number of SUIPs of each rating unit, or
- c) the number of connections of each rating unit.



The Council sets a lesser fixed charge for rating units connected to the Foxton Beach water supply network to recognise the universal metering that also applies for Foxton Beach.

Availability Differential

A fixed charge rate on any rating unit not connected to, but within 100 metres of a trunk main for a reticulated drinkable water supply that is available to the rating unit. A reticulated drinkable water supply is available to a rating unit if a lateral/s exists for the purpose of delivering water from the trunk main to the rating unit or, if no lateral exists, if Council will allow the rating unit to be connected. This rate is set at 50% of the fixed charge for a connected rating unit.

Water by meter (volumetric)

In all schemes (except Foxton Beach), the additional fees for metered supplies are subject to an allowance of 91 cubic metres (m³) per quarter. A charge per m³ will be made for water consumed in excess of 91m³ per quarter on every rating unit connected to any water supply; except Foxton Beach where a meter is used to measure consumption on the network.

The charge per m³ of water consumed in excess of 91m³ per quarter on any rating unit connected to the Shannon untreated bore water supply, where a meter is used to measure consumption on the network during the period, will be half that charged for treated water.

Foxton Beach water supply will be charged by cubic metre (in addition to the fixed charge described above) using a three-step system:

Step 1 – A charge per m³ for the first 50m³ of water consumed per quarter on any rating unit or SUIP of a rating unit connected to the Foxton Beach water supply network during the period.

Step 2 – A charge per m³ for the second 50m³ of water consumed per quarter in excess of 50 m³ on any rating unit or SUIP of a rating unit connected to the Foxton Beach water supply network. This will be set at 200% of the rate set in step 1.

Step 3 – A charge per m³ for the balance of water consumed per quarter in excess of 100m³ on any rating unit or SUIP of a rating unit connected to the Foxton Beach water supply network. This will be set at 300% of the rate set in step 1.

4.10 Targeted Rates for Wastewater Treatment

The Wastewater rate will fund the cost of providing reticulated wastewater disposal for various Communities in the District, according to whether a property is connected or serviceable.

This rate is set differentially as a fixed charge of a uniform amount as below.

Connected Differential

Council sets a fixed charge rate on all rating units across the District connected to a reticulated wastewater disposal system. A reticulated wastewater disposal system is connected to a rating unit if a lateral/s exists for the purposes of accepting wastewater from the rating unit to the wastewater trunk main, where there is a connection from the land within the rating unit to that lateral/s or trunk main.

Liability for the fixed-sum rate will be assessed on whichever is greater:

- a) each rating unit, or
- b) the number of SUIPs of each rating unit, or
- c) the number of connections of each rating unit.

Availability Differential

A fixed charge rate on any rating unit that is not connected to a reticulated wastewater disposal system, but is within 30m of a trunk main that is available to take waste from the rating unit. A reticulated wastewater disposal system is available to a rating unit if a lateral/s exists for the purpose of accepting wastewater from the rating unit to the wastewater trunk main or, if no lateral exists, if Council will allow the rating unit to be connected. This rate is set at 50% of the fixed charge for a connected rating unit.

4.11 Targeted Rates for Horowhenua Economic Development

This rate will fund a portion of the economic development spending across the district. The remainder is funded by the general rate.

This rate is to be set using Capital Value of rating units identified as Commercial, Industrial, Mining or Utilities.

4.12 Targeted Rates for the Te Awahou Foxton Community Board

This rate will fund costs related to the Te Awahou Foxton Community Board.

This rate is assessed as a fixed charge of a uniform amount on the basis of the number of SUIPs of each rating unit within the Te Awahou Foxton Community Board electorate as shown on the maps available defining the area for rating purposes held at Council's office in Levin.



**Please note this will be inserted following the striking of the rates on 25 June 2025*

Rating Mechanisms

Rate Type	Rating Basis	GST incl Rates in the \$ 2025/26	GST excl Long Term Plan 2024/25 \$000	GST excl Long Term Plan 2025/26 \$000	GST excl Annual Plan 2025/26 \$000
General rates					
Farming Differential	Land Value		3,623	3,915	
District Wide Differential	Land Value		16,163	17,466	
Total general rates			19,786	21,382	19,306
Targeted rate					
Solid waste rates					
Landfill rate	SUIP		1,785	1,818	1,252
Recycling rate	SUIP		2,103	2,143	1,971
Districtwide rate	SUIP		1,591	1,621	1,236
Roading rate	Capital Value		4,956	5,629	5,139
Library services and Community Centres rate	SUIP		6,406	6,668	6,153
Representation and Community Leadership rate	SUIP		2,281	2,381	3,890
Aquatic centre (Swimming pool) rate	SUIP		3,656	3,855	4,493
Stormwater rate	Capital Value		2,471	2,722	2,486
Horowhenua Economic Development Rate	Capital Value		500	540	500
Te Awahou Foxton Community Board Rate	SUIP		164	174	165
Wastewater rate					12,201
Wastewater Districtwide Connected	Refer Note 1		8,666	10,748	
Wastewater Districtwide Availability	Rating Unit		146	181	
Total targeted rates excluding water supply rate			34,724	38,481	39,495
Water supply rate					
Water Supply District Wide Connected (excl Foxton Beach)	Refer Note 1		5,555	7,226	
Water Supply District Wide Availability	Rating Unit		80	104	
Foxton Beach Connected	Refer Note 1		489	637	
Water by meter rates					
District wide except Foxton Beach			1,456	1,456	
Foxton Beach - Step 1 (First 50m3 of water consumed per quarter)			171	171	
Foxton Beach - Step 2 (Second 50m3 of water consumed per quarter in excess of 50m3)			16	16	
Foxton Beach - Step 3 (Balance of water consumed per quarter in excess of 100m3)			4	4	
Total targeted water supply rate			7,771	9,614	10,054

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Rate Type	Rating Basis	GST incl Rates in the \$ 2025/26	GST excl Long Term Plan 2024/25 \$000	GST excl Long Term Plan 2025/26 \$000	GST excl Annual Plan 2025/26 \$000
Total rates revenue (gross of remissions and excluding penalties)			62,282	69,476	68,854
Penalties			470	470	470
Remissions under the Council remission policy			(630)	(630)	(630)
Total rates revenue net of remissions			62,122	69,316	68,695

Note 1: Liability for the rate will be assessed on whichever in the greater of: (a) each rating unit, or (b) the number of SUiPs of each rating unit, or (c) the number of connections of each rating unit.

Rating Base	GST excl Long Term Plan 2024/25 \$000	GST excl Long Term Plan 2025/26 \$000	GST excl Annual Plan 2025/26 \$000
Total Rates GST Inclusive	69,729	78,003	78,998
Rateable rating Units	78,003	19,262	
Average rates	3,682	4,050	
Total number of rating units LGA	19,055	19,379	

Indicative Rates on Select Properties (GST inclusive)

[illegible]

Forecast Funding Impact Statement 2025/26

Forecast Funding Impact Statement for Whole of Council

	2024/25 Long Term Plan (\$'000)	2025/26 Long Term Plan (\$'000)	2025/26 Annual Plan (\$'000)
Sources of Operating Funding			
General rates, uniform annual general charges, rates penalties			
	19,786	21,382	19,146
Targeted rates	42,336	47,935	49,548
Subsidies and grants for operating purposes	4,752	3,975	3,344
Fees and charges	3,997	3,953	5,213
Interest and dividends from investments	6	6	6
Local authorities fuel tax, fines, infringement fees, and other receipts			
	4,771	4,907	4,931
Total Operating Funding (A)	75,648	82,158	82,188
Applications of Operating Funding			
Payments to staff and suppliers	58,081	59,835	59,637
Finance costs	7,624	7,669	9,852
Other operating funding applications	-	-	-
Total applications of operating funding (B)	65,705	67,504	69,489
Surplus (deficit) of operating funding (A-B)	9,943	14,654	12,699
Sources of capital funding			
Subsidies and grants for capital expenditure	10,169	4,747	5,566
Development and financial contributions	2,150	2,166	2,166
Increase (decrease) in debt	16,311	23,389	24,741
Gross proceeds from sale of assets	2,533	1,083	2,533
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	31,163	31,385	35,006
Applications of capital funding			
Capital expenditure			
- to meet additional demand	22,485	16,866	21,159
- to improve the level of service	4,482	6,919	4,427
- to replace existing assets	15,526	23,349	22,155
Increase (decrease) in reserves	(1,795)	(1,108)	(655)
Increase (decrease) of investments	408	13	619
Total applications of capital funding (D)	41,106	46,039	47,705
Surplus (deficit) of capital funding (C-D)	(9,943)	(14,654)	(12,699)
Funding Balance ((A-B)+(C-D))	-	-	-

Depreciation 23,385 24,179 23,386

The financial statements should be read in conjunction with the statement of accounting policies and the notes to the accounts.

Forecast Statement of Comprehensive Revenue and Expense

	2024/25 Long Term Plan (\$'000)	2025/26 Long Term Plan (\$'000)	2025/26 Annual Plan (\$'000)
Revenue			
Rates Revenue	62,122	69,316	68,694
Grants and Subsidies	14,921	8,722	8,910
Finance Income	-	-	-
Fee and Charges	3,997	3,953	5,213
Other Revenue	4,777	4,913	4,937
Fair Value Gain	-	-	-
Development Contributions	2,150	2,166	2,166
(Gain)/Loss on sale of assets	-	-	-
Vested Assets	-	-	-
Total Revenue	87,967	89,070	89,920
Expenditure			
Employee benefit Expenses	21,879	22,717	24,175
Finance Costs	7,624	7,669	9,852
Depreciation and Amortisation	23,385	24,179	23,386
Other Expenses	35,840	36,603	34,434
Fair Value Loss	-	-	-
Total Expenditure	89,090	91,682	92,361
Net Surplus / (Deficit)	(1,123)	(2,612)	(2,441)
Other Comprehensive Income			
Revaluation of Assets	99,658	33,777	38,240
Total Other Comprehensive Income	99,658	33,777	38,240
Total Comprehensive Income	98,535	31,165	35,799

Reconciliation between the Funding Impact Statement for the Whole of Council and the Statement of Comprehensive Revenue and Expense

	2024/25 Long Term Plan (\$'000)	2025/26 Long Term Plan (\$'000)	2025/26 Annual Plan (\$'000)
Income			
Prospective Statement of Comprehensive Income			
Summary Funding Impact Statement	87,967	89,070	89,920
Total Operating Funding	75,648	82,158	82,188
Add Sources of Capital Funding			
Sources of capital funding	10,169	4,746	5,566
Development Contributions	2,150	2,166	2,166
Fair Value Gains	--	-	-
Vested Assets	-	-	-
Gain Disposal of Assets	-	-	-
Total Revenue	87,967	89,070	89,920
Expenditure			
Prospective Statement of Comprehensive Income			
Operating Expenditure	89,090	91,683	92,361
Summary Funding Impact Statement			
Total applications of operating funding	65,705	67,504	68,975
Add Provision Aftercare	-	-	-
Fair Value Loss	-	-	-
Add Depreciation and Amortisation Expense	23,385	24,179	23,386
Total Expenditure	89,090	91,683	92,361

The financial statements should be read in conjunction with the statement of accounting policies and the notes to the accounts.

Forecast Statement of Financial Position

	2024/25 Long Term Plan (\$'000)	2025/26 Long Term Plan (\$'000)	2025/26 Annual Plan (\$'000)
ASSETS			
Current Assets			
Cash & Cash Equivalents	4,302	4,419	4,419
Debtors & Other Receivables	5,127	5,265	5,265
Other Financial Assets	3,501	3,427	3,427
Total Current Assets	12,930	13,111	13,111
Non-Current Assets			
Biological Assets	1,194	1,222	1,439
Intangible Assets	2,306	2,262	1,358
Investment Property	1,300	1,522	2,927
Other Financial Assets	4,848	4,936	5,040
Operational Assets	88,530	106,933	166,098
Infrastructural Assets	795,241	810,093	752,409
Restricted Assets	96,765	116,864	136,096
Total Non-Current Assets	990,184	1,043,832	1,065,367
TOTAL ASSETS	1,003,114	1,056,943	1,078,478
LIABILITIES			
Current Liabilities			
Creditors & Other Payables	15,765	15,659	15,659
Employee Benefit Liabilities	1,852	1,902	1,902
Provisions	1,516	1,516	1,516
Current Borrowings	28,992	32,501	61,284
Other Financial Liabilities	6	6	6
Total Current Liabilities	48,131	51,584	80,367
Non-Current Liabilities			
Employee Benefit Liabilities	472	488	488
Provisions	8,638	7,953	7,953
Borrowings	164,291	184,171	156,187
Total Non-Current Liabilities	173,401	192,612	164,628
TOTAL LIABILITIES	221,532	244,196	244,995
Net Assets	781,582	812,747	833,483
EQUITY			
RatePayers Equity	252,938	250,365	782,381
Revaluation Reserves	518,636	552,413	34,235
Special Funds	10,009	9,969	16,867
TOTAL EQUITY	781,583	812,747	833,483

Forecast Statement of Changes in Ratepayer's Equity

	2024/25	2025/26	2025/26
	Long Term Plan	Long Term Plan	Annual Plan
	(\$'000)	(\$'000)	(\$'000)
Equity balance at 1 July	683,048	781,583	797,685
Comprehensive income for year	98,535	31,164	35,799
Equity Balance 30 June	781,583	812,747	833,483
Components of Equity			
Retained Earnings at 1 July	254,061	252,938	252,938
Net Surplus/(Deficit)	(1,123)	(2,613)	(2,441)
Transfers to / (from) reserves	-	40	-
Retained earnings 30 June	252,938	250,365	250,497
Revaluation Reserves at 1 July	418,978	518,636	534,804
Revaluation Gains	99,658	33,777	38,240
Revaluation Reserves 30 June	518,636	552,413	573,043
Council Created Reserves at 1 July	10,009	10,009	9,943
Transfers to / (from) reserves	-	(40)	-
Council created Reserves 30 June	10,009	9,969	9,943
Equity at 30 June	781,583	812,747	833,483

Forecast Cash Flow Statement

	2024/25 Long Term Plan (\$'000)	2025/26 Long Term Plan (\$'000)	2025/26 Annual Plan (\$'000)
Cashflow from Operating Activities	-	-	-
Cash was provided from:	-	-	-
Rates Revenue	62,122	69,316	68,694
Finance Income	-	-	-
Other Revenue	25,845	19,754	21,226
	87,967	89,070	89,920
Cash was disbursed to:			
Payments Staff & Suppliers	58,605	58,609	56,901
Finance Costs	7,624	7,669	9,852
	66,229	66,278	66,753
Net Cashflow from Operating Activity	21,738	22,792	23,167
Cashflow from Investing Activities			
Cash was provided from:	-	-	-
Proceeds Sale of Assets	2,533	1,083	1,083
Proceeds from Investments	-	-	-
	2,533	1,083	2,533
Cash was disbursed to:			
Purchase of Assets	42,493	47,134	47,741
Purchase of Investments	408	13	619
	42,901	47,147	48,360
Net Cashflow from Investing Activity	(40,368)	(46,064)	(47,277)
Cashflow from Financing Activities			
Cash was provided from:			
Loans Raised	38,804	52,381	57,242
	38,804	23,325	57,242
Cash was disbursed to:			
Loan Repayments	22,493	28,992	32,501
	22,493	28,992	32,501
Net Cashflow from Financing Activity	16,311	(5,667)	24,741
Net Increase (Decrease) in Cash Held	(2,319)	(28,939)	16
Add Opening Cash bought forward	6,621	4,302	4,302
Closing Cash Balance	4,302	(24,637)	4,419
Closing Balance made up of Cash and Cash Equivalents	4,302	4,419	4,419

Reserve Funds

Statement of Reserve Funds

Reserves are held to ensure that funds received for a particular purpose are used for that purpose, and any surplus created is managed in accordance with the reason for which the reserve was established. Surpluses held in reserve are credited with interest. Council holds 16 reserves, with four being restricted reserves. Restricted reserves are reserves that have rules set by legal obligation that restrict the use that Council may put the funds towards. The remaining Council-created reserves are discretionary reserves which Council has established for the fair and transparent use of monies. Reserve balances are not separately held in cash, and the funds are managed as part of Council's treasury management.

Below is a list of current reserves outlining the purpose for holding each reserve and the Council activity to which each reserve relates, together with summary financial information across the year of the annual report:

Funds and purpose of the fund	Activity	AP Forecast Opening Balance 1-Jul-25	Deposits for the period of the AP	Withdrawals for the period of the AP	Forecast Closing Balance 30-Jun-26
FOXTON BEACH FREEHOLDING FUND	Property				
Accumulated cash reserves from the Foxton Beach Endowment land sales under the separate Act gifting the land for the benefit of Foxton Beach inhabitants.		5,798	225	558	5,466
RESERVE LAND RESERVE	Community Infrastructure	221	9	-	229
To hold funds derived from the sale of surplus reserve land to be spent on the future development of reserves under the Reserves Act.					
ROAD UPGRADE RESERVE	Land Transport	936	36	-	972
To fund transport network improvements as approved by Council, from the accumulated funds of the former Horowhenua County Council subdivision contributions to roading.					
WAIRARAWA STREAM WALKWAY	Community Infrastructure	66	3	-	69
To hold funds for the construction of a walkway along the Wairarawa stream.					
Total restricted reserves		7021	273	558	6736
FINANCIAL AND CAPITAL CONTRIBUTIONS FOR ROADING	Land Transport	103	4	-	107
To fund transport network improvements, from the accumulated funds from financial and capital contributions under the District Plan prior to Development Contributions regime.					
FINANCIAL AND CAPITAL CONTRIBUTIONS FOR WATER SUPPLIES	Water Supply	681	26	-	707
To fund water supply improvement projects, from the accumulated funds from financial and capital contributions under the District Plan prior to Development Contributions regime.					
FINANCIAL AND CAPITAL CONTRIBUTIONS FOR WASTEWATER SCHEMES	Wastewater	128	5	-	133
To fund Wastewater Scheme improvement projects, from the accumulated funds from financial and capital contributions under the					

Funds and purpose of the fund	Activity	AP Forecast Opening Balance 1-Jul-25	Deposits for the period of the AP	Withdrawals for the period of the AP	Forecast Closing Balance 30-Jun-26
District Plan prior to Development Contributions regime.					
FINANCIAL AND CAPITAL CONTRIBUTIONS FOR PARKS AND RESERVES To fund Parks and Reserves improvement projects, from the accumulated funds from financial and capital contributions under the District Plan prior to Development Contributions regime.	Community Infrastructure	785	31	-	816
ELECTION FUND To smooth the rating impact of election costs and to fund any by-election.	Representation and Community Leadership	29	1	-	30
CAPITAL PROJECTS FUND To provide funds for strategic capital projects with the last \$250,000 as a disaster relief working capital fund.	All Activities	1,038	40	-	1,078
FOXTON CITIZENS FUND To provide a fund for awards in recognition of community service in Foxton.	Community Support	5	0	-	5
HOCKEY TURF REPLACEMENT FUND To fund the replacement of the water turf at Donnelly Park on behalf of the Turf Trust.	Community Infrastructure	3	0	-	3
ESPLANADE FUND To provide a fund to construct or provide for possible public accessways to esplanade reserves created under the Resource Management Act.	Community Infrastructure	159	6	-	165
SHANNON RAILWAY STATION FUND Set aside from grants to preserve the historic Shannon Railway Station.	Property	31	1	-	32
MAYORAL RELIEF FUND Set aside for use in a future disaster event.	All Activities	107	4	-	111
LEVIN TOWN CENTRE PROJECT To fund identified projects within the Levin Town Centre Transformation programme of work.	Representation and Community Leadership	17	1	-	18
Total Council created reserves		3,086	119	-	3,205
Total all reserve funds		10,108	393	558	9,943

Benchmarks Disclosure Statement

Annual Plan Disclosure statement for the year ending 30 June 2026

What is the purpose of this statement?

The purpose of this statement is to disclose the council's planned financial performance in relation to various benchmarks to enable the assessment of whether the council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

The council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

Benchmarks	Limit	Planned	Met
Rates affordability benchmark			
- income	\$81.148m	\$68.694m	Yes
- increases	15%	8.5%	Yes
Debt affordability benchmark			
- net debt to operating revenue	250%	226%	Yes
- net interest to operating revenue	20%	10.8%	Yes
- net interest to rates revenue	25%	14.3%	Yes
Balanced budget benchmark	100%	144%	No
Essential services benchmark	100%	202%	Yes
Debt servicing benchmark	15%	10.8%	Yes

Notes:

Rates Affordability Benchmark

The Council meets the rates affordability benchmark if:

- its planned rates income for the year equals or is less than each quantified limit on rates; and
- its planned rates increases for the year equal or are less than each quantified limit on rates increases.

Debt Affordability Benchmark

Council meets the debt affordability benchmark if its planned borrowing is within each quantified limit on borrowing. The quantified limits are:

- Net debt does not exceed 250% of operating revenue.
- Net annual interest costs do not exceed 20% of the total annual operating revenue.
- Net annual interest costs do not exceed 25% of the total annual rates revenue.

Balanced Budget Benchmark

This benchmark ensures Council's planned revenue (excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments, and revaluations of property, plant, or equipment) is presented as a proportion of its planned operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant, or equipment). Council meets the balanced budget benchmark if its planned

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revenue equals, or is greater than, its planned operating expenses. The Annual Plan 2025/26 does not have projected operating revenues at a level that is sufficient to meet projected operating expenses and balance the operating budget. This is in line with the Financial Strategy and is planned to be balanced by 2027/28.

Essential Services Benchmark

This benchmark is for Council's planned capital expenditure on network services as a proportion of expected depreciation on network services. Council meets the essential services benchmark if its planned capital expenditure on network services equals, or is greater than, expected depreciation on network services.

Debt Servicing Benchmark

The debt servicing benchmark uses Council's planned borrowing costs as a proportion of planned revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment). Because Statistics New Zealand projects that the Council's population will grow faster than the national population is projected to grow, it meets the debt servicing benchmark if it's planned borrowing costs equal, or are less than, 15% of its planned revenue.

Prospective Accounting Policies

Legislative Provisions

The prospective financial statements of the Horowhenua District Council are for the year ended 30 June 2026. The Horowhenua District Council is a territorial Local Authority governed by the provisions of the Local Government Act 2002 and is domiciled in New Zealand.

The Horowhenua District Council group (HDC) consists of Horowhenua District Council and Shannon Community Development Trust, both incorporated in New Zealand.

The primary objective of Horowhenua District Council is the provision of local authority services, including infrastructure, regulatory, resource management, recreation and cultural services, for the community for social benefit rather than making a financial return. Accordingly, Council have designated themselves as PBE for financial reporting purposes.

The prospective financial statements contained in the Annual Plan are in full compliance with FRS 42 Prospective Financial Statements.

The operations of HDC have been divided into the following activities:

- Land Transport
- Stormwater
- Water Supply
- Wastewater Treatment
- Solid Waste
- Regulatory Services
- Community Facilities
- Community Infrastructure
- Property
- Community Support

HDC also advise caution that the information in these statements may not be appropriate for purposes other than those described. The prospective financial statements were authorised by issue by Council on **XX June** 2025. The Mayor and Chief Executive that authorise the issue of the prospective financial statements by HDC are responsible for the prospective financial statements presented, including the appropriateness of the assumptions underlying the prospective financial statements and all other required disclosures.

The actual results achieved for the period covered by this plan are likely to vary from the information presented in this document, and these variances may be material.

Measurement Base

The measurement base adopted is that of historical cost, modified by the revaluation of certain assets.

Accounting policies

The following accounting policies which materially affect the measurement of results and financial position have been applied consistently to the year presented from 1 July 2025 to 30 June 2026 unless otherwise stated.

Basis of Preparation

The prospective financial statements have been prepared in accordance with the requirement of the Local Government Act 2002: Section 93 in Part 6 Planning, decision-making, and accountability, and Part 1 of Schedule 10 Long Term Plans, annual plans, and annual reports, which includes the requirements to comply with New Zealand accepted accounting practice (NZ GAAP). These financial statements have been prepared in accordance with NZ GAAP. They comply with NZ PBE IPSAS, and other applicable financial reporting standards, as appropriate for public benefit entities. HDC is a tier 1 reporting entity using the public sector Public Benefit Entity Accounting Standards.

Basis of Consolidation

The consolidated financial statements are prepared by adding together the items as assets, liabilities, equity, revenue, and expenses of entities in the HDC group on a line-by-line basis. All intragroup balances, transactions, revenues and expense are eliminated on consolidation. The Financial Statements are presented in New Zealand Dollars. The functional currency of HDC is New Zealand dollars. All values are rounded to the nearest one thousand dollars.

Comparative Information

The long term plan 2024/2044 adopted by the council on 26 June 2024 has been provided as a comparator for these consolidated prospective financial statements. The closing balance in this comparative differs from the opening position used to prepare these consolidated prospective financial statements which is based on the most up-to-date forecast information.

Budget Figures

The budget figures have been prepared in accordance with NZ GAAP and comply with NZ PBE IPSAS, and other applicable financial reporting standards, using accounting policies that are consistent with those adopted in preparing these financial statements. Then as a tier 1 reporting entity HDC uses the public sector Public Benefit Accounting Standards. HDC has not presented group prospective financial statements because it believes that the parent financial statements are more relevant to users. The main purpose of prospective financial statements is to provide users with information about the core services that the HDC intends to provide ratepayers, the expected cost of those services and as a consequent how much HDC requires by way of rates to fund the intended levels of service. The level of rates funding required is not affected by subsidiaries except to the extent that HDC obtains distribution from, or further invests in, those subsidiaries. Such effects are included in the prospective financial statement of HDC.

Revenue

Revenue is measured at the fair value of consideration received or receivable.

Rates Revenue

The following policies for rates have been applied:

- General rates, targeted rates (excluding water by meter), and uniform annual general charges are recognised as revenue when the assessments are issued to which the rates resolution relates. These are recognised as the amounts due. Council considers the effect of payment of rates by instalments is not sufficient to require discounting of rates receivables and subsequent recognition of interest revenue.



- Rates arising from late payment penalties are recognised as revenue when rates become overdue.
- Revenue from water by meter rates is recognised on an accrual basis based on usage. Unbilled usage, as a result of unread meters at year end, is accrued on an average usage basis.
- Rates remissions are recognised as a reduction of rates revenue when Council has received an application that satisfies its rates remission policy.

Development and Financial Contributions

Development contribution levies are recognised as revenue when the development in respect of which the contribution was received is completed, and it is no longer probable that the contributions will be refunded to the developer. Until that time, they are recognised as a liability. Development contributions are disclosed separately.

Infringement Fees Revenue

Revenue from infringement fees and fines mostly relates to traffic and parking infringements and is recognised when tickets are issued. Council recognises revenue at an amount based on the probability of collecting fines, which is estimated by considering the collection history of fines over the preceding two (2) year period.

Subsidised Revenue

Council receives revenue from NZ Transport Agency Waka Kotahi which subsidises part of the costs in maintaining the local roading infrastructure and is recognised as revenue upon entitlement as conditions pertaining to eligible expenditure have been fulfilled.

Grants Revenue

Revenue from other grants recognised as revenue when they become receivable unless there is an obligation in substance to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grants received in advance and recognised as revenue when conditions of the grant are satisfied.

Rendering of Services Revenue

Revenue from the rendering of services is recognised by reference to the stage of completion of the transaction at balance date, based on the actual service provided, as a percentage of the total services to be provided.

Sale of Goods – Full Cost Recovery

Revenue from the sale of goods (e.g. Council rubbish bags) is recognised when a product is sold to the customer. Sales are usually in cash or by credit card. The recorded revenue is the gross amount of the sale, including credit card fees payable for the transaction. Such fees are included in other expenses.

Vesting of Assets Revenue

Revenue from vesting of physical assets is recognised for assets received for no or nominal consideration, the asset is recognised at fair value when Council obtains control of the asset. The fair value of the asset is recognised as revenue, unless there is a use or return condition attached to the asset.

The fair value of vested or donated assets is usually determined by reference to the cost of constructing the asset. For assets received from property developments, the fair value is based on construction price information provided by the property developer.

For long-lived assets that must be used for a specific use (e.g. land must be used as a recreation reserve), Council immediately recognises the fair value of the asset as revenue. A liability is recognised only if Council expects it will need to return or pass the asset to another party.

Interest and Dividends Revenue

Revenue from interest is recognised using the effective interest method. Interest revenue on an impaired financial asset is recognised using the original effective interest rate.

Revenue from dividends is recognised when the right to receive payment has been established.

Rental Revenue

Rental revenue from commercial property is recognised as revenue on a straight-line basis over the lease term, unless another systematic basis is more representative of the time pattern in which benefits derived from the leased asset are diminished.

Building and resource consent revenue

Fees and charges for building and resource consent services are recognised on a percentage completion basis with reference to the recoverable costs incurred at balance date.

Lease revenue

Lease revenue from operating leases is recognised as revenue on a straight-line basis over the lease term, unless another systematic basis is more representative of the time pattern in which benefits derived from the leased asset is diminished.

Borrowing Costs

All borrowing costs are recognised as an expense in the period in which they are incurred, except borrowing costs directly attributable to the construction of a qualifying asset which are capitalised as part of the cost of that asset.

Income Tax

All Council's sources of income are exempt from Income Tax under the provisions of the Income tax Act 2007, and therefore no charge for income tax has been provided for.

Grant Expenditure

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where Council has no obligation to award on receipt of the grant application and are recognised as expenditure when a successful applicant has been notified of Council's decision. The Council's grants awarded have no substantive conditions attached.

Leases

Finance leases

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, Horowhenua District Council recognises finance leases as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether Horowhenua District Council will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

Operating leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Lease incentives received are recognised in the surplus or deficit as a reduction of rental expense over the lease term.

Personnel Costs

Salaries and wages are recognised as an expense as employees provide services.

Cash and Cash Equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts.

Bank overdrafts are shown within borrowings in current liabilities in the statement of financial position.

Trade and Other Receivables

Trade and other receivables are initially measured at face value less any provision for impairment.

Derivative Financial Instruments

Derivative financial instruments are used to manage exposure to interest rate risks arising from Council's financing activities. In accordance with its treasury policy, Council does not hold or issue derivative financial instruments for trading purposes.

Derivatives are initially recognised at fair value on the date a derivative contract is entered into and are subsequently remeasured to their fair value at each balance date. The resulting gains or losses are recognised in the surplus or deficit as Council does not hedge accounts.

The portion of the fair value of an interest rate derivative that is expected to be realised within 12 months of balance date is classified as current, with the remaining portion of the derivative classified as non-current.

Council is party to financial instrument arrangements as part of its everyday operations. Revenue and expenses relating to financial instruments are recognised in the Statement of Comprehensive Income.

Financial instruments are comprised of:

- Financial assets – cash and cash equivalents, trade and other receivables, available for sale investments, derivative financial instruments
- Financial liabilities – trade creditors, borrowings, derivative financial instruments.

Financial Assets

HDC's financial assets include: cash and term deposits, receivables from exchange and non-exchange transactions, loans, investments in joint ventures and related parties, loans to related parties, unquoted financial instruments and derivative financial instruments.

Financial assets are classified, at initial recognition, as subsequently measured at amortised cost, fair value through other comprehensive income (FVOCI), or fair value through surplus or deficit (FVTSD).

The classification of financial assets at initial recognition depends on the financial asset's contractual cash flow characteristics and the HDC's business model for managing them. With the exception of short-term receivables and payables that do not contain a significant financing component or for which HDC has applied the practical expedient, HDC initially measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through surplus or deficit, transaction costs.

In order for a financial asset to be classified and measured at amortised cost or FVOCI, it needs to give rise to cash flows that are solely payments of principal and interest (SPPI) on the principal amount outstanding. This

assessment is referred to as the SPPI test and is performed at an instrument level. Financial assets with cash flows that are not SPPI are classified and measured at fair value through surplus or deficit, irrespective of the business model.

HDC's business model for managing financial assets refers to how it manages its financial assets in order to generate cash flows. The business model determines whether cash flows will result from collecting contractual cash flows, selling the financial assets, or both. Financial assets classified and measured at amortised cost are held within a business model with the objective to hold financial assets in order to collect contractual cash flows while financial assets classified and measured at FVOCI are held within a business model with the objective of both holding to collect contractual cash flows and selling.

Financial Liabilities

HDC's financial liabilities include payables under exchange transactions and loans and borrowings. Financial liabilities at amortised cost are classified, at initial recognition and include loans and borrowings, or payables. All financial liabilities are recognised initially at fair value and, in the case of loans and borrowings and payables, net of directly attributable transaction costs.

Non-Current Assets Held for Sale

Non-current assets held for sale are classified as 'held for sale' if their carrying amount will be recovered principally through a sale transaction, not through continuing use. Non-current assets held for sale are measured at the lower of their carrying amount and fair value less costs to sell.

Any impairment losses for write-downs of non-current assets held for sale are recognised through surplus or deficit.

Any increases in fair value (less costs to sell) are recognised up to the level of any impairment losses (net of depreciation) that have been previously recognised.

Non-current assets (including those that are part of a disposal group) are not depreciated or amortised while they are classified as held for sale.

Property, Plant and Equipment

Property, plant and equipment consist of:

Operational assets – These include land, buildings, library collections, plant and equipment and motor vehicles.

Restricted assets – Restricted assets are parks and reserves, cemeteries and endowment properties owned by Horowhenua District Council which provide a benefit or service to the community and cannot be disposed of because of legal or other restrictions.

Infrastructure assets – Infrastructure assets are the fixed utility systems owned by Horowhenua District Council. Each asset class includes all items that are required for the network to function, for example, sewer reticulation includes reticulation piping, sewer pump stations and infrastructure land and buildings.

Land (operational and restricted) is measured at fair value, and buildings (operational and restricted), and infrastructural assets (except land under roads) are measured at fair value less accumulated depreciation. All other asset classes are measured at cost less accumulated depreciation and impairment losses.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to Horowhenua District Council and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is recognised at cost. Where an asset is acquired through a non-exchange transaction, it is recognised at fair value as at the date of acquisition.

Work in progress is recognised at cost less impairment and is not depreciated.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset.

Gains and losses on disposals are included through the surplus or deficit.

When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to accumulated funds.

Subsequent Costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to Horowhenua District Council and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant and equipment are recognised in the surplus or deficit as they are incurred.

Revaluation

Land and buildings (operational and restricted) and infrastructure assets (except land under roads) are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value and at least every three years.

The carrying values of revalued assets are assessed annually to ensure that those values are not materially different from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued. Horowhenua District Council accounts for revaluations of property, plant and equipment on a 'class of asset' basis. The net revaluation results are credited or debited to other comprehensive revenue and expense and are accumulated to an asset revaluation reserve in equity for that class of asset. Where this results in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive revenue and expense but is recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value is recognised in the surplus or deficit, it will be recognised first in the surplus or deficit up to the amount previously expensed and then recognised in other comprehensive revenue and expense.

Those asset classes that are revalued are valued on a three-yearly valuation cycle on the basis described below. All other asset classes are carried at cost less accumulated depreciation and impairment losses.

Depreciation

Horowhenua District Council's depreciation is provided on a straight-line basis on all property, plant and equipment (other than land) at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows. The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year-end.

	Useful Life	Depreciation Rate
Operational assets		
Land	N/A	N/A
BUILDINGS:		
Structure	20 to 100 years	1% to 5%

Roofing	40 years	2.5%
Electricals	40 years	2.5%
Plant, equipment and vehicles	4 to 25 years	4% to 25%
Library assets	10 years	10%
SOLID WASTE MANAGEMENT:		
Building structure	50 to 100 years	1% to 2%
Building roofing	40 years	2.5%
Roading	50 years	2%
Cell site works and earthworks	33 years	3%
Cell lining, drainage and irrigation	33 years	3%
Cell electricals	10 years	10%
Restricted assets		
Land	N/A	N/A
BUILDINGS:		
Structure	20 to 100 years	1% to 5%
Roofing	40 years	2.5%
Electricals	40 years	2.5%
Improvements	4-25 years	4% to 25%
Infrastructural assets		
ROADING: (average lives and depreciation rates of major components)		
Land	N/A	N/A
Formation	N/A	N/A
Berms	100 years	1%
Surface water channels	50 to 100 years	1% to 2%
Bridges and culverts	40 to 100 years	1% to 2.5%
Drainage	80 years	1.25%
Sealed pavement	78 years	1.29%
Basecourse	60 years	1.66%
Footpaths – concrete	60 years	1.66%
Footpaths – metal	100 years	1%
Footpaths – other	20 to 45 years	2.22% to 5%
Crossings	50 years	2%
Streetlights – poles	30 to 50 years	2% to 3.33%
Streetlights – lights	25 years	4%
Signage	12 years	8.33%
Surfacing	1 to 25 years	4% to 100%
STORMWATER:		
Pump stations	100 years	1%
Manholes	80 years	1.25%
Sumps	60 years	1.67%
Pipes	20 to 100 years	1% to 5%
Pumps	15 years	6.67%
WATER:		

Land	N/A	N/A
BUILDINGS:		
Structure	50 to 100 years	1% to 2%
Roofing	40 years	2.5%
Electricals	40 years	2.5%
Treatment facilities	8 to 100 years	1% to 12.5%
Pipes	20 to 80 years	1.25% to 5%
Laterals	50 to 90 years	1.11% to 2%
Tobies	60 years	1.67%
Valves	60 years	1.67%
Hydrants	60 years	1.67%
Meters	20 years	5%
SEWER:		
Land	N/A	N/A
BUILDINGS:		
Structure	25 to 70 years	1.43% to 4%
Roofing	40 years	2.5
Electricals	40 years	2.5
Treatment and disposal facilities	10 to 100 years	1% to 10%
Pipes	60 to 80 years	1.25% to 1.67%
Laterals	60 to 100 years	1% to 1.67%
Pump stations	50 to 60 years	1.67% to 2%
Manholes	80years	1.25%
Pumps	10 to 25 years	4% to 10%

Intangible Assets

Software acquisition and development

Acquired computer software licences are capitalised on the basis of the costs incurred to acquire and bring to use the specific software.

Costs associated with maintaining computer software are recognised as an expense when incurred. Costs that are directly associated with the development of software for internal use by Horowhenua District Council are recognised as an intangible asset. Direct costs include the software development, employee costs and an appropriate portion of relevant overheads.

Staff training costs are recognised in the surplus or deficit when incurred. Costs associated with development and maintenance of Council's website are recognised as an expense when incurred.

Software-As-A-Service (SAAS) Arrangements

SaaS arrangements are service contracts providing the Council with the right to access the cloud provider's application software over the contract period.

Costs incurred to configure or customise, and the ongoing fees to obtain access to the cloud provider's application software, are recognised as operating expenses when the services are received.

Some of these costs incurred are for the development of software code that enhances or modifies, or creates additional capability to, existing on-premise systems and meets the definition of and recognition criteria for an intangible asset. These costs are recognised as intangible software assets and amortised over the useful life of the

software on a straight-line basis. The useful lives of these assets are reviewed at least at the end of each financial year, and any change accounted for prospectively as a change in accounting estimate.

Easements

Easements are recognised at cost, being the costs directly attributable in bringing the asset to its intended use. Easements have an indefinite useful life and are not amortised but are instead tested for impairment annually.

Carbon Credits

Purchased carbon credits are recognised at cost on acquisition and revalued to the market value annually at 30 June. Free carbon credits received from the Crown are recognised at fair value on receipt. They are not amortised but are instead tested for impairment annually. They are derecognised when they are used to satisfy carbon emission obligations.

Carbon units have been assessed as having an indefinite useful life because they have no expiry date and will continue to have economic benefit for as long as the Emissions Trading Scheme is in place.

Amortisation

Horowhenua District Council's carrying value of an intangible asset with a finite life is amortised on a 'straight-line' basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is de-recognised. The amortisation charge for each period is recognised through the surplus or deficit.

The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows:

Computer software: 10 years, 10%.

The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows:

- Kete Software – 4 years, 60%
- Koha Software – 8 years, 30%
- Other Software – 60% diminishing value

Forestry assets

Forestry assets are independently revalued annually at fair value less estimated point of sale costs. Fair value is determined based on the present value of expected net cash flows discounted at a current market determined pre-tax rate. This calculation is based on existing sustainable felling plans and assessments regarding growth, timber prices, felling costs and silvicultural costs and takes into consideration environmental, operational and market restrictions.

Gains or losses arising on initial recognition of forestry assets at fair value less estimated point of sale costs and from a change in fair value less estimated point of sale costs are recognised through surplus or deficit. The costs to maintain the forestry assets are included through surplus or deficit.

Commercial property

Properties leased to third parties under operating leases are classified as investment property unless the property is held to meet service delivery objectives, rather than to earn rentals or for capital appreciation.

Commercial property is measured initially at its cost, including transaction costs.

After initial recognition, Horowhenua District Council measures all investment property at fair value as determined annually by an independent valuer under PBE IPSAS 16.

Gains or losses arising from a change in the fair value of investment property are recognised through surplus or deficit.

Impairment of property, plant, and equipment and intangible assets

Property, plant, and equipment that have a finite useful life are reviewed for impairment at each balance date and whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and its value in use.

If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. For revalued assets, the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the surplus or deficit. For assets not carried at a revalued amount, the total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss on a revalued asset is credited to other comprehensive revenue and expense and increases the asset revaluation reserve for that class of asset. However, to the extent that an impairment loss for that class of asset was previously recognised in the surplus or deficit, a reversal of the impairment loss is also recognised in the surplus or deficit.

For assets not carried at a revalued amount, the reversal of an impairment loss is recognised in the surplus or deficit.

Employee Benefits

Employee benefit liabilities are calculated based on estimate of individual staff members reaching the long service leave milestones based on current salaries.

Short-Term Benefits

Employee benefits, that Horowhenua District Council expects to be settled within 12 months after the end of period in which the employee renders the related service, are measured at nominal values based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, retiring and long service leave entitlements expected to be settled within 12 months.

Horowhenua District Council recognises a liability and an expense for bonuses where contractually obliged or where there is a past practice that has created a constructive obligation.

Long-Term Benefits

Entitlements that are payable beyond 12 months after the end of period in which the employee renders the related service, such as long service leave and retiring leave, have been calculated on an actuarial basis. The calculations are based on:

1. The likely future entitlements accruing to staff (based on years of service), years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlements information; and
2. The present value of the estimated future cash flows.

Defined contribution schemes

Obligations for contributions to defined contribution superannuation schemes are recognised as an expense through surplus or deficit when incurred.

Defined Benefit Schemes

Horowhenua District Council does not belong to any Defined Benefit Scheme.

Creditors and Other Payables

Short-term creditors and other payables are recorded at their face value.

Provisions

Horowhenua District Council recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event. It is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as an interest expense.

Financial Guarantee Contracts

A financial guarantee contract is a contract that requires Horowhenua District Council to make specified payments to reimburse the holder for a loss it incurs because a specified debtor fails to make payment when due.

Financial guarantee contracts are initially recognised at fair value. If a financial guarantee contract was issued in a stand-alone arm's length transaction to an unrelated party, its fair value at inception is equal to the consideration received. When no consideration is received, the fair value of the liability is initially measured using a valuation technique, such as considering the credit enhancement arising from the guarantee or the probability that Horowhenua District Council will be required to reimburse a holder for a loss incurred discounted to present value. If the fair value of a guarantee cannot be reliably determined, liability is only recognised when it is probable there will be an outflow under the guarantee. The portion of the guarantee that remains unrecognised, prior to discounting to fair value, is disclosed as a contingent liability.

Financial guarantees are subsequently measured at the higher of:

1. The estimated amount determined if it is probable there will be an outflow to settle the guarantee; and
2. The amount initially recognised less, when appropriate, cumulative amortisation as revenue.

Borrowings

Borrowings are initially recognised at their fair value plus transaction costs. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings due to be settled within 12 months of balance date are treated as current liabilities. All other borrowing is classified as term liabilities.

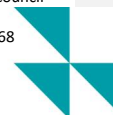
Equity

Equity is the community's interest in Horowhenua District Council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components.

1. Retained earnings;
2. Asset revaluation reserves; and
3. Other reserves.

Restricted Reserves

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by HDC. Restricted reserves are those subject to specific conditions accepted as binding by HDC and which may not be revised by HDC without reference to the Courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met. Also included in restricted reserves are reserves restricted by Council



decision. The Council may alter them without references to any third party or the Courts. Transfers to and from these reserves are at the discretion of the Council.

Asset Revaluation Reserves

This reserve relates to the revaluation of property, plant and equipment to fair value.

Goods and Services Tax

All items in the financial statements are stated exclusive of GST, except for receivables and payables which are stated on a GST-inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense. Accrued income and expenses are stated exclusive of GST.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to or received from IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

Cost Allocation

Horowhenua District Council has derived the cost of service for each significant activity of Horowhenua District Council using the cost allocation system outlined below.

1. Direct costs are those costs directly attributable to a significant activity.
2. Indirect costs are those costs which cannot be identified in an economically feasible manner with a specific significant activity.
3. Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities using appropriate cost drivers such as costs and revenues, actual usage, staff numbers and floor area.

Critical Accounting Estimates and Assumptions

In preparing these financial statements Horowhenua District Council has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

Landfill Aftercare Provision

The Prospective Statement of Financial Position discloses the exposure of HDC in relation to the landfill aftercare provision.

Infrastructural Assets

There are a number of assumptions and estimates used when performing depreciated replacement cost (DRC) valuations over infrastructural assets. These include:

1. The physical deterioration and condition of an asset, for example Council could be carrying an asset at an amount that does not reflect its actual condition. This is particularly so for assets that are not visible, for example stormwater, wastewater and water supply pipes that are underground. This risk is minimised by Council performing a combination of physical inspections and condition modelling assessments of underground assets.
2. Estimating any obsolescence or surplus capacity of an asset.
3. Estimates are made when determining the remaining useful lives over which the asset will be depreciated. These estimates can be impacted by the local conditions, for example, weather

patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the asset, then Horowhenua District Council could be over or underestimating the annual depreciation charge recognised as an expense through surplus or deficit. To minimise this risk Horowhenua District Council's infrastructural asset useful lives have been determined with reference to the NZ Infrastructural Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group and have been adjusted for local conditions based on past experience. Asset inspections, deterioration and condition modelling are also carried out regularly as part of Horowhenua District Council's asset management planning activities, which gives Horowhenua District Council further assurance over its useful life estimates.

Find out more

You can find more detail about each Activity and longer term plans in the Long Term Plan 2024-2044. It's available to read at Council libraries and service centres, and online at <https://www.horowhenua.govt.nz/Council/Documents/Plans-Strategies/Long-Term-Plan-2024-2044>

Please get in touch if you have any questions, the Mayor and Councillors' details are below or email enquiries@horowhenua.govt.nz or call on (06) 366 0999.

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File No.: 25/177

7.2 Adoption of Local Waters Combined Bylaw 2025

Author(s)	Justine Moore Principal Advisor - Infrastructure Kaihautū Whakamahere Tūāhanga
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	Daniel Haigh Group Manager Community Infrastructure Tumu Rangapū, Tūāhanga Hapori
	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. This report presents the final proposed Local Waters Combined Bylaw 2025 to Council for adoption.
2. This follows the consideration of the submissions received to the proposed Bylaw by the Hearings and Regulatory Committee of Council on 15 April 2025, which has subsequently resolved to recommend Council adopt the Bylaw with minor amendments.

This matter relates to Pursuing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

This matter relates to Local Water Services Done Well

Position Council for future changes to Local Waters Done Well waters arrangements.

EXECUTIVE SUMMARY | TE WHAKARĀPOPOTOTANGA MATUA

3. The purpose of the proposed Local Waters Combined Bylaw 2025 is to facilitate an integrated approach to Local Waters management of the four Local Waters Services (Water Supply, Wastewater, Trade Waste, and Stormwater) in the Horowhenua District. This approach recognises the interdependencies between each component and promotes their sustainable use and management.
4. At the 11 December 2024 Council meeting, Council adopted the proposed Local Waters Combined Bylaw for consultation. Submissions were open from 13 January 2025 and closed on 14 March 2025. Sixteen submissions were received.
5. Submissions were considered by the Hearings and Regulatory Committee of Council on 15 April 2025, where three submitters spoke in support of their written submission.
6. The minutes of the Hearings and Regulatory Committee meeting on 15 April 2025 were presented to Council to be received and noted earlier on today's agenda. The changes to the Bylaw recommended by the Hearings and Regulatory Committee are presented in the Background section of this report.

DELEGATION OR AUTHORITY TO ACT | TE MANA WHAKATAU I NGĀ KAWENGA

7. Council has authority under the Local Government Act 2002 to make a Bylaw or Bylaws regulating Water Supply, Wastewater, Trade Waste and Stormwater.

8. The Local Government Act 2002 Section 146(1)(a) sets out that Council may make Bylaws regulating:
- On-site wastewater disposal systems,
 - Waste management, and
 - Trade Wastes
9. Section 146(1)(b) of the Local Government Act 2002 states that Council may make Bylaws for the purposes of managing, regulating against, or protecting from damage, misuse, or loss, or for preventing the use of, the land, the structures, or infrastructure associated with one or more of the following:
- Water races,
 - Water Supply,
 - Wastewater, drainage and sanitation, and
 - Land drainage.
10. Unless transferred to another Territorial Authority or our Regional Council, the decision-making authority for bylaws sits with the Council and cannot be delegated to a Committee of Council or other body (section 161 of the Local Government Act 2002).

SIGNIFICANCE ASSESSMENT | HE AROMATAWAI MATUA

11. This matter is assessed as significant because of the level of community interest, consistent with Council's Significance and Engagement Policy.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/177 Adoption of Local Waters Combined Bylaw 2025 be received.
- B. That this matter or decision is recognised as significant in terms of S76 of the Local Government Act.
- C. That Council resolve to adopt the Local Waters Combined Bylaw 2025, attached as Attachment A as an operative bylaw of Council effective 1 July 2025; and in doing so determines that:
- C.1 A bylaw is still the most appropriate way of addressing the perceived problems of regulating Local Waters services; and
 - C.2 That the proposed bylaw is the most appropriate form of bylaw and does not give rise to implications under the New Zealand Bill of Rights Act 1990.
 - C.3 That the Horowhenua District Council Water Supply Bylaw 2020 is superseded and therefore revoked.
 - C.4 That the Horowhenua District Council Trade Waste Bylaw 2015 is superseded and therefore revoked.

BACKGROUND | HE KŌRERO TŪĀPAPA

Council Priorities

12. It is a Council Priority to navigate the change Horowhenua faces in relation to Local Water Services Done Well in a way that allows Horowhenua to be strategically positioned to embrace and benefit from sector change. Ensuring that Horowhenua Local Waters Bylaws remain current and have been updated to represent the changing local environment will assist with positioning Horowhenua well in the future. This would ensure that any future changes would need to consider any Horowhenua specific regulations already in place.

13. It is also a Council priority to Enable Balanced Growth with Fit for Purpose Infrastructure. Ensuring that our community is aware of their obligations in relation to Local Waters Services and supporting sustainable growth through regulation of a Local Waters Combined Bylaw will enable Council Local Waters Services to function well both now and in the future.
14. Horowhenua District Council has two current and one revoked Local Waters Bylaws.
15. The Horowhenua District Council Water Supply Bylaw 2020 is due for review before 9 December 2025. Unless reviewed and a new or updated Bylaw implemented before 9 December 2027 this Bylaw will be automatically revoked.
16. The Horowhenua District Council Trade Waste Bylaw 2015, is due for review before 6 August 2025. Unless reviewed and a new or updated Bylaw implemented before 6 August 2027 this Bylaw will be automatically revoked.
17. The Horowhenua District Council Wastewater Bylaw 2015 was due for review in 2020. As it was not reviewed within the required timeframe the Bylaw revoked in 2022. To reintroduce regulations surrounding wastewater a new Bylaw is required.
18. Horowhenua District Council has not previously regulated stormwater activities in a Bylaw.

Earlier Steps in the Bylaw Review

Council Meetings and Workshops

19. Three Council workshops were held on 3 July 2024, 11 September 2024, and 25 September 2024, to discuss possible inclusions and Elected Member feedback was incorporated into the proposed Bylaw. These workshops were open to the public and livestreamed. Recordings are available here: https://www.youtube.com/playlist?list=PL-Ky1x5hgkYTt9kp_Ww1-6yIb0d6wKM9x
20. All background matters relating to the Bylaw were presented at the 11 December 2024 meeting of Council where it was resolved to consult on this matter using the Special Consultative process. This meeting was open to the public and live-streamed. The recording is available here: <https://www.youtube.com/watch?v=9NrTaqz1ttQ&list=PL-Ky1x5hgkYTM34LRxTujy4utEc8lAnpT&index=5>

Perceived and Actual Problems

21. The perceived and actual problems identified that are addressed by a Combined Local Waters Bylaw include:
 - **Damage to the environment.** If not effectively managed, the supply of water has the potential to cause irreversible damage to the environment. This includes where water enters, travels through, and exits the water supply network.
 - **Risk to public health.** If the system is not managed appropriately or drinking water is contaminated there is an increased risk to public health, particularly for vulnerable community members.
 - **Damage to water supply infrastructure and assets.** If the water supply is not protected or water treated appropriately there is the potential that damage to the Council's water supply infrastructure and assets will occur. This in turn may result in water leaks, water that does not meet drinking water standards, and costly repairs. This also includes protection against misuse.
 - **Water wastage.** If the water supply network is damaged water leaks and water wastage may occur. This has the potential to reduce the supply available for use and cause damage to the environment.
 - **Reduced water supply.** If the water supply is reduced below required levels the community will be adversely affected. In extreme situations this may lead to businesses

not being able to operate, households being without water, and a reliance on emergency water supplies.

- **Breach Council's Resource Consent Conditions.** Ineffective management of the water supply system may lead to breaches of resource consent conditions and Council may face associated financial penalties.

22. It is considered that a Bylaw continues to be required to address these problems and remains the most appropriate tool to regulate, manage and protect the water supply system, protect water quality, and support regulatory functions.

Other Activities

23. To address the problems identified, it is also suggested that Council Officers continue to undertake complimentary activities including providing clear guidance and undertaking regular education campaigns to assist the community to comply with the regulations and reduce the risk associated with the problems identified.

Combined Bylaw

24. Council Officers considered the form of the Bylaw as part of the scheduled review into the Water Supply Bylaw 2020, Wastewater Bylaw 2015, and Trade Waste Bylaw 2015.
25. During this process it was identified that all three Bylaws considered similar processes and requirements such as connection, disconnection, addressing damage or obstruction of Local Waters Services, and Fees and Charges for Local Waters Services. It was identified that there were inconsistencies between each Bylaw about how each of these common requirements were written and implemented. A review of stormwater requirements also showed that the same common requirements would also be applicable to a Stormwater Bylaw.
26. Therefore, Council Officers proposed that a Combined Bylaw be written that encompassed all Local Waters Services. This would help make it easier for community members to understand what they need to do to comply with the regulations and will enable Council to consistently apply similar operational processes for the Local Water Services.

Community Consultation

27. Council consulted with the community on the adopted Statement of Proposal that included the Proposed Local Waters Combined Bylaw 2025 using the special consultative procedures set out in section 83 of the Local Government Act 2002 .
28. Submissions opened on 13 January 2025 and closed on 14 March 2025. A two-month consultation period was required by s148 of the Local Government Act 2002 due to the inclusion of proposed Trade Waste regulations.
29. Consultation information was made available on Council's Lets Kōrero website and at Council Service Centres. In addition, six social media posts were made, and one Facebook Live event was held. Community members were encouraged to make a submission on the proposed bylaw in three editions of Community Connection, and radio spots promoting the proposed bylaw on local radio stations were held throughout the consultation period. Information about the consultation was also included in newsletters sent out by the Council Compliance Team to all the food businesses regulated by Council. Further, all current Trade Waste customers were sent a letter advising of the bylaw consultation and a letter was hand delivered to other businesses. Information on the consultation was also included in newsletters sent out by the Council Compliance Team to all the food businesses regulated by Council.

Correspondence with the Minister of Health

30. Section 148(1) of the Local Government Act 2002 outlines special requirements for bylaws relating to trade wastes. This includes sending a copy of the proposed bylaws to the Minister

of Health for their comments and consulting with any body of persons the Minister of Health specified to the territorial authority.

31. Council Officers wrote to then Minister of Health Hon Shane Reti on 6 September 2024 and Hon Simeon Brown on 13 January 2025. The replies received from the Ministers did not request that Council consult with any additional representatives of the owners or occupiers of trade waste premises or have any additional comments to make on the Proposed Bylaw.

Hearings and Regulatory Committee

32. Sixteen submissions were received and were considered by the Hearings and Regulatory Committee on 15 April 2025. At this meeting the Committee listened to those who spoke in support of their submissions, considered all submissions received and subsequent recommendations from Council Officers.
33. After reviewing the written and verbal submissions the Hearings and Regulatory Committee recommended that Council:
- a) Amend A6.1(a) to:

‘Protect and Prevent Damage to Local Waters and the Associated Environment.

To manage, protect and prevent damage or misuse to the Local Waters Services and the associated land, structures, infrastructure and associated environment.’
 - b) Add the following Explanatory Note after E4.4:

‘Explanatory Note: For clarity any business that produces trade waste but whose waste does not enter the Council Controlled Wastewater or Stormwater Networks, either via pipes, tankered waste operator, or other method, will not be required to hold a Trade Waste Consent but will still be required to register.’
 - c) Amend E4.3 to:

‘With the exception of Tankered Waste, no person may discharge any Trade Waste in a way that causes that Trade Waste to be discharged off the Premises to land or water outside the premises unless the activity is consented by the Regional Council.’
 - d) Amend E4.15 to:

‘The period for which a trade waste Consent is granted to be two to five years from the date of the grant.’
34. Remove E4.16 from the proposed Bylaw.
- e) Amend the purpose of the Local Waters Combined Bylaw to include reference to Te Mana o te Wai by substituting the purpose with:

‘The overall purpose of the Bylaw is to facilitate an integrated approach to Local Waters management in the Horowhenua District that recognises the interdependencies between each component and promotes their sustainable use and management and recognition of Te Mana o Te Wai. The following purposes are relevant to the four water services (water supply, wastewater, trade waste, and stormwater) managed under this Bylaw.

DISCUSSION | HE MATAPAKINGA

35. The Local Waters Combined Bylaw 2025 (the Bylaw) is made under powers given to Council under the Local Government Act 2002. Under the Local Government Act 2002, Council is required to review its bylaws within 5 years of it first being made (s158), and then once every 10 years (s159).
36. Following the review process undertaken for the Bylaw, Council Officers concluded that a bylaw and a combined bylaw is the most appropriate way of addressing the perceived problems as they relate to the provisions of Local Waters Services in the Horowhenua, and

that the Bylaw as proposed for adoption does not give rise to any implications under the New Zealand Bill of Rights Act.

Options | Ngā Kōwhiringa

37. There are four (4) options considered in the table below. This report recommends that Council proceed with Option A, to adopt the Proposed Local Waters Combined Bylaw 2025 incorporating the changes recommended by the Hearings and Regulatory Committee.

Options Ngā Kōwhiringa	Benefits Ngā Whiwhinga	Risks Ngā Mōrearea
Option A (recommended) Council adopts the Proposed Local Waters Combined Bylaw 2025 incorporating the changes recommended by the Hearings and Regulatory Committee in resolutions HARCC/2025/3, HARCC/2025/4, HARCC/2025/5, HARCC/2025/6 and HARCC/2025/7.	<ul style="list-style-type: none"> Bylaw controls are in place to ensure appropriate regulation is in place to protect and meet the purpose of the proposed Bylaw. Public consultation was carried out as defined by the Local Government Act 2002, and due consideration was given to all submissions received through the Hearings and Regulatory Committee process; and therefore, giving rise to the democratic process of decision-making delegated to the Hearings and Regulatory Committee. 	<ul style="list-style-type: none"> The bylaw may not align with some community views.
Option B (not recommended) Council adopts the Local Waters Combined Bylaw 2025 as originally drafted and consulted on without the recommendations of the Hearings and Regulatory Committee incorporated.	<ul style="list-style-type: none"> Bylaw controls are in place to ensure appropriate regulation is in place to protect and meet the purpose of the proposed Bylaw. Public consultation was carried out as defined by the Local Government Act 2002, and due consideration was given to all submissions received through the Hearings and Regulatory Committee process; and therefore, giving rise to the democratic process of decision-making delegated to the Hearings and Regulatory Committee. 	<ul style="list-style-type: none"> The bylaw may not align with some community views. Does not give effect to submissions in the public consultation process carried out as defined by the Local Government Act 2002. Could give rise to legal challenge in the perception that Council failed to adequately account for the feedback received during the consultation process.
Option C (status quo) Status Quo Do not continue with the Local Waters Combined Bylaw, and in doing so decide to either	<ul style="list-style-type: none"> There would be reduced time and cost associated with implementation of the bylaw. 	<ul style="list-style-type: none"> Some provisions in the bylaw would lapse (those made under the Local Government Act 2002).

<p>allow for the expiry of or revocation of the Water Supply Bylaw 2020 and Trade Waste Bylaw 2015.</p>		<ul style="list-style-type: none"> • Revocation of the bylaw, would result in Officers having difficulty managing Local Waters services in the Horowhenua and that Council Officers would be unable to enforce matters currently regulated through the Bylaws and those included in the proposed Bylaw. Regulation would instead rely on the provisions in the Water Services Act 2021 and other legislation. • There would continue to be no Wastewater Bylaw or Stormwater Bylaw. • All trade waste fees would need to be charged using the formula method – this is more a complex method and would result in increased administration requirements and possible increased costs for trade premises.
<p>Option D (not recommended)</p> <p>Refer the matter back to Officers for further consideration, with a view of bring a further report to Council with changes.</p> <p>This option would require a direction from Council around any changes identified that are to be considered before any subsequent report is tabled.</p>		<ul style="list-style-type: none"> • Likely impact on Local Waters service income including trade waste.

ENGAGING WITH MĀORI | TE MAHI TAHI KI TE MĀORI

38. For Māori, water is the essence of life, like the blood of Papatūānuku (Earth Mother) who supports all people, plants and wildlife. Enhancing the health and wellbeing of our waterways is a priority for many iwi.
39. It is acknowledged that mana whenua, and more broadly Māori with respect to Council's obligations under the Treaty of Waitangi – Te Tiriti o Waitangi, are concerned about the protection of environmental and cultural interests in the Horowhenua. It is specifically acknowledged that this includes Horowhenua's water services.

40. Council contacted representatives at the start of the consultation period from Te Tumatakahuki, Muaūpoko Tribal Authority, Rangitāne o Manawatū, and Ngāti Tukorehe to invite feedback.
41. Representatives from Muaūpoko Tribal Authority met with Council Officers to discuss the proposed changes, specifically including the proposed introduction of stormwater regulations.
42. While no formal response was received from Te Tumatakahuki, Muaūpoko Tribal Authority, Rangitāne o Manawatū, and Ngāti Tukorehe, Council Officers will continue to engage with representatives.

CLIMATE CHANGE | NGĀ ĀHUARANGI HURIHURI

43. One of the purposes of the Bylaw is to manage changing environmental conditions. Specifically, the inclusion of Stormwater in the Bylaw will support Council to respond to climate related events and contribute to reducing the potential impact for community members.

FINANCIAL AND RESOURCING | TE TAHUA PŪTEA ME NGĀ RAUEMI

44. Costs associated with this work, such as staff time, are proposed to be met within current budgets.
45. Any changes to forecast revenue or expenses in relation to implementing the Proposed Bylaw will be outlined as part of the relevant Annual Plan.

LEGAL AND RISK | TE TURE ME NGĀ MŌREAREATANGA

Decision Making

46. The Bylaw is made using bylaw-making powers from the Local Government Act 2002.
47. Unless transferred to another Territorial Authority or our Regional Council, the decision-making authority for bylaws sits with Council and cannot be delegated to a Committee of Council or other body (section 161 of the Local Government Act 2002).
48. When deliberating, Council should keep in mind the Council's decision-making powers and the scope of the consultation materials. Significant changes from the original proposals may require further consultation.
49. There is no legislative requirement to have a Water Supply, Wastewater, Trade Waste, or Stormwater Bylaw, however, the Local Government Act 2002 enables Councils to implement and enforce Bylaws for the purpose of managing, regulating against, and protecting the water supply network, wastewater network and stormwater network from damage, misuse or loss. This in turn contributes to public health and safety. Without a Bylaw in place Horowhenua District Council would be unable to enforce the regulations in the Bylaw.

Addressing Issues and Compliance with the New Zealand Bill of Rights Act 1990

50. Council is required under the Local Government Act 2002 to resolve that bylaws are the most appropriate way of addressing particular issues. This process for review required by section 155 of the LGA consists of the following two stages:
 - Section 155(1) requires Council to determine whether a bylaw is the most appropriate way of addressing the perceived problem.
 - Section 155(2) and (3) requires Council to consider whether the format of the bylaw is appropriate; and whether any aspect is in conflict with the New Zealand Bill of Rights Act 1990.
51. The Bill of Rights protects the human rights and fundamental freedoms of all people in New Zealand.

52. Consideration of whether there are any implications under the New Zealand Bill of Rights is only able to be confirmed once the final version of the Bylaw has been developed.
53. Council Officers do not consider that the proposed Bylaw will give rise to any implications under the New Zealand Bill of Rights.

Other Legislation and Regulations

54. Local Water Services are regulated through a number of different mechanisms including, but not limited to, the Water Services Act 2021, Resource Management Act 1991, Health Act 1956, Fire and Emergency New Zealand Act 2017, Horowhenua District Plan, and Horizons One Plan. If there are any discrepancies between any legislation or the listed plans and the Bylaw, the legislation or Plan takes precedence.

POLICY IMPACT | NGĀ PĀTANGA I NGĀ KAUPAPA HERE

55. Local Water Done Well is the Government's policy to address water infrastructure challenges across New Zealand. New legislation has been introduced that requires Councils to decide how water services are delivered in the future.
56. The Local Government (Water Services) Bill (the Bill) includes provisions around the power to make water services bylaws. If enacted it is likely to include provision for a Water Services Provider to make, amend or revoke water service bylaws.
57. If the proposed Bylaw is adopted, Council will be required to review this Bylaw within five years. This will align with the timeframes outlined in the Bill for completing an initial review and then developing a plan to amend, revoke, or revoke and replace the Bylaw within the five-year timeframe.
58. While it is almost certain that some changes to the regulations in the Bylaw will be required for subsequent Local Waters Bylaws at the time they are made, this proposed Bylaw before Council now would put Horowhenua in good stead to adapt to the proposed legislative changes. However, until the Bill is enacted this is unable to be confirmed.
59. The Bylaw has connections to Fees and Charges as set through the Annual Plan and Long-Term Plan processes.
60. Officers will also ensure that any connections with the Vesting Policy, currently being developed, are identified and considered.

COMMUNICATIONS AND ENGAGEMENT | TE WHAKAWHITI PĀRONGO ME TE MAHI

61. If adopted, communication of the adoption of the Bylaw will need to be advertised through public notice in the local newspaper circulating in the district, as well as publicly notified on Councils website; and
62. If adopted, the Local Waters Combined Bylaw 2025 will need to be published on Councils website under Bylaws and Policies.

NEXT STEPS | HEI MAHI

63. If adopted, public notice will need to be given on the Bylaw, as well as Council's website and publications (including forms) will need to be updated to refer to the Local Waters Combined Bylaw 2025.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,

- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A↓	Local Waters Combined Bylaw 2025	183



Local Waters Combined Bylaw 2025

Adopted: 14 May 2025

Commenced: 1 July 2025

Review Date: 30 June 2030



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A. Introduction

A1. Title

- A1.1 This Bylaw is the Horowhenua District Council Local Waters Combined Bylaw 2025.

A2. Commencement

- A2.1 This Bylaw comes into force on 1 July 2025.

A3. Revocation and Savings

- A3.1 This Bylaw revokes and replaces the Horowhenua District Council Trade Waste Bylaw 2015 and the Horowhenua District Council Water Supply Bylaw 2020.
- A3.2 The revocation of bylaws under A3.1 does not prevent any legal proceedings, criminal or civil, being taken to enforce those bylaws and any such proceedings will continue to be dealt with and completed as if those bylaws had not been revoked.
- A3.3 Any resolution, approval, permit or other decisions made under the bylaws revoked under A3.1 remain in force until such resolution, approval, permit or other decision is repealed or revoked, has expired or is replaced by a decision made under this Bylaw, another bylaw or any other relevant legislation.

A4. Compliance with Legislation

- A4.1 This Bylaw is made under the Local Government Act 2002. Compliance with this Bylaw does not remove the need to comply with all other applicable Acts, Regulations, and Rules of Law.
- A4.2 Any person who has permission established under any other Act, Regulation, or Resource Consent to carry out any activity that conflicts with any requirement of this Bylaw, does not breach this Bylaw when acting in accordance with that permission.

Explanatory Note: The Council does not intend this Bylaw to manage or regulate matters that are already provided for in other legislation, including Horizons One Plan. Anyone acting under this Bylaw must ensure that they also comply with other applicable legislation.

A5. Dispensing Power

- A5.1 A person may apply in writing to the Council for a dispensation from any provision of this Bylaw.
- A5.2 The application must explain the relief sought and include information on why full compliance with the relevant provision of the Bylaw would adversely affect that person, without a corresponding benefit to the community.
- A5.3 The Council may seek further information from the applicant or any other person, by a request made in writing.
- A5.4 The Council will by written notice to the applicant either grant or refuse the application and if it grants the application, it may also impose any conditions it considers appropriate, as long as any dispensation is not inconsistent with the intent of the Bylaw.
- A5.5 If the Council refuses an application, it will provide reasons to the applicant.
- A5.6 This clause is subject to any express provision to the contrary in this Bylaw.

Explanatory Note: Any of the various powers and functions of Council as detailed and set out in this Bylaw, may be delegated by it, to its Chief Executive and sub-delegated by the Chief Executive to any other such officer or authorised agent of the Council.

A6. Purpose

- A6.1 The overall purpose of the Bylaw is to facilitate an integrated approach to Local Waters management in the Horowhenua District that recognises the interdependencies between each component and promotes their sustainable use and management and recognition of Te Mana o Te Wai. The following purposes are relevant to the four water services (water supply, wastewater, trade waste and stormwater) managed under this Bylaw.
- a) **Protect and Prevent Damage to Local Waters and the Associated Environment**
To manage, protect and prevent damage or misuse to Local Waters Services and the associated land, structures, infrastructure, and associated environment.
 - b) **Manage Changing Environmental Conditions and Protect Local Waters Service Levels**
To support growth in the region through the provision and protection of Local Waters land, structures and infrastructure to maintain the capacity to provide water services, considering a sustainable development approach in the face of changing environmental conditions and weather events.
 - c) **Operate within Legislative Requirements**
To set requirements that will assist the Council to meet required legislative standards for Local Waters, including those set out in applicable Resource Consents.
Explanatory Note: If these standards are not met, Council (and indirectly the community) may face enforcement action including fines and prosecution.
 - d) **Protect Public Health**
To prevent drinking water contamination and wastewater overflows, in order to protect all community members, including those who are vulnerable and those whose work is associated with the Local Waters Networks.
 - e) **Fair and Transparent Cost Allocation**
To provide a system where the costs associated with delivering Local Waters Services and any increased requirement for any Local Waters Services is equitable.
 - f) **Appropriate Service Levels**
Manage Local Waters service demand in relation to Council's ability to provide appropriate levels of service for the community. This includes ensuring the water supply remains above required levels and wastewater requirements do not exceed Council's service thresholds.
 - g) **Prevent Water Wastage**
To ensure that the water supply is protected from leaks and water wastage so that a consistent and reliable water supply is provided for community use, and to prevent damage to the environment.

Explanatory Note: Horowhenua District Council is committed to providing quality Local Waters services to the Horowhenua community. Council is focused on delivering the basics well and this includes making sure our Local Waters Combined Bylaw supports the delivery of high-quality Local Waters services. This is particularly important given that there is a level of uncertainty in how our Local Waters will be operated and regulated in the future and that we are facing significant growth projections for both the number of people living and businesses operating in our District. This will ensure the delivery of our Local Waters services continue to support the desire for improved freshwater, increased resilience to climate change, natural hazards and other significant events, and to enhance community wellbeing.

A7. Objectives

A7.1 Water Supply

- a) Protect public health and safety in the supply of water and ensure fair and reasonable use of the water resource;
- b) Protect the Water Supply Network from damage, misuse and loss; and
- c) Prevent illegal connection to the water supply.

A7.2 Wastewater

- a) Protect the Wastewater Network from damage, misuse and loss;
- b) Protect the environment and the health and safety of persons from the adverse effects of harmful substances discharged to the Wastewater Network; and
- c) Ensure that private wastewater infrastructure operates in a way that does not pose a risk to any person's health and safety or cause nuisance.

A7.3 Trade Waste

- a) Protect the environment and the health and safety of persons from the adverse effects of harmful substances discharged as Trade Waste from Trade Premises;
- b) Protect Council Infrastructure, including the Council Wastewater Network, from damage, misuse and loss, and provide for its efficient operation.
- c) Ensure compliance with relevant Resource Consent conditions;
- d) Provide an equitable basis for charging Trade Waste dischargers to cover the cost of conveying, treating and disposing of or reusing their wastes and administering this Bylaw; and
- e) Encourage waste minimisation, water conservation, cleaner production, efficient recycling and reuse of waste streams at Trade Premises.

A7.4 Stormwater

- a) Manage, regulate and control the Council Stormwater Network, including discharge of contaminants into the network.
- b) Avoid, or minimise the effects of discharges from the Council Stormwater Network on the downstream receiving environment.
- c) Protect the environment and public health and safety.
- d) Prevent nuisance caused by Stormwater.

A8. Interpretation

A8.1 Part 2 of the Legislation Act 2019 applies to the interpretation of this Bylaw.

A8.2 Explanatory notes are not part of the Bylaw, and the Council may add, amend or delete explanatory notes at any time without amending the Bylaw.

Explanatory Note: Explanatory notes are used to explain the intent of a clause in less formal language and/or to include additional helpful information.

A8.3 In this Bylaw, unless context otherwise requires:

'Access Point' means a place where access may be made to a private drain for inspection (including sampling or measurement), cleaning or maintenance.

'Air Gap Separation' means a physical separation between the free-flowing discharge end of a Drinking Water supply pipeline, and the highest overflow level of the receiving vessel, used to prevent Backflow.

'AEP' means Annual Exceedance Probability.

'Approval or approved' means a permission in writing by Council, either by resolution of Council or by an officer of Council authorised for that purpose.

'Approved site' means a site approved by Council for the purpose of accessing a Council Local Waters Network.

'Authorised Agent' means any Council Officer or person authorised or appointed in writing by the Council to do anything in respect of the Local Waters Networks.

'Backflow' has the same meaning as in the Water Services Act 2021 and means the unplanned reversal of flow of water or mixtures of water and contaminants into the water supply network.

'Backflow Prevention Device' has the same meaning as in the Water Services Act 2021 and means a device that prevents Backflow.

'Biosolids' means sewage sludge derived from a wastewater treatment plant that has been treated and/or stabilised to the extent that it is able to be safely and beneficially applied to land but does not include products derived solely from industrial wastewater treatment plants.

'Buried Services' means any underground infrastructure owned and maintained by Council, including but not limited to water mains, service pipes or fittings.

'Bylaw' means the Horowhenua District Council Local Waters Combined Bylaw 2025.

'Catchment' means the area upstream, including all tributaries of the raw water abstraction point, bounded by the watershed, or the aquifer and recharge zone of a ground water system.

'Chambers' means the housing of any fittings.

'Characteristic' means any physical or chemical component of Water, Wastewater (including Trade Waste) and Stormwater.

'Cleaner Production' means the implementation of effective operations, methods and processes to reduce or eliminate the quantity or toxicity of wastes.

'Commercial Area' means a commercial zone as that term and area is defined in the Horowhenua District Plan.

'Common Private Drain' means a private drain which serves more than one lot.

'Condensing water or cooling water' means any water used in trade, industry or commercial processes in such a manner that it does not take up matter into solution or suspension.

'Conditional Trade Waste' means any trade waste that does not comply with the physical or chemical characteristics of permitted trade waste set out in Schedule 1, but which does not have any characteristics of prohibited trade waste.

'Consent Holder' means the holder of a trade waste consent and includes any person acting with the express or implied consent of the consent holder and any licensee of the consent holder.

'Connection' means where a service pipe is connected to a main by a tapping point whether connected legally or not.

'Contaminant' has the same meaning as in the Resource Management Act 1991 and means any substance (including gases, odorous compounds, liquids, solids, and micro-organisms) or energy (excluding noise) or heat, that either by itself or in combination with the same, similar or other substances, energy, or heat:

- a) When discharged into water, changes or is likely to change the physical, chemical or biological condition of water; or
- b) When discharged onto or into land or into air, changes or is likely to change the physical, chemical, or biological condition of the land or air onto or into which it is discharged.

'Contingency Management Procedures' means procedures developed and used to avoid, remedy or mitigate the actual and/or potential adverse effects of trade waste and industrial activities on the environment in the event of an unexpected or unscheduled discharge of potential discharge of contaminants into the Council wastewater Network.

'Council' means the Horowhenua District Council or any person delegated or authorised to act on its behalf.

'Council Stormwater Network' means

- a) the infrastructure and processes that –
 - I. Are used to collect, treat, drain, store, reuse, or discharge stormwater in an urban area; and
 - II. Are owned or operated by, for, or on behalf of the Council; and
- b) includes an overflow path, green water services infrastructure that delivers stormwater services, and watercourses that are part of or relate to the infrastructure described in a).

'Council Water Supply' means Council's supply of Drinking Water to its customers.

'Council Water Supply Network' means the Drinking Water supply that is operated by, for, or on behalf of, or whose operation or aspects of whose operation are supervised by the Council. It includes all related infrastructure and processes.

'Council Wastewater Network' means the infrastructure and processes that

- a) Are used to collect, store, transmit through reticulation, treat, or discharge wastewater; and

- b) Are operated by, for, or on behalf of the Council.

'Customer' means the person who uses, or has approval to use, water from the Council Water Supply.

'Dedicated filling point' means any point in the Council Water Supply Network that is provided by the Council for the purpose of allowing commercial operators to obtain bulk water in accordance with a permit issued by the Council.

'Detector Check Valve' means a check (non-return) valve, which has a positive closing pressure and a metered bypass to measure flows typically associated with leakage or unauthorised use on a dedicated fire supply.

'Discharge' has the same meaning as the Resource Management Act 1991 and includes to emit, deposit, or allow to escape.

'Disconnect' or 'Disconnection' means the physical cutting or sealing of a private drain or water connection from the Council Water Supply, Wastewater, or Stormwater Network.

'Domestic Dwelling' has the same meaning as Section 10 of the Water Services Act 2021 and means a building that is used as a single household unit, whether it is –

- a) Tenanted on a long- or short-term basis; or
- b) Occupied permanently or temporarily (for example a holiday home).

'Drain' has the same meaning as in the Land Drainage Act 1908 and includes every passage, natural watercourse, or channel on or under-ground through which water flows continuously or otherwise, except a navigable river, but does not include a water race.

'Drinking Water' has the same meaning as the Water Services Act 2021 and means unless the context otherwise required includes –

- a) Means water that is used for
 - I. Human consumption; or
 - II. Oral hygiene; or
 - III. Preparing food, drink, or other products for human consumption; or
 - IV. Washing utensils that are used for eating and drinking, or for preparing, serving or storing food or drink for human consumption; but
- b) Does not include –
 - I. Bottled water that is prepared or manufactured by a food business, and is regulated under the Food Act 2014; and
 - II. Water, if its use is regulated under the Food Act 2014, the Animal Products Act 1999, or the Wine Act 2003.

'Domestic Sewage' means sewage discharged from premises used solely for residential purposes, or wastes of the same character discharged from other premises.

'Emergency' means a situation that poses an immediate risk to life, health, property, or the environment that requires an immediate response.

'Environment' has the same meaning as the Resource Management Act 1991 and includes –

- a) Ecosystems and their constituent parts including people and communities; and

- b) All natural and physical resources; and
- c) Amenity values; and
- d) The social, economic, aesthetic and cultural considerations which affect the matters stated in paragraphs a) to c) above or which are affected by those matters.

'Extraordinary Supply' means a category of On Demand Supply which may be subject to specific conditions and limitations and excludes any Ordinary Supply.

'Extraordinary User' means a customer that receives an Extraordinary Supply of water including the following water users:

- a) Residential properties with swimming pools, spas or collapsible pools;
- b) Residential properties with advanced on-site wastewater treatment systems;
- c) Commercial or business premises (including home-based commercial activities e.g. dentists, hairdressers, bed and breakfast and other cottage type industries);
- d) Industrial premises;
- e) Temporary supplies;
- f) Out of District customers (supply to or within another local authority);
- g) Public facilities, golf clubs, parks and reserves;
- h) Educational facilities;
- i) Health facilities;
- j) Retirement villages;
- k) Any property at which horticultural or agricultural land use is occurring; and
- l) Any other property found by Council to be using more than 15% of the assessed average daily allocation over a 12-month period.

'Fees and/or Charges' means the list of items, terms and prices for services associated with the Supply of Water or the discharge of Wastewater (including Trade Waste) or Stormwater as adopted by the Council in accordance with the Local Government Act 2002 and the Local Government (Rating) Act 2002.

'FENZ Personnel' means personnel in their role as employees, volunteers or contractors for Fire and Emergency New Zealand under the Fire and Emergency New Zealand Act 2017.

'Fitting' means all accessories, connections and fixtures on pipes, including valves, restrictors and water Meters.

'Grease Trap' means a separation tank that reduces the amount of fat, oil, and grease in the Trade Waste prior to the Trade Waste being discharged into the Wastewater Network.

'Grease Trap Converter' means a grease trap that may use chemicals, bacteria, enzymes or other means which are not passive or mechanical to remove fats, oils or greases from Trade Waste.

'Groundwater' includes all water bodies below the ground surface, namely subsoil water and artesian water.

'Hazardous Substances' has the same meaning as the Hazardous Substances and New Organisms Act 1996 and means, unless expressly provided otherwise by regulations or an Environmental Protection Authority notice, any substance:

- a) with one or more of the following intrinsic properties: explosiveness, flammability, a capacity to oxidise, corrosiveness, toxicity (including chronic toxicity), ecotoxicity with or without bioaccumulation; or

- b) which on contact with air or water (other than air or water where the temperature or pressure has been artificially increased or decreased) generates a substance with any 1 or more of the properties specified in paragraph a).

'Horowhenua District' means the territorial authority district administered by the Council.

'Horowhenua District Plan' means the current operative district plan of the Council as published from time to time on its website.

'Household Unit' has the same meaning as in the Building Act 2004 and means

- a) a building or group of buildings, or part of a building or group of buildings that is-
 - I. Used, or intended to be used, only or mainly for residential purposes; and
 - II. Occupied or intended to be occupied, exclusively as the home or residence of not more than 1 household; but
- b) Does not include a hostel, boarding-house, or other specialised accommodation.

'Industrial Area' means an industrial zone as that term and area is defined in the Horowhenua District Plan.

'Large Lot Residential Zone' has the same meaning as in the Resource Management (Enabling Housing Supply and Other Matters) Amendment Act 2021.

'Level of Service' means the measurable performance standards on which the Council undertakes to supply Local Waters Services to its customers.

'Local Waters Services' means any water supply, wastewater, trade waste or stormwater service provided by Council.

'Local Waters Networks' means the Council Water Supply Network, Council Wastewater Network, and Council Stormwater Network.

'Main' means a pipe used for the general supply of water, usually supplying several properties and being within the Council Water Supply Network.

'Mass Limit' means the total mass of any characteristic that may be discharged to the Council Wastewater Network over any period stated in trade waste consent conditions from any single point of discharge or collectively from several points of discharge.

'Maximum Concentrations' means the instantaneous peak concentration of any Characteristic that may be discharged at any instant in time.

'Meter' means a Council owned device used to measure either directly or indirectly the volume of water or other fluids passing through the instrument.

'Non-structural Faults' means faults to a private drain caused by non-structural elements, for example by foreign objects or tree roots.

'Nuisance' has the same meaning as in Section 29 of the Health Act 1956 and in the context of this Bylaw also includes but is not limited to:

- a) A person, thing, or circumstance causing distress or annoyance, or unreasonable interference with the peace, comfort, or convenience of another person; or
- b) Danger to life; or

- c) Danger to public health; or
- d) Flooding of any building floor or sub-floor, or public roadway; or
- e) Damage to property

'Occupier' means any person who occupies any land or building (including commercial premises) and includes the owner or the owner's agent.

'On demand supply' means a supply, which is available directly to the Customer from the Point of Supply, without restriction of flow to the agreed Levels of Service.

'Open Catchment' means a Catchment that does not have major points of access fenced and can be accessed by humans or animals.

'Ordinary Supply' means a category of On Demand Supply used solely for domestic purposes, excludes any Extraordinary Supply.

'Owner' means the person or persons entitled to receive the rack rent of the property, or who would be so entitled if the property or premises were let to a tenant at a rack rent, and where such person is unavailable, includes their attorney or agent.

'Permit' means any approval or consent required or given by the Council under this Bylaw.

'Permitted Trade Waste' means any trade waste discharged from a trade premises which meets the Controlled Substances Standards in Schedule 3 of this Bylaw and:

- a) Which is discharged from a trade premises listed in Schedule 4 Permitted Trade Waste Premises;
- b) Which is discharged from any trade premises where the 24-hour flow volume of the discharge is up to 5 cubic meters; or
- c) Which the Council determines to be permitted trade waste under Clause E2.3 to Clause E2.8; and
- d) Must not have any of the prohibited characteristics in Schedule 2.

'Person' means an individual, a corporation sole, a body corporate, or an unincorporated body.

'Point of discharge' means the boundary between the Council Wastewater Network or Council Stormwater Network and a private drain or network. However, for the purposes of monitoring, sampling or testing may be at a specified alternative Access Point e.g. in a Trade Waste Consent.

'Point of Supply' means the point where the connection meets the supply pipe, this marks the boundary of responsibility between the customer and the council, irrespective of property boundaries.

'Premises' means:

- a) a property or allotment which is held under a separate Record of Title or for which a separate Record of Title may be issued and in respect of which a Building Consent has been or may be issued; or
- b) A building that has been defined as an individual unit by a cross-lease, unit title or company lease and for which a Record of Title is available; or
- c) An individual unit in a building where units are separately occupied and/or leased; or
- d) Land held in public ownership (e.g. reserve) for a particular purpose.

'Pre-treatment' means:

- a) Any approved processing of discharge designated to reduce or vary any characteristic before discharge to the Council Wastewater Network or Council Stormwater Network in order to comply with a trade waste consent or this bylaw but
- b) Excludes any refuse of garbage grinders or macerators to dispose of solid waste from trade premises to the Council Wastewater Network, unless specific approval is given by the Council.

'Private Drain' means any privately-owned pipe or drain system.

'Private Stormwater Network' means any component of the stormwater network that drains water from premises on private land to a receiving environment or up to the point of discharge within the Council Stormwater Network and includes pipes, gutters, downpipes, catchpits, swales, subsoil drains, stormwater treatment devices, rainwater tanks and any stormwater management device or Redundant Stormwater Network.

'Prohibited Trade Waste' means any trade waste that has prohibited characteristics as defined in Schedule 2 or is not permitted to be discharged to the Council Wastewater Network.

'Property' has the same meaning as 'Premises'.

'Public Notice' has the same meaning as the Local Government Act 2002 and means a notice that is:

- a) Made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the Local Authorities internet site; and
- b) Is published in at least 1 daily newspaper circulating in the region or district of the Local Authority, or 1 or more other newspapers that have a combined circulation in that region or district at least equivalent to that of a daily newspaper circulating in that region or district.

'Record of Title' means a record of title created under Section 12 of the Land Transfer Act 2017 for an estate or interest in land.

'Residuals' means any liquid, solid or gaseous matter remaining after a wastewater treatment process.

'Resource Consent' means a resource consent issued under the Resource Management Act 1991 and operative resource consent means a resource consent that has been given effect to and has not lapsed or been surrendered.

'Restricted Supply' means a type of water supply where a limited flow is supplied by a flow control device and storage is provided on-site by the Customer to cater for demand fluctuations.

'Restrictor' means a flow control device fitted to the service pipe to limit the flow rate of water to a customer's premises.

'Residential Area' means a residential zone as that term and area is defined in the Horowhenua District Plan.

'Rural Area' means a rural zone as that term and area is defined in the Horowhenua District Plan.

'Rural Supply' means water supplied to currently serviced Rural Areas.

'Service Pipe' means a section of water pipe between a water main and the point of supply that is owned and maintained by Council.

'Service Valve or Toby' means the valve at the customer end of the service pipe.

'Sewage' means discharge from any sanitary fixture (any fixture which is intended to be used for sanitation – the term used to describe activities of washing and/or excretion carried out in a manner or condition such that the effect on health is minimised, with regard to dirt and infection) or sanitary appliance (an appliance which is intended to be used for sanitation which is not a sanitary fixture – included are machines for washing dishes and clothes).

'Sewage Sludge' means the material settled out and removed from wastewater during the treatment process.

'Sewer' means all wastewater pipes, tunnels, manholes and inspection chambers, whether privately owned or part of the Council Wastewater Network.

'Significant Industry' means an industry that the Council has determined is significant for the purposes of this bylaw, by reference to the discharge, volume and/or pollutant loads to be discharged in accordance with this bylaw.

'Storage tank' means a secure vessel for holding drinking water.

'Stormwater' has the same meaning as the National Planning Standards made under the Resource Management Act 1991 and means run-off that has been intercepted, channelled, diverted, intensified or accelerated by human modification of a land surface, or run-off from the surface of any structure, as a result of precipitation and includes any contaminants contained within.

'Supply Pipe' means the section of pipe between the Point of Supply and the Customer's Property, owned and maintained by the Customer, through which water is conveyed to Premises.

'Tankered Waste' means trade waste which is conveyed by vehicle for disposal.

'Tankered Waste Permit' means a document issued by Council under this Bylaw authorising a Tankered Waste Operator to dispose of Tankered Waste to a designated treatment plant.

'Temporary Discharge' means

- a) a discharge of Trade Waste for an intermittent or short duration; or
- b) a short-term discharge of an unusual trade waste premises subject to an existing trade waste consent; or
- c) a discharge of Tankered Waste to an Approved Site in the Council Wastewater Network.

'Trade Premises' means any premises used or intended to be used for any industrial or trade purposes, and includes:

- a) any premises used or intended to be used for the storage, transfer, treatment or disposal of waste materials or for other waste management purposes or used for composting organic materials; and/or
- b) any premises from which a contaminant is discharged in connection with any industrial or trade process; and/or
- c) any other premises discharging wastewater other than domestic sewage and includes any land or premises wholly or mainly used for agricultural or horticultural purposes.

'Trade Waste' has the same meaning as the Water Services Act 2021 and means any waste that is

- a) produced for an industrial or a trade purpose, or a related purpose; and

- b) discharged into a wastewater network.

'Trade Waste Agreement' means a written trade waste agreement with any occupier of a trade premises to allow the discharge of trade waste from those premises into the Council Wastewater Network.

'Trade Waste Consent' means a consent granted under this bylaw authorising a person to discharge Conditional Trade Waste to the Council Wastewater Network.

'Trade Waste Management Plan' means a plan for the management of operations on premises from which conditional trade waste is discharged and may include provision for the following matters:

- a) responsibilities, procedures and resources for implementing and monitoring the consent requirements of Council; and
- b) cleaner production, waste minimisation, pre-treatment, contingency management procedures, and incorporation of any relevant industry codes of practice.

'Wastewater' means water or other liquid waste, including sewage and waste matter in solution or suspension, discharged to the Council Wastewater Network.

'Wastewater Network' means the Council Wastewater Network and all private drains and common drains connecting to that network.

'Watercourse' has the same meaning as the Water Service Act 2021 and means a watercourse that is part of, or related to, the drainage or discharge of stormwater in an urban area.

'Water Supply Network' means all those components of the network between the point of abstraction from the natural environment and the Point of Supply. This includes but is not limited to: wells, infiltration galleries, intake structures, open raw water storage ponds/lakes, falling mains, treatment plants, treated water reservoirs, trunk mains, service mains, rider mains, pump stations and pumps, service valves, hydrants, scour lines, service pipes, boundary assemblies, Meters, and backflow prevention devices.

'Working day' means any day of the week other than:

- a) a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, The Sovereign's Birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, Labour Day; and
- b) a day in the period commencing with the 20th day of December in a year and ending with the 2nd day of January in the following year; and
- c) the day observed as anniversary day in the Horowhenua District; and
- d) if 1 January falls on a Friday, the following Monday; and
- e) if 1 January falls on a Saturday or Sunday, the following Monday and Tuesday; and
- f) if Waitangi Day or ANZAC Day falls on a Saturday or Sunday, the following Monday.

B. Common Requirements

B1. Connection to Local Waters Networks

B1.1 No person will, without prior approval from Council:

- a) connect to or alter a connection to the Local Waters Networks; or
- b) Take water from the Council Water Supply; or
- c) Discharge to the Council Stormwater Network; or
- d) Discharge to the Council Wastewater Network.

Explanatory Note: Approval to connect to the Council reticulated Stormwater Network will be by exception only and will need to meet the requirements set out in the Horowhenua District Plan.

B1.2 An application for approval to connect to the Local Waters Networks must be:

- a) Made in the form required by Council; and
- b) Contain all information requested by the Council; and
- c) Be accompanied by payment of the application fee.

B1.3 Having received and considered the application the Council may:

- a) Grant the application and impose conditions; or
- b) Refuse the application, in which case the Council will notify the applicant of the decision and give reasons for the refusal.

Explanatory Note: Reasons that may apply when Council declines or refuses an application for connection to any Local Waters Networks are outlined in each relevant part of this Bylaw.

B1.4 If the Council grants an application, it will require the applicant to pay the cost of undertaking the connection works. The cost must be paid in full prior to commencement of the connection works.

B1.5 Only Council approved contractors may make any connection to, or otherwise access, any part of the Local Waters Networks, unless otherwise agreed by Council.

B2. Disconnection from Local Waters Networks

B2.1 An owner or occupier of a premise must obtain approval from the Council before disconnecting from the Local Waters Networks.

B2.2 An application to disconnect from any Local Waters Network must be:

- a) Made no fewer than five working days before the person seeks that the disconnection be made; and
- b) Made in the prescribed form.

Explanatory Note: It will be a condition of building consent that any demolition or removal of a building may not commence until the property has been disconnected from the Council Wastewater Network and inspected by the Council.

B2.3 A Customer, or person discharging Wastewater or Trade Waste, must notify Council of new address details for final invoicing.

B2.4 If Council grants the application, it will require the applicant to pay the cost of undertaking the disconnection works. This cost must be paid in full prior to commencement of the disconnection works.

- B2.5 The disconnection may be at the property boundary or at the Council main, at the Council's discretion.
- B2.6 Only Council approved contractors may make any disconnection from the Council Wastewater Network or Council Water Supply Network, unless otherwise agreed by Council.

B3. Change of Ownership

- B3.1 In the event of a premises changing ownership, Council will record the new owner as being the customer and/or occupier at that premises.
- B3.2 Where a property is metered the outgoing Customer must give the Council at least five working days' notice to arrange a final Meter reading.

Transfer of Rights and Responsibilities

- B3.3 A person must not transfer, or attempt to transfer, to any other party the rights and responsibilities provided for under this Bylaw.

B4. Rights of Access

- B4.1 The Owner or Occupier must allow Council or their Authorised Representative, with or without equipment, access to any area of the premises for the purposes of:
- Determining whether non-complying connections have been made to the Local Waters Networks; or
 - Carrying out monitoring, testing, maintenance and capital works on the Local Waters Networks including access to any mains, manholes, or access points on that premises; or
 - Carrying out any work on the Local Waters Networks including inspection and survey; or
 - Determining compliance with the requirements of this bylaw.

Explanatory Note: The Council may enter land for different purposes and in accordance with Sections 171 to 174 and 181 and 182 of the Local Government Act 2002, and other legislation including the Health Act 1956 and the Land Drainage Act 1908.

- B4.2 Wherever practical Council will make reasonable attempts to notify the owner or occupier of any scheduled work on the relevant Local Waters Network before the work commences on the premises. Where immediate action is required and notification is not practical, work will be carried out without notice.

B5. Responsibility for Maintenance on Private Property

- B5.1 Only Council approved contractors may make any connection to or otherwise access, any part of the Local Waters Networks on private property.
- B5.2 The customer, owner, occupier or manager is responsible for maintenance of any private component of the water supply, wastewater or stormwater network.
- B5.3 Council may inspect the private water supply, or private wastewater drain, or private stormwater drain at suitable intervals and notify the owner or occupier of a premises if maintenance must be carried out. Maintenance must be carried out within the time and standard specified by Council.
- B5.4 The owner or occupier of a premises is responsible for the following costs, unless otherwise required by the Council:
- Any costs of maintenance required
 - Any costs of inspection by the Council

B6. Hazardous Substances

- B6.1 No person may store, transport, handle or use, or cause or allow to be stored, transported, handled or used, any hazardous substances in a way that results or may result in the substances entering the Council Local Waters Networks or cause nuisance, unless the Council approves otherwise or that person is expressly authorised by an operative resource consent, licence, permit or other approval issued under the Resource Management Act 1991 or the Hazardous Substances and New Organisms Act 1996.
- B6.2 All persons on a trade premises must take all reasonable steps to prevent the accidental entry of any hazardous substances into the Council Wastewater Network or from being discharged from the premises to land or water outside the premises as a result of leakage, spillage or other mishap.
- B6.3 Any person who carries out the off-site disposal of any hazardous substances must keep records of any such disposal and make such records available for inspection by the Council as soon as practicable following a request to inspect by the Council.

B7. Damage or Obstruction of Local Waters Networks

- B7.1 Any damage to any component of the Local Waters Networks, must be reported to Council immediately.
- B7.2 No person may connect to or interfere with any part of the Local Waters Networks, except with the approval of Council.
- B7.3 If any breach of this Bylaw causes damage to the Local Waters Networks, or otherwise causes the Council to incur a loss, the Council may recover the cost of repairing the damage and/or the full extent of its loss from the person responsible for the breach.
- B7.4 No person may cover, obscure, or obstruct any Local Waters infrastructure without the prior approval of the Council. The owner, occupier, or manager of the premises is liable for the removal of any unauthorised covering material, obstructing material, repair, or adjustment of the structures that Council determines is necessary.
- B7.5 Any tree that causes or is likely to cause damage or nuisance to a Local Waters Network must be removed as soon as practicable following notice from the Council, at the expense of the owner or occupier of the premises.
- B7.6 Any person causing damage or disruption to any Local Waters Network is liable for the cost of repairs and any other costs incurred as a result of the damage or disruption.

Explanatory Note: Under Section 175 of the Local Government Act 2002 any person who wilfully or negligently destroys, damages, stops, obstructs or otherwise interferes with any Local Waters Network will be liable for the costs arising.

B8. Adverse Events, Accidents and Non-Compliance

- B8.1 Any person who causes, contributes to or is otherwise responsible must notify the Council immediately where:
- a) Wastewater is spilt; or
 - b) Any event occurs which may have an adverse effect on the Council Wastewater Network; or
 - c) Any trade waste accident, including spills or process mishaps are discovered, which may cause a breach of this Bylaw; or
 - d) Any event occurs which may contaminate or otherwise affect the water quality of the Council Water Supply; or

- e) Any event occurs which may contaminate or otherwise affect the Council Stormwater Network.
- B8.2 Advising the Council does not void any notification requirements to any other authorities.
- B8.3 Without prejudice to other remedies available the Council may seize and impound any property or assets of any person that is directly or indirectly involved in the breach of this Bylaw. The Council may also assess and recover the value of water drawn down without approval and any other costs.

B9. Emergencies

- B9.1 Natural hazards (such as floods, droughts, earthquakes) or accidents which result in disruptions to any or all of the Local Waters Services, or pandemics requiring specific actions by personnel associated with operating and maintaining the infrastructure will be deemed to be an emergency and will be exempt from Level of Service Standards.
- B9.2 During an emergency Council may restrict or prohibit the use of any Local Waters Service for any specified purpose, for any specified period, and for any or all persons connected to the Water Service. Such restrictions will be Publicly Notified when deemed necessary by Council. The Council may enact penalties over and above those contained in this Bylaw to enforce such restrictions. The decision to make restrictions and to remove restrictions, and to enact additional penalties, will be made by Council, or where immediate action is required by a delegated officer or Council.

B10. Restrictions or Prohibition

- B10.1 Council may restrict or prohibit the discharge of wastewater from one or more premises and for any specified period, subject to the provisions of the Local Government Act 2002. Such restrictions will be advised by Public Notice, or without notice when it is not practical to provide prior notice. The Council will not make any allowance or compensation if the Council Wastewater Network is restricted, disrupted or stopped for any reason.

B11. Working Around Buried Services

- B11.1 Any person proposing to carry out excavation work around the Local Waters Networks must view the as-built information held by Council to establish whether any part of the network is located in the vicinity. Council does not guarantee accuracy or completeness of any such information. The persons proposing to carry out the excavation work must conduct all necessary site checks to ensure Buried Services are not damaged or affected.

Explanatory Note: Requests for information may be made to Horowhenua District Council under the Local Government Official Information and Meetings Act 1987.

- B11.2 At least five (5) working days' notice in writing must be given to Council of an intention to excavate in the vicinity of any Local Waters Network.
- B11.3 When granting approval for excavation work near any Local Waters Networks, Council may impose such conditions it considers necessary to protect the network from damage or being affected after consideration of proposed work methods, depth of excavation, soil physical properties, and any other relevant factors.
- B11.4 Where appropriate Council may mark out to within $\pm 0.5\text{m}$ on the ground the location of its buried services and may charge a fee for this service.
- B11.5 Separation distances between the Water Supply Network and other services including buried wastewater pipelines must comply with the standards set in the relevant codes and standards including Standard NZS 4404:2010 Land Development and Subdivision Infrastructure and any future versions of this standard.

B11.6 No person may undertake any excavation work within the distance specified within the table below for any part of the Council Water Supply Network, Council Wastewater Network, or Council Stormwater Network, except with prior written approval of Council.

Type of Works	Type of Council Water Supply, Wastewater or Stormwater Asset	Specified Distance from Asset
General excavation	Pipes 300mm in diameter and greater, including connected manholes and structures	10 metres
	Pipes less than 300mm in diameter, including connected manholes and structures	2 metres
Piling	Pipes 300mm in diameter and greater, including connected manholes and structures	10 metres
	Pipes less than 300mm in diameter, including connected manholes and structures	2 metres
Blasting	Pipes 300mm in diameter and greater, including connected manholes and structures	15 metres
	Pipes less than 300mm in diameter, including connected manholes and structures	15 metres

B11.7 Unless prior approval of the Council is obtained a person must not:

- Excavate to a depth of greater than 0.5 metres and within 2 metres of any part of the Council Wastewater Network; or
- Build over any part of any Local Waters Network; or
- Divert any part of, or build within 2 metres of the centreline of the Council Wastewater Network; or
- Load over the Council Wastewater Network; or
- Install any utilities parallel to the Council Wastewater Network within 2 metres of the centreline.

B11.8 Council will not grant consent for any works which cause the crushing load imposed on any part of the Local Waters Networks to exceed that which would arise from the soil overburden plus a HN-HO-72 wheel or axle load.

B11.9 All costs arising from such work must be met by the person seeking to undertake the building work or diversion prior to such work commencing.

B12. Assets to be Vested to Council

B12.1 Only Council approved contractors may install any wastewater or water supply assets that will be vested to Council, unless otherwise agreed by Council.

B13. Charges and Payments

Fees and Charges

- B13.1 The Council may prescribe fees or charges in respect of any matter provided for under this Bylaw, including for any certificate, approval, permit or consent, or inspection made by the Council. Fees and charges for Local Waters Services may be amended by the Council following the procedures in the Local Government Act 2002 for setting fees and charges.
- B13.2 The customer, occupier, or owner of a premises will be liable to pay for the water and related services, wastewater service and stormwater service as provided in accordance with this Bylaw, any applicable Acts or Regulations and in accordance with the Council's Fees and Charges relevant at the time the service is provided.
- B13.3 All charges levied will be invoiced in accordance with Council's standard commercial practice.
- B13.4 All fees and charges payable under this Bylaw will be recoverable as a debt. Council may impose penalties on and recover all unpaid water rates in accordance with the Local Government (Rating) Act 2002.
- B13.5 In relation to trade waste, if the person discharging fails to pay any fees under this Bylaw Council may cancel the right to discharge in accordance with Clause E7.1.

B14. Transitional Provisions

- B14.1 Any application for a consent to discharge trade waste made under the Horowhenua District Council Trade Waste Bylaw 2015 that was filed but not determined before the commencement of this Bylaw must be dealt with by Council as if it had been made after the commencement of this Bylaw.
- B14.2 Any existing trade waste consent that was in force immediately prior to the commencement of this Bylaw continues to be in force, but expires on the date specified in that consent, and can only be renewed by application under this Bylaw.
- B14.3 Any application to connect to the Council Water Supply Network made under the Horowhenua District Council Water Supply Bylaw 2020 that was filed but not determined before the commencement of this Bylaw must be dealt with by Council as if it had been made after the commencement of this Bylaw.

B15. Offences, Enforcement, and Penalties

- B15.1 Every person breaches this Bylaw and commits an offence who:
 - a) Does anything, or permits anything to be done that is contrary to this Bylaw;
 - b) Fails to do or perform any act, or thing, that is required by this bylaw within the time and in the manner required; or
 - c) Commits any other breaches of the terms of this Bylaw; or
 - d) Fails to comply with any condition of any approval granted by the Council under this Bylaw; or
 - e) Fails to comply with any Notice issued under this Bylaw; or
 - f) Obstructs or hinders any Council Officer or Council appointed person in performing any duty or exercising any power under this Bylaw; or
 - g) Alters a connection, or any restrictor, or draws or discharges from a connection or restrictor that has been tampered with; or
 - h) Provides incorrect information in an application for supply or connection that affects the Council's assessment of that application, or the conditions imposed; or

- i) Illegally disposes of, or causes to be disposed, Tankered Waste either by incorrect disclosure of contents (characteristics or amount) or dumping into the Wastewater Network other than at an approved site.

Explanatory Note: In addition to the above offences, under the Local Government Act 2002 a person commits an offence who: wastes water or allows it to be wasted after receiving a written warning from Council, or alters the index of, or in any manner tampers with, a Meter; or alters the position of a Meter.

- B15.2 Council may, by prior written notice, require any person to remedy any breach of this Bylaw, advising the nature or the breach and the steps to be taken within a specified period to remedy it.
- B15.3 If, however, the breach of this Bylaw is such that public health, or safety consideration, or risk of consequential damage to Council assets or the environment is such that delay would create or be likely to create unacceptable results, the Council may take immediate action without notice to rectify the defect, remove or alter a work or thing that has been constructed in breach of this Bylaw; and recover any associated costs of such action from the person who committed the breach.
- B15.4 In addition to any legal penalties arising from any breach, offence or dispute Council may seek to recover all costs arising from and associated with any such breach, offence or dispute.

Explanatory Note: The Local Government Act 2002 outlines Council's powers to enter a property in certain circumstances.

Fines

- B15.5 Every person who fails to comply with the requirements of this Bylaw, commits an offence and is liable, on summary conviction, to a fine not exceeding \$20,000, or \$200,000 for offences relating to trade wastes, or as set out in the Local Government Act 2002.
- B15.6 The Council may apply to the District Court under section 162 of the Local Government Act 2002 for an injunction restraining the person from committing a breach of this Bylaw.

Remedial Works

- B15.7 Council may:
 - a) Remove or alter any work or thing that is, or has been, constructed in breach of this Bylaw; and
 - b) Recover all associated costs from the person who committed the breach including the costs of removal or alteration and remedying of damage from the person who committed the breach;
 - c) Execute works if the Owner or occupier fails to do so;
 - d) Restrict the water supply to a Property in a manner it thinks fit, including where a Person fails to comply with this Bylaw or obstructs a Council Enforcement Officer from entering a Property or building to check whether water is being wasted or misused.

B16. Notices

- B16.1 Council may serve on any person in breach of this Bylaw a Notice requiring compliance with this Bylaw within a stated period. Any person served with such a Notice must comply with the requirements of the Notice within the stated time, unless granted an extension of time by the Council.

- B16.2 If after the time specified in the Notice the customer has not complied with the Notice's requirements, Council may, in addition to any other powers and remedies:
- a) Execute the required works; and/or
 - b) Restrict the flow rate of water to the customer without notice; and/or
 - c) In the case of Trade Waste customers suspend or cancel the right to discharge at any time in accordance with Clause E7.1 or E7.3.

Service of Notices and Documents

- B16.3 Except as otherwise expressly provided for in any Act, where any notice, order, or other document is required to be served on any person or property for the purposes of this Bylaw, Council may serve notice by:
- a) Delivering it personally to the person; or
 - b) By delivering it at the usual or last known place of residence or business of the person; or
 - c) By sending it by pre-paid post or courier addressed to the person at the usual or last known place of residence or business of the Person; or
 - d) By posting it to the Post Office box address that the person has specified as an address for service; or
 - e) By leaving it at a document exchange for direction to the document exchange box number that the person has specified as an address for service or registered office; or
 - f) By sending it by email to an email address, which has been specified by the person on an address for service or registered office.
- B16.4 Where a notice or other document is to be served on a body (whether incorporated or not) for the purposes of this Bylaw, service will be on an officer of the body, or on the registered office of the body, in accordance with Clause B16.3 will be deemed to be served on the body.
- B16.5 Where a notice or other document is to be served on a partnership for the purposes of this Bylaw, service on any one of the partners in accordance with Clause B16.3 will be deemed to be served on the partnership.
- B16.6 Where a notice or other document is sent by post to a person it will be deemed, in the absence of proof to the contrary, to be received by the person at the time at which the letter would have been delivered in the ordinary course of the post.
- B16.7 If any notice or other document is:
- a) Sent by post it will be deemed received on the second day (excluding weekends and public holidays) after posting; or
 - b) Sent by email and the sender's email produces a transmission report indicating that the facsimile or email was sent to the addressee, the report will be prima facie evidence that the email was received by the addressee in a legible form at the time indicated on that report; or
 - c) Sent by Courier and the Courier obtains a receipt or records delivery on a courier run sheet, the receipt or record of delivery will be prima facie evidence that the communication was received by the addressee at the time indicated on the receipt or courier run sheet; or
 - d) Left at a conspicuous place at the premises; or
 - e) Is handed to a designated person(s) nominated by the customer, owner, occupier, or consent holder then that will be deemed to be served on, or delivered to the customer, owner, occupier, or consent holder at that time.

C. Water Supply

Explanatory Note: Refer to Section B. Common Requirements for connection, disconnection and other general provisions.

C1. Supply of Water

Approval needed for abstraction of water

- C1.1 No person may abstract water from a Dedicated Filling Point without a Permit from the Council authorising such abstraction.
- C1.2 The Council may grant a permit to abstract water from a Dedicated Filling Point on any terms or conditions it considers appropriate.

Fees

- C1.3 The Customer must pay any applicable water rates, fees and charges and any applicable development or financial contributions relating to the supply of water.
- C1.4 If a Customer requests sampling, testing, analysis, or monitoring relating to the supply of water all costs must be met by the Customer through direct payment to either a supplier or to the Council.

Connections

- C1.5 A property will only have one connection, unless otherwise Approved.
- C1.6 A Supply Pipe must serve only one Property, and must not extend by hose or any other pipe beyond the boundaries of that Property. In particular, any water, which the Customer draws from the Council Water Supply, must not be provided to any other Person without prior Approval.
- C1.7 If a single connection services more than one Property (as in the case of cross-lease properties), Council may recover costs arising from metered water consumption from any or all of the Property Owners, which are serviced by that Connection.

Capacity

- C1.8 Properties in the Residential Area, Large Lot Residential Area, Commercial Area, Industrial Area, or in a Rural Area that already receive a Level of Service from the Council Water Supply will be entitled to have Drinking Water supplied by the Council.
- C1.9 There must be adequate capacity within the Water Supply Network to allow any additional or upgraded connections, and any new or upgraded connection must not affect the Level of Service supplied to any other customer.
- C1.10 New connections to a Council Water Supply in a Rural Area will not generally be approved. If a connection is approved, it will only be for a restricted supply to a Domestic Dwelling.

Approval for Connection

- C1.11 The following provisions apply to applications for connecting a property to the Council Water Supply or upgrade the connection for a property:
 - a) The applicant must be the Owner or have the legal authority to act on behalf of the Owner of the Property for which supply is sought, and must provide written evidence of this if required;

- b) Any new connection and/or upgrading of an existing water connection must be installed at the cost of the applicant and/or consent holder. The Connection is to be provided at the Point of Supply.
 - c) In deciding whether to approve the application the Council will consider all or any of the following:
 - I. The type of water supply (restricted or on-demand)
 - II. The size of the connection;
 - III. The design of the connection;
 - IV. Any additional elements of the proposed connection or supply including Meters, pipes, valves, Backflow prevention devices and any other equipment;
 - V. Subdivision consent conditions;
 - VI. Land use consent conditions.
 - d) The Council's approval to connect to a water supply will expire after 12 months unless given effect to, or an extension of time is Approved;
 - e) As soon as possible after installation of a new Connection, the applicant will provide the Council with an installation certification from the Authorised Agent.
 - f) Any Supply Pipe servicing a Household Unit where that pipe line must exceed 20m in length to connect to a Domestic Dwelling therein, or where the Household Unit is a rear lot the Supply Pipe must have a nominal bore of not less than 25mm.
- C1.12 A customer wanting to alter the ground levels in the vicinity of a Connection must advise the Council, and the existing service pipe and cover must be altered to ensure the Connection complies with the Council's engineering requirements. The work must be carried out by an Authorised Agent at the Customer's expense.
- C1.13 Where a Customer supplies and installs a new or altered Supply Pipe to the Point of Supply, the Customer must contact the Council to arrange an inspection and obtain written Approval of the completed works prior to covering the Supply Pipe.

Restricting and Interrupting Supply

- C1.14 The Council may restrict or interrupt any supply of water from a Council Water Supply in accordance with the requirements of the Local Government Act 2002 and/or the Water Services Act 2021, as applicable.
- C1.15 The Council does not guarantee an uninterrupted supply of water, or a specific flow pressure or quality for any property.
- C1.16 A customer with a requirement for an uninterrupted supply of water (flow, pressure, or quality) will give notice to the Council of their requirement and must provide the necessary storage, backup facilities, or equipment to provide for their requirements.

C2. Restricted Supply

- C2.1 Large Lot Residential Areas where there is an existing Council Water Supply will only receive a Restricted Supply.
- C2.2 Rural Areas that are connected to a Council Water Supply at the commencement of this Bylaw will only receive a Restricted Supply.
- C2.3 All properties with a Restricted Supply will receive a flow of water that is equivalent to a maximum of 1000 litres a day.
- C2.4 At any time Council may install (on a temporary or permanent basis) a Restrictor on any on-demand Connection.

- C2.5 Where the Council requires the permanent installation of a Restrictor on a previously on-demand Connection, the Customer must meet all reasonable costs of providing for the restricted Connection and must provide an on-site Storage Trunk, to be owned and maintained by the Customer.

Procedure for Testing a Restrictor

- C2.6 When a Restrictor is installed an initial test will be carried out by the Council or its authorised agent to ensure the accuracy of the Restrictor is within $\pm 10\%$ of its rated capacity. Results will be provided to the Customer on request.
- C2.7 Any customer who disputes the accuracy of a Restrictor may request that the Council test the Restrictor. A request will not be accepted if it is within three months of the last test.

C3. Point of Supply

Responsibility for Maintenance

- C3.1 The Council will own and maintain the Service Pipe and Fittings up to the Point of Supply. The Customer will own and maintain the Supply Pipe between the Point of Supply and the Customer's Property.

Explanatory Note: Council will typically maintain boundary assemblies, Meters and Backflow Prevention Devices owned by the Council. Boundary assemblies typically include valves commonly referred to as 'tobies'.

- C3.2 Except with prior Approval or as otherwise provided in Clause C3.3, no person will make any Connection to, damage, alter or otherwise directly or indirectly interfere with, any part of the Water Supply Network.
- C3.3 The Customer may use the Service Valve to isolate the supply to the Customer's Property. The Council does not guarantee that any Council Service Valve will be operational at all times and in accordance with Section 175 of the Local Government Act 2002, any Customer who wilfully or negligently damages or interferes with the Service Valve will be liable for any costs arising.
- C3.4 The Customer must maintain the area in and around the Point of Supply, keeping it free of soil, growth, or other matter or obstruction, which would prevent or could be likely to prevent convenient access for inspection, maintenance or repair.

C4. Protection of Water Supply

- C4.1 No person other than the Council and its Authorised Agent is allowed to access any part of the Water Supply Network, without prior approval from the Council.
- C4.2 The Customer must take due care not to damage any part of the Water Supply Network, including but not limited to pipework, valves, Meters, restrictors, chambers, and backflow prevention devices, and must advise the Council immediately should any such damage occur.
- C4.3 Where the Council is of the opinion that a pipe, tap, appliance or fitting is defective and causing water to be wasted, or is insufficient for the proper supply of water, the Council may serve on the customer a Notice giving a written warning about the wastage (if required) and requiring the defect to be rectified within the time specified and at the customer's expense.

Explanatory Note: Under Section 192 of the Local Government Act 2002 a person supplied water by a local authority must not waste water or allow it to be wasted, and not complying with that section is an offence under Section 224 of that Act, if a written warning about the wastage of water has been given by the local authority.

Backflow Prevention

- C4.4 The Customer must take all necessary measures to prevent water, which has been drawn from the Council's Water Supply on the Customer's side of the Point of Supply from returning to that supply. All necessary measures will mean:
- a) Backflow prevention either by providing an adequate Air Gap Separation, or by the installation and use of an appropriate Backflow Prevention Device; and
 - b) Provision for the exclusion of any direct cross-connection between Council's Water Supply and:
 - I. Any other water supply (drinking or non-drinking water);
 - II. Any other water source;
 - III. Any storage tank;
 - IV. Any other pipe, fixture or equipment containing chemicals, liquids, gases, or other non-potable substances;
- C4.5 Where a customer fails to take all necessary measures as required by Clause C4.4 and fails to comply with a Notice requiring them to do so, the Council may undertake the required works and fit a Backflow Prevention Device at the Customer's cost.

Explanatory Note: See Section 27 of the Water Services Act 2021, which provides the Council with powers related to backflow prevention devices.

C5. Protection of Source Water

- C5.1 A person must not knowingly or willingly undertake an activity in any surface water or groundwater Catchment that contributes to the contamination or destruction of the water supply.
- C5.2 In the event of a spillage, or any event which may compromise the water supply, the person responsible for the spillage event must advise the Council immediately. This requirement is in addition to any other notification procedures required under any other legislation.

Open Catchments

- C5.3 Any person planning to undertake any activity in the Catchment of a Council Water Supply that is likely to have an adverse effect on water quality must notify the Council in writing at least four weeks prior to the activity being undertaken.

Explanatory Note: In Open Catchments whether designated or not, activities must comply with any Regional or District Plan, National Environmental Standard, and any other Acts or Regulations including the Water Services Act 2021.

C6. Fire Hydrants

- C6.1 A person must not gain access to or draw water from any fire hydrant except:
- a) FENZ Personnel for the purposes of firefighting;
 - b) The Council and its Authorised Agent;
 - c) Permit holders Approved to draw water from fire hydrants.
- C6.2 Privately owned fire hydrants must be maintained by the customer at their own expense.
- C6.3 In the event that any privately-owned fire hydrant needs to be repaired or upgraded, any costs of doing any such repair or upgrade will be met by the Customer.

C7. Fire Protection Connections

- C7.1 Approval is required for a fire protection connection. Any Connection must have a Council Approved Detector Check Valve, and will be subject to any other terms and conditions specified by the Council.
- C7.2 It will be the Customer's responsibility to ascertain, in discussion with the Council, whether the water supply available is adequate for the Customer's intended purpose.
- C7.3 The Customer will monitor whether the water supply available remains adequate for the Customer's intended purpose. Any upgrades to fire protection systems required if the supply is no longer adequate for the Customer's intended purpose will be at the Customer's expense.
- C7.4 Any person designing fire protection must consider Council's Levels of Service.
- C7.5 A Customer with a fire sprinkler system on their property must prevent water being drawn from the system for any purpose other than fire control and must construct, install and maintain the system in good order, and for its intended purpose.
- C7.6 Where the supply of water to any Property is metered the Council may, upon receipt of a written request from a Customer, approve the supply of water for fire control purposes to be made in a manner which bypasses the Meter, provided that:
- a) The drawing of water is possible only in connection with the sounding of an automatic fire alarm or automatic notification of the local FENZ Personnel; or
 - b) A Council Approved Detector Check Valve has been fitted on the Meter bypass;
 - c) Such a connection must not be used for any purpose other than for fire control or for testing the fire protection system.
- C7.7 Where a connection has been installed or located for fire protection, but it is possible that water may be drawn from it for purposes other than fire control, the Council may require the supply be metered and/or have a Backflow Prevention device fitted.
- C7.8 No person will test fire protection systems in a manner that requires a draw off water without prior approval from Council.
- C7.9 Where the supply of water to any property is metered, fire hose reels must be connected only to the metered supply and not to the fire protection system. The water supply to fire hose reels must comply with the requirements of NZS 4503:2005 (Hand operating firefighting equipment).
- C7.10 The Council will not charge for water used for the purpose of fire control. Where the fire protection connection is metered and water has been used for fire control purposes, the Council may estimate the quantity of water so used and credit the customer's account an amount based on that estimate.
- C7.11 No person will connect the fire hose reels on any Property to the fire protection system.

Explanatory Note: As per Clause C1.16 the Council does not guarantee provision of a Fire Protection Water Supply at any particular flow or pressure.

C8. Water Metering

- C8.1 All water connections will be metered and the Council may charge for water usage on a volumetric basis.
- C8.2 Replacement Meters for on demand supplies and replacement restrictors for restricted flow supplies, will be supplied, installed and maintained by the Council and remain the Property of the Council.
- C8.3 All new lots formed as a result of a subdivision must have a Meter fitted to the Service Pipe.

- C8.4 For water connections receiving an ordinary supply where a Meter has not yet been installed any ordinary use of water will not normally be metered.

Explanatory Note: The Council can set targeted rates under the Local Government (Rating) Act 2002 to charge for water usage on a volumetric basis. It may also recover any unpaid volumetric water rates under the Local Government (Rating) Act 2002.

C9. Demand Management

- C9.1 A person must not use the Council Water Supply:
- a) As an energy source including for driving lifts, machinery, generators, condensers, or any other similar device; and/or
 - b) For a single pass cooling system or to dilute trade waste prior to disposal;
- Without prior approval.
- C9.2 No Customer will allow Council Supply Water to run to waste from any pipe, tap, hose, sprinkler, or other device or fitting, nor allow the conditions of the plumbing within the property to deteriorate to the point where leakage or waste occurs.

C10. Plumbing System

- C10.1 Any plumbing system must be compatible with the Council Water Supply.
- C10.2 A person must not use quick closing valves, pumps or any other equipment that may cause pressure surges or fluctuations to be transmitted within the Water Supply System, or compromise the ability of the Council to maintain its level of service, without prior approval.

C11. Private Water Supplies

- C11.1 The Council may accept responsibility for ownership, management, operation and maintenance of privately-owned water supply schemes on behalf of users, after completion of a development provided that:
- a) The scheme can be operated and maintained in a cost-effective manner; and
 - b) The scheme is designed and constructed to a standard acceptable to Council; and
 - c) The scheme can be demonstrated to be compliant with the conditions of any resource consent authorising the development; and
 - d) Any easements are provided, on terms satisfactory to Council, that the Council considers necessary for the supply of water to the development and for reticulation of water within the development
- C11.2 A water supply scheme must only vest in the Council on terms and conditions agreed to in writing by the Council, which may include all or any of the following:
- a) The standard of design and construction;
 - b) The standard of maintenance required prior to transfer of ownership;
 - c) The performance requirements that the scheme must meet;
 - d) The timing of the transfer of ownership, which will be dependent on all conditions imposed on any resource consent relating to the community water supply scheme being complied with to the reasonable satisfaction of the Council;
 - e) Council approved installer.
- C11.3 The Council will recover the costs of the scheme management from the users of the scheme.
- C11.4 The Council will advise developers and owners of the likely annual operating costs of the water scheme per lot proposed to be serviced in the development, and may require an arrangement with the developer or owner to ensure that the prospective purchasers of lots in the development are made aware of the potential annual commitment for operational costs.

D. Wastewater

Explanatory Note: Refer to B. Common Requirements for connection, disconnection and other general provisions.

D1. Acceptance of wastewater discharge

- D1.1 A person may introduce or discharge any wastewater from any premises into the Wastewater Network if the discharge:
- a) Has physical and chemical characteristics that are within the acceptable wastewater characteristics outlined in Schedule 1; and
 - b) Does not contain any prohibited characteristics outlined in Schedule 2;
 - c) Is in accordance with the provisions of this bylaw; and
 - d) Is domestic in nature.
- D1.2 If any of the above requirements in Clause D1.1 cannot be complied with, the discharge must be authorised under Section E. Trade Waste.

D2. Reasons for refusing an application to connect to the Council Wastewater Network

- D2.1 The Council may refuse an application to connect to the Wastewater Network if:
- a) The applicant has not paid fees or charges associated with the connection that have been required by the Council, or has refused to provide any information relating to the application that has been requested by the Council; or
 - b) The Council has a documented record of the applicant's non-compliance with this bylaw or any previous bylaws, codes of practice, or approvals granted under such bylaws or codes of practice; or
 - c) There is insufficient capacity in the Wastewater Network to accommodate the connection; or
 - d) The connection could compromise the Council's ability to maintain levels of service in relation to the Council Wastewater Network; or
 - e) The connection is outside the area currently served by the Council Wastewater Network, regardless of its proximity to any specific component of the Council's Wastewater Network; or
 - f) Refusal is necessary to protect the Council's Wastewater Network, the health and safety of any person or the environment; or
 - g) The Connection would or may give rise to wastewater overflows.

D3. Point of Discharge

- D3.1 There may only be one point of discharge of wastewater for each premises unless prior written approval is given by the Council.
- D3.2 No property may connect to existing private wastewater infrastructure, unless the pipes or other means of making the connection is protected by an appropriate easement.
- D3.3 The Council may restrict or prohibit the discharge of wastewater from one or more premises and for any specified period. Such restrictions will be advised by Public Notice, or without notice when it is not practical to provide prior notice. The Council will not make any allowance or compensation if the Wastewater Network is restricted, disrupted or stopped for any reason.

Access

- D3.4 No person other than Council and its Authorised Agent is allowed to access any part of the Wastewater Network, including wastewater treatment plants, without prior approval.

D4. Blockages

- D4.1 Gully traps must be kept clear and free of obstructions.
- D4.2 Any person who causes a blockage in the Council Wastewater Network, by discharge of wastewater that does not meet the requirements in Schedule 1, or by forcing a blockage downstream into the Council Wastewater Network in the course of cleaning a private drain, is liable for the full cost of unblocking the Council Wastewater Network and any associated costs.

E. Trade Waste

Explanatory Note: Refer to Section D. Wastewater for general wastewater requirements and Section B. Common Requirements for connection, disconnection and other general provisions.

E1. Applications of this Part

- E1.1 This section of the Bylaw applies to:
- a) All premises within the Horowhenua District where Trade Waste is, or maybe, discharged to the Council Wastewater Network, as either a permitted discharge or a conditional discharge under a Trade Waste Consent.
 - b) Tankered Waste operators who collect Trade Waste for the purpose of discharge to the Council Wastewater Network under a Tankered Waste Permit.

E2. Classification of Trade Waste

- E2.1 All Trade Waste discharges will be classified by Council as one of the following types:
- a) Permitted
 - b) Conditional
 - c) Prohibited
- E2.2 Any reference in this Bylaw to introducing or discharging Trade Waste includes causing, allowing or instructing the introduction or discharge of trade waste.

Permitted Trade Waste

- E2.3 Council may determine that any Trade Waste is Permitted Trade Waste, if, it presents a low risk of damaging or otherwise adversely affecting the Council Wastewater Network or Council Stormwater Network or the Environment.
- E2.4 Permitted Trade Waste must meet the Controlled Substance Standards outlined in Schedule 3 and may not have any of the prohibited characteristics outlined in Schedule 2. The 24 hour flow volume of discharge must be less than 5 cubic metres.
- E2.5 A person may discharge Permitted Trade Waste into the Council Wastewater Network without a Trade Waste Consent or a Trade Waste Agreement following completion of the Council Trade Waste Registration Process.
- E2.6 Notwithstanding Clause E2.4 the Council may:
- a) require a person discharging Permitted Trade Waste into the Council Wastewater Network to pre-treat that Trade Waste to a specific standard or standards in order to prevent the discharge damaging or otherwise adversely affecting the Council Wastewater Network or the Council Stormwater Network; and/or
 - b) In accordance with the Local Government Act 2002, enter premises to determine the characteristics of the discharge, and to that end may inspect the premises and take samples of any discharge.
- E2.7 Council may give written notice to an occupier that any Trade Waste discharged from their premises is not Permitted Trade Waste, or is likely to no longer be Permitted Trade Waste, for any one or more of the following reasons:
- a) The quantity and nature of the discharge changes significantly;
 - b) The discharge changes, or is likely to change, to such an extent that it becomes a Conditional or Prohibited Trade Waste;

- c) The conditions on resource consents for the Council Wastewater Network and the residuals from the Wastewater change or there are any other changes to relevant legislative standards, or through an amendment to this Bylaw.
- E2.8 Following written notice in accordance with Clause E2.7 if the occupier wishes to continue to discharge Trade Waste they must apply for a Trade Waste Consent no later than 10 working days after notification by Council of the requirement to apply for a Conditional Trade Waste Consent, in accordance with Section E.4 of this Bylaw.

Conditional Trade Waste

- E2.9 Council may determine that any Trade Waste is Conditional Trade Waste if it presents a potential or actual risk to the Council Wastewater Network, Council Stormwater Network, or the Environment, if it is not managed through appropriate consent conditions.
- E2.10 Conditional Trade Waste must meet the Controlled Substance Standards, unless otherwise approved by Council in a Trade Waste Consent or Trade Waste Agreement. Conditional Trade Waste must not have any of the Prohibited Characteristics outlined in Schedule 4.
- E2.11 A discharge of Trade Waste from any trade premise consisting of a flow of five cubic metres or greater per 24 hours is Conditional Trade Waste.
- E2.12 No person may discharge or introduce Conditional Trade Waste into the Council Wastewater Network, including via Tankered Waste Operators, unless authorised to do so under a Trade Waste Consent and/or Trade Waste Agreement.
- E2.13 If Conditional Trade Waste is disposed of at an alternative location that is not controlled by Council then a Trade Waste premises will be required to complete the Registration Process but may not be required to apply for a Trade Waste Consent.

Prohibited Trade Waste

- E2.14 Council may determine that any Trade Waste is Prohibited Trade Waste, if it presents a high risk to the Council Wastewater Network, Council Stormwater Network, and/or the Environment.
- E2.15 No person may discharge or introduce Prohibited Trade Waste into the Council Wastewater Network or Council Stormwater Network.
- E2.16 Occupiers that discharge Prohibited Trade Waste from their Premises are required to register with the Council and provide a Trade Waste Management Plan and Stormwater Drainage Protection Plan outlining how the prohibited discharge/contaminants are managed.
- E2.17 Council must be satisfied that Prohibited Trade Waste is managed in a way that:
 - a) Protects the Council Wastewater and Stormwater Networks;
 - b) Protects the Environment including any fish, animal or plant life;
 - c) Protects the health and safety of any person; and
 - d) Prevents any public nuisance.

E3. Controls on Trade Waste Discharges

Requirements for Trade Waste discharges

- E3.1 No person or occupier may introduce or discharge any Trade Waste into the Council Wastewater Network unless:
 - a) It is Permitted Trade Waste; or
 - b) They have a Trade Waste Consent and/or Trade Waste Agreement that authorises the introduction of the discharge; and

- c) They comply with the conditions set out in that Trade Waste Consent and/or Trade Waste Agreement; and
- d) The discharge is in accordance with the provisions of this Bylaw.

Dilution of Trade Waste

- E3.2 No person or occupier may add or allow the addition of any water whatsoever (including condensing water and cooling water) to any Trade Waste unless specific approval is given in a Trade Waste Consent and/or Trade Waste Agreement, and such discharge is in accordance with any conditions set out in that Trade Waste Consent and/or Trade Waste Agreement.
- E3.3 No person or occupier may add or allow the addition of Stormwater to any Wastewater unless:
 - a) The area from which the Stormwater originates is part of the Trade Premises and is included in any Trade Waste Consent and/or Trade Waste Agreement and appropriate detention or treatment devices are in place and maintained in accordance with the Trade Waste Consent and/or Trade Waste Agreement; or
 - b) Prior written approval or consent has been obtained from the Council and such discharge is in accordance with any conditions set out in that Consent.

Other Obligations

- E3.4 With the exception of Tankered Waste, no person may discharge any Trade Waste in a way that causes that trade waste to be discharged off the Premises to land or water outside the premises unless the activity is consented by the Regional Council.
- E3.5 No new or replacement Grease Trap Converters can be connected to the Council Wastewater Network.

Explanatory Note: Existing Grease Trap Converters can continue to be used but when a replacement is needed will require replacing with a different type of Grease Trap.

E4. Trade Waste Registration and Consent

Registration of a trade premises

- E4.1 Any person that discharges or proposes to discharge Trade Waste to the Council Wastewater Network or an alternative location in the Horowhenua District must complete the Trade Waste Registration Process. The Council will determine if the Trade Waste discharge from the premises is Permitted, Conditional, or Prohibited.
- E4.2 Council, at their discretion, may require additional information during the Registration Process including completion of a Trade Waste Management Plan and/or Stormwater Drainage Protection Plan.

Explanatory Note: A Trade Waste Management Plan and/or Stormwater Drainage Protection Plan may adequately address the risks posed by the Trade Waste to the Stormwater Network, and assist the Council to determine whether the Trade Waste should be categorised as Permitted, Conditional, or Prohibited.

- E4.3 Trade waste must not be discharged into the Council Wastewater Network before the Council has determined the nature of the Trade Waste discharge and whether a Consent is required.
- E4.4 The Council will provide written confirmation of the registration of the trade premises and if the Trade Waste is Permitted and can be discharged to the Council Wastewater Network without a Trade Waste Consent, or is determined to be Conditional but no Trade Waste Consent is required because the waste is being treated on-site or is discharged to a site not under Council control.

Explanatory Note: For clarity, any business that produces trade waste but whose waste does not enter the Council Controlled Wastewater or Stormwater Networks, either via pipes, tankered waste operator, or other method, will not be required to hold a Trade Waste Consent but will still be required to register.

- E4.5 The Council will provide written confirmation if the Trade Waste discharge is determined to be Prohibited and will confirm whether the Trade Waste Management Plan and/or Stormwater Drainage Protection Plan adequately addresses the risks posed by the Prohibited Trade Waste to the Council Wastewater Network, Council Stormwater Network or Environment.
- E4.6 If the Council determines the Trade Waste discharge is Conditional and a Trade Waste Consent if required it will require the person to submit a Trade Waste Consent Application.

Application for a Trade Waste Consent

- E4.7 Any person or occupier of a trade premises who wishes to:
- a) Discharge Conditional Trade Waste into the Council Wastewater Network (either continuously, intermittently or temporarily); or
 - b) Vary the characteristics of a discharge under a current Trade Waste Consent; or
 - c) Vary the conditions of a current Trade Waste Consent (including any specified methods or means of pre-treatment of trade waste);
- Must apply to Council using the applicable form.
- E4.8 The Council may require additional information in relation to any application at the cost of the person or occupier. That information may include but is not limited to:
- a) A Trade Waste Management Plan and any further management plans requested by the Council.
 - b) An independent audit by a suitably experienced and external person to verify any or all information supplied by the occupier; and/or
 - c) Investigation and analysis of the trade waste discharge as required in Section E.8. of this Bylaw.
- E4.9 Where any Trade Premise has separate points of discharge from more than one area, any application for a Trade Waste Consent must be accompanied by a separate description of the Trade Waste to be discharged from each area. Council may require a separate application for consent to discharge Trade Waste from each point of discharge.
- E4.10 Council may, in its discretion:
- a) Grant the application in whole or in part and issue a Conditional Trade Waste Consent subject to standard conditions or any other conditions as the Council considers appropriate;
 - b) Grant a variation application in whole or in part in which case the conditions of the existing Conditional Trade Waste Consent are varied accordingly; or
 - c) Refuse the application and provide the applicant with the reasons for refusal.

Consideration Criteria

- E4.11 In considering an application for a Trade Waste Consent, Council may consider the quality, volume, and rate of discharge of the Trade Waste from the trade premises (either on its own or in combination with other discharges of Trade Waste to the Council Wastewater Network) in relation to any one or more of the following:
- a) The health and safety of any person;

- b) The guidance limits or maximum values for characteristics of Trade Waste;
 - c) The extent to which the Trade Waste may react with other liquid wastes within the Council Wastewater Network to produce an undesirable or hazardous effect (e.g. settlement of solids, production of odours, accelerated corrosion and deterioration of the Council Wastewater Network);
 - d) The flows and velocities in the Council Wastewater Network and the material or construction of any part of the network;
 - e) The capacity of the Council Wastewater Network and the capacity of any part of that network;
 - f) The nature of any Wastewater treatment process and the degree to which the Trade Waste is capable of being treated in the Council Wastewater Network;
 - g) The timing and balancing of flows into the Council Wastewater Network;
 - h) Any statutory requirements (including compliance with any resource consent or relevant receiving water quality guidelines) relating to the treatment or disposal of raw or treated sewage sludge to receiving environments;
 - i) The compliance history of an occupier with regards to any other Trade Waste Consent;
 - j) The effect of the Trade Waste discharge on the ultimate receiving environment;
 - k) The possibility of unscheduled, unexpected or accidental events and the degree of risk these could cause humans, the Council Wastewater Network, and the Environment.
 - l) Other existing or future discharges;
 - m) The extent to which the applicant has adopted or is able to adopt cleaner production techniques and waste minimisation practices;
 - n) The limitations related to sewage sludge disposal and reuse;
 - o) Control of Stormwater;
 - p) Tankered Waste being discharged at an approved location/s; and
 - q) Any other matter that Council considers relevant.
- E4.12 Without limiting Clause E4.11 in considering an application for a Trade Waste Consent, Council may also consider ways in which the volume or rate of discharge of Trade Waste on the premises may be reduced, or the quality of Trade Waste on the premise may be altered (including pre-treatment works and cleaner production practices) or ways in which trade waste may be disposed of other than to the Council Wastewater Network and may either:
- a) Impose conditions on a consent requiring the reduction in volume or change in character of trade waste before it is discharged to the Council Wastewater Network; or
 - b) Require disposal of Trade Waste (whether or not it is Prohibited Trade Waste) to a place other than the Council Wastewater Network.
- E4.13 Without limiting Clause E4.11, when considering an application for a Trade Waste Consent and appropriate consent conditions, the Council may also consider any mass limits, set from time to time, that apply to any part of the Council Wastewater Network, and in doing so may consider:
- a) Conditions in the Council Wastewater Network, near the Trade Waste discharge point and elsewhere in the network;
 - b) Whether or not there is any net benefit to be gained by the increase of one characteristic of Trade Waste concurrently with the decrease of another characteristic;
 - c) Any requirements on Council to reduce the characteristic of any discharge from the Council Wastewater Network to the Environment and Council's ability to meet those requirements;
 - d) The total mass of the characteristic of the Trade Waste allowable in the Council Wastewater Network and the proportion, if any, to be reserved for future allocations;

- e) Whether a substance or other characteristic of the Trade Waste will react or affect Wastewater in the Council Wastewater Network and have an unwanted effect;
- f) The operational requirements of and risk to the Council Wastewater Network, and risks to occupational health and safety, public health and the ultimate receiving environment; and
- g) Whether or not the levels proposed pose a threat to the planned or actual beneficial reuse of biosolids or sewage sludge.

Conditions of Trade Waste Consent

- E4.14 An application for consent to discharge Trade Waste may be granted subject to such conditions that the Council may impose, including but not limited to:
- a) The limits set out in the Controlled Substances Standards;
 - b) The specific approved site(s) or point(s) of connection to the Council Wastewater Network into which the Trade Waste must be discharged;
 - c) The average and maximum daily volume of the discharge and the average and maximum rate of discharge, and the duration of maximum discharge;
 - d) The average, maximum limit and/or permissible range of any specified characteristics of the discharge, including concentration and/or mass limits determined in accordance with Clause E4.13;
 - e) The period or periods of the day during which the discharge, or a particular concentration, or volume of discharge may be made;
 - f) The degree of acidity or alkalinity of the discharge at the time of discharge;
 - g) The temperature of the Trade Waste at the time of discharge;
 - h) The provision by or for the consent holder, at the consent holder's expense, of screens, grease traps, silt traps or other pre-treatment processes, equipment or storage facilities designed to control the quantity and rate of discharge or other characteristic of Trade Waste prior to the point of discharge;
 - i) The frequency at which an equipment required under Clause E4.14(h) must be maintained and cleaned, including a requirement that documentation for the removal of concentrated wastes from the trade premises are available for sighting by the Council;
 - j) The removal of concentrated waste from trade premises must be completed by a Tankered Waste Operator that holds a current Tankered Waste Permit if the waste is being discharged to an Approved Site;
 - k) The provision and maintenance at the consent holder's expense of inspection chambers, manholes, or other apparatus or devices to provide reasonable access to drains for sampling and inspection;
 - l) The provision and maintenance at the consent holder's expense of a flow measurement system which is capable of measuring and logging all Trade Waste discharges, together with a sampling chamber containing equipment to enable the collection of any type of samples of trade waste;
 - m) A sampling and testing programme and flow measurement requirements and the requirement to meter the flow of Trade Waste discharges;
 - n) The provision for the design, location, and specification of, and any material alteration to, the flow measurement system to require the approval of the Council prior to installation or alteration;
 - o) The implementation of any Trade Waste Management Plan;
 - p) Risk assessment of damage to the environment due to an accidental discharge of a chemical;

- q) The indemnification of the Council by the occupier against claims for damage or loss arising from the occupiers discharge or interruptions to the discharge;
- r) Waste Minimisation and Management;
- s) Cleaner production techniques;
- t) Remote control of discharges;
- u) Remote monitoring of discharges;
- v) The occupier's use of third parties for treatment, carriage, discharge and disposal of hazardous substances and by-products of pre-treatment of Trade Waste (including sewage sludge disposal);
- w) The provision of a bond or insurance in favour of the Council where failure to comply with the Trade Waste consent could result in damage to the Council's Wastewater Network or could result in the Council being in breach of any statutory obligation; and
- x) Any other conditions that the Council considers appropriate.

Duration, Review and Variation

E4.15 The period for which a Trade Waste Consent is granted will be two to five years from the date of grant.

E4.16 Where a consent holder ceases to occupy Trade Premises from which Trade Wastes are discharged, the Trade Waste Consent is terminated.

Explanatory Note: See Clause E6 for obligations on termination.

E4.17 At any time during the term of a Trade Waste Consent Council may review the consent conditions. The reasons for such a review could include:

- a) The compliance of the consent holder, including any accidents, spills, or process mishaps;
- b) Changes to Council's Resource Consents and associated residuals for the Council Wastewater Network;
- c) Changes to Council's environmental policies and outcomes;
- d) New control and treatment technologies and processes;
- e) Any of the matters outlined in Section B: Common Requirements; or
- f) Council's legal obligations.

E4.18 The Council may at any time during the term of a Trade Waste Consent, by written notice to the consent holder, vary any condition to the extent that the Council considers necessary or desirable, including to:

- a) Address any change in the nature, quality or characteristics of the discharge;
- b) Address any change in the Wastewater Network;
- c) Meet any resource consent or condition imposed on the discharge from any of Council's Wastewater Treatment Plants;
- d) Meet any other legal requirement imposed on the Council;
- e) Address any new information that may have become available since granting the consent.

- E4.19 If the consent holder or the owner of the premise changes, or there is a change of activity on a trade premise, a new Trade Waste Registration and if applicable application for a Conditional Trade Waste Consent must be made. It will be the responsibility of the consent holder to lodge the new application.

E5. Tankered Waste Permits

- E5.1 Any person who wishes to convey Tankered Waste from a premise within the Horowhenua District to discharge to an Approved Site must apply to the Council for a Tankered Waste Permit using the applicable form.
- E5.2 The Council may require additional information in relation to any application, at the cost of the applicant.
- E5.3 A person may not transport Wastewater to an approved discharge site without a Tankered Waste Permit.

Consideration Criteria

- E5.4 In considering an application for a Tankered Waste Permit, the Council may consider all or any of the following matters:
- a) The health and safety of any person;
 - b) The guidance limits or maximum values for characteristics of Trade Waste;
 - c) The flows and velocities in the Council Wastewater Network and the material or construction of any part of the Network;
 - d) The timing and balancing of flows into the Council Wastewater Network;
 - e) The compliance history of the applicant;
 - f) Other existing or future discharges; and
 - g) Any other matters that Council considers relevant.

Conditions of a Tankered Waste Permit

- E5.5 A Tankered Waste Permit may be granted subject to such conditions that the Council may impose, including but not limited to:
- a) The permit holder may only discharge Tankered Waste into the Council Wastewater Network at an approved site;
 - b) The waste discharged must have been solely sourced from within the Horowhenua District;
 - c) The permit holder must:
 - i. Supply to the Council the address(s) that the Tankered waste was collected from;
 - ii. If applicable, supply to the Council the Trade Waste Consent reference of the Trade Premise the Tankered Waste was collected from;
 - iii. Obtain tests to determine the characteristics of the Tankered Waste, where those characteristics are otherwise not known; and
 - d) The permit holder must give 24 hours notice for the disposal of Tankered Waste sourced from Trade Premises and include the Trade Waste Consent reference from where the Trade Waste will be collected from with this notification; and
 - e) Any other conditions that the Council considers appropriate.

- E5.6 To avoid doubt, this Bylaw does not limit any Tankered Waste Operator from accepting or discharging any wastewater, including Trade Waste, to privately owned facilities or locations outside the Horowhenua District.

Duration, Review and Variation

- E5.7 The period for which a Tankered Waste Permit is granted is for no more than two years from the date of granting the permit.
- E5.8 At any time during the term of a Tankered Waste Permit the Council may review the conditions. The reasons for such a review could include:
- a) The compliance of the Permit Holder with the conditions;
 - b) The health and safety of any person;
 - c) Any accidents, spills, or process mishaps;
 - d) Matters pertaining to Council's Resource Consents and associated residuals for the Council Wastewater Network;
 - e) Matters pertaining to Council's environmental policies and outcomes;
 - f) New control and treatment technologies and processes;
 - g) Any of the matters outlined in Section B. Common Requirements;
 - h) Any matters pertaining to Council's legal obligations;
 - i) Any other matters that Council considers relevant.
- E5.9 The Council may at any time during the term of a Tankered Waste Permit, by written notice to the permit holder, vary, or amend, or add, any condition to the extent that the Council considers necessary or desirable, including to:
- a) Address any change in the Council Wastewater Network;
 - b) Meet any other legal requirement imposed on the Council; and
 - c) Address any new information that may have become available since granting the permit.

E6. Transfer or Termination of Rights and Responsibilities

- E6.1 A Trade Waste Consent to discharge will be issued in the name of the applicant who is the consent holder. The consent holder must not, unless written approval is obtained from the Council:
- a) Transfer to any other party the rights and responsibilities provided for under this Bylaw, and under the Consent; or
 - b) Allow a point of discharge to serve another premises, or the private drain to that point to extend by pipe or any other means to serve another premise; or
 - c) In particular and not in limitation of the above, allow wastewater from any other party to be discharged at their point of discharge.
- E6.2 Renewal of a Trade Waste Consent on change of ownership of a premises will not be unreasonably withheld if the characteristics of the wastewater remain unchanged.
- E6.3 The consent holder must give 48 hours written notice to Council to terminate the discharge consent.
- E6.4 On permanent disconnection and/or termination the consent holder may be liable for trade waste charges to the end of the current charging period.
- E6.5 Where any Trade Waste Consent is terminated it does not relieve the former consent holder from any obligations existing at the date of termination.

Explanatory Note: The process to disconnect from the wastewater service, including notice periods, is outlined in Section B: Common Requirements.

E7. Cancellation of the Right to Discharge

Suspension or cancellation on notice

- E7.1 Subject to Clause E7.3, the Council may suspend or cancel any consent or right to discharge at any time following 20 working days' written notice to the consent holder or person discharging the Trade Waste (during which period Council will consult with such person about their concerns regarding any one or more of the following matters):
- a) For the failure to comply with any condition of the Trade Waste Consent or this Bylaw;
 - b) For the failure to maintain effective control over the discharge;
 - c) For the failure to limit in accordance with the requirements of a consent the volume, nature or composition of Trade Waste being discharged;
 - d) In the event of any negligence which, in the opinion of the Council, threatens the safety of, or threatens to cause damage to any part of the Council Wastewater Network including the treatment plant, or threatens the health or safety of any person;
 - e) If any occurrence happens that, in the opinion of the Council, poses a serious threat to the Environment;
 - f) In the event of any breach of a resource consent held by Council issued under the Resource Management Act 1991;
 - g) For the failure to provide and when appropriate update a Trade Waste Management Plan as may be required as a condition of a Conditional Trade Waste Consent;
 - h) For the failure to follow the Trade Waste Management Plan provisions at the time of an unexpected, unscheduled or accidental occurrence;
 - i) Failure to pay any charges under this bylaw;
 - j) If any other circumstances arise which, in the opinion of Council, render it necessary in the public interest to suspend or cancel the right to discharge.
- E7.2 If any process changes require more than 20 working days, Council may consider giving additional time to comply with the Trade Waste Consent conditions.

Immediate Cancellation

- E7.3 Any Trade Waste Consent or approval to discharge Permitted Trade Waste may at any time be immediately cancelled by the Council on giving to the consent holder or person discharging written notice of summary cancellation where:
- a) The consent holder or person discharges any Prohibited Trade Waste into the Council Wastewater Network or Council Stormwater Network; or
 - b) The Council is lawfully directed to withdraw or otherwise to terminate the Trade Waste Consent immediately; or
 - c) The consent holder or person discharges any Trade Waste unlawfully; or
 - d) If the continuance of discharge is, in the reasonable opinion of the Council, a threat to the environment or public health; or
 - e) If the continuance of discharge may, in the opinion of the Council, result in a breach of a Resource Consent held by the Council; or
 - f) The continuance of the discharge puts at risk the ability of Council to comply with conditions of a Resource Consent and/or requires identified additional treatment measures or costs to seek to avoid a breach of any such Resource Consent.

- E7.4 The Council reserves the right to disconnect a Trade Waste Premise from the Council Wastewater network following suspension or cancellation of a Permit under Clauses E7.1 to E7.3.

E8. Sampling, Testing and Monitoring

Flow Metering

- E8.1 Metering of the volume and/or flow rate of any trade waste discharge may be required as a condition of a Trade Waste Consent by the Council:
- a) On discharges where there is not a reasonable relationship between a metered water supply to the premises, and the discharge of Trade Waste; or
 - b) When the Council has determined not to approve a method of flow estimation; or
 - c) When, in the opinion of the Council, the discharge represents a significant proportion of the total wastewater flow/load received by the Council Wastewater Network.
- E8.2 Where volume and/or flow rate metering of any trade waste is required as a condition of a Trade Waste Consent the following provisions apply:
- a) The consent holder is responsible, at their own expense, for the supply, installation, reading and maintenance of any Meter or device required by Council;
 - b) The Meter or device is subject to the approval of the Council but remains the property of the consent holder;
 - c) Measurement of volume and/or flow rate must be carried out by or on behalf of the occupier in accordance with a Council approved methodology;
 - d) Records of volume and/or flow rate, for up to five years, must be readily available for viewing, or electronic analysis (i.e. spreadsheet compatible) at any time by the Council for the purposes of audit;
 - e) Volume and/or flow rate Meters must be located in a position approved by the Council which provides the required degree of accuracy and should be readily accessible for reading and maintenance. The Meters must be located in the correct position according to the manufacturer's installation instructions;
 - f) The consent holder must arrange for in-situ calibration of the volume and/or flow rate metering equipment and instrumentation in accordance with a methodology approved by the Council upon installation and at least once a year thereafter to ensure its performance. The Meter accuracy is required to be $\pm 10\%$ but with no greater a deviation from the previous Meter calibration of $\pm 5\%$. A copy of independent certification of each calibration result must be submitted to the Council.
- E8.3 If any Meter, after being calibrated, is found to have an error greater than that specified in Clause E8.2(f) as a repeatable measurement, the Council will make an adjustment in accordance with the results shown by such tests back-dated for a period at the discretion of the Council but not exceeding 12 months, and the consent holder must pay or be credited a greater or lesser amount according to such adjustment.

Estimating Discharge

- E8.4 If flow metering of any Trade Waste discharge is required as a condition of consent and any flow Meter is out of repair or ceases to register, or is removed, the Council may estimate the discharge for the period since the previous reading of such flow Meter based on:
- a) The average of the previous 12 months readings; or
 - b) Any other reasonable factors where it can be shown that estimation based on the average of the previous 12 months readings would be unreasonable.

- E8.5 If a flow Meter has been tampered with the Council (without prejudice to the other remedies available) may declare the reading void and estimate the discharge as provided in Clause E8.4.
- E8.6 If no flow Meter or similar apparatus is required as a condition of a Trade Waste Consent, the Council may estimate the discharge of trade waste on the following basis:
- a) The volume of water supplied to the premises, taking into account the proportion of that volume which is estimated to be discharged to the Wastewater Network; or
 - b) The characteristics of the discharge measures at a previous time during similar operating conditions; or
 - c) The characteristic measured during the immediately preceding charging period.

Sampling and Analysis by Consent Holder

- E8.7 If monitoring of any trade waste discharge is required as a condition of a Trade Waste Consent to ensure compliance with the other conditions of the Consent, the Council:
- a) Will require the occupier to monitor the discharge of the Trade Waste; and
 - b) The Council, at its discretion, may independently monitor the discharge of Trade Waste.
- E8.8 Sampling and analysis must be undertaken by the occupier to the satisfaction of the Council in accordance with a Council approved methodology.
- E8.9 The occupier must provide to the Council the results of any sampling, analysis, flow measurements or other monitoring requirements such as pre-treatment system maintenance, within 12 hours of a request by the Council.
- E8.10 In the case of non-compliance with the conditions of a Trade Waste Consent, or where an anomalous result is obtained, the results of the analysis must be reported to the Council as soon as practicable and no later than one working day.

Monitoring by Council

- E8.11 Sampling, testing and monitoring may be undertaken by the Council to determine:
- a) If a discharge complies with the provisions of this Bylaw; and/or
 - b) If a discharge is to be classified as or meets the requirements for a permitted, conditional or prohibited discharge; and/or
 - c) The amount of any charges that are applicable to the discharge.
- E8.12 If the Council decides to monitor any Trade Waste discharge, analysis must be undertaken in accordance with:
- a) Any methods or procedures approved by the Council; and
 - b) By a laboratory approved by the Council.
- E8.13 The Council or an independent analyst from a laboratory approved in accordance with Clause E8.12(b) may, at any reasonable time and in accordance with the Local Government Act 2002 enter and/or access any trade premises believed to be discharging Trade Waste in order to determine any characteristics of any actual or potential discharge by:
- a) Taking readings and measurements; and/or
 - b) Carrying out an inspection, including observing accidental occurrences and clean up; and/or
 - c) Taking samples of any solid, liquid, or gaseous material or any combination or mixture of such materials being discharged.

- E8.14 The Council or an independent analyst from a laboratory approved in accordance with Clause E8.12(b) will notify (which may include leaving a message) the person discharging that a reading or sample has been taken at the time the reading or sample is taken.
- E8.15 All costs of monitoring under Clauses E8.7 to E8.22 will be met by the person discharging either through direct payment to the laboratory or to the Council.
- E8.16 The Council must advise the person discharging of the results of each round of monitoring within 5 working days of the Council receiving of each round of monitoring results.
- E8.17 The Trade Waste Consent holder may request that any independent sample taken under Clause E8.12(b) be split into three equal parts and that one part is delivered within 24 hours of completion of sampling to each of:
- a) The consent holder; and
 - b) The Council or an approved laboratory for analysis; and
 - c) An approved alternative laboratory for retention for a period of 20 working days from the date of receipt.
- E8.18 Where a dispute arises as to the validity of the methods or procedures used for sampling or analysis, the dispute may be submitted to an independent expert nominated by Council. The independent expert's ruling is final. Each party must bear their own costs and contribute equally to the costs of an independent expert.
- E8.19 Where a dispute arises that is not related to the validity of the methods or procedures used for sampling or analysis, the dispute must be submitted to an arbitrator for resolution. The arbitration will be by one arbitrator to be agreed on by the parties and if they should fail to agree within twenty-one (21) days from the date upon which the dispute arises then the arbitrator will be appointed by the President of the Arbitrators' and Mediators' Institute of New Zealand Inc. Each party must bear their own costs and contribute equally to the costs of an arbitrator.

E9. Trade Waste Agreements

- E9.1 The Council may, at any time and at its discretion, enter into a written agreement with any occupier for the discharge and reception of trade waste into the Council Wastewater Network.
- E9.2 Without limiting Council's discretion under Clause E9.1, when determining whether it is appropriate to enter into a Trade Waste Agreement, Council may consider the costs of receiving, transporting, treating, reusing and/or disposing of Trade Waste and providing the facilities for those processes.
- E9.3 Any such agreement may be made in addition to or in place of a trade waste consent and the trade waste agreement and its terms will have the same force as if the agreement was a consent issued under this bylaw.
- E9.4 Subject to Clauses E9.5 and E9.6 of this Bylaw, every duly executed agreement for the discharge and reception of Trade Waste between an occupier and Council existing at the date this bylaw comes into force will continue in force on the same terms and conditions as if the agreement was a consent issued under this bylaw.
- E9.5 Where an existing Trade Waste Agreement is silent as to its term, that Agreement will be terminable on six months written notice by Council and the occupier will thereafter be required to apply for a Trade Waste Consent in accordance with this Bylaw, and/or enter into a new Trade Waste Agreement.
- E9.6 Where, in the opinion of the Council, an existing Trade Waste Agreement does not incorporate adequate sampling or monitoring or charging provisions, the Council may impose

additional requirements in accordance with Clause E9.4 of this Bylaw by written notice to the occupier. The occupier must comply with any such requirements within a reasonable timeframe to be set by the Council at its discretion.

F. Stormwater

Explanatory Note: Refer to Section B. Common Requirements for connection, disconnection and other general provisions.

F1. Protection of the Stormwater Network and Environment

F1.1 A person must not:

- a) allow any material, hazardous substances, Wastewater (including Trade Waste), chemical, rubbish, litter, or any other substances that causes or is likely to cause a nuisance, directly or indirectly, into the Council Stormwater Network, rivers, lakes, estuaries, the ocean, groundwater, or other premises unless it has first passed through an appropriate and approved pre-treatment device, or is otherwise approved by the Council; or
- b) deposit or permit any material, Hazardous Substance, chemical, rubbish, litter or other substance, likely to cause a Nuisance upon entering the Council Stormwater Network, to be located so that it is likely to enter the Council Stormwater Network rivers, lakes, estuaries, the ocean, or other premises (directly or indirectly) in any storm event; or
- c) obstruct, divert, alter or interfere with any Watercourse, Overland Flow Path, or Flood Plain identified by Council in a manner that adversely affects or may affect the efficiency and safety of the Council Stormwater Network; or
- d) discharge stormwater into the Council Stormwater Network with characteristics that would exceed those allowed for or would result in adverse environmental effects that could lead to non-compliance with any current or future Operative Stormwater Discharge Consents obtained from the Horizons Regional Council; or
- e) do anything that damages or is likely to cause damage to any Council Stormwater Network.

F2. Private Stormwater Drainage and Disposal Systems

Stormwater Discharge Application Refusal

- F2.1 Without limitation, the Council may refuse to grant a stormwater connection or stormwater discharge approval where:
- a) The proposed connection is outside an area currently serviced by a Council Stormwater Network;
 - b) There is insufficient capacity within the Council Stormwater Network in that location;
 - c) The Council is not satisfied that the requirements of this Bylaw or the conditions of any relevant resource consent will be met.

Note: Approval to connect to the reticulated (piped) stormwater network will be by exception only.

Private Stormwater Drainage and Disposal Systems Owner Responsibilities

- F2.2 Unless the Council approves otherwise, it is the responsibility of the Owner to maintain in good working order, at all times, the Private Stormwater Network on the premises.
- F2.3 The owner or occupier of a premises on which there is a watercourse, stopbank, drain, or other defence to water, must maintain that watercourse, stopbank, drain, or other defence to water in an operational state to ensure the free flow of water. This does not apply to any

watercourses, stopbanks or other defences against water that are part of the Council Stormwater Network.

- F2.4 The owner of a Private Soakage System must, at all times, ensure that it is functioning in such a way as to prevent a Nuisance in up to a 10% AEP storm of any event duration. In storm events greater than 10% AEP a spill is permitted as long as the flow is directed to a Council road reserve. Where secondary flows pass or could pass into private property the Private Soakage System will, at all times prevent a Nuisance in up to a 1% AEP storm of any event duration.
- F2.5 The Owner of a Private Soakage System will, on request by Council, provide information to demonstrate that it is functioning in such a way as to prevent a Nuisance in up to a 10% or 1% AEP storm as required by Clause F2.4. If this is not the case, the Owner of the Private Soakage System will carry out such works as required to make it meet this standard (having first obtained such approvals as are required for the works involved).
- F2.6 Where unmaintained components of a Private Stormwater Network affect neighbouring properties and/or the Council Stormwater Network, Council will investigate and may give notice to require necessary works be undertaken by the Owner or Occupier.
- F2.7 No owner or occupier may remove a Private Stormwater Network or do anything that reduces its effectiveness without approval from the Council.

Explanatory Note: Where a Private Stormwater System is not operating effectively, this may also be an issue for concern under the Building Act 2004. The Council may decide to issue a notice to fix or an insanitary building notice under the Building Act 2004.

F3. Stormwater Drainage Protection Plans

Requirement for a Stormwater Drainage Protection Plan

- F3.1 The Council will require the Owner or occupier of a premise to submit to Council for Approval a Stormwater Drainage Protection Plan if:
- a) The premises generates Trade Waste containing contaminants and it is possible that accidents or other events may take place where Contaminants could enter the Council Stormwater Network, rivers, lakes, estuaries, the ocean, or other premises; or
 - b) For any reason the Council considers there is a reasonable probability of a Contaminant Discharge entering the Council Stormwater Network, rivers, lakes, estuaries, the ocean, or other premises from that premises that could cause a breach of the provisions of this Bylaw; or
 - c) There are ephemeral flow paths present within the premises that have the potential to breach the provisions of this Bylaw in terms of contaminant discharges to the Council Stormwater Network, rivers, lakes, estuaries or the ocean; or
 - d) There are any other circumstances at the premises where Council reasonably believes there is, or is likely to be, damage caused to the Council Stormwater Network.
- F3.2 The Owner or occupier of the Premises must provide a Stormwater Drainage Protection Plan to Council for review and approval within three (3) months of a request from Council or as part of a Trade Waste Consent Application.

Contents of a Stormwater Drainage Protection Plan

- F3.3 Any Stormwater Drainage Protection Plan required to be submitted to the Council by Clause F3.1 must include:
- a) A suitably scaled drawing showing the site layout, boundaries, all private stormwater and wastewater drainage including the point or points of connection to the Council

- Stormwater Network or discharge from the premises, relevant buildings and outdoor spaces (including their use);
- b) A site assessment identifying all actual and potential sources of Stormwater Contamination;
 - c) Methods in place to prevent contamination of the Council Stormwater Network and the Stormwater receiving environment;
 - d) Methods and timeframes proposed to control contamination of the Council Stormwater Network and the Stormwater receiving environment;
 - e) A description of the maintenance procedures in place and proposed;
 - f) Spill prevention and spill response procedures;
 - g) Cleaner production, pollution prevention, application of innovative solutions and waste minimisation procedures to be adopted including comment on whether the proposed procedures are considered to be a Best Practicable Option and/or innovative solution;
 - h) Stormwater Management Devices and Stormwater Detention Devices used to reduce stormwater runoff volume, flow and/or contaminant loads prior to discharge;
 - i) Devices and procedures to remove contaminants from stormwater should there be entry of contaminants into stormwater;
 - j) Any other matters that the Council decides is required due to other features of the premises.

Approval of a Stormwater Drainage Protection Plan

- F3.4 Council will approve a Stormwater Drainage Protection Plan if it is satisfied that the measures contained in the Stormwater Drainage Protection Plan are adequate to prevent adverse effects on the health and safety of Council staff, or its agents, and the public, as well as preventing damage to the network and/or the receiving environment.

Compliance with a Stormwater Drainage Protection Plan

- F3.5 If a Stormwater Drainage Protection Plan has been approved by the Council, the Owner and/or Occupier must comply with all provisions, including any timeframes specified in the Stormwater Drainage Protection Plan.

- F3.6 If any Premises discharges Contaminants into:

- a) the Council Stormwater Network in a manner that may cause damage to the network;
- b) the receiving environment;
- c) or adversely effects the health and safety of Council staff or its agents and the public;

the Occupier must advise the Council immediately and follow such notification up in writing as soon as practicably possible and undertake all means to stop the discharge as soon as possible.

Review or Update of a Stormwater Drainage Protection Plan

- F3.7 Council will require that any Stormwater Drainage Protection Plan be revised and submitted to Council for approval at any time where there have been significant changes in the facilities or operational procedures present at the Premises which have the potential to affect the ability of the Premises to comply with this Bylaw.
- F3.8 An Owner or Occupier of a premises subject to an Approved Stormwater Drainage Protection Plan may, at any time submit to Council a request to update the Stormwater Drainage Protection Plan and submit to Council for their consideration.

F4. Site Development and Site Management

Proposed Works

- F4.1 A person must not carry out stormwater works on either the Public or Private Stormwater Network without:
- a) Prior approval from Council, and
 - b) A Building Consent and/or Resource Consent if required.
- F4.2 Every application to carry out stormwater works will include drawings and specifications for the proposed works. The drawings will show, to the satisfaction of Council, the proposed works and their effects on the subject site and surrounding land.
- F4.3 All proposed stormwater works will be designed, constructed and operated:
- a) So that Stormwater discharges from a premise comply with any relevant Council Catchment Management Plan and/or Council Discharge Consent issued by Horizons Regional Council; and
 - b) Any relevant Council plans or policies; and
 - c) To minimise sediment discharge to any Stormwater Drainage Network; and
 - d) To be consistent with foreseeable Catchment-wide works (for example, extending a pipe upstream or downstream) so as to give a benefit to the Catchment as a whole; and
 - e) Not cause significant nuisance to other land owners.
- F4.4 Such stormwater drainage works must remain the responsibility of the Owner of the land on which the works are situated unless and until the works are taken over and vested in Council. The work will be at the Owner's cost, unless agreement for alternative cost sharing is approved by Council.

Vehicle Crossings and Driveways

- F4.5 Where a building is at an elevation below the carriageway of the adjacent road or access way, the vehicle crossing to the site will be constructed so that run-off from the carriageway does not enter the property via the vehicle crossing.
- F4.6 The internal vehicle drive and parking areas will be designed and constructed to direct run-off from the buildings and to eliminate the potential for a nuisance to be created.

Diverting Council Stormwater Pipes

- F4.7 Subject to approval in writing by Council, a person may divert a Council stormwater pipe (including any ancillary structures) in accordance with any engineering requirements specified by Council and the developer shall meet the cost of such diversion work.

G. Attestation

This Bylaw was made at an ordinary meeting of the Horowhenua District Council held in the Council Chambers, 126 Oxford Street, Levin, on 14 May 2025 following use of the Special Consultative Procedure used in the consideration and subsequent adoption of the Horowhenua District Council Local Waters Combined Bylaw 2025 (effective 1 July 2025).

The Common Seal of the)
HOROWHENUA DISTRICT COUNCIL)
was hereunto affixed pursuant to a resolution)
of the said Council in the presence of:)

His Worship the Mayor

Chief Executive Officer

Schedule 1: Acceptable Wastewater Characteristics

The nature and levels of the characteristics of any wastewater discharged to the wastewater system must comply with the following requirements, except where the nature and levels of such characteristics are varied by the Council as part of a consent to discharge wastewater, in accordance with the Trade Waste Bylaw.

The Council will consider the combined effects of wastewater discharges and may modify the following acceptable characteristics for individual discharges that Council considers are appropriate.

The Council may vary the nature and levels of any of the following acceptable characteristics to meet any new resource consent or other legal requirement imposed on the Council.

Any amendments will only be made following consultation.

Physical Characteristics

Flow

Bylaw Requirements	Commentary from NZS 9201: Part 23: 2004
<p>The 24-hour flow volume must be less than 5m³.</p> <p>The maximum instantaneous flow rate must be less than 2.0 L/s. Swimming pools and spa pool drains must be fitted with a flow limiting device to ensure the discharge does not exceed this limit.</p>	<p>Flows larger than the guideline values should be under a conditional Trade Waste Consent.</p> <p>Consents will be dependent on the contaminant concentration/mass load.</p>

Temperature

Bylaw Requirements	Commentary from NZS 9201: Part 23: 2004
The temperature must not exceed 40 degrees Celsius.	<p>Higher temperatures cause:</p> <ul style="list-style-type: none"> Increased damage to wastewater reticulation structures; Increase the potential for anaerobic conditions to form in the wastewater; Promote the release of gases such as H₂S and NH₃; Can adversely affect the safety of operations and maintenance personnel; Reflect poor energy efficiency; and A lower maximum temperature may be required for large volume discharges.

Solids

Bylaw Requirements	Commentary from NZS 9201: Part 23: 2004
<p>The maximum dimension of non-faecal gross solids must not exceed 15mm and the quiescent settling velocity of gross solids must not exceed 500mm/minute.</p> <p>The maximum concentration of suspended solids content must not exceed 200 g/m³.</p> <p>The settleable solids content must not exceed 50 mL/L.</p> <p>The total dissolvable solids concentration in any wastewater will be subject to the approval of Council, having regard to the volume of the waste to be discharged, and the suitability of the wastewater Treatment Plant to accept such waste.</p> <p>Fibrous, woven or sheet film or any other materials that may adversely interfere with the free flow of wastewater in the wastewater network or Wastewater treatment plant must not be present.</p>	<p>Gross solids can cause wastewater reticulation blockages. In case of conditional consents fine screening may be appropriate.</p> <p>High suspended solid contents can cause water reticulation blockages and overload the treatment processes. Where potential for such problems is confirmed, a lower limit appropriate to the risk may be set. A lower limit may be set between 2000 g/m³ and 600 g/m³.</p> <p>The ANZECC Guidelines recommend a limit of 600 g/m³.</p> <p>High total dissolved solids reduce effluent disposal options and may contribute to soil salinity. Where potential for such problems exists, a limit of 10,000 g/m³ may be used as a guideline.</p>

Oil and Grease

Bylaw Requirements	Commentary from NZS 9201: Part 23: 2004
<p>There shall be no free or floating layer of fat, oil or grease.</p> <p>Wastewater with mineral oil, fat or grease unavoidably emulsified, which in the opinion of Council is not biodegradable, must not exceed 200 g/m³ as petroleum ether extractable matter when the emulsion is stable at a temperature of 15 degrees Celsius, and when the emulsion is in contact with and diluted by a factor of 10 by raw wastewater throughout the range of pH 4.5 to pH 10.0</p>	<p>Oils and grease can cause wastewater reticulation blockages, may adversely affect the treatment process, and may impair the aesthetics of the receiving water. Where the wastewater treatment plant discharges to a sensitive receiving water lower values should be considered.</p>
<p>Wastewater with oil, fat or grease unavoidably emulsified, which in the opinion of the Council is biodegradable, must not exceed 500 g/m³ when the emulsion is stable at a temperature of 15 degrees Celsius and when the emulsion is in contact with and diluted by a factor of 10 by raw wastewater throughout the range of pH 4.5 to pH 10.0</p>	<p>If the Council only has screening and/or primary treatment prior to discharge, it is recommended that oil and grease be reduced to 100 g/m³.</p>
<p>Emulsified oil, fat or grease must not exceed 100 g/m³ as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15 degrees Celsius and when the emulsion is in contact with and diluted by a factor of 10 by raw wastewater throughout the range of pH 4.5 to pH 10.0</p>	<p>In terms of oils and greases, biodegradable refers to the bio-availability or the oil and greases and the biochemicals thereby produced, and means the oil and grease content of the waste decreases by 90% or more when the wastewater is subjected to a simulated wastewater treatment process which matches the Waste Water Treatment System.</p> <p>If quick break detergents are being used, it should be ensured that proper separation systems are being used by the Consent Holder. If not, oil will reappear in drainage (wastewater) systems as a free layer.</p>

Solvents and Other Liquids

Bylaw Requirements	Commentary from NZS 9201: Part 23: 2004
There must not be a free layer (whether floating or settled) of solvents or organic liquids.	Some organic liquids are denser than water and will settle in wastewater reticulations and traps.

Emulsions of paint, latex, adhesive, rubber and plastic

Bylaw Requirements	Commentary from NZS 9201: Part 23: 2004
For emulsions of paint, latex, adhesive, rubber or plastic are not treatable the total suspended must not exceed the concentration agreed with Council.	'Treatable' in relation to emulsion wastewater, means the Total Organic Carbon content of the waste decreases by 90% or more when the wastewater is subjected to a simulated wastewater treatment process that matches the Council treatment system.
The Council may determine that the requirement for solids to not exceed 1000 g/m ³ is not required if the pre-treatment of such emulsions unreasonably interferes with the operation of Council's Wastewater Treatment Plant e.g. reduces % UVT (ultra violet transmission).	Emulsions vary considerably in their properties and local treatment works may need additional restrictions depending on the experience of the specific treatment plant and the quantity of emulsion to be treated.
Emulsions of paint, latex, adhesive, rubber and plastic (both treatable and non-treatable), the concentration and pH range must not prevent coagulation or blockage at the mixing zone in the Council wastewater system.	Emulsions may colour the Council treatment plant influent such that % UVT is unacceptably reduced. Emulsions will coagulate when unstable and can sometimes cause wastewater reticulation blockage.

Radioactivity

Bylaw Requirements	Commentary from NZS 9201: Part 23: 2004
Radioactivity levels must not exceed National Radiation Laboratory Guidelines.	Refer to the National Radiation Laboratory Code of safe practice for the use of unsealed radioactive materials NRL C1.

Colour

Bylaw Requirements	Commentary from NZS 9201: Part 23: 2004
Waste must not have any colour that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the treated wastewater discharge consent.	Colour may cause aesthetic impairment of receiving waters, and adverse effects on lagoon treatment processes and ultra-violet disinfection. Where potential for such problems exists, a level of colour that is rendered not noticeable after 100 dilutions may be used as a guideline. Where UV disinfection is used special conditions may apply.

Chemical Characteristics

pH Value

Bylaw Requirements	Commentary from NZS 9201: Part 23: 2004
The pH must be between 6.0 and 10.0 at all times.	Extremes in pH: <ul style="list-style-type: none">• Can adversely affect biological treatment processes; and• Can adversely affect the safety of operations and/or maintenance personnel; and• Cause corrosion of wastewater reticulation structures and increase the potential for the release of toxic gases such as H₂S and HCN.
	Relaxation of these limits to 5.5 and 11.0 can only occur in limited circumstances and must be into a large flow. Significant industries may need to be restricted to limits between 6.0 and 9.0.

Organic Strength

Bylaw Requirements	Commentary from NZS 9201: Part 23: 2004
<p>The Biochemical Oxygen Demand (carbonaceous BOD5) must be less than 10kg/day.</p>	<p>The loading on a treatment plant is affected by Biochemical Oxygen Demand BOD5 rather than Chemical Oxygen Demand (COD). For any particular waste type there is a fixed ratio between COD and BOD5. For domestic wastewater it is about 2.5:1 (COD:BOD5), but can range from 1:1 to 100:1 for Trade Waste. Therefore, BOD5 is important for the treatment process and charging, but because of the time taken for testing, it is often preferable to use COD for monitoring. However, the use of COD testing shall be balanced by the possible environmental effects of undertaking such tests due to the production of mercury wastes. Where a consistent relationship between BOD5 and COD can be established the discharge may be monitored using the COD test.</p> <p>If the treatment plant BOD5 capacity is not limited, and sulphides are unlikely to cause problems there may be no need to limit BOD5. High COD may increase the potential for the generation of sulphides in the wastewater.</p> <p>A BOD5 limit which is too stringent may require the installation of pre-treatment systems by some consent holders, imposing unnecessary costs because the most cost effective treatment method may be the Council treatment plant.</p> <p>The concentration and mass loads of BOD5 may be set to reflect Council treatment plant capacity e.g. ARMCANZ/ANZECC Guidelines for wastewater reticulation use a concentration of 600 g/m3.</p>

Maximum Concentrations

Bylaw Requirements	Commentary from NZS 9201: Part 23: 2004
<p>The maximum concentration permissible for the chemical characteristics of an acceptable discharge are set out in the tables in Schedule 3: Controlled Substance Standards:</p> <p>Table 1: General Chemical Characteristics</p> <p>Table 2: Heavy Metals</p> <p>Table 3: Organic Compounds and Pesticides</p>	<p>Where appropriate maximum daily limits (kg/day) for mass limit permitted discharges may also be given.</p>

Schedule 2: Wastewater Prohibited Characteristics

Any discharge has prohibited characteristics if it has any solid, liquid or gaseous material, or any combination or mixture of such matters, which by themselves or in combination with any other matters, may immediately or over any period of time:

- a) Interfere with the free flow of wastewater in the wastewater network; or
- b) Damage any part of the wastewater network; or
- c) In any way, directly or indirectly, cause the quality of the treated wastewater or residual biosolids and other solids from any Wastewater Treatment Plant in the Catchment to which the waste was discharged to breach the conditions of a consent issued under the Resource Management Act 1991, or water right, permit or other governing legislation; or
- d) Prejudice the occupational health and safety of any person; or
- e) After treatment be toxic to fish, animals or plant life in the receiving waters; or
- f) Cause malodorous gases or substances to form which are of a nature or sufficient quantity to create a public nuisance; or
- g) Have a colour or colouring substance that causes the discharge from any Wastewater Treatment Plant to receiving waters to be coloured.

A discharge has a prohibited characteristic if it includes any amount of the following in any quantity:

- a) Harmful solids, including dry solids and materials that combine with water to form a cemented mass;
- b) Liquid, solid or gases which could be flammable or explosive in the wastes, including oil, fuel, solvents (except those allowed for in Schedule 3), calcium carbide, and any other material which is capable of giving rise to fire or explosion hazards either spontaneously or in combination with wastewater;
- c) Asbestos;
- d) The following organo-metal compounds:
 - I. Tin (meaning tributyl and other organotin compounds)
 - II. Any organochloride pesticides;
- e) Genetic wastes, being all wastes that contain or are likely to contain genetically altered material that is not in accordance with an approval under the Hazardous Substances and New Organisms Act 1996. The material concerned may be from premises where the genetic modification of any organism is conducted or where a genetically modified organism is processed; or
- f) Any health care waste prohibited for discharge to a wastewater system by NZS4304 or any pathological or histological wastes; or
- g) Radioactivity levels in excess of the codes of safe practice issued by the Ministry of Health for the use of unsealed radioactive material; or
- h) Any pharmaceutical liquid waste containing cytotoxic ingredients.

These characteristics apply to wastewater from all premises including trade premises.

Schedule 3: Controlled Substance Standards

This section contains the generally accepted characteristics and concentrations of commonly controlled substances standards that may be contained in wastewater, including Trade Waste, discharged to the Council wastewater system.

Physical Characteristics

Temperature

The temperature shall not exceed 40 degrees Celsius.

Solids

- 1) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15mm.
- 2) The suspended solids content of any trade waste shall have a maximum concentration which shall not exceed 2000 g/m³. For significant industry this may be reduced to 600 g/m³.
- 3) The settleable solids content of any trade waste shall not exceed 50mL/L.
- 4) The total dissolved solids concentration in any trade waste shall be subject to the approval of the Council having regard to the volume of the waste to be discharged, and the suitability of the drainage system and the treatment plant to accept such waste.
- 5) Fibrous, woven or sheet film or any other materials which may adversely interfere with the free flow of wastewater in the drainage system or treatment plant shall not be present.

Oil and grease

- 1) There shall be no free or floating layer
- 2) A trade waste with mineral oil, fat or grease unavoidably emulsified, which in the opinion of the Council is not biodegradable shall not exceed 200 g/m³ as petroleum ether extractable matter when the emulsion is stable at a temperature of 15 degrees Celsius and when the emulsion is in contact with and diluted by a factor of 10 by wastewater, throughout the range of pH 6.0 to pH 10.0
- 3) A trade waste with oil, fat or grease unavoidably emulsified, which in the opinion of Council is biodegradable shall not exceed 500g/m³ when the emulsion is stable at a temperature of 15 degrees Celsius and when the emulsion is in contact with and diluted by a factor of 10 by raw sewage throughout the range of pH 4.5 to pH 10.0
- 4) Emulsified oil, fat or grease shall not exceed 100 g/m³ as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15 degrees Celsius and when the emulsion is in contact with and diluted by a factor of 10 by wastewater throughout the range of pH 4.5 to pH 10.0.

Solvents and other organic liquids

- 1) There shall be no free layer (whether floating or settled) of solvents or organic liquids.

Emulsions of Paint, Latex, Adhesive, Rubber, Plastic

- 1) Where such emulsions are not treatable these may be discharged into the Council wastewater system subject to the total suspended solids not exceeding 1000 g/m³ or the concentration agreed with the Council.
- 2) The Council may determine that the need exists for pre-treatment of such emulsions if they consider that Trade Waste containing emulsions unreasonably interferes with the operation of the Council Treatment Plant e.g. reduces % ultra violet transmissivity.

- 3) Such emulsions of both treatable and non-treatable types, shall be discharged to the Council wastewater system only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the Council wastewater system.

Radioactivity

- 1) Radioactivity levels shall not exceed the codes of safe practice issued by the Ministry of Health for the use of unsealed radioactive material.

Colour

- 1) No waste shall have colour or colouring substances that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the treated wastewater.

Chemical Characteristics

pH Value

1. The pH shall be between 6.0 and 10.0 at all times

Organic Strength

- 1) The biochemical oxygen demand of any waste may be restricted where the capacity for receiving and treating chemical oxygen demand is limited. A biochemical demand restriction may be related to mass limits.
- 2) The biochemical chemical oxygen demand shall not exceed 1000 g/m³. For significant industry this may be reduced to 600 g/m³.
- 3) The chemical oxygen demand shall not exceed 2000 g/m³.

Maximum Concentrations

The maximum concentrations permissible for the chemical characteristics of an acceptable discharge are set out in Table 1, Table 2 and Table 3.

Table 1 General Chemical Characteristics

Characteristic	Maximum Concentration (g/m ³)	Mass Limits (kg/day)	Reason for Limit
MBAS (Methylene blue active substances)	500	1.5	MBAS is a measure of anionic surfactants. High MBAS can: <ul style="list-style-type: none"> Adversely affect the efficiency of activated wastewater sludge plants and impair the aesthetics of receiving waters. For wastewater treatment plants that suffer from the effects of surfactants the maximum concentration could be reduced significantly e.g. Sydney Water utilise a level of 100 g/m³.
Ammonia (measured as N) <ul style="list-style-type: none"> Free ammonia Ammonium salts 	50 200	0.25 1.0	High ammonia: <ul style="list-style-type: none"> May adversely affect the safety of operations and maintenance personnel, and May significantly contribute to the nutrient load to the receiving environment.
Kjeldahl nitrogen	150	1.0	High Kjeldahl nitrogen may significantly contribute to the nutrient load of the receiving environment.
Total phosphorus as (P)	50	0.75	High phosphorous nitrogen may significantly contribute to the nutrient load of the receiving environment. A value of 10g/m ³ should be used as a guideline for sensitive receiving waters.
Sulphate (measured as SO ₄)	500 1500 (with good mixing)		Sulphate: <ul style="list-style-type: none"> May adversely affect the wastewater network; and May increase the potential for the generation of sulphides in the wastewater, if the wastewater network is prone to becoming anaerobic.
Sulphite (measured as So ₂)	15	0.075	Sulphite has potential to release SO ₂ gas and thus adversely affect

			the safety of operations and maintenance personnel. It is a strong reducing agent and removes dissolved oxygen thereby increasing the potential for anaerobic conditions to form in the wastewater.
Sulphide – as H ₂ S on acidification	5	0.025	Sulphides in wastewater may: <ul style="list-style-type: none"> • Cause erosion of the wastewater network, particularly the top non-wetted part of wastewater reticulation • Generate odours in wastewater reticulations which could cause public nuisance; and • Release the toxic H₂S gas that could adversely affect the safety of operations and maintenance personnel. Under some of the conditions above sulphide should be <2.0g/m ³ .
Chlorine (measured as Cl ₂) <ul style="list-style-type: none"> • Free chlorine • Hypochlorite 	3 30	0.015 0.15	Chlorine: <ul style="list-style-type: none"> • Can adversely affect the safety of operations and maintenance personnel; and • Can cause corrosion of the wastewater network. ARMCANZ/ANZECC Guidelines for sewerage systems utilise a figure of 10 g/m ³ .
Dissolved aluminium	100	1.5	Aluminium compounds, particularly in the presence of calcium salts, have the potential to precipitate on a scale that may cause a wastewater reticulation blockage.
Dissolved iron	100	1.5	Iron salts may precipitate and cause a wastewater reticulation blockage. High concentrations of ferric iron may also present colour problems depending on local conditions.
Boron (as B)	25	0.125	Boron is not removed by conventional treatment. High concentration in wastewater may restrict irrigation applications. Final wastewater use and limits should be taken into account.
Bromine (as Br ₂)	5	0.025	High concentrations of bromine may adversely affect the safety of operations and maintenance personnel.

Fluoride (as F)	30	0.15	Fluoride is not removed by conventional wastewater treatment, however pre-treatment can easily and economically reduce concentrations to below 20 g/m3.
Cyanide – weak acid dissociable (as CN)	5	0.005	Cyanide may produce toxic atmosphere in the wastewater reticulation and adversely affect the safety of operations and maintenance personnel.

Table 2 Heavy Metals¹

Metal	Maximum Concentration (g/m³)
Antimony	10
Arsenic	5
Barium	10
Beryllium	0.005
Cadmium	0.5
Chromium	5
Cobalt	10
Copper	10
Lead	10
Manganese	20
Mercury	0.05
Molybdenum	10
Nickel	10
Selenium	10
Silver	2
Thallium	10
Tin	20
Zinc	10

Table 3 Organic Compounds and Pesticides

Compound	Maximum concentration (g/m ³) ²	Mass Limits (kg/day) ³	Reason for Limit
Formaldehyde (as HCHO)	50	0.25	Formaldehyde in the wastewater reticulation atmosphere can adversely affect the safety of operations and maintenance personnel.
Phenolic compounds (as phenols) excluding chlorinated phenols	50	0.25	Phenols may adversely affect biological treatment processes. They may not be completely removed by conventional treatment and subsequently impact on the environment.
Chlorinated phenols	0.02	0.001	Chlorinated phenols can adversely affect the biological treatment process and impair the quality of the receiving environment.
Petroleum hydrocarbons	30	0.15	Petroleum hydrocarbons may adversely affect the safety of operations and maintenance personnel.
Halogenated aliphatic compounds ⁴	1	0.001	Because of their stability and chemical properties these compounds may: <ul style="list-style-type: none"> • Adversely affect the treatment process • Impair the quality of the receiving environment, and • Adversely affect the safety of operations and maintenance personnel.
Monocyclic aromatic hydrocarbons	5	0.025	
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05	0.001	Many of these substances have been demonstrated to have an adverse effect on the health of animals. Some are also persistent and are not degraded by conventional treatment processes.
Halogenated aromatic hydrocarbons (HAHs)	0.002	0.0001	Because of their stability, persistence and the ability to bioaccumulate in animal tissue these compounds have been severely restricted by health and environment regulators.
Polychlorinated biphenyls (PCBs)	0.002	0.0001	Because of their stability, persistence and the ability to bioaccumulate in animal tissue these compounds have been severely restricted by health and environment regulators.
Polybrominated biphenyls (PBBs)	0.002 each	0.0001	Because of their stability, persistence and the ability to

			bioaccumulate in animal tissue these compounds have been severely restricted by health and environment regulators.
Pesticides (general) (includes insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any pesticides not registered for use in New Zealand).	0.002 each 0.2 total	0.0001	Pesticides may: <ul style="list-style-type: none"> • Adversely affect the treatment processes • Impair the quality of the receiving environment; and • Adversely affect the safety of operations and maintenance personnel.
Organophosphate pesticides excludes pesticides not registered for use in New Zealand. These compounds will be accepted up to the given maximum concentration only when specifically approved.	0.1	0.0001	

Inhibitor Chemicals

Waste once diluted at a ratio of 100 to 1 of wastewater, must not inhibit the performance of the wastewater treatment process, such that Council is significantly at risk, or prevented from achieving its environmental statutory requirements.

After dilution with de-chlorinated water, at a ratio of 15 to 1 of wastewater, a discharge which has an acute result when subjected to the Whole Effluent Toxicity Testing, will be deemed to have inhibitory chemicals. Whole Effluent Toxicity Testing will be undertaken using organisms selected by the Council.

Schedule 4: Trade Waste Categories

Permitted Trade Waste

Permitted Trade Waste must also meet the controlled substance standards and may not have any of the prohibited characteristics in this bylaw.

A discharge from any trade premises, including the types of premises listed below, consisting of a 24-hour flow volume greater than 5 cubic meters, is a discharge of Conditional Trade Waste.

Permitted Trade Waste Premises

Trade waste discharged from any of the following premises is presumed to be permitted trade waste:

Industry/Activity	Source of Discharge	Typical Pre-Treatment Requirements
General	<ul style="list-style-type: none">• Offices• General Retail (excluding food premises, café's or coffee lounges)• Chemists/pharmacists• Schools, day care facilities, polytechnics, universities (excluding those with laboratories or catering facilities)• Motels (without restaurants, commercial kitchens or café's)• Churches and community halls (without catering facilities)	Nil

Conditional Trade Waste

Council has combined the previous trade waste categories of Controlled and Conditional Trade Waste. This combined category is now called Conditional Trade Waste.

Conditional trade waste must also meet the controlled substances standards, unless otherwise approved by Council in the trade waste consent or a trade waste agreement.

Conditional trade waste must not have any of the prohibited characteristics listed in this bylaw.

Conditional Trade Waste Premises

Industry/Activity	Source of discharge	Typical Pre-Treatment Requirements
Apparel	<ul style="list-style-type: none"> • Dry cleaners • Laundromats 	<ul style="list-style-type: none"> • pH control • temperature control • flow balancing • screening
Automotive/Engineering/Machinery washing	<ul style="list-style-type: none"> • mechanical workshops • service stations • car wash • painting and panel beaters 	<ul style="list-style-type: none"> • corrugated plate interceptor, gravity separator, hydrocyclone or other systems • No open areas allowing rainwater discharge to sewer
	<ul style="list-style-type: none"> • Truck washes • Equipment and container washing facilities 	<ul style="list-style-type: none"> • Grease separation • Screening • No open areas allowing rainwater discharge to sewer
Building, ceramic or paper products manufacturing	<ul style="list-style-type: none"> • Manufacturing of paper or paper products • Manufacturing of clay, glass, plaster, masonry, asbestos, or other mineral products • Concrete batching plants 	<ul style="list-style-type: none"> • pH control • temperature control • flow balancing • grease separation • oxidation
Chemical manufacturing	<ul style="list-style-type: none"> • Manufacturing of fertiliser or soil amendment products • Manufacturing of chemicals, or of chemical, petroleum, coal, rubber or plastic products. 	<ul style="list-style-type: none"> • Acid hydrolysis • pH control • grease separation • screening • sedimentation • flocculation • oxidation • anti-foam dosing • off-site sediment removal
Clothing manufacturing	<ul style="list-style-type: none"> • Clothing manufacture 	<ul style="list-style-type: none"> • pH control • temperature control • flow balancing • screening

Food retail / preparation	<ul style="list-style-type: none"> • caf��s, coffee lounges, bakeries, takeaway premises, or restaurants, • Butchers, fishmongers, or delis • Supermarkets, fruit and vegetable stores • Schools, polytechnics, universities (with catering facilities) • Hotels or motels (with restaurants/caf��s) • Churches, marae or halls (with catering facilities) • Preparation of food and/or catering at a residential address with a commercial kitchen or for commercial purposes. 	<ul style="list-style-type: none"> • Grease trap • Temperature control • Flow balancing • Screening
Food production and processing	<ul style="list-style-type: none"> • Food manufacturing or warehousing • Recycling of food or food products 	<ul style="list-style-type: none"> • Grease separation • pH control • temperature control • flow balancing • screening
	<ul style="list-style-type: none"> • Beverage manufacturing 	<ul style="list-style-type: none"> • pH control • temperature control • flow balancing
	<ul style="list-style-type: none"> • Meat processing • Dairy products processing • Fish or shellfish processing 	<ul style="list-style-type: none"> • Temperature control • Grease separation • Screening • Oxidation
Laboratories and Health Care	<ul style="list-style-type: none"> • Hospitals • Scientific Laboratories 	<ul style="list-style-type: none"> • Screening • Offsite disposal of screening waste and hazardous materials substances
Medical and x-ray facilities	<ul style="list-style-type: none"> • dentists • Doctors surgeries • Veterinary clinics • Chiropractors 	<ul style="list-style-type: none"> • Amalgam separators • Silver recovery unit • Offsite removal of developer solution
Metal production and processing	<ul style="list-style-type: none"> • Electroplasters • Galvanisers • Foundaries • Metal Surfacing • Manufacturing of fabricated metal products, machinery or equipment • Spray painting facilities 	<ul style="list-style-type: none"> • Sedimentation • Flocculation • Clarification • pH control • Temperature control • Cyanide destruction • Screening

		<ul style="list-style-type: none"> Off-site sediment removal
Printing	<ul style="list-style-type: none"> Photo printing and publishing Printers 	<ul style="list-style-type: none"> pH control silver recovery oxidation flow balancing
Residential care	<ul style="list-style-type: none"> Residential care facilities (retirement homes, hospices) 	<ul style="list-style-type: none"> Grease trap Flow balancing Screening
Swimming pools	<ul style="list-style-type: none"> Community swimming pool / spa Hotel, gym, or club with a swimming pool 	<ul style="list-style-type: none"> pH control flow balancing
Textile Production	<ul style="list-style-type: none"> Textile fibre or textile processing Tanneries or leather finishings Footwear manufacture 	<ul style="list-style-type: none"> pH Control Temperature control Flow balancing Screening Grease separation Oxidation Sedimentation Flocculation Clarification Off-site sediment removal
Waste management	<ul style="list-style-type: none"> Sanitary or cleaning services Solid waste treatment (landfill leachate discharge) Water and wastewater treatment 	<ul style="list-style-type: none"> pH control temperature control flow balancing screening grease separation
Other	<ul style="list-style-type: none"> Funeral parlour, mortuaries 	<ul style="list-style-type: none"> pH control Temperature control Flow balancing Screening
	<ul style="list-style-type: none"> barber, hairdresser 	<ul style="list-style-type: none"> screening
	<ul style="list-style-type: none"> florist 	<ul style="list-style-type: none"> screening, no herbicides to sewer
	<ul style="list-style-type: none"> Photo processors (modular units only) 	<ul style="list-style-type: none"> pH control, silver recovery, oxidation
	<ul style="list-style-type: none"> Schools, polytechnics or universities (with laboratories) 	<ul style="list-style-type: none"> pH control silver recovery oxidation
	<ul style="list-style-type: none"> Premises with commercial wastemasters 	<ul style="list-style-type: none"> Grease separation Screening Off-site disposal of solid wastes
	<ul style="list-style-type: none"> Stock sale yards 	<ul style="list-style-type: none"> Screening Flow balancing
	<ul style="list-style-type: none"> Timber treatment yards 	<ul style="list-style-type: none"> Screening Flow balancing Sedimentation Flocculation Clarification

		<ul style="list-style-type: none"> pH control Off-site sediment removal
	<ul style="list-style-type: none"> Manufacturing, storage, transport or use of hazardous substances 	<ul style="list-style-type: none"> Screening Flow balancing Sedimentation Flocculation Clarification pH control Off-site sediment removal

Prohibited Trade Waste

Prohibited Trade Waste is trade waste that has, or is likely to have, any of the prohibited characteristics set out in Schedule 2: Wastewater Prohibited Characteristics.

Prohibited characteristics are present if their concentration exceeds background levels. The background level in relation to any substance means the extent to which that substance is present (if at all) in the municipal water supply used on the trade premises, or in any other water supply that is approved by the Council for the purpose of discharging waste.

File No.: 25/223

7.3 New Parking Restriction - Ballance Street, Shannon

Author(s)	Vaimoana Miller Compliance Manager Tumu Tūtohu
Approved by	Brent Harvey Group Manager - Community Experience & Services Tumu Rangapū, Wheako Hapori, Ratonga
	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. This report seeks approval from Council to install a new restricted parking space located in Balance Street Shannon, outside the Moana Road store in response to a request from the store owner.

This matter relates to Pursuing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

EXECUTIVE SUMMARY | TE WHAKARĀPOPOTOTANGA MATUA

2. This report seeks Council approval to install a P30 (30-minute time-restricted) parking space outside the Moana Road Store in Ballance Street Shannon, in response to a request from the store owner. The store has only one parking space directly outside its premises, which is frequently occupied by trucks parking for extended periods. This limits customer access and negatively impacts the store's ability to serve passing trade.
3. The site is located near a corner with limited alternative parking options nearby. Introducing a P30 restriction will support short-term parking turnover, improve accessibility for customers, and better align with the intended use of the space in a retail setting.
4. Council approval is recommended to implement the time restriction to support local business activity and encourage responsible parking behaviour.

DELEGATION OR AUTHORITY TO ACT | TE MANA WHAKATAU I NGĀ KAWENGA

5. The Horowhenua District Council's Terms of Reference state that the power to make or amend a bylaw cannot be delegated to any committee, officer, or subordinate decision-making body.
6. Under clause 28.1 of the Land Transport Bylaw 2024, any changes to parking restrictions, including time restricted parking such as a P30, must be made by Council resolution, and in some cases, follow the Special Consultative Procedure.
7. As the installation of a P30 restriction in Ballance Street Shannon constitutes an amendment to existing parking controls under the bylaw, this report is presented to Council for formal approval, in line with both the Terms of Reference and the Bylaw.
8. As the parking space is located on a state highway within a 50km/h zone, Council holds delegated authority to manage parking controls, provided changes do not materially impact the safe and efficient operation of the state highway. Waka Kotahi NZ Transport Agency will

be informed of the proposed restriction as a matter of good practice, although formal approval is not required.

SIGNIFICANCE ASSESSMENT | HE AROMATAWAI MATUA

9. The installation of a P30 parking restriction outside the store has been assessed against Council's Significance and Engagement Policy and is considered not significant.
10. The proposal has low impact on Council's strategic assets, levels of service, and financial operations, and affects a small number of individuals in a localised area. As such, no further community engagement is required, and the matter can be determined by Council resolution in accordance with the Land Transport Bylaw 2024.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/223 New Parking Restriction - Ballance Street, Shannon be received.
- B. That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- C. That Council adopt the amendment to schedule 12 of the Land Transport Bylaw 2024, that includes the addition of a P30 parking restriction in Ballance Street Shannon, 18m from Plimmer Terrace extending 12m in a south easterly direction.

BACKGROUND | HE KŌRERO TŪĀPAPA

11. The proposal aligns with Council's Top Priorities for 2024/2025 by:
 - 11.1. Supporting organisational excellence through a customer-focused solution that improves access and responsiveness.
 - 11.2. Strengthening community connections by responding to a local business owner's direct request.
 - 11.3. Enhancing the functionality of existing public infrastructure in a way that supports economic activity and accessibility.

DISCUSSION | HE MATAPAKINGA

12. This report seeks Council approval to implement a 30-minute (P30) parking restriction in Ballance Street Shannon outside the Moana Road store, following a request from the business owner. The store has limited parking available, and the sole on-street carpark is often occupied by trucks for extended periods, restricting access for short-stay customers. There are no nearby alternative parking options, due to the site's proximity to an intersection.
13. Introducing a P30 restriction will support short-term parking turnover and make the space more accessible to customers, helping the business remain viable and supporting passing trade. This is a practical, targeted response to a specific community need and aligns with Council's broader efforts to enable vibrant, accessible commercial areas.
14. This decision is consistent with Council's Land Transport Bylaw 2024 and contributes to achieving outcomes in a cost-effective and responsive manner. The proposed change has been assessed as not significant under Council's Significance and Engagement Policy, due to its low financial impact, minor effect on levels of service, and limited scope of influence.

Options | Ngā Kōwhiringa

15. Council has the following options as outlined in the table below:

Options Ngā Kōwhiringa	Benefits Ngā Whiwhinga	Risks Ngā Mōrearea
Option A (recommended) Approve the installation of a P30 parking restriction on Ballance Street Shannon outside the Moana Road store. This option involves adopting a resolution under the Land Transport Bylaw 2024 to install a 30-minute time-restricted park (P30) in the on-street space directly outside Moana Road in Ballance Street Shannon.	<ul style="list-style-type: none"> Improves parking turnover and access for short-term customers. Supports local business viability. Aligns with Council's priorities to improve customer experience, community wellbeing, and economic outcomes. Responds to a community request and demonstrates responsiveness. 	<ul style="list-style-type: none"> May inconvenience truck drivers or other long-stay parkers who currently use the space. Minor signage and enforcement implications.
Option B (status quo) Decline the request and retain the existing unrestricted parking.	<ul style="list-style-type: none"> No change or cost involved. Maintains the current unrestricted access for any type of vehicle. 	<ul style="list-style-type: none"> Continued long-stay parking may limit customer access and affect the impacted local business' viability. Missed opportunity to respond to a valid community concern and improve public space utility. Inconsistent with strategic direction relating to responsiveness and support for local business.

16. The following option was identified but not considered a reasonably practicable option: A wider review involving the state highway could complicate matters. Broader changes might require formal consultation with Waka Kotahi NZ Transport Agency, particularly if traffic flow, parking supply for trucks, or safety at the intersection is impacted. This would add time, complexity, and cost.
17. This request relates to a single parking space in a very localised area. The scale and nature of the problem experienced do not justify the time, cost, and complexity of a wider parking review. Immediate action through a targeted intervention (Option 1) would be a faster, more efficient, and community-responsive approach that fits the scale of this issue.

ENGAGING WITH MĀORI | TE MAHI TAHI KI TE MĀORI

18. The proposed installation of a P30 parking restriction outside the Moana Road store in Shannon involves a minor operational change within an existing urban environment, with no

impact on ancestral lands, waterways, taonga, or wāhi tapu, it is considered to have no specific impact on mana whenua or Māori interests.

CLIMATE CHANGE | NGĀ ĀHUARANGI HURIHURI

19. The proposed installation of a P30 parking restriction outside the Moana Road store in Shannon involves a minor operational change within an existing urban environment. While it may result in trucks relocating to nearby parking spaces, any additional vehicle movements are expected to be minimal and have no material impact on greenhouse gas emissions. The proposal does not affect climate change adaptation or the district's resilience to climate risks.

FINANCIAL AND RESOURCING | TE TAHUA PŪTEA ME NGĀ RAUEMI

20. The proposed installation of a P30 parking restriction will incur minor initial costs associated with the purchase and installation of appropriate signage. No new road markings are required, as existing parking markings are already in place. These costs can be accommodated within Council's existing operational budgets for traffic and parking management.
21. The proposed location is approximately 15 minutes' drive from the main area routinely patrolled by Council's parking wardens, who operate primarily on foot within the Levin Central Business District. As a result, regular enforcement of the new restriction would require a diversion of existing resources or adjustments to existing patrol scheduling. No additional staffing is proposed at this time. Council Officer's approach will be to monitor compliance following installation and adjust enforcement practices if necessary.
22. It is noted that the store owner is not seeking active enforcement of the P30 restriction but has requested the installation to encourage appropriate use of the parking space. While this reduces immediate enforcement pressure, Council retains responsibility for monitoring and enforcing the restriction as resources allow.

LEGAL AND RISK | TE TURE ME NGĀ MŌREAREATANGA

23. The proposal is consistent with Council's powers under the Horowhenua District Council Land Transport Bylaw 2024, which enables parking restrictions to be imposed or amended by Council resolution.
24. As the location is on a state highway within a 50km/h urban area, Council holds delegated authority to manage parking controls, and Waka Kotahi NZ Transport Agency will be informed as a courtesy.
25. The proposal is assessed as not significant under the Significance and Engagement Policy, with no additional consultation or engagement with Māori required.
26. There is a minor risk that compliance may be lower due to limited enforcement coverage at this location; however, this is considered manageable through periodic monitoring and clear signage.

POLICY IMPACT | NGĀ PĀTANGA I NGĀ KAUPAPA HERE

27. The proposal is consistent with the current Horowhenua District Council Land Transport Bylaw 2024, which allows Council to impose parking restrictions to manage traffic and support fair access to businesses and services.
28. The proposal supports current Council strategic objectives under the Plan on a Page by improving accessibility, supporting local economic activity, and making better use of urban infrastructure.

29. There are no identified negative impacts on existing Council policies, and the proposal is consistent with the current Compliance Strategy by favouring voluntary compliance through signage and proportional monitoring.
30. In the future, if broader parking management reviews are undertaken (for example, through strategic transport planning or urban growth frameworks), this decision may need to be considered as part of a wider parking management approach for state highway corridors within urban areas.

COMMUNICATIONS AND ENGAGEMENT | TE WHAKAWHITI PĀRONGO ME TE MAHI

31. Following Council approval, the new P30 parking restriction will be publicly notified through Council's established communication channels and website, and signage will be installed on-site to clearly inform users of the new restriction.
32. No further community consultation is planned, as the proposal has been assessed as not significant under the Significance and Engagement Policy; however, Council officers will monitor feedback from the community after implementation and respond as needed.

Communicating with our Community | Te Whakawhiti Pārongo ki te Hapori

33. An engagement plan is not needed to implement this decision. Council will communicate this decision through its established communication channels.

NEXT STEPS | HEI MAHI

34. Subject to Council approval, officers will arrange for the installation of the P30 parking signage and publicly notify the change in accordance with the Land Transport Bylaw 2024.
35. Officers will also inform Waka Kotahi NZ Transport Agency of the new restriction as a courtesy, monitor compliance following implementation, and respond to any issues or feedback as required

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

File No.: 25/212

7.4 Property Strategy amendment - Iwi First Right of Refusal

Author(s)	Lacey Winiata Parks & Property Manager Tumu Rawa, Papa Rēhia
Approved by	Brent Harvey Group Manager - Community Experience & Services Tumu Rangapū, Wheako Hapori, Ratonga
	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. To amend the Property Strategy to introduce a First Right of Refusal for iwi on non-core Property identified for disposal.

This matter relates to Enhancing Māori Relationships

Progress development of the Māori relationships and engagement framework.

EXECUTIVE SUMMARY | TE WHAKARĀPOPOTOTANGA MATUA

2. Horowhenua District Council's Property Strategy was adopted in 2015–16 to provide a framework for the acquisition and disposal of property. On 19 July 2023, Council resolved to explore including a Right of First Refusal (RFR) for mana whenua on the disposal of non-core property. This proposed amendment would give iwi/hapū the first opportunity to purchase surplus properties at market value before they are listed on the open market..
3. Following that initial Council resolution, the kaupapa was brought back to Council in December 2023 where it was outlined further refinement and feedback was required. Therefore, it was decided to leave the amended proposal on the table pending further refinement and agreement on a way forward from all Iwi Partners.
4. Since that time Officers have met and liaised via email and phone with Te Tumatakahui, Muāupoko Tribal Authority, Rangitaane and Ngāti Tukorehe regarding the proposed amendment, which would see the addition of the attached appendix outlining the process for non-core property to go to iwi for first right of refusal.
5. More recently, Officers have held a workshop with Elected Members to understand further information required in order to make a decision. This information is outlined in the report.

DELEGATION OR AUTHORITY TO ACT | TE MANA WHAKATAU I NGĀ KAWENGA

6. Council has the authority to make a decision as to whether to amend the Property Strategy or not.

SIGNIFICANCE ASSESSMENT | HE AROMATAWAI MATUA

7. This matter is assessed as not significant according to the significance and engagement policy because it is a report for Council to help make a decision as to whether amend a current strategy of Council. There are no budget implications.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/212 Property Strategy amendment - Iwi First Right of Refusal be received.
 - B. That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
 - C. That Council incorporates the proposed amendment to the Property Strategy, allowing for iwi/hapū to have first right of refusal for any non-core property that is to be disposed of.
- OR
- D. That Council choose not to progress with the proposed amendment to provide iwi the first right of refusal, and the current approach of informing iwi / hapu when Council intends to dispose of a property continues in line with the current Property Strategy.

BACKGROUND | HE KŌRERO TŪĀPAPA

- 8. Since 2014 Council has been considering issues relating to its property portfolio. In 14/15 Simpson & Co provided a report to council suggesting Council split its property portfolio into core and non-core property.
- 9. In the 2015-16, Council adopted the Property Strategy. The purpose of the Strategy was to provide an overarching framework which assists Horowhenua District Council in decision making with regards to its property assets.
- 10. The Property Strategy categorises properties into core and non-core, and utilises a 10-point assessment to help inform property decisions. This assists council in setting financial targets based on assumed property sales through Long Term Plan (LTP) cycles.
- 11. Since the implementation of the Property Strategy, Council has disposed of a number of non-core properties in line with resolutions of Council.
- 12. At its meeting of 19 July 2023 Council resolved That the Council ask the Chief Executive to review the Property Disposal Strategy to include a Right of First Refusal for Mana Whenua clause for any further property disposals. As part of that review a process was to be developed for this clause, in collaboration with Māori ward councillors and Iwi partners, to be appended to the strategy after subsequent approval from council. The Right of First Refusal Clause should give Mana Whenua the first opportunity to purchase any surplus property Council resolves to dispose of at market value prior to the property being offered for sale on the open market.
- 13. Between July and the subsequent meeting in December 2023 when the report was brought back to Council Officers worked with some Councillors and had initial discussions with iwi gaining feedback which was brought back to Council to consider.
- 14. As previously mentioned, Council decided in December 2023 to leave the amended proposal on the table and seek further feedback from iwi.
- 15. This work was undertaken with feedback outlined in the discussion section of the report. The report was brought back to Council in December 2024, but was left on the table at that meeting.
- 16. In March 2025, Officers brought the draft amendment to Council for a workshop to outline the process taken to date and ask whether information was missing in order to make a decision. This feedback has been incorporated in the discussion section of the report.

DISCUSSION | HE MATAPAKINGA

- 17. Over the past year Officers have met with, had phone conversations and shared emails with Te Tumatakahuki, Muaūpoko Tribal Authority, Rangitaane and Ngāti Tukorehe.
- 18. As has been discussed, the attached, proposed amendment for consideration is but one step iwi/hapū expect to be involved in during the property disposal process.

19. Resourcing remains a challenge for iwi and hapū within our district at this time. While there is a strong willingness to be engaged in the property disposal process, Officers acknowledge there may be times when this is trying. Officers are looking at ways items can be brought to iwi/hapū attention and administered more efficiently to alleviate this constraint; this is regardless of the decision today.
20. There is strong feedback from our iwi partners that they want to be involved in the decision making process, when Council is considering whether a property is core or non-core. While this is not within scope of the amendment, it is something Officers are aware of when progressing through research and planning on the future of Council properties.
21. Overall, there is an expectation by iwi/hapū that Council involves them in Council's property disposal process. As kaitiaki and mana whenua of their rohe, iwi/hapū see their role in helping Council determine the best use of land and property for the community. Therefore, this proposed amendment is viewed as one, helpful, piece of a larger picture.
22. It is important to note that, if adopted, the amendment will not apply retrospectively to previous Council decisions and will only take effect from the date of adoption
23. Officers provided a briefing to Council on the Iwi First Right of Refusal to ensure elected members had the necessary information to make an informed decision at the 14 May Council meeting. While the key points from the briefing have been summarised under the headings below, it has been challenging for officers to provide advice or consolidate the feedback from councillors due to the wide range of perspectives and information being sought on this kaupapa.

Proposed amendment for disposal of non-core properties

24. When working on the appendix wording and incorporating feedback from iwi partners, there needed to be a balance struck between providing a clear pathway for Officers to work within and a framework to assist with decision making, as well as the ability to allow for conversations, with Officers to work in good faith alongside iwi/hapū.
25. The proposed amendment is the default process for the sale of properties Council has deemed non-core. This will be the process Council follows unless expressly provided for by resolution of Council.

Alternative avenue for disposal of non-core properties

26. In the past Council has made decisions regarding properties deemed non-core, but made a Council resolution to dispose of them in a different manner. This may be to further a community outcome or a Council priority. An example of this has been when properties have been decided to be disposed of to increase housing capacity and further the Housing Action Plan.
27. This amendment does not restrict Council from making similar decisions in the future. Rather following the default process, Council may decide via resolution to dispose of a property through the open market or through non-procurement activity (EOI etc).
28. Council will make this decision should the property, including location, is aligned with a Council priority or Community Outcome.

Properties that are tenanted

29. There are a few of our leases that give first right of refusal to the tenants, this is because it is endowment property or in one case has been agreed prior to signing the lease.
30. Excluding these, should a property be tenanted that is to be sold on the open market it will follow the Property Strategy.

Ongoing engagement with iwi/hapū

31. Officers are continuing to look at Council properties, including previous resolutions and how best to optimise disposal. As has been outlined in the feedback, iwi/hapū expect to be

involved in these conversations to help steer the considered direction for the betterment of the community. Prior to information coming to Council it will be expected that feedback is sought from our iwi partners.

32. Officers will continue to liaise with our iwi partners on the list of properties earmarked for disposal, in the aim to give a lead in time prior to sale and facilitate discussions as early in the process as possible regardless of the method of disposal.

Options | Ngā Kōwhiringa

Options Ngā Kōwhiringa	Benefits Ngā Whiwhinga	Risks Ngā Mōrearea
Option A (recommended) The attached appendix is added to Council's Property Strategy and relevant amendments made, including wording, outlining the process for Council's non-core properties identified for disposal to go to iwi/hapū for right of first refusal.	<ul style="list-style-type: none"> A clear process is outlined for Officers and Council to follow in regards to approaching iwi/hapū with non-core property for disposal. 	<ul style="list-style-type: none"> It could take a slightly longer time to dispose of properties.
Option B (status quo) Do not adopt the amendment, and maintain status quo.	<ul style="list-style-type: none"> Council continues as it has been, with no change needing to be implemented. 	<ul style="list-style-type: none"> There is a risk that it could damage Council's reputation with iwi/hapū.

Options Commentary | He Tāpiringa Kōrero Mō ngā Kōwhiringa

33. To clarify, should there be more than one iwi/hapū interested in a property and cannot decide who should be purchasing it from Council, the amendment outlines the property will then go on the open market allowing for all interested parties to make an offer.

ENGAGING WITH MĀORI | TE MAHI TAHI KI TE MĀORI

34. Officers met with Muaūpoko Tribal Authority and Ngāti Tukorehe, and received email feedback from Te Tumatakahuki and Rangitaane.
35. As previously mentioned, iwi/hapū are very keen to be engaged in Council's property disposal process and would like to see this expanded further than what is outlined in the appendix.
36. It should be noted that the future of Council's properties are often viewed differently between Council and iwi/hapū. With the latter believing there should be a more strategic approach to managing property into the future, rather than disposal as a way to manage debt.

CLIMATE CHANGE | NGĀ ĀHUARANGI HURIHURI

37. The decisions and matters of this report are assessed to have low or no climate change implications.

FINANCIAL AND RESOURCING | TE TAHUA PŪTEA ME NGĀ RAUEMI

38. The decisions and matters of this report are assessed to have no additional financial impacts, outside of those that would already be incorporated when disposing of a property.

LEGAL AND RISK | TE TURE ME NGĀ MŌREAREATANGA

39. Te Tiriti o Waitangi / The Treaty of Waitangi obliges councils to involve Māori in making decisions on matters that affect them. Regardless of the decision today Council is obliged to include and engage with iwi/hapū on key decisions. As land and property is often viewed as a taonga Property Disposal decisions would more than likely need to involve iwi/hapū.
40. There is the risk that should Council decide not to include the attached appendix that it will cause damage to the relationship with iwi/hapū and could potentially affect other mahi occurring in Council. This could be managed by confirming the process of status quo and outlining the motivation behind the decision.

POLICY IMPACT | NGĀ PĀTANGA I NGĀ KAUPAPA HERE

41. There are no policy impacts, but should Council decide to accept the appendix the Property Strategy will be amended.

COMMUNICATIONS AND ENGAGEMENT | TE WHAKAWHITI PĀRONGO ME TE MAHI

42. Should Council decide to amend the strategy and include the appendix, communication will need to occur with iwi/hapū on what this means and offer an opportunity to meet and discuss.
43. Additionally, there may be public interest considering the very limited number of Council's who currently have this incorporated within their policies.

Communicating with our Community | Te Whakawhiti Pārongo ki te Hapori

44. This will be undertaken by utilising Council's normal communication channels.

NEXT STEPS | HEI MAHI

45. Regardless of the decision, korero will need to be had with iwi/hapū partners on the decision and what it means for them.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A	Draft Property Strategy Appendix - Council report attachment - 28 November 2024	267
B	G0502 Property Strategy WEB	269

PROPERTY AND PARKS PROPERTY STRATEGY APPENDIX X – First Right of Refusal

Following the discharge of any pre-existing statutory or other legal obligations by council, Horowhenua Iwi and Hapū will decide whether they want to purchase Council's non-core property prior to it being sold via an open market process.

The right of first refusal applies to non-core property which has been assessed as suitable for sale via an open market process.

The right of first refusal offer will be made to Iwi/Hapū who will determine if they have an interest in purchasing the non-core property and will further determine which iwi or hapū will proceed with the purchase.

Council will not make a determination on which iwi or hapū has rights over a particular property, and will approach all offers in good faith.

Market value will be paid for non-core property sold via right of first refusal.

Attachment X outlines the processes and timeframes which apply to the right of first refusal process.

PROPERTY AND PARKS PROPERTY STRATEGY APPENDIX X – First Right of Refusal

1.	Council by resolution to classify property for disposal as non-core.	
2.	If a property is subject to pre-existing statutory or other legal processes or prior contractual obligations, including registration of easements, Council Officers shall undertake those obligations/processes after advising iwi/hapū of these obligations and processes (such as the Reserve Act).	
3.	Council Officers offer the non-core property for sale in writing to iwi/hapū specifying the terms of the sale including the sale price (being the market value as assessed by a registered valuer).	
4.	Iwi/Hapū shall advise council officers in writing, within 30 working days, whether they wish to proceed with the purchase and whether they agree with the proposed sale terms. Iwi/hapū will determine which iwi/hapū will proceed with the purchase.	
5. (a)		Where iwi propose that (1-5) above does not apply to a specific property they will be required to confirm in writing (within 30 days) that position, and the reasons for it, whereupon the property will be withdrawn from sale for a maximum of 90 days to facilitate further investigation by Officers.
5. (b)		If iwi/hapū do not wish to proceed with purchase, or have failed to notify in writing they wish to proceed with the purchase, within the specified time frame, non-core property goes to open market for disposal and council officers will notify the iwi/hapū of the date that property goes to market.

5. (c)		If all terms are agreed to by iwi/hapū then an agreement is entered into and settlement is to occur within 30 working days of the date of the agreement (or as otherwise agreed between the parties).
5. (d)		Where iwi/hapū require additional time to consider the proposal, a request can be made in writing within 25 working days to the Chief Executive to grant an extension.
5. (e)		Where iwi/hapū have no interest in purchasing a property, but believe the site holds cultural significance iwi/hapū can write to Council within 30 working days outlining the non-purchase interest and will work with Officers to create a suggested way forward which will go to Council for decision.
6.	If iwi/hapū wish to proceed with purchase but disagree with the market value, council officers and iwi/hapū will come to an agreement on the scope for market valuation, Iwi/Hapū will then obtain their own registered valuers report assessing market value. A written counter offer will be presented to council staff (with evidence of market value), within 30 working days of the date of advising council staff they wish to proceed.	
7.	The parties and/or their valuers shall enter into good faith negotiations for a period of 30 working days from the date of receipt of the counter-offer to endeavour to reach agreement on the market value/purchase price for the property.	
8.	If the market value cannot be agreed between parties and/or their valuers, an independent valuer will be jointly appointed. The independent valuer will (within 30 working days of appointment) review the valuations received and provide a determination on value (not higher than highest valuation, and no lower than lowest valuation). Iwi/Hapū will indicate if they accept the determination.	
9. (a)		If iwi/hapū do not accept the determination, non-core property shall be disposed of via the open market and council officers will notify the iwi/hapū of the date that property goes to market.
9. (b)	If iwi/hapū accept the independent valuers determination, an agreement shall be entered into with settlement to occur within 30 working days of the date of the agreement (unless otherwise agreed between parties).	



Horowhenua
DISTRICT COUNCIL

Property Strategy

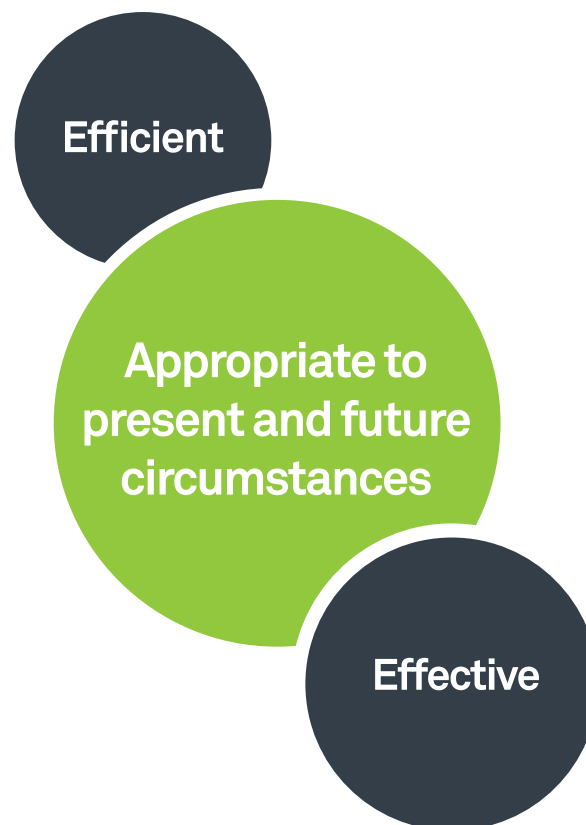
November 2015

Overview

Council holds a significant property portfolio of approximately 550 properties that have a total rateable value (land and buildings) of approximately \$101 million (2014).

The reason Council holds property is to enable it to deliver services as defined in the Local Government, and Amendment Acts (LGA) of 2002 and 2012 respectively. In particular the overriding purpose of local government is defined in Section 10 of the LGA. This places an obligation on all local authorities “to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is the most cost effective for households and businesses”.

Good quality local infrastructure is defined and measured as:



From a strategic point of view the Local Government, and Amendment Act defines the overall outcomes that need to be achieved by Councils. Many Council property obligations are then explicitly defined by statute, regulation and or policy. In determining how Council should undertake its property function it is impossible to depart from the stipulations dictated by this overarching framework.

Having established that Council must deliver a number of services as a result of regulatory and

legislative imperatives it is important to note the majority of them require land-based assets and infrastructure. Consequently local authorities must by reason of their function, hold and maintain assets whether as owners; lessees; or in some other form e.g. as stakeholders in trusts, partnerships etc.

The purpose of this strategy is to provide an overarching framework which assists Horowhenua District Council in future decision making with regard to its property asset.

The need for a Property Strategy

Council can acquire assets in a number of ways and there is as a result a need to have a formal process to test whether an acquisition, or indeed the ongoing maintenance and management of an existing one, is in the strategic interest of Council and the community it serves.

Similarly there is a need to have a formal process to dispose of assets should they be redundant after renewal; legislative change; or lack of community use. Consequently there is a necessity to measure the strategic value of an asset to the organisation and community by way of ensuring Council only owns, maintains, and/or manages those assets that have strategic relevance; relate to core business; or add value in another form. This approach will ensure that Council achieves the best possible return on its property asset and will minimise costs associated with maintaining or renewing it.

In September 2014 Council officers commissioned a strategic review of Council's asset portfolio with a view to informing the production of a property strategy. To assist in the decision-making process the report suggested the Council split its asset into core and non-core assets. Essentially those properties that have been designated as core or strategic need to be maintained in a state 'fit for purpose' and renewals funded. This does not mean those properties classified as non-core will necessarily be disposed of but does mean they need to be assessed for organisational and community benefit.



The Property Strategy provides a process that facilitates this evaluation against a series of 10 key criteria:



Strategic relevance – has the property been identified as being strategically relevant?



Core business – does the property contribute to the core business of Council?



Location – is the property in the correct location?



Sufficiency – is the property sufficient for delivering the service?



Functionality/Utility – is the property in a good state of repair and 'fit for purpose'?



Utilisation – is the property well-utilised/accessible for its purpose?



Provision – is the property the only one of its kind or are other options available?



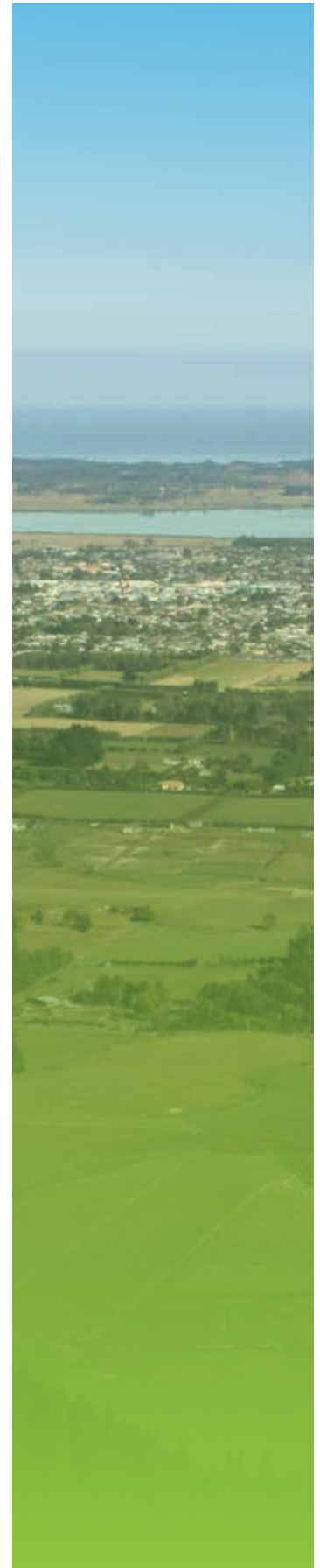
Cost efficiency – is the property cost effective?



Return on investment – does the property provide a good ROI?



Cost – what is the cost of maintaining the property in a state fit for purpose?



What defines core and strategic properties?

Notwithstanding the current range of assets, it is important at this point to pose the question. 'What property assets need to be held by Council to enable it to fully meet its regulatory and legislative obligations, both as defined in the LGA and as expressed in the wishes of its local communities?'

Under Section 14 of the LGA Council has an obligation as a local authority to act in accordance with a number of principles many of these have relevance for Council's property functions for example, the obligations for Council.

- To conduct its business in an open transparent, and democratically accountable manner;
- To make itself aware of, and have regard to, community views;
- To undertake commercial transactions in accordance with sound business practices; and
- To ensure prudent stewardship and the efficient and effective use of resources.

The Long Term Plan (LTP) defines the activities that Council has committed to undertake and the associated outcomes it has agreed with the community (community outcomes). In particular the following matters are relevant.

1. The LTP outlines a key set of objectives for individual and community benefit from a range of real property assets.
2. Council's Investment Policy proposes a hierarchy of priorities that directly relate to how real assets should be held that being to:
 - i. Minimise the risk of loss
 - ii. Ensure planned expenditures are not hindered by a lack of funds
 - iii. Maximise returns from investment.
3. Council's Significance Policy, which is part of the LTP and is a requirement of Section 90 of the Act, defines which assets are considered to be Strategic Assets.



Table 1: Strategic Assets drawn from Strategic Asset Review (Property Group, Sep 2014)

Priority	Asset
Recreation	Public cemeteries
Land transport	Roading system as a whole
Water supply	Water supply as a whole
Wastewater disposal	Waste water drainage system as a whole
Solid waste disposal	Hōkio landfill
Libraries	Levin library - Te Takeretanga o Kura-hau-pō
Storm-water	Each storm-water drainage system as a whole



Property Classifications

It is important to note at this point that property classified as core provision may not remain so following changes in regulation; legislation; Council's strategic priorities; or some other driver including exposure to the acquisition and disposal matrix facilitated by the Property Strategy. Similarly what might be classed as non-core currently could become core as a result of the same drivers.

It is also important to understand that a classification of non-core does not automatically mean that the relevant property/facility should or can be disposed of as a range of other factors come into play.

Table 2: Property Classifications drawn from Strategic Asset Review

Category of property	High level assessment	Reason for classification
Core		
Drainage & sewage	Core	Core infrastructure
Cemeteries	Core	LTP levels of service. Currently Local Authorities are the only organisations that can provide burial grounds
Public swimming pools	Core	LTP levels of service
Public toilets	Core	Public Health Act and levels of service relating to the LTP
Solid waste	Core	Core infrastructure

Core & non-core

Car parking	Core & non-core	LTP levels of service
Community halls	Core & non-core	LTP levels of service
Community centres sports & cultural	Core & non-core	LTP levels of service
Depots	Core & non-core	Some required for cost-effective operation of services
Libraries (including Te Takeretanga o Kura-hau-pō)	Core & non-core	LTP levels of service. No other provider
Miscellaneous properties	Core & non-core	Levels of service (variable)
Reserves & parks	Core & non-core	LTP levels of service
Road reserve and walkways	Core & non-core	LTP levels of service
Civic buildings	Core & non-core	Office space is not core but emergency management is

Non-core

Commercial buildings and land	Non-core	Not core business
Forestry	Non-core	Not core business
Motor camps	Non-core	Not core business
Pensioner flats	Non-core	Not core business
Rental houses	Non-core	Not core business
Rural leases	Non-core	Not core business

Summary

Council by reason of the services it provides and legislation, particularly the Local Government Act, needs to hold and maintain property. The property portfolio held by Council is significant at about \$101,541,000 (IPSAS 16 & 17 valuations). Whilst Council holds a significant property portfolio there is a need to ensure it meets the Council's Investment Policy that being to:

- a. Minimise the risk of loss
- b. Ensure planned expenditures are not hindered by a lack of funds
- c. Maximise returns from investment.

Initial evaluations suggest that 27% of Council's property asset may not be delivering on its outcomes and a further 50% may or may not be delivering on those outcomes. In addition HDC's property holdings

and maintenance thereof, together with the services delivered from those premises will have a significant effect both on debt and the level of rates contributions.

The requirement under the provisions of the Local Government Act (Amendment) that requires Council "to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is the most cost effective for households and businesses" infers that Council should assess what assets and property need to be held to deliver 'good-quality' infrastructure and services. To achieve this in a 'cost-effective' manner it is obligatory on Council to develop a policy to determine those properties crucial to delivering its infrastructure and services, and potentially divest itself of those not contributing to its outcomes, or doing so in an uneconomic way.

Property Strategy Evaluation Process

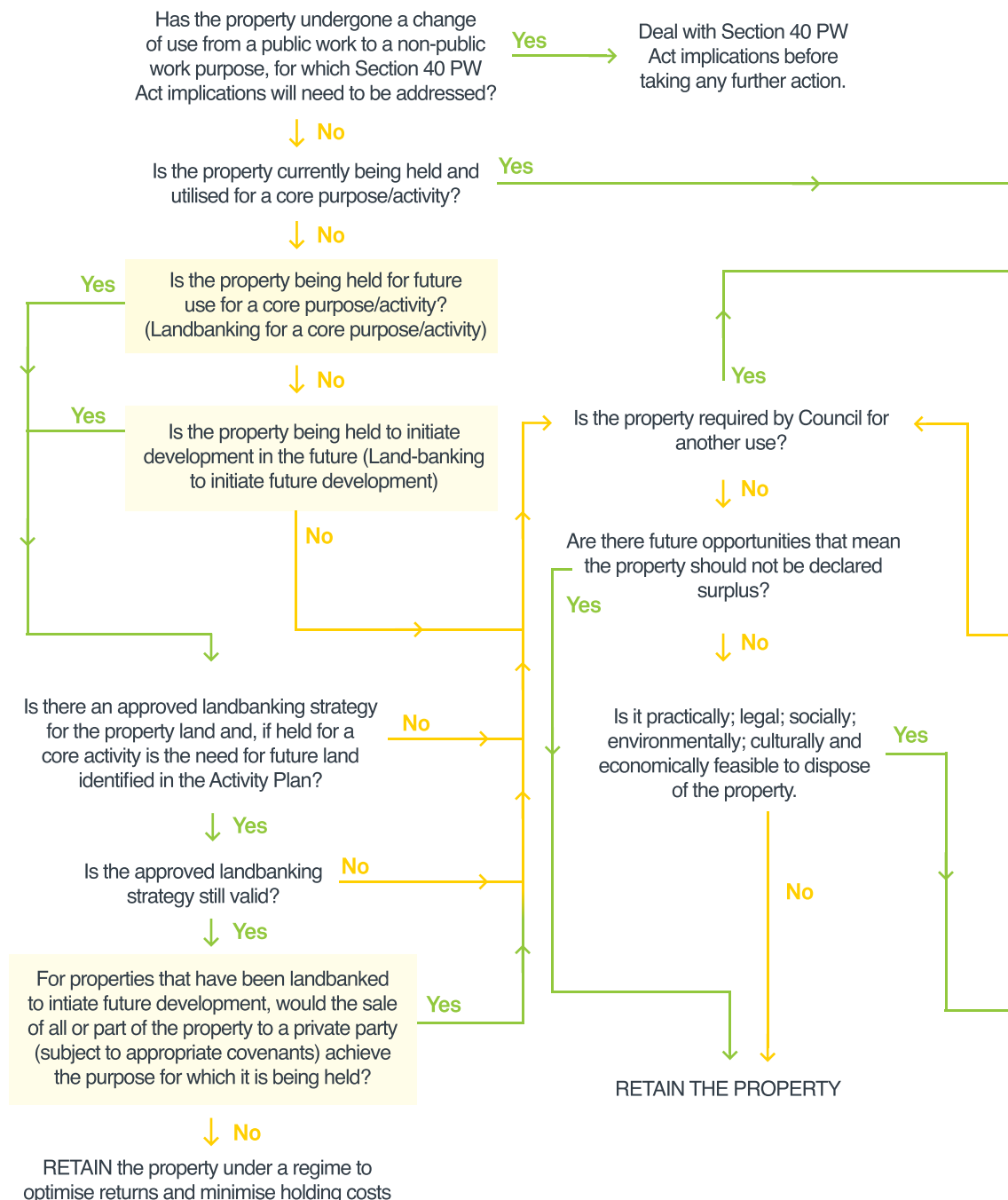
In order to provide some transparency in determining whether a non-core property asset should be retained or disposed of it is necessary to

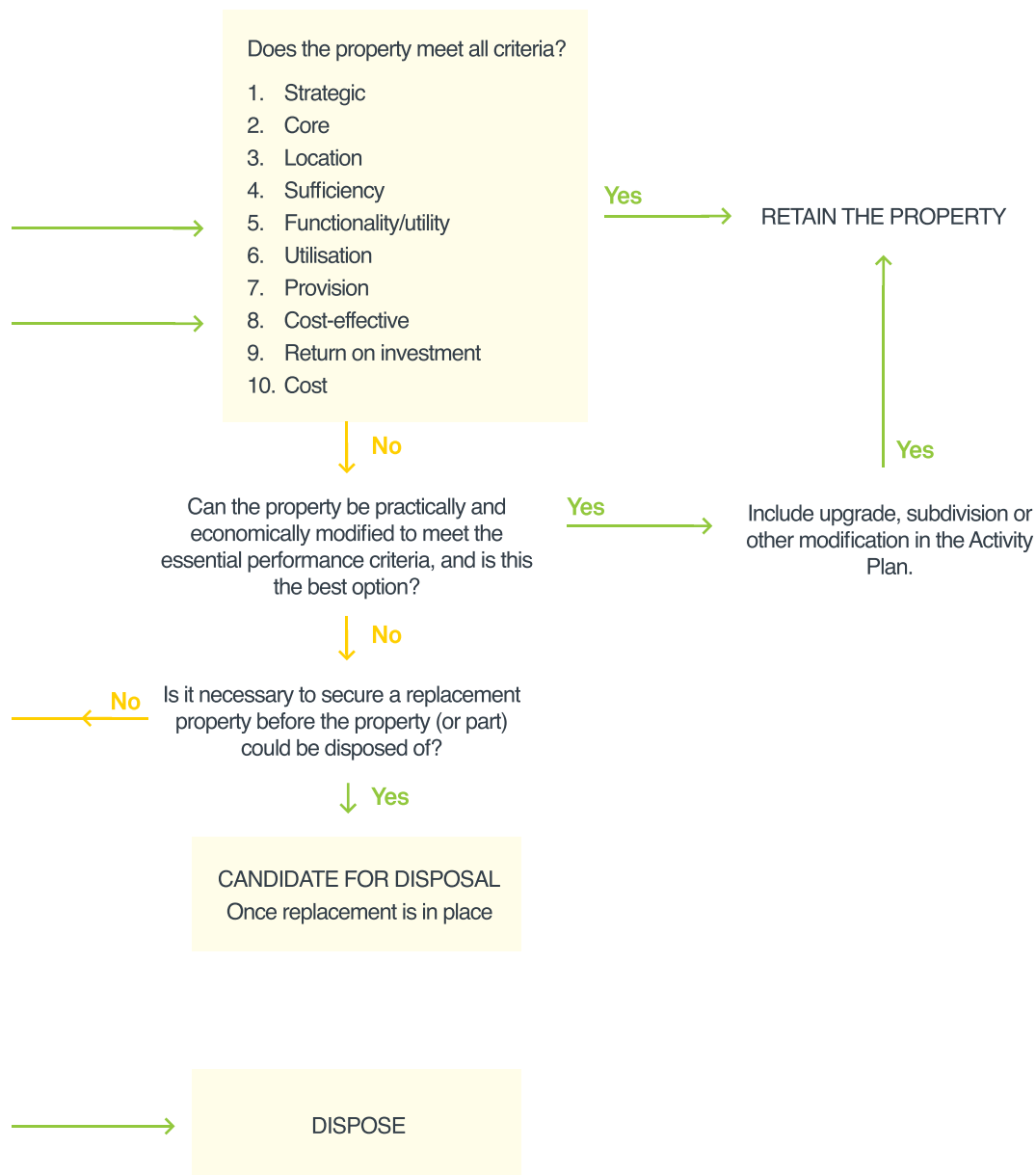
- (a) determine the strategic value of the property (Appendix 2: Property Disposal Decision Matrix), and
- (b) assess it according to a standard set of criterion (Appendix 3: Criteria for Land Acquisition or Disposal).

It is via this process that the relative benefits of retaining the property can be measured.

Should the evaluation suggest the asset be a candidate for disposal the feasibility factors will be evaluated via the **Feasibility Factors in Property Disposal (Appendix 4)** and it will be disposed in line with the **Property Disposal Process (Appendix 5)**. Alternatively should there be good reason to acquire the property it will be done so via the **Property Acquisition Process (Appendix 6)**.

Appendix 2: Property Disposal Decision Matrix





Appendix 3: Criteria for Land Acquisition or Disposal

Criterion	Measures/Scores
Strategic Relevance: Is the function the property will fulfil identified as a strategic priority for Council, or is subject of a Council resolution?	10 - The property is required to meet Council's strategic priorities 5 - The property provides the most cost-effective option of several required to achieve Council's strategic priorities 1 - The property is one of several options that could meet Council's strategic priorities.
Core Business: Is the function the property will fulfil core Council business?	10 – Core Council business 5 – not core Council business but desirable and no one else is supplying the service 1 - service could be provided by the private or voluntary sector.
Location: In terms of the purpose for which the property is held and utilised:	5 - The location is ideal 4 - The location is good to very good 3 – The location is good 2 - The location is acceptable, but could be better 1 - The location is poor.
Sufficiency: Is the property sufficiently large to accommodate the service and facilitate growth as required?	5 - The site and improvements are large enough and have sufficient additional land to accommodate future development (10-20%) 4 - The site and improvements are large enough for the current purpose 3 - The site and/or the improvements are too small, but this can be readily accommodated by improvements costing less than 20% of CV, or acquiring adjacent land 2 - The site and/or the improvements are too large (>20% than required).

<p>Functionality/Utility:</p> <p>Is the property fit for purpose?</p> <p>Notes:</p> <p>“Depreciation” is loss in value from any cause. The two main components are physical depreciation and obsolescence</p> <ul style="list-style-type: none"> • “Physical depreciation” is physical wearing out due to use and natural forces • “Obsolescence” is loss in value from causes other than physical decay or wear. It includes functional, economic, legal and technological obsolescence 	<p>5 - The functional utility of the land and improvements is estimated to be within 90% of that exhibited by a new asset designed and built specifically for the purpose</p> <p>4 - The functional utility of the land and improvements is estimated to be within 75% to 90% of that exhibited by a new asset designed and built specifically for the purpose</p> <p>3 - The functional utility of the land and improvements is estimated to be less than 75% of that exhibited by a new asset designed and built specifically for the purpose, but the asset can still be practically used for the purpose</p> <p>2 - Physical depreciation and/or obsolescence is of such a degree that the usefulness of the asset is moderately and noticeably constrained</p> <p>1 - Physical decay and/or obsolescence is of such a degree that the usefulness of the asset is significantly constrained.</p>
<p>Utilisation:</p> <p>Is the property well-utilised?</p> <p>Note:</p> <p>Utilisation in this regard means the property is either (a) well utilised in terms of physical space, or (b) the property attracts high use levels.</p>	<p>5 - At least 95% of the floor area and 85% of the land area are effectively utilised for the purpose. Or the property exhibits a very high use ratio for its intended purpose.</p> <p>4 - At least 85% of the floor area and land area are effectively utilised for the purpose. Or the property has a high use ratio for its intended purpose.</p> <p>3 - At least 70% of the floor area and land area are effectively utilised for the purpose. Or the property has reasonable use for its intended purpose.</p> <p>2 - At least 50% of the floor area and land area are effectively utilised for the purpose. Or the property has low use for its intended purpose.</p> <p>1 - Less than 50% of the floor area or land area are effectively utilised for the purpose. Or the property is infrequently used in terms of its intended purpose.</p> <p>Note: The percentage utilisation estimated can include an allowance for future growth.</p>
<p>Provision:</p> <p>Is the property/service already provided elsewhere locally by Council or another provider?</p>	<p>5 – The service fulfils local need there is no other provision locally</p> <p>3 – The service/property will need to be provided temporarily but may be provided by others or from another property longer-term</p> <p>1-The service/property is already provided locally or can be provided locally.</p>

<p>Cost Efficiency:</p> <p>Can the function be provided in a more cost-effective manner, and is it practical to do so?</p>	<p>5 - No, the function cannot be practically provided in a more cost-effective manner</p> <p>3 - It may be possible to practically provide the function in a more cost-effective manner</p> <p>1 - Yes, the function can be practically provided in a more cost-effective manner.</p>
<p>Return on Investment:</p> <p>Does the function achieve a good return on investment in terms of economic return or strategic outcomes?</p>	<p>5 - The financial return from the property is equal to or exceeds a fair market return. Or delivers expected returns in line with Council policies</p> <p>4 - The financial return from the property is between 90% and 100% of the fair market return or expected returns in line with Council policies</p> <p>3 - The financial return from the property is between 75% and 90% of the fair market return or expected returns in line with Council's policies</p> <p>2 - The financial return from the property is between 50% and 75% of the fair market return or expected returns in line with Council policies</p> <p>1 - The financial return from the property is less than 50% of the fair market return or expected returns in line with Council policies.</p>
<p>Capital Costs:</p> <p>What are the capital costs required to maintain the property in a state fit for purpose?</p>	<p>5 – IEA greater than 67% of NBS; or capital costs are < 6% OF CV over the next ten years</p> <p>4 – IEA greater than 34% of NBS; or capital costs are between 6-10% of CV over the next ten years</p> <p>3 – Seismic strengthening to 67% of NBS less than 20% of CV; or capital costs are between 11-15% of CV over the next ten years</p> <p>2 – Seismic strengthening to 34% of NBS less than 20% of CV; or capital costs are 16-20% of CV over the next ten years</p> <p>1 – Seismic strengthening to 34% of NBS is less than 30% of CV; or capital costs are >20% of CV over the next ten years.</p>

IEA - Initial Earthquake Assessment

NBS - New Building Standard

CV - Capital Value

Essential Performance Criteria

Properties would fail the retention/acquisition criteria if they show:

1. A cumulative score less than 35
2. Any 2 or more criteria ranking as 1 or less
3. Any 4 or more criteria ranking as 2 or less

Landbanking

Landbanking for future use for a core activity/purpose

For the property to meet the criteria for landbanking for a future core activity/purpose, the following needs to apply.

1. The future need for the land/buildings has to be identified in the relevant activity plan.
2. There needs to be an approved landbanking strategy for the specific property asset, in the form of a recommendation to landbank the property, with supporting arguments and evidence, signed off by the relevant Activity Manager and approved by the CEO/Council resolution.
3. If the landbanking strategy is more than two years old, the Activity Manager needs to confirm that it is still current/valid.

Landbanking to initiate future development

The basis for this category of landbanking is to secure land to initiate development that will be beneficial for the community, but which is not otherwise being initiated by the private sector. It is envisaged that Council's role in this form of advance purchase would generally be one of initiation or facilitation on a case by case (usually short-term) basis.

For the property to meet the criteria for landbanking to initiate future development, the following needs to apply.

1. There needs to be an approved landbanking strategy for the specific property asset, in the form of a report and recommendation to landbank the property. As a minimum the report should contain supporting arguments, evidence and a risk assessment. The recommendation should be signed off by the Activity Manager and be approved by the CEO/Council resolution.
2. If the landbanking strategy is more than two years old, the Activity Manager needs to confirm that it is still current/valid.

For properties that have been landbanked to initiate future development, determining whether the sale of all or part of the property to a private party (subject to appropriate covenants) would achieve the purpose for which it is being held

There may be grounds to release land that has been landbanked to initiate future development, if its sale would achieve the purpose for which it is being held.

The test as to whether this applies is to determine the outcome that best achieves the “well-beings” described in Section 10(a) of the Local Government Act 2002:

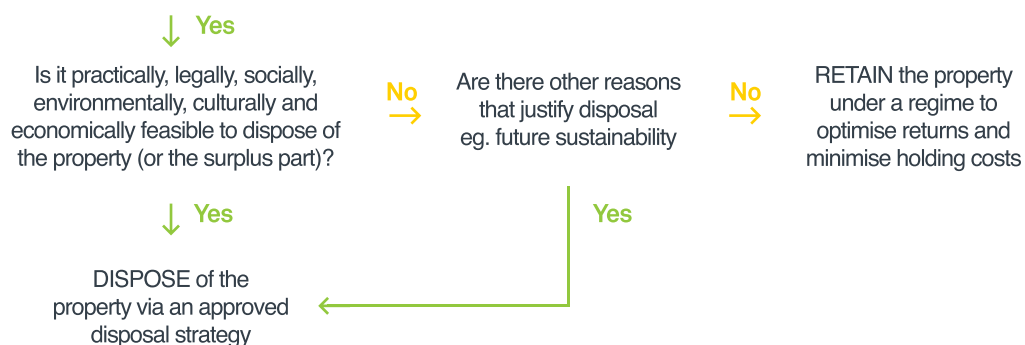
“to promote the social, economic, environmental and cultural well-being of communities, in the present and for the future”.

Appendix 4: Feasibility Factors in Property Disposal

Feasibility Factors in Property Disposal

- Are there any issues with the underlying status of the land that may constrain or preclude disposal eg. land subject to the Reserves Act, endowments or trusts?
- If subdivision is necessary to separate the part of the property that is surplus, whether this is legally, practically and economically feasible?
- Whether the impact of Section 40 of the Public Works Act 1981 constrains the potential disposal?
- Whether it is economic to dispose of the property? The costs of disposal need to be compared with the estimated sale price plus the net present value of ongoing holding and administrative costs.
- Whether there are any other physical matters that may constrain the ability to dispose of the property eg. contamination.
- Whether there are any consultation requirements that may constrain the ability to dispose of the property eg. associated with road stopping and the disposal of strategic assets.
- Whether there are any other social, environmental or cultural issues that may constrain the ability to dispose of the property.

CANDIDATE FOR DISPOSAL



Appendix 5: The Property Disposal Process



Appendix 6: Property Acquisition Process



8. Execution of Agreement by Vendor

Wherever possible, have the agreement executed by the Vendor first, as an offer to sell to Council. (This may change subject to the purchase strategy, particularly if the property has already been listed for sale with an agent)



9. Report and Recommendation, Execution of Agreement by Council

Prepare report in agreed format with purchase recommendation. Execute agreement in line with delegated authority procedures following approval of report



10. Advance Property Management Actions

Enter property in database once agreement is unconditional and ensure ongoing management regime is in place. Notify insurer/insurance register



11. Settlement

Complete settlement. Ensure compensation certificate is registered on title for partial purchases under the Public Works Act



12. Legalisation

Undertake all relevant legalisation actions eg. gazettal



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File No.: 25/237

7.5 Adoption of Policy for Responding to External Consultations

Author(s)	Carolyn Dick Strategic Planning Manager Kaihautū Rangapū Hinonga Arawaka
Approved by	David McCorkindale Group Manager - Vision & Delivery Tumu Rangapū, Matawhānui Hapori, Whakarite
	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. This report seeks Council adoption of the Policy for Responding to External Submissions.

This matter relates to Responding to Central Government Reforms

Responding to Central Government Reforms

DELEGATION OR AUTHORITY TO ACT | TE MANA WHAKATAU I NGĀ KAWENGA

2. Section 12 of the Local Government Act 2002 gives Council the power to adopt policies such as the one attached (*emphasis added*):

12 Status and powers

(2) *For the purposes of performing its role, a local authority has—*

(a) *full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction; and*

(b) *for the purposes of paragraph (a), full rights, powers, and privileges.*

SIGNIFICANCE ASSESSMENT | HE AROMATAWAI MATUA

3. This matter is assessed as not significant because it relates to matters where Council is being consulted, not where Council is proposing the change.
4. Council will seek to take a collaborative and locally joined-up approach where appropriate for all parties. The approach of sharing draft submissions and working with iwi and hapū to ensure support for shared positions has already started, enabling and not constraining each group to share different perspectives on matters as well.
5. Submissions may also include support for or from partners, stakeholders and/or other parts of the Horowhenua community. This would be worked out at the time, with the continued intention of being inclusive and collaborative in Council's approach.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/237 Adoption of Policy for Responding to External Consultations be received.
- B. That this matter or decision is recognised as not significant in terms of s76 of the Local Government Act.

- C. That Council adopt the Policy for Responding to External Submissions included as Attachment 1.

BACKGROUND | HE KŌRERO TŪĀPAPA

6. Council is a strong advocate for the Horowhenua District and matters affecting the district and role and function of Council and local government more broadly. This advocacy includes submitting on Central Government reform proposals and legislation, and to consultations by other Councils, Government Departments or Ministries.
7. Central Government has indicated that there will continue to be a significant amount of legislative and policy direction reform coming out of Government through 2025 and further. Water Services and Resource Management Reform continue, and detail of Local Government reform is expected in the next few months.
8. Within the often short submission periods officers have sought to ensure that the view of Council can be captured, and so include matters Elected Members wish to be raised.
9. This Policy aims to provide a clear and consistent approach to guide officers and to provide more certainty to Elected Members about what they will receive when.
10. To assist this, officers are tracking upcoming legislation to be able to signal to Council when the external submission opportunities are expected.

DISCUSSION | HE MATAPAKINGA

11. The introduction of a new Policy is a continuous improvement initiative intended to bring greater clarity and consistency for the way Council responds to legislation changes and reform.
12. While the current process has been effective with Officers making a process work to ensure that submissions on behalf of Council have been submitted, the process for each of these has been varied on a case by case basis. Sometimes the process followed has been out of necessity to ensure that Officers have submitted within short consultation timeframes.
13. Having a defined Policy can help manage expectations and also save time having to establish what process will be followed on a case by case basis. Feedback from Elected Members has informed development of the Policy. Further feedback from Elected Members was sought on the draft policy, via email, in August with the Policy presented for adoption reflecting the feedback provided.
14. Following Council feedback, the following additions have been made.
 - 14.1. Note that the Policy does not supercede Council's Standing Orders.
 - 14.2. Include the Drivers for Making a Submission.
 - 14.3. Provide additional detail distinguishing between approaches to different types of submission.
 - 14.4. Note that submissions may also include support for or from partners, stakeholders and/or other parts of the Horowhenua community. This would be worked out at the time, with the continued intention of being inclusive and collaborative in Council's approach.
 - 14.5. Include a diagram to assist in determining which approach would apply.

Options | Ngā Kōwhiringa

• Options Ngā Kōwhiringa	• Benefits Ngā Whiwhinga	• Risks Ngā Mōrearea
<ul style="list-style-type: none"> Option A (recommended) Adopt the Policy for Responding to External Submissions • 	<ul style="list-style-type: none"> • This approach: • Provides an agreed approach between Elected Members and officers for officers to follow. • Provides greater clarity and certainty for Council about what information will be presented, and the views and endorsement sought. • Can be amended as needed via agreement of Council. • 	<ul style="list-style-type: none"> • • Central government consultation timeframes may not enable time for the consideration Council wishes to give a matter. • However, the Policy provides alternative approaches to give Council the best opportunity to ensure Council can raise the matters it wants to. •
<ul style="list-style-type: none"> Option B (status quo) Not adopt the Policy for Responding to External Submissions • 	<ul style="list-style-type: none"> • There has been not significant disagreement raised about the Policy so it is unclear what benefits there would be to not adopting the Policy. Possibly could enable greater flexibility in the process when the submission timeframes would otherwise make it difficult to follow the process in the Policy. • 	<ul style="list-style-type: none"> • There would not be an agreed approach between Elected Members and officers for officers to follow. • Not having an agreed approach raises the risk of a fragmented or inconsistent approach to external submissions. This may lead to frustration and missed opportunities to have Council's voice heard on upcoming reforms. •

Officers recommend Option A which would enable the Policy to start to be applied. If Council is not comfortable with the current content of the Policy, Council would have the option of seeking changes to be made to the Policy before it is adopted.

ENGAGING WITH MĀORI | TE MAHI TAHI KI TE MĀORI

- The approach of sharing draft submissions and working with iwi and hapū to ensure support for shared positions has already started, enabling and not constraining each group to share different perspectives on matters as well.

CLIMATE CHANGE | NGĀ ĀHUARANGI HURIHURI

- There are no specific climate change matters to consider with adoption of this policy.

FINANCIAL AND RESOURCING | TE TAHUA PŪTEA ME NGĀ RAUEMI

17. There is no additional funding or resourcing required. However, officers note there is a significant amount of consultation signalled for the first half of 2025, particularly in the Local Government Act and Resource Management areas. This is likely to put pressure on officers to balance this with the demands of current work programmes, and place pressure on Council's capacity to consider a significant amount of additional material.

LEGAL AND RISK | TE TURE ME NGĀ MŌREAREATANGA

18. There is no legal risk in adopting this Policy.

POLICY IMPACT | NGĀ PĀTANGA I NGĀ KAUPAPA HERE

19. As described in the Options table, a benefit of adopting this Policy is to provide an agreed Policy for responding to external submissions.

COMMUNICATIONS AND ENGAGEMENT | TE WHAKAWHITI PĀRONGO ME TE MAHI

20. The practice of sharing submissions on matters of shared interest with iwi and hapū has already started. The Policy itself can be shared with iwi and hapū as a further sign of Council's intent to work more closely together for the benefit of the district and community.

Communicating with our Community | Te Whakawhiti Pārongo ki te Hapori

21. Where considered to be of community interest, submissions prepared by Council could be shared on Council's website, so the community has the opportunity to read about Council's position matters being consulted on that impact our community and district.

NEXT STEPS | HEI MAHI

22. Officers will share this Policy with iwi and hapū, and work in accordance with the Policy for future external consultations.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A	HDC Policy on Approach to External Consultations - May 2025	297



Policy for Responding to External Consultations

[insert date]



DRAFT

Purpose

The purpose of the Policy for Responding to External Consultations is to provide a clear approach to guide officers about when and how to engage with Council to prepare Council submissions for external consultations, and to provide more certainty to Elected Members about how their views and how Council endorsement of a submission will be sought.

Please note: This Policy does not supercede Council's Standing Orders.

Driver/s for making a Submission

The main drivers for making a submission are when an external organisation is consulting on:

1. proposed new, or changes to existing, legislation/regulation that has the potential to affect and/or impact the work that Council undertakes,
2. an issue or topic that has potential to affect and/or impact the work that Council undertakes, or
3. an issue that may affect the local community.

This can be something that Council supports (in part or in full) or does not agree with.

Officers will monitor consultations by external agencies and provide Council with regular updates about those open and those expected.

Submission Development

The consultation may be about a matter of policy or about technical matters.

(a) Consultation on technical or operational issues

Where a matter is of a technical or operational nature, the Chief Executive will advise Elected Members whether officers will prepare a submission.

(b) Consultations on policy matters

Early provision of information

When it is signalled a policy matter will be consulted on, Council will be asked for early signals about whether a submission should be prepared and the preferred type of submission.

Information to assist this will be provided to Council including:

- The detail of the proposal known at the time
- An initial indication of local implications and whether this differs from the wider area consulted (eg nationwide, regional implications) and how Council will involve partners and stakeholders.

As many consultation periods are short this will be provided via email to determine interest and initial feedback in the most timely manner.

Workshop

Where Elected Members indicate a discussion would be beneficial to determine Council's approach, a workshop will be held at the earliest opportunity to discuss the matter and determine whether a submission be made and the direction of any such submission.

Officers will draft the submission following guidance from Council and follow the approval process in the section below.

Types of submission

The examples below include types of submissions that have or could be made. This is not intended to be an exhaustive list or to restrict Council's ability to determine when or how feedback is provided on a matter.

- Submission with full support of Council
- Submission with support of a majority of Council, noting some Council Members do not support this (whether named or not is for Councillors to determine at the time)
- Submission in support of an LGNZ and/or Taituara submission.
- Joint submission with other Councils.

Submissions may also include support for or from partners, stakeholders and/or other parts of the Horowhenua community. This would be worked out at the time, with the continued intention of being inclusive and collaborative in Council's approach.

This Policy does not change Elected Member's existing ability to make a submission in their personal capacity.

Consultations arising at short notice

Where consultation on a policy matter opens at short notice, best efforts will be made to follow the process above. The intent throughout will be to provide information to Council to enable timely decisions about the making of a submission, type of submission, and development and agreement of the content.

Depending on the content and impact of the consultation, alternative approaches could include, and are not limited to, scheduling additional workshops, an extraordinary Council meeting, or agreeing an approach via email or other discussion.

Submission Approval

Submissions to external organisations are approved by Council at a Council meeting except:

- (a) If there is insufficient time for the matter to be determined by Council before the submission 'close date', in which case the submission can be agreed by the Mayor and Chief Executive.

(noting all councillors must be advised of the submission to contribute during drafting and provided a copy of the final).

- (b) If the submission is of a technical and operational nature, in which case the submission can be approved by the Chief Executive (in consultation with the Mayor prior to lodging the submission).
- (c) During the formal pre-election period, in which case submissions are approved by the Chief Executive.

For (b) and (c):

- Councillors will be provided with a copy of the final submission as soon as practicable before submission being made to an external organisation; and
- The submission approved by the Chief Executive will be reported, retrospectively, to the next Council meeting.

Review

This Policy will be reviewed on an 'as needed' basis, and that need will be informed by feedback from Council and officers about better approaches to be considered.

[Diagram to be inserted]

File No.: 25/251

7.6 Districtwide Water Meter Project - Update and Delegation

Author(s)	Ben Blyton Procurement Advisor Kaitohutohu Kaitaonga
	Jeremy Simons Local Waters Business and Operations Manager
Approved by	Daniel Haigh Group Manager Community Infrastructure Tumu Rangapū, Tūāhanga Hapori
	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. This report is intended to provide Council with an update to the Districtwide Water Meter Project including a revised budget and request to clarify the financial delegations to the Chief Executive.

This matter does not relate to a current Council priority.

EXECUTIVE SUMMARY | TE WHAKARĀPOPOTOTANGA MATUA

2. In the almost 18 months since the project approval, and while the project is going well officers have taken the time to re-evaluate how the project could be completed to ensure we complete it on budget and in timeframe.
3. The new project team have worked diligently to come up with an updated project plan which proposes a change in methodology, and sees utilising small local contractors. This plan has been presented and endorsed by internal stakeholders with a strong focus on ensuring the project is delivered with best public value, and was approved by the Procurement Review Group on 9 April 2025.
4. While the current re-calculated figures show a budget requirement of \$6.582M, to provide Officers flexibility, an approval of \$6.78M (\$320K or 5% increase from the original budget) is requested of Council noting that Council Officers acknowledge that the extra expenditure is required to come from existing CAPEX budgets. Updates on the progress of the project, including budgets, will continue to be provided by Officers to the Project Steering Group. This change still fits into the wider Capital Programme budget.
5. Within this report are the revised options (A & B) considered for the continued implementation of the Districtwide Water Metering programme which is already included in the LTP.
6. It proposes that council approve implementation of Option A, being the approval of the new revised Districtwide Water Meter Project plan noting a budget increase to 6.78M and the financial delegation to the Chief Executive.

DELEGATION OR AUTHORITY TO ACT | TE MANA WHAKATAU I NGĀ KAWENGA

7. This report seeks approval of the revised budget for the Districtwide Water Meter Project noting the steps Officers have taken to create efficiencies and keep costs sustainable while delivering on time.
8. This report also seeks approval for a clearer financial delegation to the Chief Executive for the entire Districtwide Water Meter Project.

SIGNIFICANCE ASSESSMENT | HE AROMATAWAI MATUA

9. This matter is assessed as not significant because it has already been through the correct process.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/251 Districtwide Water Meter Project - Update and Delegation be received.
- B. That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- C. That Council approve the new revised Districtwide Water Meter Project plan noting an increased budget \$6.78M noting that the budget increase will be required to come from existing CAPEX budgets.
- D. That Council approve financial delegation to the Chief Executive for the sum of \$6.78M for the delivery of the Districtwide Water Meter Project.

BACKGROUND | HE KŌRERO TŪĀPAPA

10. On 13 December 2023, Council Officers presented a report to Councillors on the implementation of Districtwide Water Meters. On the recommendation of Officers, Council passed the following resolutions:

Resolution Number CO/2023/494

MOVED by Cr Olsen, seconded Cr Allan:

- 3.3. That Council approve Option 2 for the Implementation of Districtwide Water Metering.
- 3.4. That Council approve bringing budget forward from 2024/25 for the project to commence this year in 2023/24, noting the advice that this project can be achieved within the \$40 million capital programme envelope.
- 3.5. That Council give the Chief Executive delegations to:
 - 3.5.1. Appoint the supplier of the water meters and meter reading system through a direct appointment supplier agreement to the value of \$4,000,000.00.
 - 3.5.2. Appoint the meter manifold installation contractor through an open tender process to the value of \$1,500,000.00.

CARRIED

Cr Tamihana voted against

11. While it was believed that the intention of the resolution Council was to give the Chief Executive delegation for the project, unfortunately, the wording of resolutions 3.5.1 and 3.5.2 only provide \$5.5M of the \$6.46M originally required. As of 13 March 2025, the project has spent \$3.75M (which includes \$2.92M for the Water Meters alone) therefore the original delegation has not been exceeded.
12. In the almost 18 months since the project approval, a number of staff changes, unforeseen expenditure and some under estimated productivity estimates have seen the project team

re-evaluate how the project could be completed with minimal financial impact and time delays.

DISCUSSION | HE MATAPAKINGA

13. The new project team have worked diligently to come up with an updated project plan which has addressed the issues which have presented since handover. This plan has been presented and endorsed by internal stakeholders with a strong focus on ensuring the project is delivered with best public value.
14. A newly established budget, with adding and removing original items based on prioritisation, provides an estimated increase in project budget requirement by \$121.5K (2%) bringing the total budget to \$6.582M. While the current re-calculated figures show a budget requirement of \$6.582M, to provide Officers flexibility, an approval of \$6.78M (\$320K or 5% increase from the original budget) is being requested of Council noting that Council Officers acknowledge that the extra expenditure is required to come from existing CAPEX budgets.
15. A memo outlining these changes was presented to the Procurement Review Group (PRG) on 9 April 2025 with the PRG providing full endorsement of the revised project budget as well as the increased and clarified delegations to the Chief Executive.

Options | Ngā Kōwhiringa

Options Ngā Kōwhiringa	Benefits Ngā Whiwhinga	Risks Ngā Mōrearea
Option A (recommended) Approve the new revised Districtwide Water Meter Project plan noting an increased budget to \$6.78M; and Approve financial delegation to the Chief Executive for the sum of \$6.78M for the delivery of the Districtwide Water Meter Project.	<ul style="list-style-type: none"> This option enables the project to be delivered as originally promised but with a new realistic approach. 	<ul style="list-style-type: none"> Increase budget has potential to give less flexibility in the remainder of the CAPEX programme.
Option B (status quo with delegation – not recommended) Do not approve the revised Districtwide Water Meter Project plan noting the current budget of \$6.46M; but still Approve financial delegation to the Chief Executive for the sum of \$6.46M for the delivery of the Districtwide Water Meter Project.	<ul style="list-style-type: none"> This option keeps the project within the original budget. 	<ul style="list-style-type: none"> The project has a risk of not being delivered to the standard expected and/or the completion date delayed.

Options Commentary | He Tāpiringa Kōrero Mō ngā Kōwhiringa

16. Option B carries a high likelihood of cost overrun to deliver the full project scope.

17. A further Option not considered is to keep the current delegations however this does not enable the Chief Executive to approve all the contracts and work required to complete this project.

ENGAGING WITH MĀORI | TE MAHI TAHI KI TE MĀORI

18. Whilst there are no parts of this paper to work through with Iwi, the positive impacts of automated metering systems i.e. reduction in wastage or water leakage, should be shared and celebrated with our Iwi partners.

CLIMATE CHANGE | NGĀ ĀHUARANGI HURIHURI

19. Council's Water Demand Management strategy places great emphasis on the impacts of Climate Change to water security.
20. District-wide water metering is one of the interventions required to enable the implementation of water conservation measures which will ensure the efficient use of a valuable natural resource. The implementation of this project will include a waste minimisation plan for the re-use and recycling of all water meters that are being replaced.

FINANCIAL AND RESOURCING | TE TAHUA PŪTEA ME NGĀ RAUEMI

21. Adjustments required to the budget expenditures for 2024/25 and 2025/26 have been identified due to the proposed procurement of Contractors and water meters within the 2024/25 financial year. The original procurement plan allocated meter deliveries within the 2023/24, 2024/25 and 2025/26 budgets. However, the initial budget allocation was insufficient to cover these costs and misaligned with the actual programme which has resulted in an updated programme that has been accelerated.
22. With the reforecasting of the program and cashflow based on actuals and estimate, adjustments have been made to the estimated costs to manage the financial impact to this year's budget. The following actions have been implemented: - Contractor Costs: Negotiated rates for meter installations and maintenance are forecasted to remain within budget. - Deferred Costs: Procurement and installation of gateways and repeaters have been shifted to the next financial year to ease budget strain.

LEGAL AND RISK | TE TURE ME NGĀ MŌREAREATANGA

23. The execution of the proposed option will assist HDC with compliance as a water supplier in terms of general duty to ensure drinking water is safe (up until the point of supply) duties to provide sufficient quantity of drinking water and to protect against the risk of backflow, and obligations around notification and reporting.

POLICY IMPACT | NGĀ PĀTANGA I NGĀ KAUPAPA HERE

24. In preparation for an LTPA 26 or LTP27. An initial review of water charging options is to be undertaken between July and November 2025.

COMMUNICATIONS AND ENGAGEMENT | TE WHAKAWHITI PĀRONGO ME TE MAHI

25. No further consultation is required to be undertaken for this option of the project. Future change and review of the targeted water rate, volumetric water use charge and remission of excessive water use charges would require consultation.
26. Implementation of a new customer engagement system and portal would include consultation with the various affected parties within council operations as well as any external parties such as Older Persons Network, Ratepayers Associations, etc.

Communicating with our Community | Te Whakawhiti Pārongo ki te Hapori

27. This project would likely elicit strong community views relating to the ownership and affordability of water supplies. This will be managed through a robust, timely and thorough communications plan which will include online and print public notifications, direct notices to affected customers when meters are to be installed and infographics on the digital displays as well as physical exhibitions of the new meter systems at all HDC customer centres.

NEXT STEPS | HEI MAHI

28. Officers will continue to deliver the Districtwide Water Meter Project on the back of Councils decisions from this report.
29. Updates on the progress of the project, including budgets, will continue to be provided by Officers to the Project Steering Group.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A	Memo to PRG - Districtwide Water Meter Project - April 2025	308
B	Detailed Procurement Plan - Districtwide water metering - 4 part procurement	310

Endorsed at Procurement Review Group
Ref 25/01 dated 9/4/25



Memo

To: Procurement Review Group
From: Ben Blyton – Procurement Advisor
Date: 2 April 2025
Re: Districtwide Water Meter Project – Update and Delegations

Introduction

On 13 December 2023, Council Officers presented a report on the implementation of Districtwide Water Meters. This memo is to address the following:

- Provide an update on the project including a procurement approach change and a forecasted project budget change; and
- Address that the wording of the Council resolutions did not explicitly approve the \$6.46M Procurement Plan.

Project Update

In the almost 18 months since the project approval, a number of staff changes, unforeseen expenditure and some under estimated productivity estimates have seen the project team to re-evaluate how the project could be completed with minimal financial impact and time delays.

The new project team have worked diligently to come up with an updated project plan which has addressed the issues which have presented since handover. This plan has been presented and endorsed by internal stakeholders with a strong focus on ensuring the project is delivered with best public value. Key highlights of the plan include:

- Three local contractors directly appointed (following a two week trial period) to complete meter installations and manifold maintenance which includes:
 - Negotiated rates at a per meter installation (vs day work rates) which give incentive to complete the meter installations efficiently;
 - Negotiated day work rates for manifold maintenance with crew sizes and capability secured and adding efficiencies such as a meter installation occurring by the same team; and
 - Allocation of set areas in the district to prevent double-ups or contractor resources.
- A newly established budget, with adding and removing original items based on prioritisation, provides an estimated increase in project budget requirement by \$121.5K (2%) brining the total budget to \$6.582M which is comprises of:
 - Accounting for previously unbudgeted items such as staff time, extra PPE, consumables;
 - A more accurate estimate of contractor costs (as per the above);
 - Removal of customer engagement portal costs as this will be looked to be incorporated in a larger organisation customer portal project; and
 - Unforeseen large number of manifolds requiring new check valves.

While the current re-calculated figures show a budget requirement of \$6.582M, to provide Officers flexibility, an approval of \$6.78M (\$320K or 5% increase from the original budget) noting that Council Officers acknowledge that the extra expenditure is required to come from existing CAPEX budgets. Updates on the progress of the project, including budgets, will continue to be provided by Officers to the Project Steering Group.



Delegation

At the 13 December 2023 Council meeting Council passed the following resolutions:

Resolution Number CO/2023/494

MOVED by Cr Olsen, seconded Cr Allan:

- 3.3. That Council approve Option 2 for the Implementation of Districtwide Water Metering.*
- 3.4. That Council approve bringing budget forward from 2024/25 for the project to commence this year in 2023/24, noting the advice that this project can be achieved within the \$40 million capital programme envelope.*
- 3.5. That Council give the Chief Executive delegations to:*
 - 3.5.1. Appoint the supplier of the water meters and meter reading system through a direct appointment supplier agreement to the value of \$4,000,000.00.*
 - 3.5.2. Appoint the meter manifold installation contractor through an open tender process to the value of \$1,500,000.00.*

CARRIED

Cr Tamihana voted against

While it was believed that the intention of the resolution Council was to give the Chief Executive delegation for the project, unfortunately, the wording of resolutions 3.5.1 and 3.5.2 only provide \$5.5M of the \$6.46M originally required. As of 13 March 2025, the project has spent \$3.75M (which includes \$2.92M for the Water Meters alone) therefore the original delegation has not been exceeded.

Solution

To provide full transparency and gain the correct approvals it is intended that:

- Prior to the 9 April 2025 Procurement Review Group meeting, the Chief Executive has provided an update to Elected Members advising of the findings included in this memo (in brief format);
- This memo is attached to the minutes of the 9 April 2025 Procurement Review Group meeting which will circulated in the 11 or 18 April 2025 Elected Member Update email; and
- A paper is presented to the 14 May 2025 Council meeting seeking resolution to give an updated financial delegation to the Chief Executive for the Districtwide Water Meter Project.

Endorsement

It is requested that the Procurement Review Group:

- Endorse the updated approach from the project team to deliver the Districtwide Water Meter Project; and
- Endorse the increased budget and provision of a financial delegation to the Chief Executive for the sum of \$6.78M for the delivery of the Districtwide Water Meter Project.

A handwritten signature in black ink, appearing to be 'Ben Blyton', written over a horizontal line.

Ben Blyton



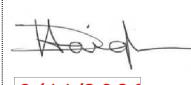

Procurement Advisor | Kaitohutohu Kaitaonga

Detailed Procurement Plan

Districtwide water metering

Procurement ID Number: 903/2023/44/1

Approval

	Completed by:	Endorsed by:		Endorsed by PRG:
Name:	Albert Hoffmann	Rob Benefield	Daniel Haigh	Monique Davidson
Position:	Project Manager	Acting Operations and Risk Manager	Group Manager Community Infrastructure	PRG Chair
Sign:				
Date:	9/11/2023	9/11/2023	9/11/2023	15/11/2023

Approved by Council:	at	on	Ref:
In-Committee Council Meeting		13 December 2023	Resolution CO/2023/494

Summary

This procurement plan provides the background information, justification and details of the strategy for the implementation of the complete districtwide water metering project.

Procurement is split into 4 separable parts:

1. Direct appoint of Deeco Services Ltd as the supplier of metering devices and reading systems. This needs to be done first to ensure supply costs are fixed against foreign exchange fluctuation and price increases and so that the delivery of meters can be scheduled into the installation programme.
2. Appointment by Open Tender of the contractor responsible for the installation of new and upgrade of existing residential service connection manifolds, ready for the installation of meters by others. This contract will also include the installation and upgrade of non-residential or commercial service connections including new meters, where required. This activity is on the critical path for the completion of the project.
3. Strategy for the installation of the new standard residential meters (640MC model) by working with the Mayor's Taskforce for Jobs team on the appointment of fixed contract employees by HDC.
4. Development and implementation of a customer engagement portal for water demand management and billing. Such an organisation-wide system impacts and needs to incorporate various other council operational areas, such as Solid Waste, Communications and Customer Relationship teams. This procurement plan provides an indicative placeholder budget. Further investigation will be done of the functionality and costs of current systems available in the market as compared to the development cost of a custom solution.

Background

Current State

The current state of water metering across the district as on 7 November 2023 is summarized in the table below.

Scheme	Total Service Connections	Already metered
Foxton	1,472	374
Foxton Beach	1,709	1,701
Levin	9,421	3,138
Shannon/Mangaore	821	212
Tokomaru	226	54
	13,649	5,479

Current water meters are mostly of analog-type Sensus model 620 manifold meters on standard domestic connections, but includes various other manufacturers and types of meters on older or non-domestic connections. About 40% of the district's water connections are metered. Meters are currently manually read every quarter. All new service connections installed since 2017 have included the requirement for a water meter to be fitted. The current HDC standard detail for service connections ([WS-011](#)) was updated in 2020 and specifies a Sensus 640MC as the specific type of meter required for new domestic connections. This meter is the same type as proposed for the districtwide water metering project. There has also been a trial of about 65 of the 640MC meters and using the drive-by remote reading, installed in March 2020 and still ongoing. The meters and reading system for this trial was supplied by Deeco.

Case for Change/Justification

The case for change for this project was included in the consultation and documentation leading up to the adoption of the Long Term Plan 2021-2041 Amendment and also presented to the Council at a briefing on 23 August 2023. In summary, water metering forms part of a Water Demand Management strategy that is required to ensure water conservation and the efficient use of a valuable natural resource. In the short term, water metering will result in a reduction of water demand through the identification of private side leaks and raising of customer awareness of their consumption. This will alleviate the pressure on water treatment plants that are nearing capacity during periods of peak demand and provide time for the planning and implementation of strategic upgrades. In the long term, water metering will ensure the continued focus on conservation efforts through customer behavioural change. In combination with existing district metered area flow monitoring systems, universal water metering will also assist asset management planning of pipeline renewal by identifying priority areas through actual asset performance and condition and not just based on asset age.

Consultation

The Districtwide Water Metering project was included in consultation for the Long Term Plan 2021-2041 Amendment (LTPA), which was adopted by Council on 28 June.

A Council briefing on the water metering options and justification for the urgency of the project was done on 23 August 2023. A link to the presentation slides of this briefing is included in the Reference section of this procurement plan.

Description

Included in the scope of this procurement plan:

1. Direct appointment of the meter supplier - Deeco Services Ltd
The goods and services to be purchased from Deeco would be the initial capital expenditure for water meters, meter reading devices and relevant systems from the Sensus RF range of water meters and an ongoing operational expense for the annual meter reading software fee. Payment for these good and services will be on invoice. The expected asset life of the water meters and reading infrastructure is 15 years. It is expected that after the initial roll-out of the project, ongoing procurement of meters for new connections and asset replacement will either be through the existing distributor/supplier arrangement that Deeco has with local supplier Acuflo or direct supply agreements that Deeco has with the HDC approved new connection contractors.
2. Appointment by Open Tender of the Contractor/s for the installation of service connection manifolds
The scope of this contract will be for the new installation, remedial work or replacement of water service connections manifolds to allow for the fitment of new meters. Also included would be the installation and upgrade of non-residential, bulk or commercial service connections including the installation of new meters, where required. Contractors will also have to capture and electronically submit all details of the installations as required by HDC. Payment will be on submission of monthly payment claims by the contractor, checked by the project manager and approved for payment by the group manager. The conditions of contract would include the standard retention and 12 months defects liability period.
3. Appointment of new temporary HDC staff for the installation of the new standard residential meters
Working with the Mayor's Taskforce for Jobs team to identify candidates for HDC to appoint on 24 month fixed term contract basis to install the new standard residential meters (640MC model). HDC will supply all training, PPE, equipment and transport needed for performing the task which will include the electronic capture of details of the installations required to update HDC water billing and GIS systems.
4. Development and implementation of a new organisation-wide Customer engagement portal
The purchase or development of a customer engagement portal for water demand management and billing is included as a budgetary placeholder until the full scope and requirement of the system can be identified. The requirements of such a system will be developed in consultation with the relevant HDC operational areas and supplier stakeholders.

Excluded from the current scope of this procurement plan:

The costs associated with consultation on changes to the water and wastewater rating, fees and charges.

Finance

The current budget for this project included in the LTP is \$6.46m (23/24 – \$50k, 24/25 – \$2.074m, 25/26 – \$2.138m, 26/27 – \$2.198m). Asset renewal costs after the 15 year life expectancy has also been included in the LTP in years 2039-2040.

On approval of this procurement plan by the PRG, a paper will be presented to Council to bring forward the expenditure as per the table of anticipated Capital and Operating

Page 3 of 8

Detailed Procurement Plan: Districtwide water metering
Procurement ID Number: 903/2023/44/1



expenditure below. This includes the cost of the supply and installation of the meters, development of a customer engagement portal and project management fees.

The approximate total contract value for the supply of the meters as per this procurement plan would be \$4m. The approximate total contract value for the contractor/s appointed for the installation and upgrading of service connections would be \$1.5m. The estimated cost of the installation of the standard water meters is \$700k, which includes appointment of temporary staff, transportation & field equipment costs, H&S and training. The remainder of the proposed capital expenditure includes a contingency for the installation and upgrade of non-typical service connections, an allowance for the development cost of a customer engagement portal and project management costs.

The Operating costs indicated below includes the annual water meter reading system subscription fees and an estimate of the annual operational cost of a customer engagement portal. It does however exclude HDC internal staffing costs associated with water billing, as these are assumed to remain the same as current. The impact to Water Billing Revenue due to universal metering is yet to be modelled with assistance from the HDC finance team.

Expenditure	FY 23/24	FY 24/25	FY 25/26	FY 26/27 onwards	Total
Capital	\$2.1m	\$3.6m	\$760k		\$6.46m
Operating	\$20k	\$100k	\$150k	\$150k annually	
Revenue					
Total					

Partners/Stakeholders

Person or Group	RACI ¹	Engagement
Albert Hoffmann – Project Manager	R, A	Responsible for undertaking the procurement, managing contractors, training meter installation staff, coordinating the integration of meter reading and HDC internal systems and coordinating the implementation of customer engagement portal. Accountable to the Group Manager for the delivery of this procurement.
Ben Blyton - Procurement Advisor	C	Consulted on procurement plan
Craig Hiddleston - Three Waters Manager	C	Consulted on the operational impact of the implementation of this procurement.
Rob Benefield - Acting Operations and Risk Manager	C	Consulted on the risks and opportunities of the implementation of this procurement.

¹ RACI

R = Responsible - The person or people responsible for undertaking the procurement.

A = Accountable - The person or people that have authority to make decisions and are accountable for the outcomes.

C = Consulted - The person or people who needs to be consulted to add value or get 'buy-in'.

I = Informed - The person, people or group, groups that need to be kept informed of key actions and results, but are not involved in decision-making or delivery.

Daniel Haigh – Group Manager Community Infrastructure	A	Accountable to the Chief Executive for the delivery of this procurement.
Fraser Daysh - Mayors Taskforce For Jobs Coordinator	C, R	Consulted on the strategy of using MTFJ for appointing temp staff for the installation of meters. Responsible for interviewing, appointment and managing of temporary staff.
Tanya Glavas - Health and Safety Lead	C	Consulted on the strategy of using MTFJ for appointing temp staff for the installation of meters.
Lauren Overend - People & Capability Manager	C	Consulted on the strategy of using MTFJ for appointing temp staff for the installation of meters.
Pei Shan Gan - Financial Controller	C, R	Consulted on the operational impact of the implementation of this procurement on Water billing. Responsible for implementing changes to the Water billing system.
Lisa Campbell - Strategic Communications Manager	C, R	Consulted on drafting the communications plan. Responsible for the implementation of the public awareness campaign (Nicole Deans). Consulted on the requirements of the Communications operations for customer engagement portal.
David McMillan - Solid Waste Manager	C, I	Consulted on and Informed of the installation of meter reading devices in the rubbish collection contractor's trucks. Consulted on the requirements of the Solid Waste operations for customer engagement portal.
Jacinta Straker - Group Manager Organisation Performance	C	Consulted on financial and revenue impact of the implementation of this procurement.
Procurement Review Group	C	Consulted for the endorsement of this procurement plan.
Chief Executive	A, C	Accountable to Elected Members for the delivery of this procurement. Consulted for the endorsement of this procurement plan and approval of the contract.
Elected Members	C, I	Consulted for the approval of this procurement plan. Informed of the award of the contract through the procurement report.

Market Analysis

Potential suppliers of 2 new metering systems considered for the universal metering project, i.e. drive-by reading and full IoT connected devices, were approached for budgetary quotes. The costs and benefits of implementing each of these systems were compared with the existing metering system and the options presented to Council at the briefing on 23 August 2023. Council agreed in principle to proceed with the preferred option as presented, being the Sensus RF range of drive-by reading meters. A report has been prepared for the Council Meeting on 22 November 2023 to present these options to Council for a decision.



Deeco has been consulted on the availability and delivery timeframes of the preferred meters and have confirmed that the factory needs 6 week prior notification of the placement of an order with delivery 4-6 weeks after that. Deeco also currently keeps stock of about 1500 of the 640MC meters. Bulk orders of 5000 meters are shipped by container. Quoted prices are USD exchange rate dependent but could be fixed via a forward foreign exchange contract at the time of order placement.

Supplier Selection Method

The selection methods chosen for this procurement are:

1. Direct Appointment of the Supplier of the water meters, meter reading devices and relevant systems from the Sensus RF range of water meters and an ongoing operational expense for the annual meter reading software fee.

The rationale for the direct appointment of Deeco is that as the importer of the Sensus metering system and the OEM factory representative and distributor, this supplier will be able to provide the best price as there is no middle man adding to the cost. Deeco's support with the current metering trial has also confirmed their ability to provide after sales and project implementation support. Deeco has also implemented similar systems for various other councils across New Zealand, as per the attached reference list of existing users of Sensus RF meters. Furthermore, Thames Water in the UK has rolled out 3 million of the Sensus RF water meters since 2015 which provides further confidence in the reliability of the product that Deeco supplies.

Direct Appointment

Supplier:	Deeco Services Ltd
Amount:	CAPEX: \$4m OPEX: \$20k annual
Pass/Fail Attributes:	Pass attributes: Capacity, Skills/Experience, Price
Evaluation Panel:	<ul style="list-style-type: none"> • Albert Hoffmann • Craig Hiddleston • Rob Benefield • Daniel Haigh

2. Open Tender for the Appointment of the Contractor for the installation and upgrade of service connection manifolds.

The rationale for this is to obtain the best price from a contractor that has the skills and capacity to deliver the full scope of work within the scheduled project timeline.

Open Tender

Tender advertised via:	GETS
Tender Period:	21 days
Amount:	CAPEX: \$1.5m
Scoring Methods:	Lowest Price Conforming
Pass/Fail Attributes:	Health and Safety, Conflicts of Interest, Capacity & Programme of delivery, Skills/Experience
Scored Attributes:	Price
Evaluation Panel:	<ul style="list-style-type: none"> • Albert Hoffmann • Craig Hiddleston • Rob Benefield • Daniel Haigh

3. *Appointment of the fixed term staff for the installation of standard water meters.*
Working with the Mayors Taskforce For Jobs Coordinator on identifying candidates for the recruitment of contract staff using HDC employment policy and procedures.
4. *Direct Appointment of the Supplier of customer engagement portal or system.*
Further investigation is required to identify a preferred service provider of an organisation-wide customer engagement system. A Service Level Agreement will be entered into with the appointed software system provider.

Direct Appointment

Supplier:	TBC
Amount:	CAPEX: \$225k OPEX: \$135k annual
Pass/Fail Attributes:	System functionality, Integration with HDC systems, Price (implementation and on-going), User support
Evaluation Panel:	<ul style="list-style-type: none"> • Albert Hoffmann • Lisa Campbell • David McMillan • Jacinta Straker • Rob Benefield • Daniel Haigh

Broader Outcomes

As part of this procurement, a strategy of working with the Mayors Taskforce For Jobs Coordinator on the appointment of a team of temporary staff to do the installation of water meters will be used as a Broader Outcome. The Advantages of this strategy to the project implementation are that HDC will have better control of the roll-out of water meters and collection of field data. For members of the community this will be a stable employment opportunity of up to 2 years and provide training and development for future career pathways into the 3 waters sector. HDC will also work with the Horowhenua Alliance and local contractors to promote permanent placement of eligible candidates in their workforce after the completion of their temporary employment on this project.

Contract

The contract types proposed for this procurement will be:

1. **Deeco Services Ltd** – Services/Supplier Agreement for the supply of the meters and project support during the implementation phase of the meter reading system. The contract term is 24 months and will have renewal or extension opportunities. The contract is intended to meet standard terms and conditions.
2. **Service connection installation contractor** – NZS 3915:2005 Conditions of contract for building and civil engineering construction (where no person is appointed to act as engineer to the contract). The contract term is 24 months and will have renewal or extension opportunities. The contract is intended to meet standard terms and conditions.
3. **Temporary meter installation staff** – 24 months fixed term contract employment agreement with HDC.
4. **Customer engagement portal** – Service Level Agreement with software system provider, details to be confirmed.



Conflicts of Interest

There have been no identified conflicts of interest with this procurement.

An independent probity auditor is not required for this procurement.

Health and Safety

Site Safe passport and/or SiteWise accreditation is not applicable to Deeco Services Ltd as they are not a contractor but an OEM factory representative and distributor.

A Health and Safety plan including SiteWise accreditation or equivalent will be included as a condition of contract for the appointment of the service connection installation contractor.

A project specific Risk Management Plan will be developed to manage the Health and Safety of HDC staff doing the meter installations and site supervision.

Risks

The [Risk register](#) for the programme as a whole is a live document and will be updated for the duration of the project. A current copy is attached to this Procurement Plan.

Also refer to the [Current waterbilling process - issues register](#) for the list of issues that this districtwide water metering project aims to resolve.

References

Refer to the Long Term Plan 2021-2041 Amendment information available on the HDC website here: <https://www.horowhenua.govt.nz/Council/Documents/Plans-Strategies/Long-Term-Plan-2021-2041-Amendment>.

Refer to the [presentation slides of the Council Briefing on 23 August 2023](#) which provides further information on the background and justification to the project and metering options investigated.

Reference list of existing users of Sensus RF meters in New Zealand: [Deeco - Sensus RF New Zealand District Council User Reference List - March 2023.pdf](#)

Thames Water reference letter for first 500,000 meters supplied, subsequently increased to 3 million: [Thames Water reference letter.pdf](#)

File No.: 25/233

8.1 Organisation Performance Report - May 2025

Author(s)	Sue Fifita-Tovo Executive Officer Āpiha Mātāmua
Approved by	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. This report presents the Organisation Performance Report for May 2024.

This matter relates to Pursuing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

Pursuing Organisation Excellence

RECOMMENDATION NGĀ | TAUNAKITANGA

- A. That Report Organisation Performance Report - May 2025 be received and noted.

BACKGROUND | HE KŌRERO TŪĀPAPA

2. The full Organisation Performance Report is prepared for every second full Council meeting and aims to provide a comprehensive overview of the activities of each of the five groups within Council, a financial summary report and reporting against each of the Statement of Service Performance (SSPs) and Organisation Performance Measures (OPMs).
3. The report aligns with the Council 2024/25 Plan on a Page which was adopted in July 2024, and reports on the status of each of the top priorities identified by Council.

DISCUSSION | HE MATAPAKINGA

4. The intent of the report is to prompt open, transparent and constructive discussion both around the Council table and within the community. It is a record of work undertaken by the organisational arm of Council and outlines progress against actions which align with the Council's vision and the community's expectations.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A ↓	Organisation Performance Report - May 2025	320



Horowhenua District Council Organisation Performance Report

14 May 2025



Nā te Kaiwhakahaere Matua Chief Executive Introduction and Executive Summary

About This Report

This full Organisation Performance Report report is prepared for every second full Council meeting and provides a comprehensive overview of the activities of each of the five groups within Council, a financial summary report and reporting against each of the Statement of Service Provisions (SSPs) and Organisation Performance Measures (OPMs).



The report aligns with the Council's 2024/25 Plan on a Page and reports on the status of each Priority area identified by Council.

The reporting period for Health and Safety, Group Updates, Top Priorities, Organisation Values Highlight is: 1 March – 30 April 2025.

The financial reporting, SSPs and OPMs is the year to 31 March 2025.

Executive Summary

During this reporting period, the **Community Experience and Services Group** has continued to bring Council's Community Wellbeing Strategy to life by advancing the 'Community Connection and Better Wellbeing' priority. Through targeted, community-led initiatives, we are empowering local leaders, fostering deeper relationships and creating strong momentum for positive change across Horowhenua. Significant effort has gone into designing and delivering programmes that respond to real, grassroots needs—particularly by equipping community champions to support their own sectors effectively.

This collaborative approach, grounded in listening and partnership, is already delivering tangible outcomes—from the growth of a robust network of youth workers to the rollout of tailored employment-focused initiatives through the Mayor's Taskforce for Jobs. These efforts strongly align with our strategic vision: a safe, inclusive, and connected Horowhenua where community experience, partnerships, and local knowledge drive collective wellbeing.

Within the **Community Infrastructure Group**, the Land Transport Team has concentrated on delivering the capital works programme while ensuring the safety and upkeep of the road and footpath network. In response to reduced funding from the National Land Transport Fund (NLTF), the team has recalibrated maintenance and capital plans to align with available budgets. Strategic prioritisation and prudent planning have helped mitigate the impact of these funding constraints on the condition and resilience of our transport infrastructure.

In the Solid Waste activity, key efforts have included the trial of the kerbside food scraps collection, and progressing the remediation of the Old Levin Landfill and associated groundwater issues. The Team is currently assessing the Best Practical Option (BPO) for managing the landfill's leachate plume, which involves extracting groundwater and treating it at the Levin Wastewater Treatment Plant. A preferred extraction point has been identified within a

nearby natural wetland, with work underway to determine whether mitigation or offset measures are required and what the potential costs might be.

Meanwhile, the newly established in-house Local Waters Team continues to demonstrate strong operational and financial benefits just six months into its operation. The Team is delivering efficiencies by reducing reliance on contractors, increasing in-house capabilities for monitoring, compliance, planning, and reporting, and optimising maintenance schedules. Drinking water supply remains under Level 2 restrictions due to ongoing dry conditions. Upgrades at Levin and Foxton Beach treatment plants are progressing well, aimed at improving system performance and water quality. Significant progress has also been made on wastewater infrastructure, with key projects either completed or nearing finalisation, including the Foxton Beach WWTP Irrigation Beds and Levin WWTP improvements.

During this reporting period, the **Community Vision and Delivery Group** has made significant progress across Integrated Growth, Economic Development, Strategic Planning and Communications & Engagement. The Integrated Growth & Planning Team advanced District Plan work, including the notification of Plan Change 6A (North West Levin) — the first to use the new ePlan format — and has commenced public engagement through drop-in sessions and stakeholder meetings. The Team is also assessing the implications of the RMA reform blueprint and preparing to relaunch the Integrated Growth Programme with key partners.

In Economic Development, collaboration with The Horowhenua Company Ltd and local business leaders is shaping the updated Economic Development Strategy, with adoption targeted for June 2025. Strategic Planning efforts have focused on key deliverables such as the Shannon Community Plan and Annual Plan 2025/26. Communications & Engagement Officers have delivered campaigns including the Reimagining the Village Green and Levin War Memorial Hall consultation and Local Waters Done Well consultation utilising a broad mix of channels to drive engagement and feedback.

Within the **Housing & Business Development Group** update you will find a housing market overview, growth summary and forecast for the country in terms of new dwelling consents issued and a consenting summary. You will note that New Zealand's housing market is showing early signs of recovery, primarily driven by easing mortgage rates and renewed buyer interest in more affordable areas. While overall affordability remains a constraint and the recovery is uneven across regions, sentiment is gradually improving. In the Horowhenua District, these national trends are being reflected in stable local demand and a 2% year-on-year increase in building consents—outperforming the national trend, which is down by approximately 9%. Despite this relative strength, the local consenting volume is tracking around 30% below the Long-Term Plan (LTP) forecast for the 2024/25 financial year, although this is a slight improvement from earlier projections of a 35% shortfall.

Nationally, building consents for new dwellings rose marginally to 2,791 in February 2025, but overall levels remain subdued compared to historic highs. The number of new dwellings consented per 1,000 residents has also declined, reflecting broader market pressures such as inflation, construction costs, and lending constraints. However, with strong local population growth and infrastructure projects like the Ō2NL corridor on the horizon, Horowhenua is expected to outperform national trends in the medium term.

Delivery performance for consents has improved, with processing becoming more efficient and cost-effective. While national forecasts suggest flat or modest growth in the coming years, Horowhenua's unique economic conditions and project pipeline suggest cautious optimism. Maintaining this momentum will be key to meeting growth objectives and supporting sustainable development across the district.

Within the **Organisaiton Performance Group**, there remains a focus on achieving its targeted operational savings and finalising the draft Annual Plan for adoption. Preparations are also well underway for the 2024/25 Annual Report, with confirmation from Audit New Zealand that the audit will be completed in time for adoption ahead of the Local Government elections.

Across People & Capability, the rollout of the Development Framework has been a success, with strong engagement in online training initiatives. This is contributing to enhanced collaboration and knowledge-sharing, particularly within the Senior Leadership Cohort. The Information Services Team has made strong progress with the Windows 11 rollout and continues to address previous audit recommendations. Work on the Authority Optimisation Project is ensuring optimal use of our core enterprise system ahead of its scheduled upgrade next year.

The Business Performance Team is actively preparing for the upcoming election and new triennium, while also finalising the organisation's Business Continuity Plan. A key milestone was the delivery of the first legal compliance report to the Risk and Assurance Committee in May, reflecting progress in strengthening governance and accountability practices.

Thank you for taking the time to read the May 2025 edition of the OPR.



Monique Davidson
Chief Executive

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Pūrongo mō te Hauora me te Haumaru Health and Safety Report

Leadership Walk - Te Awahou Nieuwe Stroom Roof Replacement Project

On 25 March 2025, a leadership walk took place at Te Awahou Nieuwe Stroom to view the roof replacement project. The visit provided an opportunity for senior leaders to engage with the contractors and the Council Officers onsite, observing operations first hand. Key discussions during the walk focused on risk management and site safety protocols.

The opportunity to access the roof via scaffold was taken by Cr Tamihana along with the Project Manager. From this view, the scale of the job becomes very obvious. This project is weather dependent, with elements like high winds and inclement weather being identified in the site-specific safety plan as hazards where the type of work being carried out on that day would be reviewed.



Photo: Project Manager Jeremy and Cr Tamihana overseeing the project.

Risk Management

Levin Wastewater Treatment Plant (LWWTP) – Vehicle Safety Review

Continuous improvement in identifying and managing health and safety risks is a vital process that helps Council strengthen its ability to assess and mitigate hazards over time. Our proactive approach involves regularly reviewing and enhancing safety measures based on findings from audits, incidents, and investigations.

In March, Officers met at the LWWTP to address vehicle safety near Digester 1. During the site audit, new visual barriers were proposed to deter vehicles from approaching the digesters, along with improved signage to direct traffic to a designated safe turning area. These safety enhancements are now being implemented.



Photo: Digester 1 Levin Wastewater Treatment Plant

Worker Engagement

Safeguarding Children Training for Local Government

In accordance with the Vulnerable Children Act 2014, Council is committed to ensuring the safety and wellbeing of children and young people. As a council we play a vital role in creating a safe environment.

This means complying with our Child Protection Policy, which includes reporting any child welfare concerns and following best practice to ensure safe interactions.

This subject and type of training is identified as beneficial to support staff that work with or may come into contact with children and young people, to gain an understanding and have knowledge of relevant legislation and best practice. The training identifies not only the types, signs and symptoms of abuse but more importantly what to do if an officer sees it.



He Kōrero Hou I ngā Rōpu Group Updates



Introduction

There are five groups within the Council:

- Community Experience and Service
- Community Infrastructure
- Community Vision and Delivery
- Housing and Business Development
- Organisation Performance.

Each group has provided a general update in this report and in addition, relevant activity updates, for the reporting period 1 March – 30 April 2025.

Ngā Taiwhanga ā-Rēhia me ngā Ratonga Community Experience and Services

Te Tautāwhi I te Hapori Community Support Activity

General Update

Within the Community Support Activity, kaimahi continue to breathe life into the Community Wellbeing Strategy, championing Council's 'Community Connection and Better Wellbeing' priority.

How? This reporting period, we want to shine a light on the incredible impact that empowering our community members is having across Horowhenua. Through a range of inspiring initiatives, we're not just focusing on overall wellbeing – we're building lasting relationships, strengthening connections and creating real momentum for growth. Over the past few months, significant work has gone into planning and delivering a programme designed to uplift and enable our community leaders, helping them to champion and support the sectors and groups they serve.

By listening carefully and tailoring our approach to meet real, on-the-ground needs, we're setting the stage for lasting, meaningful impact at the grassroots level. And we haven't done it alone, partnering with and empowering our community networks to lead has been the real magic behind this mahi.

As you'll see below, the results are already taking shape – from growing a strong network of youth workers, to delivering bespoke programmes through our MTFJ (Mayor's Taskforce for Jobs) mahi, helping more people step confidently into employment and brighter futures.

Council's Community Wellbeing Strategy's vision is clear – 'Horowhenua is a safe, vibrant, inclusive and connected community' and that 'we unite people, partnerships and place, leveraging our collective experience and skills to foster unity and enhance the wellbeing of our entire community' – this report demonstrates that we're on the right path.

What we are delivering

As part of our Community Capacity and Capability Building Programme, we've been delivering some fantastic courses and offerings for the community. Of particular note is our delivery of Mana Taiohi which is the principle-based framework that informs the way people work with young people in Aotearoa. It is informed by the voice of young people and people who work with young people, Aotearoa based literature into positive youth development, and a Te Ao Māori worldview. In delivering the courses to 26 people, we strengthen our youth work capabilities for Horowhenua. This was determined out of a need identified by the Youth Services Network. In addition to this kaupapa, other programmes delivered include 'Different Brains, Bright Futures'.

The Youth Voice continues to gain momentum as the size of the group increases and works towards being reflective of the rangatahi they represent. Recently, the group presented at a Council meeting in support of their submission on the future of the Levin Memorial Hall and Village Green – bringing a youth perspective and voice to the table. The group has also been working on a focus for each month. In April the focus has been 'The Online Balance' which encourages young people to reflect on their digital screen habits, online safety and overall digital wellbeing.

To better reach rangatahi who are often harder to engage—in particular those seeking employment—the MTFJ (Mayor's Taskforce for Jobs) Team has partnered with local community groups to create and deliver tailored programmes that support young people with more complex social, psychological, and cognitive needs. These programmes are now up and running in both Shannon and Levin.

An important strength of this approach is that the community organisations who are already involved with a young person, have strong, trusted relationships and mana within their communities, which makes it possible to connect meaningfully.

At their meeting in April, the Community Funding and Recognition Committee allocated funding across our community. A total of \$34,350 was released for local events and programmes, \$2,000 was set aside to support four young people (\$500 each) through the Youth Empowerment Fund, and \$2,500 was allocated for Urupā Whānau Maintenance. A significant and special moment came as two Youth Voice representatives, joined the meeting to support the panel in their decision making by providing input on the Youth Empowerment Fund. Their questions and fresh perspectives added real value to the decision-making process.

Following the tornado and severe weather event on 8 April, which affected many members of our community, Mayor Bernie activated the Mayoral Relief Fund. This allowed those affected to apply for up to \$1,000 to assist with costs associated with repairing damage and cleaning-up. The event occurred on the morning of 8 April, and by that afternoon, the fund was announced. Applications opened the next morning, ensuring that those impacted could access financial support without delay. Community Development Officers made themselves available to assist members of the community to navigate the application process.

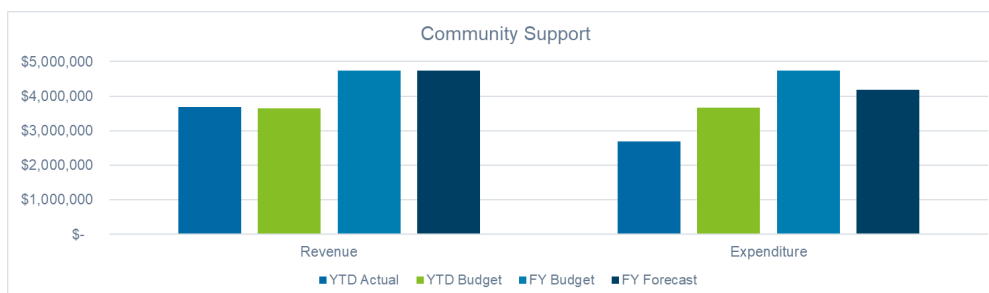


Members of Youth Voice presenting to Council in support of their Village Green and Levin Memorial Hall submission.

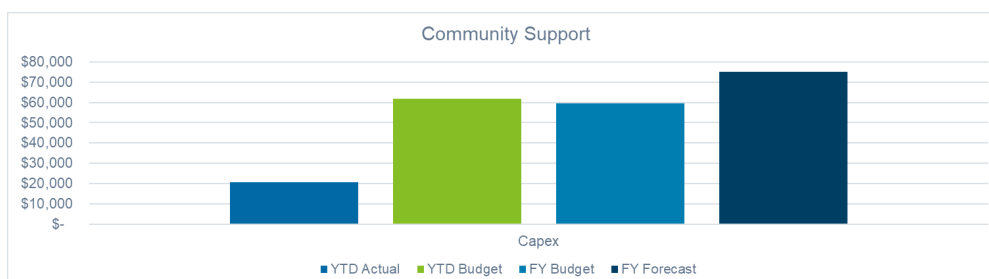


Mana Taiohi course in action.

Financial



Expenditure is lower than budgeted due to decreased spending for Mayor's Taskforce for Jobs. This is a result of lower funding for this project.



Capex forecast is higher than budget as the full year (FY) budget is the LTP budget which does not include the budget that was carried forward from the previous financial year. This relates to the districtwide signage project.

Ngā Rawa Property Activity

General Update

Officers are continuing to undertake the audit of our leasing portfolio and tidying up legacy issues. This is coinciding with the bigger review of our Community Leases Policy which will be brought back to Council with amendments later this year.

Officers have also been reviewing Council's property portfolio and mapping pathways for property optimisation and/or disposal. A number of Council decisions have already been made in regards to the future of specific properties and Officers are now outlining the steps needed to be taken to materialise these decisions. This has been happening alongside the report for the Property Strategy Amendment – Iwi First Right of Refusal which is coming to Council for a decision in May.

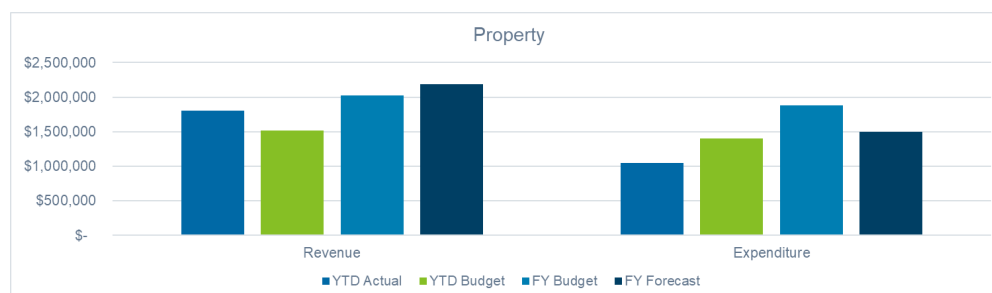
What we are delivering

Following the weather event on 8 April, Officers have not only been ensuring the repairs have been undertaken that were required immediately but have also been working with neighbours of our properties where the fencing was damaged. In most cases quotes have been sought from both sides and we are slowly working with them or their insurance companies to replace the damaged fencing with each side paying it's 50% share.

An additional security camera has been installed at the Shannon Railway Station Museum and Visitor Centre to oversee the Jail House area. This was at the request of the Centre who had raised security concerns after they had some items go missing.

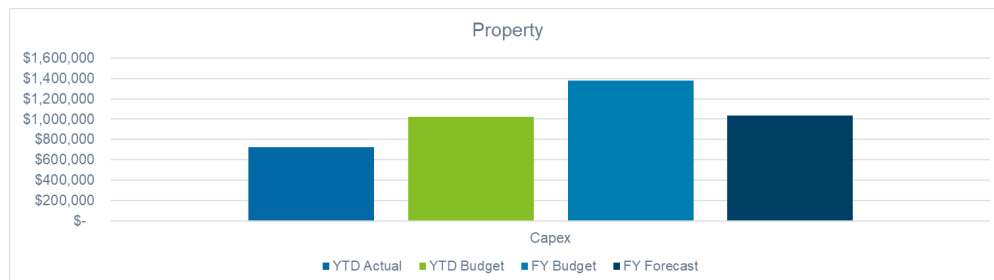
Two properties on Oxford Street are currently tenant-less, however Officers are in negotiations with potential tenants for both properties and are following the Commercial Leases Policy and aspirations of the Levin Town Centre Strategy to guide the conversations.

Financial



Revenue full year forecast is expected to be higher from additional rental revenue from property acquisitions.

Expenditure is forecast to be below budget due to internal overhead charges and interest being lower than budgeted.



The activity is forecasting an overall underspend due to the reduction in fleet renewals capital expenditure for this year.

Tūāhanga Hapori Community Infrastructure Activity

General Update

Officers have spent much of the reporting period progressing key Council projects, while also ensuring there was a smooth transition between summer and winter sports.

Autumn Sports Field renovations were completed to get the winter sports fields up to spec and provide the best start for the season. The summer courts were changed to winter sport courts; with the removal of tennis nets and installation of netball goals.

The Team has noticed an increase in fly tipping of household rubbish in the gardens, especially those gardens that front alongside roadways.

There are a couple of guidelines the Team is working on to help provide support and direction to the community. These include a Street Tree and Vegetation Policy, which will outline what trees and vegetation can be safely planted along our streets and how best to manage these, and cemetery guidelines which will provide structure to what can and cannot be done at our cemeteries.

What we are delivering

The Oxford Street Plane Tree consent was issued during this reporting period, this includes crown reductions, crown lifting and root trimming.

These works aim to address long-standing concerns from business owners and the community regarding infrastructure damage, blocked gutters, leaf litter and the overshadowing of commercial premises – while still preserving the commemorative value and visual contribution of the tree avenue.

A Traffic Management Plan has been applied for and works are expected to be undertaken at the beginning of June. In the meantime, the Team will continue to remove leaf litter and keep the streets clean as the trees lose their leaves.

Officers are continuing to work with the Waikawa Beach community to look at options for accessing the beach with a vehicle, while also protecting the environment and the tight-knit community vibe. At the last meeting, a potential way forward was discussed with Officers continuing to research and provide more information at the May meeting.

After waiting a number of months, Horizon's has signed off the Resource Consent for the Manakau Domain Better-Off Funding project. Works began and the toilet facility is now in place. The new facility includes toilets, a soak pit and additional rain water tanks. Electricians are completing their works and the project is expected to be completed by mid-May.

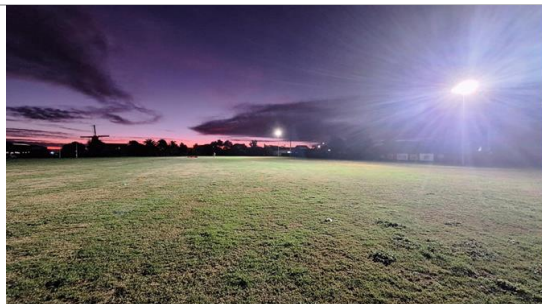
The Foxton Rugby Club can now train in confidence at night, with new training lights installed at Easton Park. The new lights illuminate more area as there is now an increased lux level from 50 lux to 100 lux.

The extensions to both Avenue North Road and Foxton cemeteries have been progressing well. The concrete ashes and burial beams at Foxton have been completed. The lawn ash berms for H&G blocks have been completed at Avenue North Road and are now ready to use. The Garden Ash berms are nearly finished, with the pergola under construction and the gardens to be planted.

Officers enjoyed the launch of Papangaio Te Wharangi Manawatū, the Manawatū Estuary Management Plan. The plan has been two years in the making, with Council working alongside DOC, Horizons, iwi and the community to create it. It was marked by an event at the Marine Boat Club at Foxton Beach, blessing the future protection planned for the Estuary. There are a number of actions within the plan that Officers are already starting to work towards, including a Coastal Reserves Management Plan.

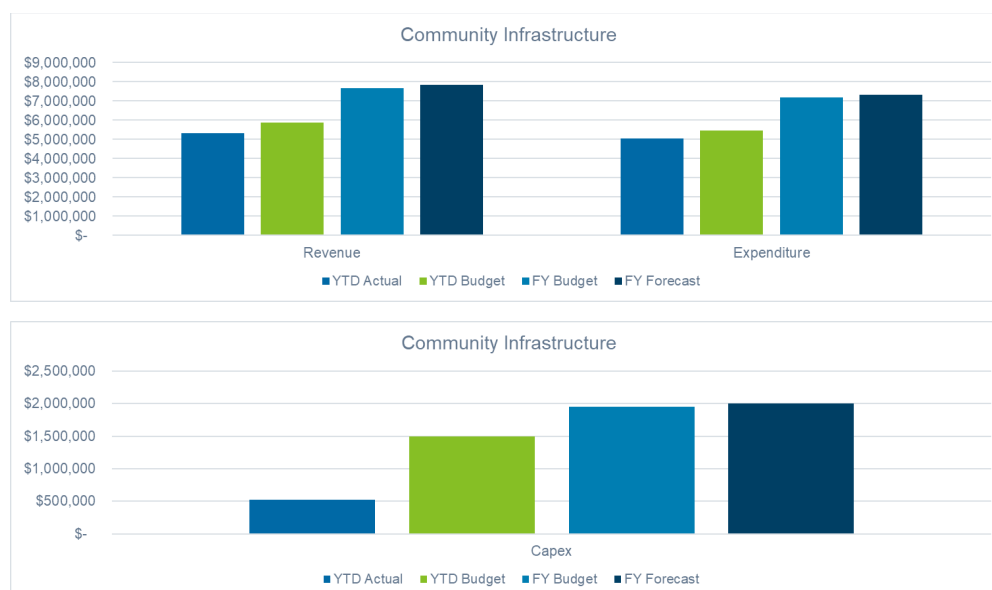


New facility at Manakau Domain.



New lights at Easton Park, Foxton.

Financial



March year-to-date (YTD) expenditure is currently tracking below the YTD budget primarily due to incorrect phasing of the budget load.

Ngā Taiwhanga ā-Rēiha Community Facilities Activity

General Update

Generally speaking, our Community Facilities and Services Team continues to thrive, consistently responding to the evolving needs of our community. Our facilities are bustling hubs of activity, with a wide range of events, programmes, and everyday interactions made possible by the vibrant spaces we provide. However, what's most exciting is not just the facilities themselves – it's the spirit of partnership and collaboration that underpins everything we do. By working closely together as a team, and in collaboration with our community partners, we're creating welcoming, dynamic spaces where people can connect, learn and thrive. This collective effort is what truly brings our facilities to life and strengthens the sense of community at the heart of our district. You'll read below some of those connections and the importance they bring.

What we are delivering


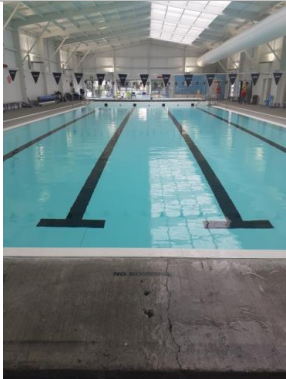

Massive shout out to our community for coming together and stepping up to the challenge alongside Green by Nature and Friends of the Horowhenua Library on the delivery of a wonderful reading challenge which had the whole community inspired. The Library Services Team have not only helped to instill a sense of environmental responsibility in our participants but have also encouraged a love for reading that will have a lasting impact beyond the pages.

This is an impressive collaborative effort resulting in an impressive community planting day as pictured below.

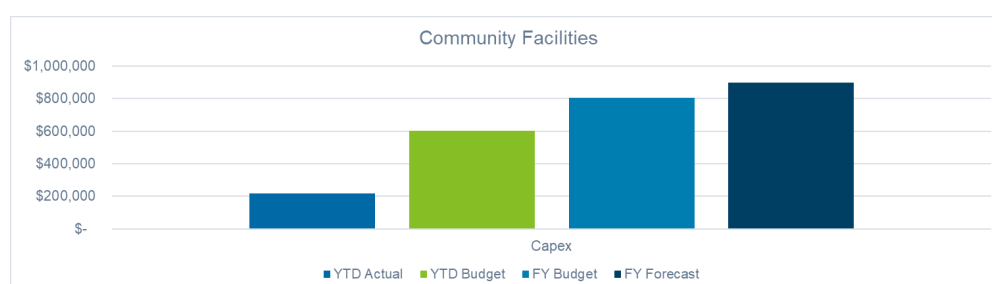
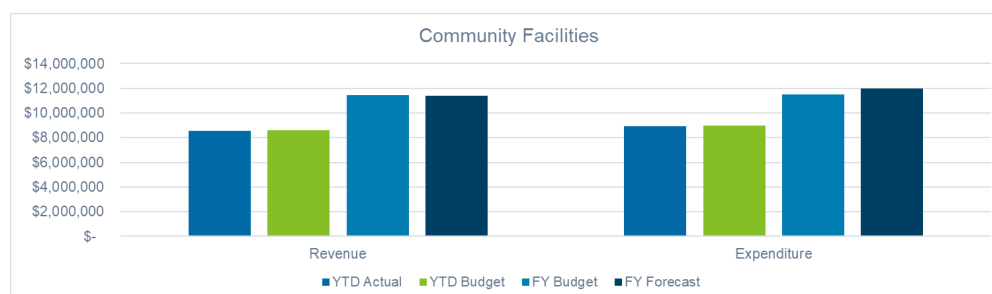
The main pool at the Foxton Pools closed at the beginning of April to drain the pool and re-mark the lanes. Unfortunately, shortly after reopening the facility in January 2024, an issue was identified with the pool lane markings as they began peeling from the pool liner. The contractor responsible has worked closely with Council to fix the issue at no cost to Council. Fortunately, the contractors worked hard and completed their part of the project a week ahead of schedule which resulted in opening the pool ahead of Easter weekend.

At Te Awahou Nieuwe Stroom an exciting project is underway with the replacement of the facility’s roof. The project got off to a slow start, with weather conditions putting early progress on hold. But once the skies cleared, momentum picked up and contractors have powered through several key stages. Heading into the project, we knew there could be challenges and potential disruptions. Thanks to strong operational planning and a close, collaborative relationship with our contractors, the impact on the day-to-day running of the facility has been minimal. It’s a great example of how good team work and smart preparation can turn a complex project into a smooth success story.

Did you know we offer ‘Discover Family History’ workshops at Te Takeretanga o Kura-hau-pō? Thanks to its success, the programme has now expanded to Te Awahou Nieuwe Stroom. After several workshops and overwhelmingly positive feedback, we’re now exploring even more heritage services and options to meet community demand. This initiative is a true collaboration between our kaimahi and the Horowhenua Family History Group – and it’s a fantastic example of pursuing organisational excellence. By building on the success of our programming, we’re defining our impact, growing our reach and strengthening our community connection.

		
Community native tree planting day at Kowhai Park.	The completed Foxton Pool lane marking.	Te Awahou Nieuwe Stroom Roof progress.

Financial



Capital expenditure is behind budget year-to-date due to the timing of the Te Awahou Nieuwe Stroom Roof Replacement project being later than planned in the budget.

Ngā Ratonga Whakariterite ā-Ture Regulatory Services Activity

The Regulatory Services activity sits across two Groups. You can find activity updates for the Regulatory Services activity in the Community Experience and Services Group and the Housing and Business Development Group updates.

General Update

Over the March to April reporting period, the Customer and Compliance Teams continued to respond to customer enquiries and complaints as received. The Teams welcomed new staff, strengthened community connections and continued to respond to emerging challenges. Our Teams remained focused on maintaining high service levels while adapting to shifts in customer behaviour and supporting new initiatives.

Customer & Compliance

What we are delivering

In Customer Experience, new kaimahi were welcomed who have settled into their roles and contributing to our service delivery. In Animal Control, staffing changes also occurred, with new

team members coming onboard to replace those who moved on, ensuring continuity of service without growing the team size.

Internally, work continues to enhance our support tools, with significant updates made to the KBase FAQ, ensuring staff have easy access to the information they need to assist customers effectively.

Externally, we've seen encouraging signs of business growth, with four new food businesses coming into our regulatory framework this period. However, alongside the positives, there has been an increase in health and safety concerns related to customer behaviour, particularly incidents involving threatening or aggressive conduct. This remains an area we are monitoring closely to ensure the safety and wellbeing of our staff.

On the community engagement front, Animal Control participated in the Neighbours Day event held at the Levin Adventure Park in March, strengthening connections with the public. The Compliance Team attended a meeting with the Waitārere Beach Wardens group to discuss local bylaw issues and opportunities.

Tūāhanga Hapori Community Infrastructure

Land Transport

General update

During this reporting period, the Land Transport Team has been focused on delivering the capital programme, while ensuring roads and footpaths are well maintained. Reduced National Land Transport Funding (NLTF) has required adapting our maintenance and capital programmes to the reduced budgets. These plans have been adjusted, and our focus is on mitigating the impacts on our network's condition through prudent planning and rigorous prioritisation.

What we are delivering

Rehabilitation Programme

The rehabilitation works on Mangahao Road rehabilitation have now been completed, a 1.1km section of this road has been rebuilt to a very high standard. Mangahao Road was in particularly poor condition due to a combination of reaching the end of its useful life, heavy vehicle loadings from quarry and forestry traffic, and substandard historic road construction practices.



Mangahao Road rehabilitation works.

Resurfacing Programme

The 2024/25 resurfacing programme has had difficulties. Our contractor delayed starting the resurfacing programme extremely late, which prevented completion of the full year's programme. Approximately 15% of the programme will need to be added to next year's programme to catch up. There were also several sites where the incorrect resurfacing treatment was applied. Council's Land Transport Team are addressing these issues with the contractor.

Resilience Improvements

A longstanding stormwater issue which had regularly caused flooding at the Waitārere Beach Road / Waitārere Rise intersection has been resolved with the installation of a new stormwater line which runs west on Waitārere Beach Road to the existing stormwater system. Previously the roundabout would flood in sustained periods of rain, causing a significant traffic safety hazard.



Waitārere Beach Road Resilience improvements.

Tararua Rd/SH57 Roundabout (RAB)

Fulton Hogan has progressed construction of the RAB at the intersection of Tararua Road and SH57 and have been onsite since January 2025. The watermain has been installed and is being pressure tested with oversight from the Capital Projects Team. This project is scheduled to be completed around mid-2025 and will receive grant funding as part of the CIP funding agreement.

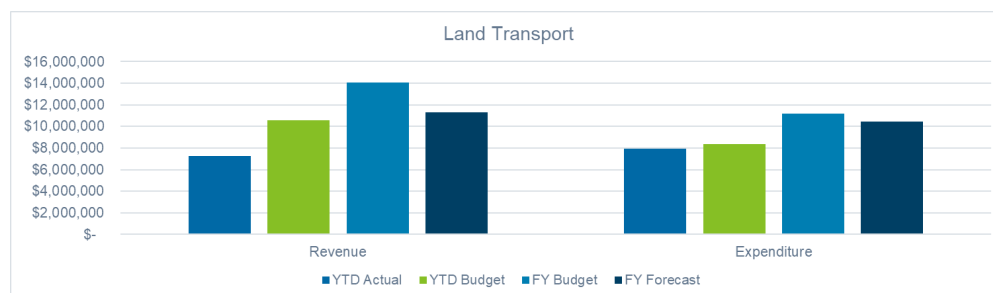
Issues and Risks

NZTA Funding

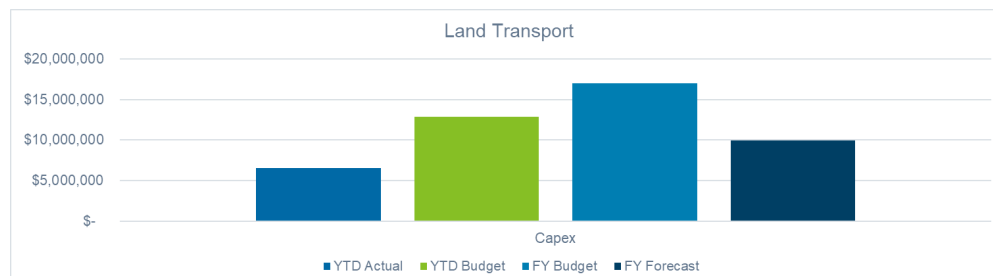
NZTA have decreased all National Land Transport Programme (NLTP) funding for capital improvements, in addition to significant cuts in several renewal and operational budgets. This has resulted in a total funding reduction of \$1.65M for the 2024/25 financial year, and \$6.27M over the 2024-2027 LTP period. This reduction has the potential to have a number of Level of Service impacts, primarily with maintaining footpaths, and may prevent the achievement of some Land Transport 'Statements of Service Provision' measures.

The impacts of these funding cuts have been mitigated as much as practicable through a budget reprioritisation process undertaken with Council. This process has focused on limiting the deterioration of roading and footpath assets, while reducing investment in improvements to network performance, safety, or amenity.

Financial



Revenue year to date is lower than budget due to funding cuts from NZTA Waka Kotahi, this is also reflected in the forecasted revenue and expenditure for the full year.



Overall Capital Expenditure is forecasting lower than budget due to reduced funding from NZTA Waka Kotahi, with YTD expenditure reflecting the late start in the renewals programme due to Contractor resourcing issues.

Solid Waste

What we are delivering

On 9 April a trial kerbside food scraps collection commenced. On the first week there was a resident participation rate of 26%. On our second week the participation rate increased to 35%.

All the food scraps are taken to a local composting facility in Foxton to be made into compost. This compost will be offered to schools in the district who are enrolled on the EnviroSchools program, to use in their garden. The trial is only for the selected households on Queen Street East and West, and Weraroa Road, in Levin.

The trial duration is for three months. The funding for this trial is from the Government's Waste Minimisation Fund.



Levin Old Landfill Remediation

Work is continuing with consent planning for the remediation of the old Levin Landfill ground water leachate plume. The Best Practical Option (BPO) is currently being assessed and currently involves the Council to extract the contaminated ground water and send this extract to the Levin Wastewater Treatment Plant. The most efficient location to extract is now confirmed to be from within a natural wetland located adjacent to the northern farm drain. Assessment on if a wetland mitigation or offset is required, and to what extent, its cost to build, and if required the cost to purchase private property.

On the 21 May 2025 a briefing will be presented to Council to discuss options on the way forward and the potential wetland mitigation or offset implications.

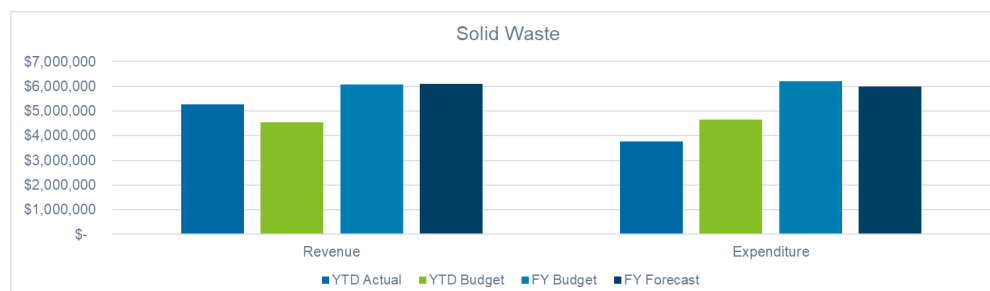
Levin Closed Landfill Management Plan 2025 (LCLMP)

As there is no longer an operational landfill at 665 Hōkio Beach Road, the Council is obligated to maintain the integrity of not only the recently closed New Landfill but the two other historical landfills. As this aftercare is undertaken in a prescribed manner based on various Regional Council regulatory consent conditions and guidelines from the Ministry for the Environment, a plan is required to clearly identify what must be maintained and to what condition of repair. This plan is named the Levin Closed Landfill Management Plan (LCLMP). The LCLMP in its draft form has received input from various community groups. Their recommendations have been considered and included in the Plan. Council Officers are close to presenting the final draft LCLMP to Council for discussion and its eventual consideration for adoption.

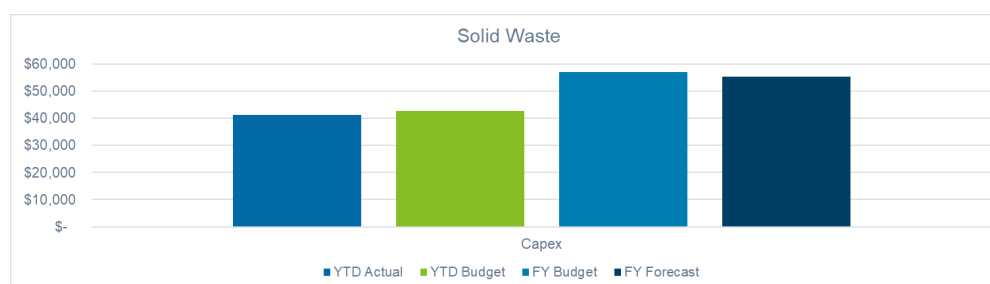
Issues and Risks

As the remediation of the Levin Old Landfill may require wetland mitigation or an offset, additional time and resources will need to be applied to link this additional aspect to the consent and building of the contaminated ground water extraction trench. There is also the possibility of Council needing to purchase private property to build this wetland mitigation or offset.

Financial



Revenue is ahead of budget as at 31 March 2025 due to the Ministry for Environment Waste Disposal Levy being carried forward from the 2023/24 financial year.



Local Waters Service Delivery

General update

With only two months left in the financial year, we write this report after a full six months of operating under the new in-house Local Waters banner. From the birth of the idea and project to bring the model in-house, and the inception of the new Local Waters Team on 1 November 2024 it has been a privilege and a pleasure to witness the large number of tangible benefits being realised by the Local Waters Team. Over the last three months the Local Waters Team has achieved a large number of key milestones which have included the actions that follow.

- With nine new specialist roles recruited the Local Waters Team is operating at 100% of the planned structure. Turnover of staff in the local water's activities have reduced considerably in the first six months as newly recruited staff and those who transitioned from the existing contractor settle into the Local Government and Council environment and are enjoying the culture that is being developed.

- The new service connection (private works) activity has been established with a number of private quotes and works being secured. This work assists with subsidising the reticulation service operating cost burden on the need for rates funding. This is set to grow in line with predicted district growth in coming years.
- The new Infrastructure Regulation and Compliance Team submitted its first Annual Report to Taumata Arowai in March 2025. The same team worked collaboratively with Ngāti Whakareta in contributing to their Iwi Cultural Monitoring Impact assessments on the Tokomaru and Ōtauru Rivers.
- Council hosted the Regional Compliance meeting with multiple councils. This was run by Local Waters and Compliance & Regulation Leads. Excellent attendance and session with open conversation from all followed by a site visit to the Levin Water Treatment Plant.
- Our newly formed Business Administration Team has worked with our service delivery teams to improve our CRM completion rate from 86.5% in Oct 2024 to 96.4% at the end of March 2025.

The Team is on track to make significant savings in operational budgets as we focus on improving the maintenance schedules, reduce reactive maintenance and undertake a number of functions in house, including compliance monitoring and testing; developing and submitting annual Compliance and Monitoring Reports; in house modelling and planning reducing the need for consultants, improved recording of capital recovery and of course removing contractor markups on human resource costs and all goods and services.

Understanding Our Workforce – Skills Matrix

With six months of in-house operational management, we have continued to focus on getting the basics right while learning to better understand our capabilities by undertaking a skills review and recognition of any prior learnings. Paramount in exceeding the communities' expectations is ensuring the operating team is suitably qualified to undertake their role and identify any gaps. We can then focus on essential training requirements. Alongside this we are currently auditing our Health & Safety training requirements with respect to individual roles and tasks required. This will allow us to individually tailor training plans for each of our team, adding value to their skill and experience levels, roles and productivity.

Critical Spares

There has been a focus over the past months on understanding our networks and ensuring we are well equipped to cope in any event. Part of this is taking stock of our critical spares and ensuring we are well stocked to ensure minimal down time at our Water Treatment and Wastewater Plants as well as with our reticulation network. This is the first review that has taken place in the last 12 months and covers any short fall from transitioning from the alliance previously.

Standard Operating Procedures (SOP's)

To ensure we understand any task at hand we need to document our procedures. This ensures uniformity, understanding, task completeness and any health & safety requirements. This month we have been working together as a team to develop and document our SOP's. A critical part of

this process is to have our supervisors, operators and staff in the field, own, draft and review these documents. While we have made a sterling start, this is an ongoing process and we will continue to develop and review these living documents.

Local Waters Bylaw Review, Consultation and Hearings

The Local Waters Bylaw consultation closed on 14 March, sixteen submissions were received, with three submitters speaking to their submission at the hearing held on 15 April. Following the hearing the Local Waters Team have been working on incorporating the changes to the Local Waters Combined bylaw as recommended by the Committee and drafted a report for Council to adopt the Bylaw at the 14 May Council meeting.

Local Water Done Well (LWDW) Program

The LWDW consultation period closed on 10 April, with 94 written submissions. The Team prepared and submitted a Council paper for the hearings held on 30 April. The LWDW Project Team continues to work on input for a Water Services Delivery Plan. A second Council forum has been scheduled for 8 May which will be hosted by Palmerston North City Council. This Forum will also include Whanganui, Rangitikei and Ruapehu Councillors.

Drinking Water Treatment and Supply

What we are delivering

The district remains at Level 2 Drinking Water restrictions. Although we get small periods of rain on a weekly basis, this disperses quickly into a dry environment. The close proximity of Easter with Anzac Day also saw an increase in water use within the Foxton and Foxton Beach communities. Remaining at Level 2 has ensured the communities have continued to be vigilant in the use of this valuable resource.

Work is progressing on the refurbishment of the pressure filters at the Levin Drinking Water Treatment Plant (DWTP). The plant has ten pressure filters with two to be refurbished by the end of the financial year and a third underway.

The performance of the bores at Foxton and Foxton Beach has been investigated and have shown the need for a new bore at Lady's Mile.

An upgrade to the Foxton Beach DWTP filters will see a reduction in the amount of manganese in the reticulation network. Manganese occurs naturally in the bore water which supplies Foxton Beach. While unsightly, it is completely harmless at the current quantities in the network, however due to the variable population at Foxton Beach, regular flushing of the network is required to maintain the aesthetic quality of the drinking water. By increasing the capacity of the filters this regular flushing will be reduced.

Levin Poads Road Water Supply Reservoir Consent

Late 2024, Council lodged the resource consent applications for the Levin Water Supply scheme and associated activities to construct a raw water storage reservoir. The water take resource consent was publicly notified by Horizons Regional Council (HRC), and open to submissions from 21 March 2025 to 22 April 2025.

Following the closure of the submission period, the Project Team are working with HRC on the next steps in the process including setting a hearing date in the next couple of months if required.

Council officers have continued to engage with iwi partners and keep them informed as we progress through the process.

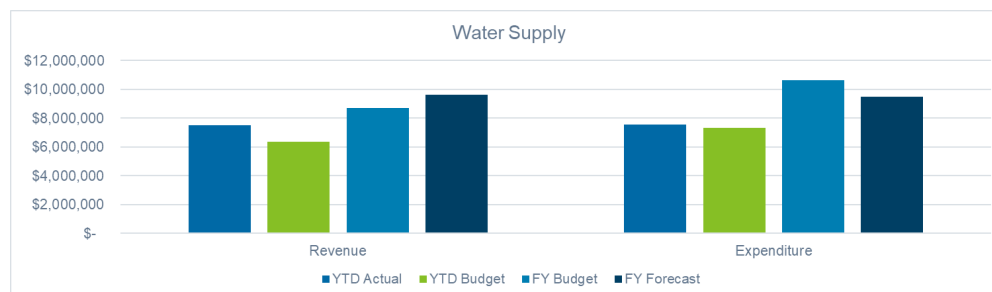
Water Metering Project

This project has been ongoing for several months and it has been identified that in its current state there was potential for cost and schedule overruns. To identify these challenges a project analysis was undertaken by the project manager and a new delivery methodology was proposed and adopted, being a multi contractor outsourced model. Last month a trial was completed by three potential outsourced companies and work allocated to them based on their capability and skillsets. Upon PRG sign off works re-commenced, and approved contractors were deployed to the field in late April. The majority of physical works are now projected to be completed by December 2025.

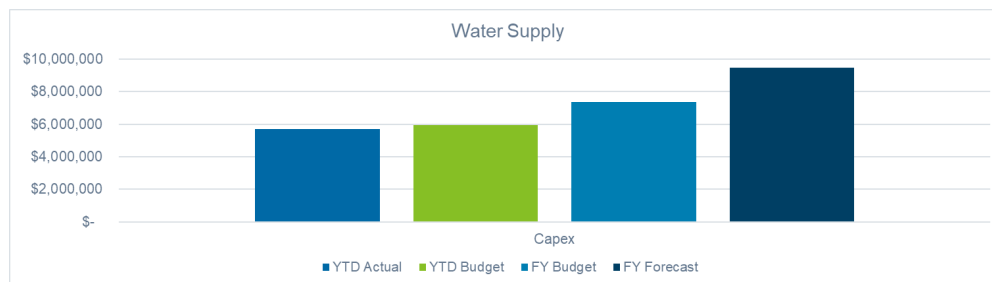
Shannon Water Renewal – Margaret Street

As a result of the districtwide investigation carried out by council officers, the Margaret St Watermain in Shannon has been identified as high priority for renewal. Tatana Contractors have been onsite and the construction is progressing as planned, with minimal impact to the community as possible. The project is set to be completed mid-2025 with approximately 650m of OD180mm PE100 pipe main and 400m of OD63mm PE100 rider main being replaced along Margaret Street.

Financial



Revenue is ahead of budget due to the \$0.8M capital subsidy received for the Levin water supply fluoridation work which was unbudgeted following direction on this project from Council. Expenditure forecasts show a forecast underspend from lower depreciation and less expenditure on outsourced materials and maintenance costs. There is some risk that this area may have additional spending for the year but the Team are currently monitoring this closely.



Current forecast indicates an overspend due to the MacArthur Street project being brought forward from 2025/26.

Wastewater Treatment and Supply

What we are delivering

Levin WWTP Improvements

Operational improvements include the optimisation of the dewatering process through maintenance work to seal the gas leaks on Digester 2, major maintenance on the second sludge press, and investigations into sludge quality issue affecting biogas production. These works are scheduled to be completed this financial year.

Levin Wastewater Treatment Plant

The Levin Wastewater Treatment Plant downstream inlet pipe and bulk mains project is being finalised. A procurement plan was presented to the Procurement Review Group on 9 April. From here officers are drafting a report to take to Council on 14 May. Lutra will be assisting and providing guidance throughout the procurement and tender process for the headworks.

Headworks design is progressing in parallel with technology selection is underway. This will inform preliminary design planned to be completed in June 2025. This will inform principal requirements for design build tender estimated at \$7M - \$10M to be procured pending council approval in 25/26.

Draft Wastewater Standards

The draft Wastewater Standards were released in March by Taumata Arowai seeking feedback from Councils. Council agreed to take part in a Wastewater standards case study - Tokomaru WWTP being the main focus of the case study. As part of the case study Council officers met with the Department of Internal Affairs and National Infrastructure Funding and Financing agency representatives. They were impressed with our thinking on all things waste water. This case study, alongside others in the South Island, was also a major contributor to the wastewater standards feedback.

Foxton Beach WWTP Irrigation Beds

The irrigation beds project is now completed. All eight beds have been refurbished with an average of 95% grass cover. Different irrigation schedules have been trialed to find a best fit regime for the new beds. There has been an issue with ponding at the end of the beds however the contractor will work on correcting the ground levels before June.



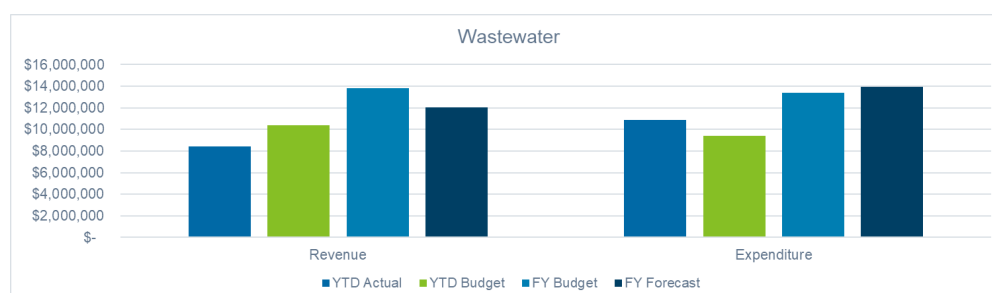
MacArthur Street Wastewater Renewal

Council officers identified MacArthur Street as a priority for wastewater renewal. This project involves the renewal of approximately 1km of a 71-year-old predominantly earthenware (EW) pipe. EW pipes typically have a useful lifespan of 60 years. Higgins are onsite and are progressing the construction of the wastewater main alongside the construction of the watermain.

Shannon Wastewater Renewal – Bryce Street Rising Main and Pump Station

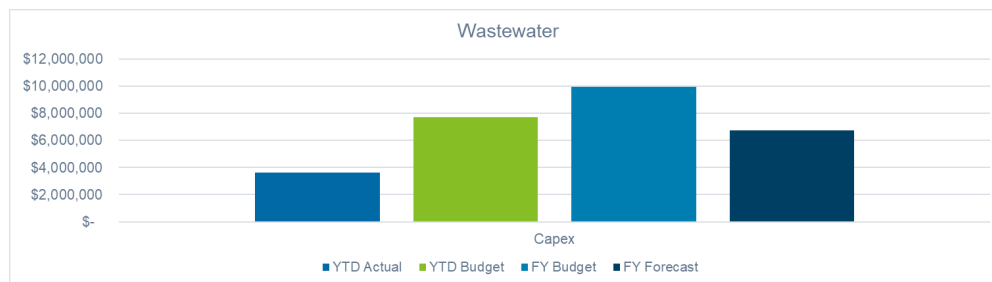
The current wastewater main situated on Bryce Street is a 60+year old AC 200mm pipe, AC pipes typically have a useful lifespan of 60 years. A recent break/burst in the rising main in late August 2024, was what brought this rising main to the top of the renewal list within Shannon's wastewater network. Tatana Contractors started construction in Bryce Street in April. The Team are investigating additional wastewater renewals on Mangahao Road, Shannon while construction is currently taking place in Bryce Street.

Financial



Revenue is forecast to be lower than budgeted due to confirmation of remaining capital grants to be received this financial year. The Capital Grant from Crown Infrastructure Partners for the Wastewater Inlet Pipe project (\$1.9M) and the Tara-Ika Queen Street Wastewater North South connection (\$400K) have been deferred to 2025/26.

There is some risk that this area may have additional spending for the year but the Team are currently monitoring this closely.



Current forecast is showing an underspend due to phasing of projects to get underway in the summer construction season.

Stormwater

What we are delivering

Te Awahou Foxton Flood Mitigation Project

It is a multi-agency initiative to strengthen Foxton's flood resilience. The governance group comprises representatives from local iwi and hapū, the community, HDC, HRC and the Community Board. Key project updates are outlined below.

- Sheet Piling along Kings Canal Drain - Installation of sheet piling began in February 2025. This work will help reduce water seepage, prevent erosion and improve the strength of existing flood protection. Completion is expected by mid-2025, depending on weather and construction progress.
- Future Wetland/Retention Basin Site - HRC has purchased a property near the eastern end of Cook Street. The site is being considered for the development of a wetland or retention basin in the future, which would help slow down and store stormwater during heavy rain, reducing flood risk and improving water quality.
- New Tractor Pumps for Stormwater Management - Two tractor-driven pumps have been ordered to help manage surface flooding during heavy rain and high tides. These pumps are due to arrive in May 2025. Council will own them and contract local operators to use them when needed.
- Stormwater pipe assessments and flow monitoring – Council has used some project funds for CCTV inspections of critical stormwater pipes. In addition, a new flow monitoring device will be installed near one of the outlets to the River Loop. This data will help inform future flood mitigation projects and contribute to improved flood modelling.

Shannon – Ōtauru Stream Improvements

The Ōtauru Stream Riparian Planting project aims to improve the water quality and ecosystem of the stream and will be completed through community planting initiatives involving several groups in our hāpori.

Over the next few years, more than 7,500 native plants will be established in a 1.7km stretch alongside the stream. There have been 250 plants established already with a further 1,000 native plants to be introduced in June 2025. It is a three-year project and as time evolves more NZ native flora will be planted. A sitting area has been added to the project that looks over the

Ōtauru Stream, which has received positive feedback from local hapū and the wider community. It's been great to work with hapū and community volunteers at place, utilising a regional council grant towards this work.

Freshwater Improvement Fund (FIF) Project

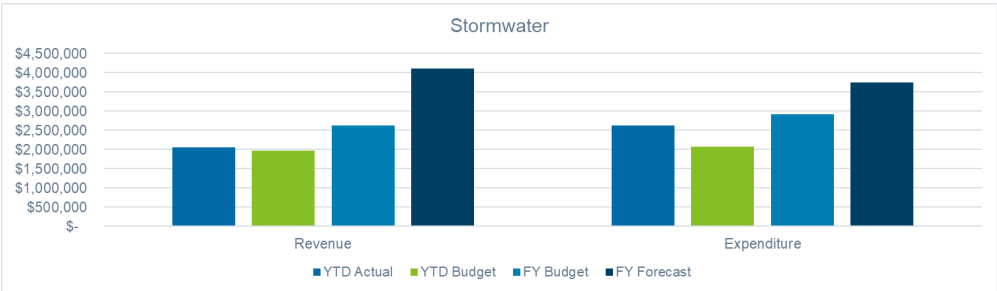
The Mako Mako Downstream Defender project was awarded to Tatana Contractors and was installed at the beginning of April 2025 and is now complete. Officers are now investigating the best and most cost-efficient location for a second device to be installed.

District-wide LiDAR Survey

Officers initiated a district-wide LiDAR (Light Detection and Ranging) aerial survey project. This aerial survey will capture highly accurate ground elevation data, which will help:

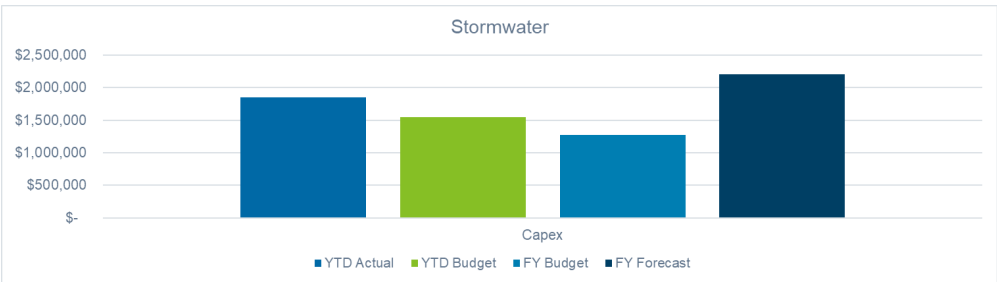
- identify low-lying zones, overland flowpaths and potential ponding locations
- improve the accuracy of flood models and long-term stormwater planning
- assist with infrastructure design and stormwater network improvements, especially in growing urban areas.

Financial



Revenue is forecast to be higher than budgeted due to confirmation of remaining capital grants to be received this financial year. The capital grant from Crown Infrastructure Partners for Tara-lka Queen St Stage 1 (\$1.3m) has been confirmed to be received this year, this was unbudgeted as it was expected at the end of 2023/24 FY.

Expenditure is forecast to be higher than budgeted because of higher depreciation offset by less expenditure on outsourced materials and maintenance costs.



Current forecast is showing an overspend due to unbudgeted expenditure of \$300k associated with consent commitments required as part of the North-East Levin consent. These costs will be

debt-funded operational expenditure and will be reflected in operational expenditure moving forward. Expenditure will be offset through savings identified in the capital programme in the 2024/25 and 2025/26 financial years, there will be no impact on rates.

Community Vision and Delivery

Group Update

Integrated Growth

The focus during this period has been on District Plan work. The scope of the omnibus plan change has been defined and confirmed by the District Planning and Growth Steering Group and meetings have been occurring with technical stakeholders. We also notified Plan Change 6A (North West Levin) for submissions. This is our first plan change in ePlan format – we are eager to see how this technology functions throughout the submission period as well as the submission analysis – hopefully it will provide significant efficiencies. We have hosted one drop in session so far, attended by 18 people, with another three drop-in sessions scheduled through the remainder of the submission period. We have received two submissions but there has been lots of interest on social media and several enquiries coming through to officers, so we expect this number to increase as we get closer to the close of submissions.

The Integrated Growth and Planning Team have also been taking time to read and understand the RMA reform 'blueprint' which was released at the end of March. This gives some insight into what RMA reform could mean. Unsurprisingly, this indicates significant changes for resource management and planning going forward. We will be providing an update to Council at a public workshop at the end of May.

Towards the end of this period, we have been putting focus back on the Integrated Growth programme, with the next step being to launch this to the SLC in May. Officers have connected with some stakeholders, including The Horowhenua Company Ltd (THCL) and Electra, about this work during the reporting period.

Economic Development

The focus during this period has been working with THCL on progressing the development of the updated Economic Development Strategy as per Council's resolutions of October 2024. THCL and officers have met with local business leaders to start the preparation of the updated Strategy. Invitations have been extended to Te Tumatakahuki and Muaūpoko Tribal Authority to enable input into the strategy preparation. Officers will be workshopping a Draft Strategy in May with Council and are targeting presenting the Strategy to Council for adoption in June 2025.

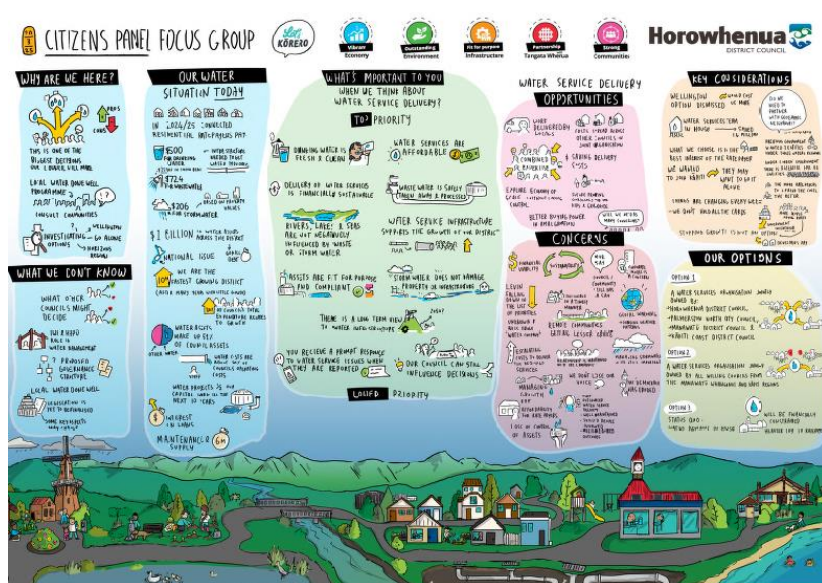
Strategic Planning

Key projects the Strategic Planning Team has been focused on include the Shannon Community Plan, Annual Plan 2025/26, Annual Report 2024/25 and the Pre-Election report. The Strategy, Policy and Bylaw tracker has been updated, ensuring the organisation is across the reviews required. This period also saw Council's submission on the *Term of Parliament (Enabling 4-year Term) Legislation Amendment Bill* submitted on behalf of Council.

Communications & Engagement

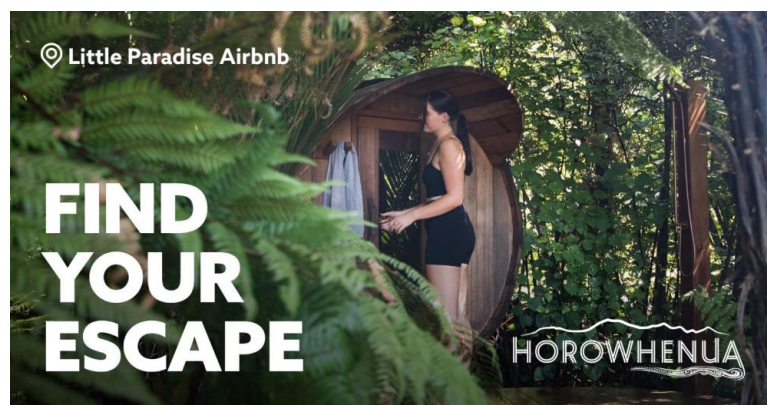
Key focuses for comms and engagement optimisation during the period were:

- progressing the Te Takeretanga o Kura-hau-pō website refresh with round three of the design feedback provided on 29 April for a go live on 25 June
- consultation on the Levin War Memorial Hall, with submissions closing 17 March, the topic garnered significant community engagement both online and also over 300 submissions
- launching the Local Waters Done Well consultation on 10 March with a multi-channel approach including, Let's Kōrero online, print, social media campaign, Citizens' Panel workshops, radio, digital billboards and Cuppa with a Councillor session.



Destination Management

- We ran a heavily discounted cinema advertising campaign for HorowhenuaNZ and launched "Find Your Escape" Brand campaign across Meta Channels.



- Delivered the monthly What's On events guide.
- Completed a tourism trade show analysis with scoring to determine best ROI for future participation.
- Ōhau Wines reached out prior to attending the Auckland Travel Expo and took along HorowhenuaNZ visitor guides, pull up banner and a prize pack to promote the district there.
- Business spotlight content series underway to build sector relationships.
- Positive meeting with CEDA to understand the visitor sector areas of overlapping or shared interest between Horowhenua and Manawatū.
- Secured keynote speaker spot at BA5 on May 15.
- Looking forward to hosting Brad Rowe and Dave Hockly to facilitate a tourism/hospitality business capability building and proposition workshop in May.
- Launched the HorowhenuaNZ visitor map and distributed to local tourism businesses. Feedback from Catherine Lewis at Lewis Farms

"We are all out of maps - customers have been loving them- any chance we could grab some more." "We have laminated our last one for display! "

Te Whakakanohi me to Hautū I te Hapori Representation and Community Leadership Activity

The Representation and Community Leadership activity sits across two Groups. You can find activity updates for the Representation and Community leadership activity in the Community Vision and Delivery Group and the Organisation Performance Group updates.

General Update

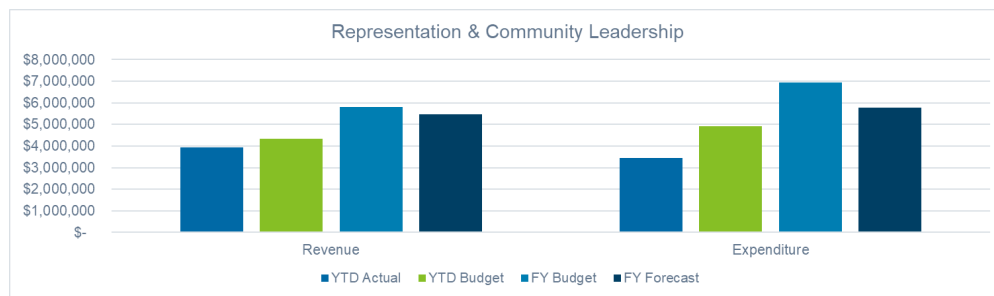
What we are delivering

Annual Plan

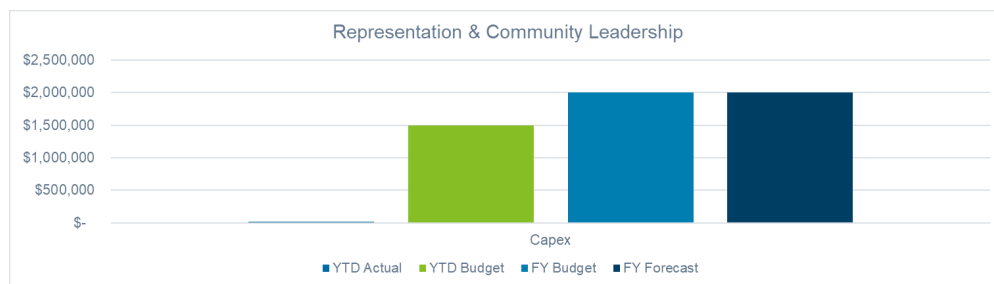
The Annual Plan 2025/26 will be presented to Council for adoption on 14 May, alongside adoption of the Fees and Charges 2025/26. Presenting the draft Annual Plan for adoption earlier than usual was enabled by not being required to consult. Early adoption of the Fees and Charges will enable dog registration letters to be sent to dog owners before the registration period opens on 1 July.

Financial

The Representation and Community Leadership activity sits across the Community Vision and Delivery group and the Organisation Performance Group, the financial information provided here is for the entire Representation and Community Leadership activity.



Expenditure is forecast to be lower due to savings identified in professional services. Forecast also reflects transfer of staff costs out of this activity to Council's overhead being allocated out to various activities.



Expenditure for the Levin Town Centre Strategy activation projects has not yet commenced. It is anticipated that funds will be carried over to the next financial year, pending a decision by Council on current opportunities associated with the Levin Town Centre programme.

Housing and Business Development

Ngā Ratonga Whakariterite ā-Ture

Regulatory Services Activity

The Regulatory Services activity sits across two Groups. You can find activity updates for the Regulatory Services activity in the Community Experience and Services Group and the Housing and Business Development Group updates.

Housing Market Overview

While affordability remains a challenge, improving market conditions are supporting a shift in property values. New Zealand's housing market has started to turn, driven largely by lower mortgage rates. While this recovery is in its early stages, the strongest gains tend to be concentrated in more affordable areas, where buyers appear to be capitalising on relatively lower property values.

Signs of stabilisation in previously weaker markets suggested demand was gradually beginning to return although the recovery remains uneven, with economic conditions, supply levels, and lending constraints continuing to influence markets.

A resurgence in values suggests improving sentiment, but the pace of recovery remains measured as affordability constraints and credit conditions limit momentum. Although the downturn appears to be largely over, any upturn in 2025 could be subdued.

Building consent applications increased across the country to 2,791 in February, up from 2,770 in January 2025. Building permits ran at an average of 2,264 between 1995 and 2025 reaching the peak of 4,579 in March of 2022, this followed a record low in January 2009 of 992.

Across the country the demand for consenting services continues a slight downward trend while the Horowhenua district is currently 2% up on the prior year. This position is arguably 9% ahead of the nationally trended position.



Building Consents by Month [Statistics NZ]

Growth Summary

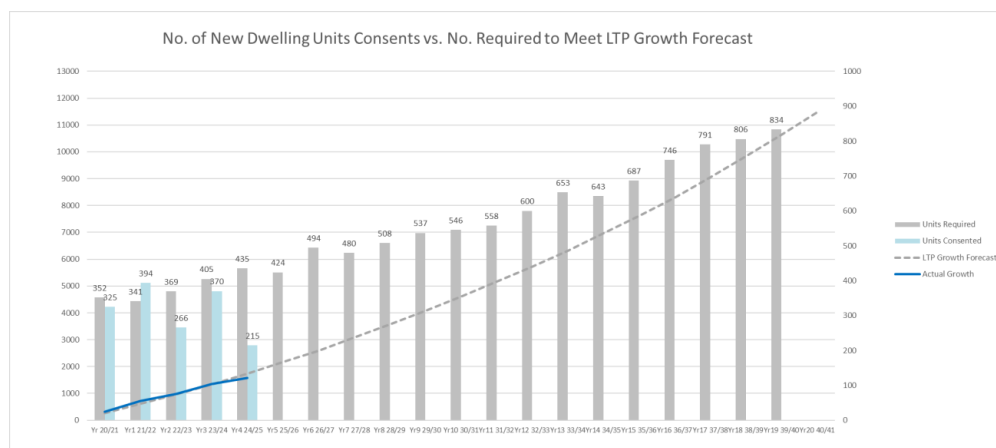
As previously the case, with consenting volumes down across the country, the flat nature of the market is translating into lower numbers of consented dwellings at the end of the third quarter being at 215 dwellings. Extrapolating this run rate to the end of the financial year it is likely that the current rate will end around 30% short of plan.

There are still a number of projects in the pipeline and it is hoped that these will still land prior to the end of the financial year. Although demand remains solid across the district when compared to the national trend, the general market position is negatively impacting the overall headline position.

Earlier projections were that we would fall 35% short of the 24/25 target so there has been a slight improvement in consenting numbers since that time.

Building Permits in New Zealand are expected to be down -2.9% by the end of this quarter, according to Trading Economics global macro models and analysts' expectations. In the long-term, the New Zealand New Dwellings Building Consents value is projected to trend up around 1.90 percent in 2026 and -0.80 percent in 2027.

On this basis hitting the growth plan to the end of the 2024/25 financial period will remain challenging.



Building Consents Issued for New Dwelling Units vs. LTP (Long Term Plan) Growth Forecast
31 March 2025.

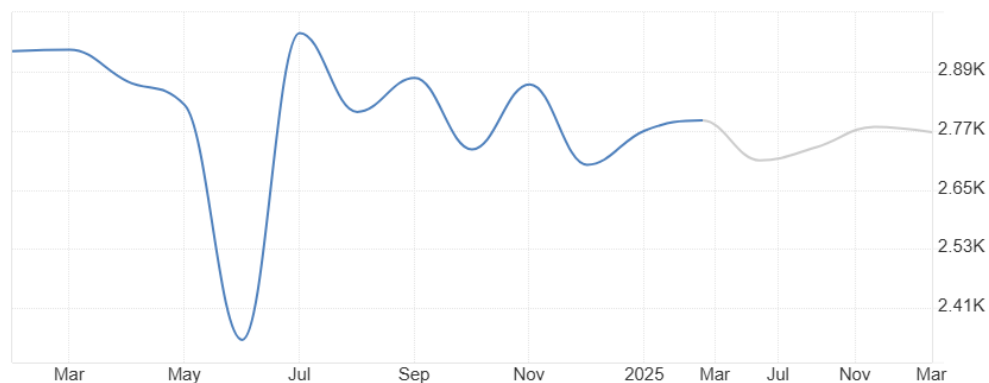
Future Forecast for New Zealand

The number of building consents issued for new dwellings in New Zealand rose by 0.7% month-on-month, reaching a seasonally adjusted total of 2,791 units in February 2025.

Over the year to February 2025, the total number of new dwellings consented was 33,595, highlighting a 7.4% decline from the previous year.

The annual value of non-residential building work consented stood at \$8.8 billion, a decrease of 11% compared to the year ending February 2024. For the year to February 2025, the number of new dwellings consented per 1,000 residents was 6.3, down from 6.9 in the previous year.

As previously reported, robust population growth exhibited through the recent census data combined with the additional stimulus provided by the pending build of the Ō2NL road corridor, should see the district continue to benefit from growth exceeding the general performance across the rest of New Zealand.



Forecasted trend for Building Consents by month

Consenting Summary Overview

Consenting numbers locally remain static but solid with some small hints toward improvement from a demand perspective. Delivery performance timing continues to improve measurably.

Current economic forecasts suggest there may be some low-level growth in 25/26, but the trend returns to a flat profile in 26/27. The local market is however bucking the trend somewhat based on localised economic factors and there are some exciting projects in the pipeline.

Demand in the region is expected to remain solid in the near term. Recent improvements in consenting service delivery is also a real positive which continues to reduce the cost and delivery timeframes for the consenting activities.

What we are delivering

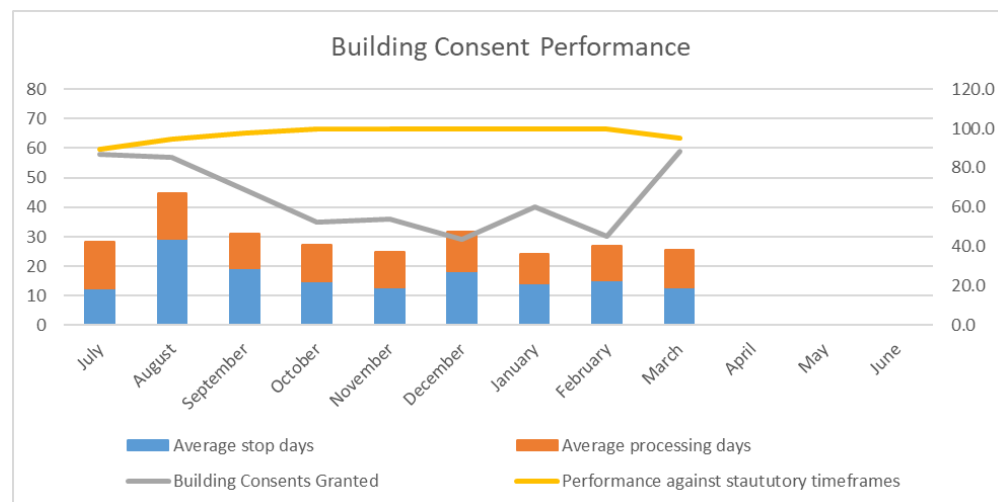
Building Consenting

Building consent trends based on data for the period from 1 July 2024 to 31 March 2025 are as follows:

	YTD to 31 March 2025	YTD to 31 March 2024	Trend
Number of building consents lodged	383	375	12%
Number of building consents issued	388	334	↑16%
Number of new dwelling consents issued	179	132	↑35%
Number of new dwelling units consented	215	165	↑30%
Value of building consents issued	\$125,925,745	\$124,426,028	↑1%
Number of inspections completed	5641	4830	↑17%
Number of CCCs issued	362	402	↓10%
Number of enquiries about building control functions	1144	1344	↓15%

There has been an overall increase in the number of consents for new dwelling units, which is largely reflective of the lower demand in 2023/24, demand continues to fluctuate month to month. The Horowhenua has remained solid relative to the generalised trend across the country.

Monthly compliance with statutory processing times has fluctuated between 90-100% throughout the year so far with an average of 97% YTD, as below:

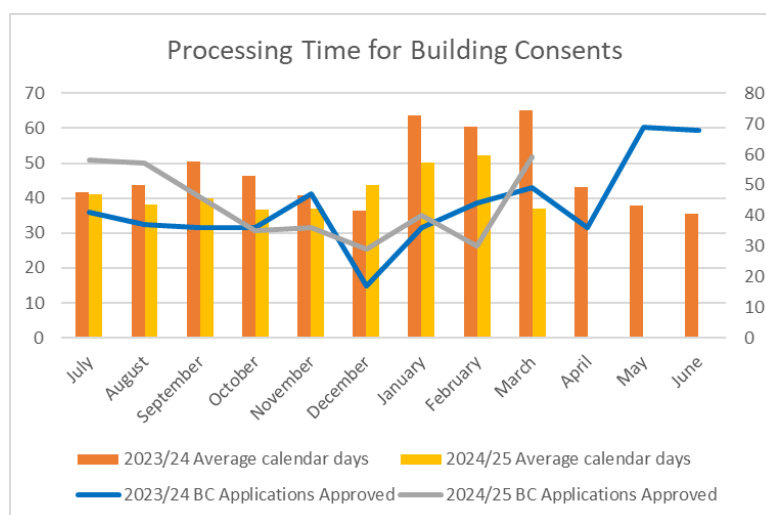


Performance improved significantly between the first and second quarters of the year and dipped slightly at the end of the third quarter. Work in progress is being closely monitored to

ensure consents are progressing through the process as intended. Average calendar days have been managed well below the same months last year in the 3rd quarter.

Ensuring costs and timeframes are kept in balance is an ongoing challenge as we continue to search for technically qualified resources to employ inhouse. Volume and availability of skilled resources remains a key challenge and focus.

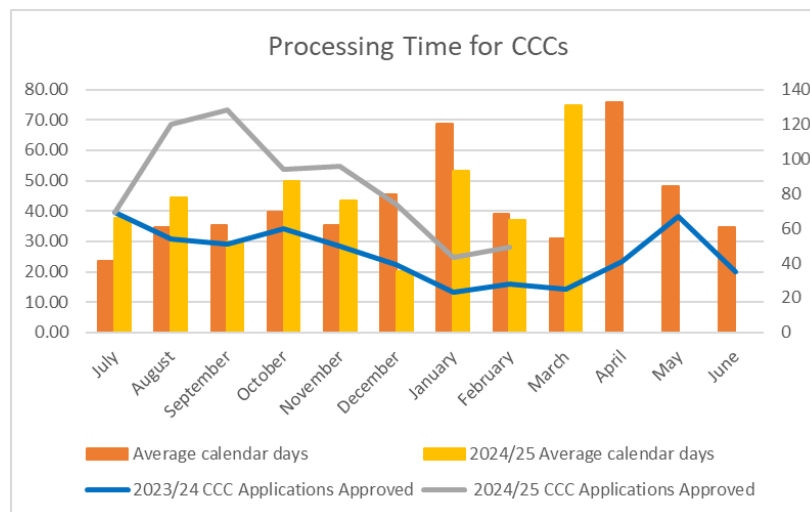
Building Consent Processing Time - Benchmarks



The volume of building consents in progress fluctuated between 60 and 126 in 2023/24, this has been steadier and much reduced YTD, with approximately 41 to 74 building consents in progress at any one time. The 2023/24 year saw a consistently positive trend of building consents being processed in fewer calendar days than in the same months in the 2022/23 year.

With the exception of December 2024, this trend has continued into this year. In all reality this is the true customer experience measure, timing from submission to granting has decreased from an average of 60 calendar days in 2022/23, 47 calendar days in 2023/24, and 41 days YTD. This measure shows not only improvement in performance in council process but also improvement in performance of our partners in the community

Although we are bound by the statutory timeframes, the elapsed time from dropping the application in to council and picking up the granted consent, is a self-imposed benchmark that we will aim to continue to improve upon.



The average processing time for Code Compliance Certificates (CCCs) in 2023/24 was 40 calendar days, 36 calendar days in 2022/23 and 55 calendar days YTD. Approximately 92% of CCCs issued YTD have been processed within statutory timeframes, which is a slight increase on the average of 90% in the 2023/24 year.

Resourcing levels in the commercial space continues to impact statutory timeframes for CCCs and calendar days taken, this is compounded by our inability to outsource this activity to improve timeframes. To mitigate some of the challenges faced in this space we have partnered with other councils to contract resource to help in this space.

IANZ Assessment

Our biannual IANZ audit was completed in April and the result was very positive albeit at time of writing this report, it is still in draft. The view of the auditors was that subject to peer review, Council was deemed to be a low risk from a compliance perspective.

The Team did a great job of moving the process into a paperless environment for the audit, in preparing for the audit and in supporting the auditors with their assessment requirements. The result was that 9 items (8 general non-compliance + 1 Significant non-compliance) were tasked for improvement and the Team is already well underway in resolving the points identified to enable the report to shift from a Draft to Final.

It is expected that the Team will achieve the targeted deadline (25 July 2025) and that our accreditation will remain in place until our next audit, due in 2027.

Resource Consenting

Resource consent trends based on data for the period from 1 July 2024 to 31 March 2025 are as follows:

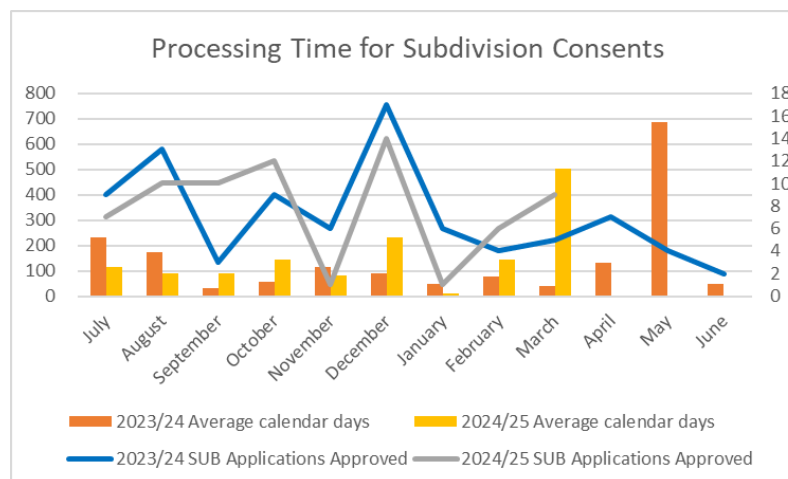
	YTD to 31 March 2025	YTD to 31 March 2024	Trend
Number of resource consent applications lodged	176	183	↓4%
Number of subdivisions consents approved	69	55	↑25%
Number of land use consents approved	53	51	↑4%
Number of new allotments created at 223 stage	129	169	↓24%
Number of new allotments created at 224 stage	130	146	↓11%
Number of enquiries about resource consenting activity	1635	1009	↑62%

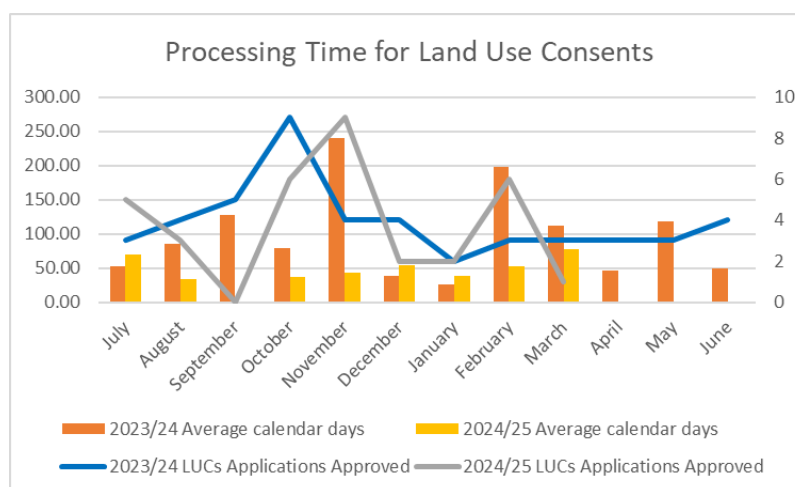
Approximately 75% of resource consents processed YTD to the end of March 2025 were issued within statutory timeframes, which is a 15% improvement on the previous quarter. This is reflective of additional measures that were put in place to ensure that the level of statutory compliance continues to increase throughout the fiscal year.

A Development Engineer departed the team this quarter and we are now in the market for a replacement for this role. In the interim we continue to use contractors to support service delivery and demand for service has in recent time trended down.

One Streamlined Housing pre-application meeting has been held YTD. One resource consent application has been approved for Streamlined Housing activities in 2024/25.

Resource Consent processing time benchmarks

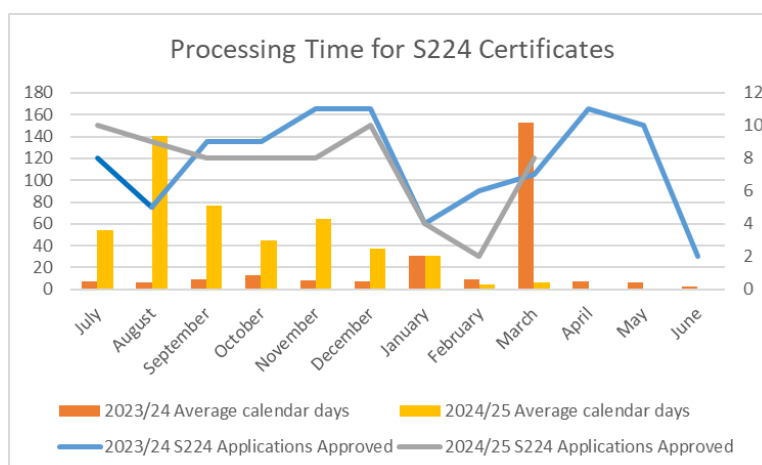




The Resource Consenting space is a key area of focus, and work is progressing on closing out aged consents with an ongoing, agile review of consenting processes in progress.

The calendar days taken to process Land Use (LUC) decreased from an average of approximately 99 calendar days in 2023/24 to an average of approx. 47 days YTD. The average approximate number of calendar days to process Subdivision (SUB) consents increased from 124 calendar days in 2023/24 to approximately 183 calendar days YTD. This spike was largely due to the granting of two old subdivision consents which were lodged in 2020 and 2022.

With the RMA allowing consents to remain active indefinitely, should any of these dormant consents be concluded, the effect on total calendar days can be significant.



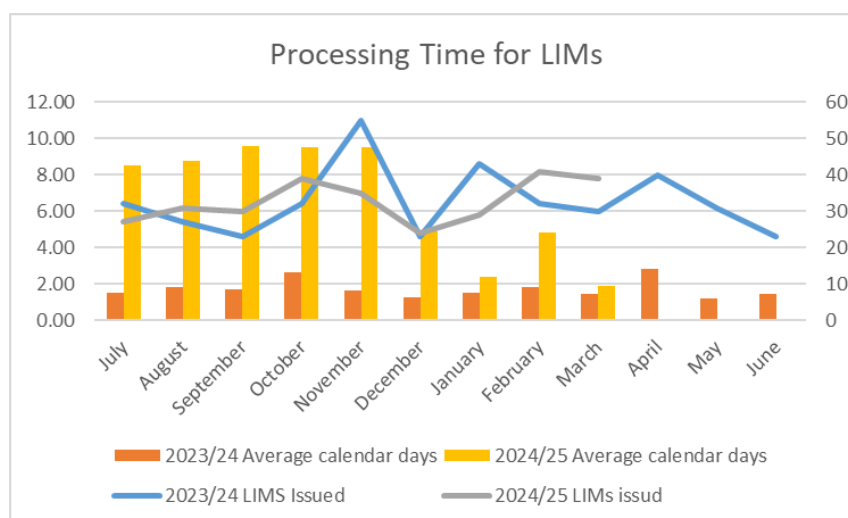
The average processing time YTD for s224 certification (to enable new titles to be issued) in 2023/24 was 22 calendar days, this decreased to an average of 10 calendar days in March 2025.

Land Information Memoranda

The processing of requests for Land Information Memoranda (LIMs) is now being managed by the Planning and Development Team. The average processing days for LIM requests initially increased from 1.8 calendar days in the 2023/24 year to 8.4 calendar days in the last quarter. This has had a vast improvement to 2 calendar days as at the end of April 2025.

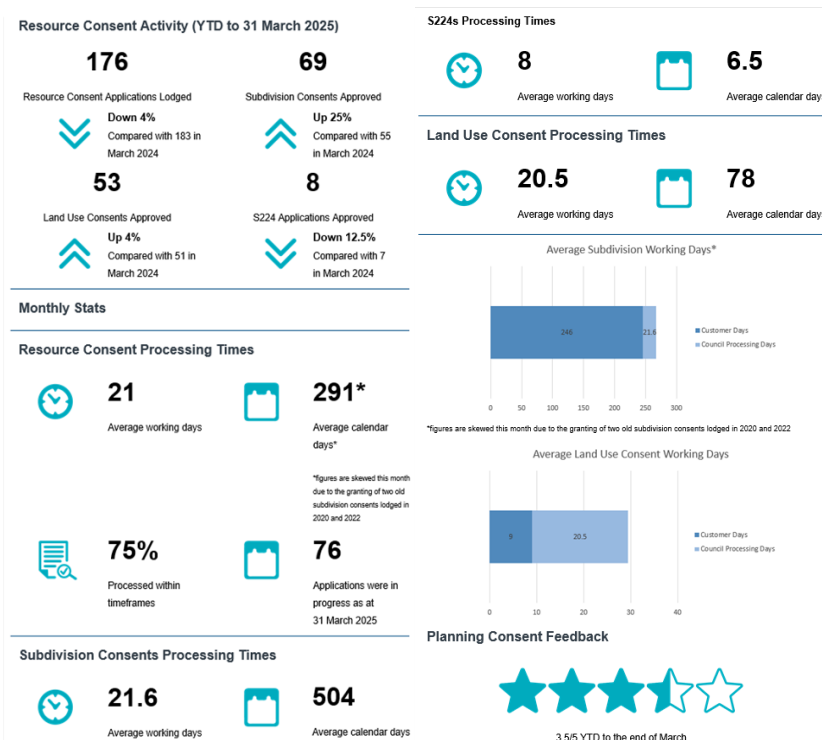
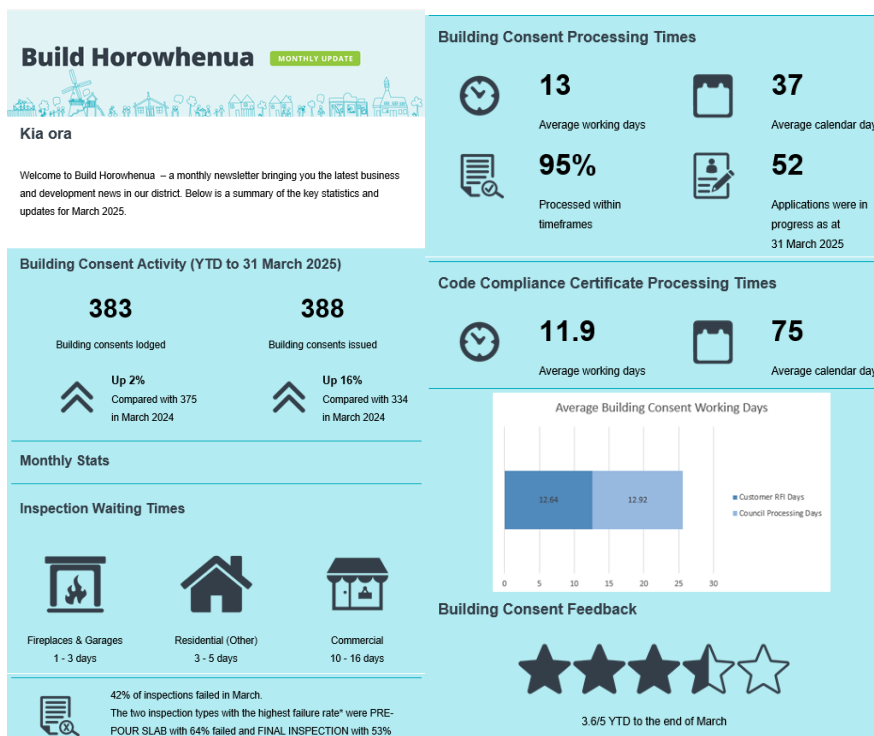
A total of 391 LIMs requests have been processed YTD to the end of March 2025 and over 99% of these were processed within the 10 working day timeframe.

This space continues to be a work in progress as we get the new team up to speed with the inherited activity, but performance improvement is visible as outlined above.



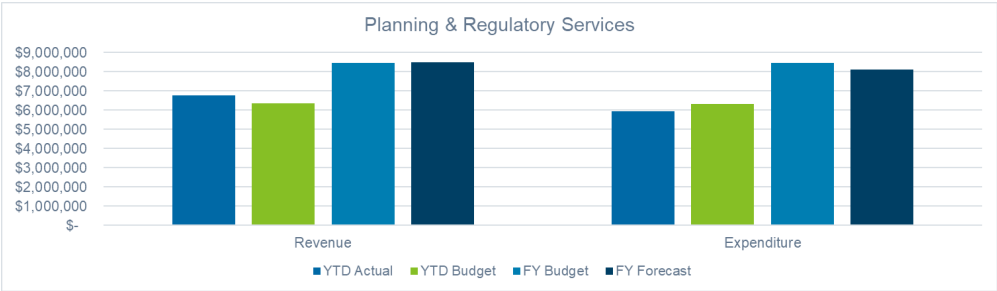
Performance Reporting to the Market

In recent times a monthly update of consenting performance has been proactively posted to the 'build' market on a monthly basis. The intent was to be open and honest around consenting timeframes and performance with that view that through working with our development community that we can lift performance of the building system across the district. A copy of last months' mail out can be seen below.



Financial

The Regulatory Services activity sits across the Community Experience and Services group and the Housing and Business Development Group, the financial information provided here is for the entire regulatory Services activity.



The financial performance of the HABD group activities continues to improve across the current financial year. From a negative position at the end of the last financial year, changes to the fee schedule and the distributions through the last LTP have resulted in a positive turnaround. Demand has also remained solid through the same period.

Organisation Performance

Group Update and Work Plan Delivery

We have continued our focus on the financial performance of the organisation and ensuring that we meet the targeted operational savings for the year and on completing the draft annual plan document for adoption. We are also preparing for our 2024/25 Annual Report and we have successfully received confirmation from Audit New Zealand that they will Audit our annual report in time to adopt the document prior to the Local Government election.

In the People & Capability area the team has been focused on the rollout of the Development Framework and we have had really good uptake across our organisation with the online training and development opportunities that have been rolled out. We are seeing real benefits for the Senior Leadership Cohort and in the way our organisation is collaborating and sharing knowledge.

The Information Services Team has continued its strong focus on improvements and building a strong foundation. The Windows 11 roll out is progressing well and there is a continued focus on ensuring our IT audit for this financial year will see a significant number of previous recommendations cleared. With the upgrade of our core enterprise system 'Authority' starting in the next financial year, we have been working through an Authority Optimisation Project, which ensures that we are making the best and most efficient use of what we have.

The Business Performance Team is continuing to plan for the election and new triennium, as well as focus on the completion of the Business Continuity Plan. It was great to see the delivery of the first legal compliance report to the Risk and Assurance Committee in May.



Ngā Whāinga Matua

Council Plan on a Page Top Priorities



Ngā Whaingā Matua Council Plan on a Page - Top Priorities

This section provides updates on each of the 12 priorities identified in the 2024/25 Council Plan on a Page adopted in July 2024.



Pursing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

Review the Organisation Roadmap and implement identified action.

A key focus has been on empowering our people to achieve success through rolling out the development framework. Our work on progressing the Customer and Digital Action Plans has also moved us towards further enhancing the customer experience through finding better ways to work and driving shared accountability and delivery across the organisation.

Our Annual Engagement survey completed in April shows continuous improvement across all areas, with an increase in overall result from 65% to 70%.

Our higher scores or most positive feedback was in the areas of:

- Supportive Work Environment: The majority of employees feel valued and empowered, contributing to a positive workplace culture
- Leadership is recognised for being approachable and supportive.
- Community Impact: Our people take pride in their contributions to community well-being. The organisation's commitment to community impact is considered a significant strength.

Further progress on getting the basics right and enhancing the customer experience through implementation of the Customer and Digital Action Plans.

In this reporting period Trapeze Professional was rolled out to the Community Vision and Delivery and Community Infrastructure groups. This provides enhanced tools that support document comparison, measuring and calculating, annotating and redacting, stamping and combining documents. These teams along with Organisation Performance and Housing and Business Development who received an early roll out of the upgrade are already noting the marked improvement in effectiveness and efficiency of managing documents that support our customer processes.

The improved knowledgebase of frequently asked questions application (Kbase FAQ) was introduced to the Customer Experience Team and Senior Leadership Cohort during this reporting period. Significant enhancements have been made to the application to enable our kaimahi to access:

- fast, accurate information that can be used across all contact channels
- template email responses
- confirmation of CRM categories appropriate
- indicative response times for service requests

- easier ways to contribute, update and suggest content.

The annual Voice of the Customer surveys have been emailed to residents in our ratepayer emailable database, as well as links published in the community connection to solicit feedback on Council services. There are 10 surveys in total which close in early May before analysis of survey responses begins.

Preparation for the 2025 elections and potential referendum.

Officers recently attended another community event, Neighbours Day, to raise awareness about the upcoming election year and encourage people to enrol or update their details. The event was a success, with approximately 25 individuals engaged throughout the day. A key takeaway was that many community members were still unaware that elections are taking place this year.

Planning efforts are ongoing, with a strong focus on community capacity building, empowering local leaders and residents to support one another in understanding and sharing key information and messages leading up to the 2025 Local Government Election.

We are preparing a pre-election report and intending to release it in June.



Supporting Lake Punahau / Horowhenua Aspirations

Giving focus to advancing actions that speak to community and owners of Lake Punahau / Horowhenua aspirations specific to the role of Horowhenua District Council.

Strengthen relationships with the Lake Trust to consider enabling community aspirations.

Working with Lake Trust to get resource in place for engagement on the Levin Stormwater and water quality improvements.

Complete the Lake Domain development plan using 'Better off Funding'.

The draft Development Plan is currently with the Lake Domain Board for feedback and is expected to be signed off at their end-of-May meeting. In the meantime, a list of priority actions, identified within the plan and confirmed by the Board as key focus areas, has been provided to guide the use of Better-Off Funding which needs to be utilised by 30 June 2025. These actions focus on tangible, early wins that support the revitalisation of the Lake Domain. Implementation of these actions is scheduled to be completed by the end of June.

Develop Best Practicable Options for Stormwater management in collaboration with the Lake Trust (as representative of the owners) and other key stakeholders and partners.

The focus has been on water quality monitoring, and the development and implementation of a cultural health index for monitoring. Physical works have also been completed with the installation of a downstream defender on Mako Mako Road. Further Stormwater interventions will be planned and delivered over the next 18 months.

Continue to be an active partner with the Arawhata Wetland Project led by Horizons.

A High Court Hearing date is set for 4 June (no further details as we are not a party to the High Court appeal).

Support community led planting and clean up initiatives.

As part of the Better-Off Funding actions, a clean-up will be organised in conjunction with the Lake Domain Board, the Lake Trust and the wider community. Ideally, this will be undertaken before the end of June and link in with the work that is planned as part of the Better-Off Funding.



Enhancing Māori Relationships

Ensuring a concerted focus on developing a partnership framework, to advance our relationships and set up both Council and our partners for shared success through well-defined partnership arrangements and clear engagement expectations.

Progress development of Māori relationships and the Engagement Framework.

An update on the Māori Engagement Framework was presented to Council in April. Following the workshop, officers are progressing a range of actions, including refining language and other components of the framework to better reflect feedback from Council. Content continues to be reviewed and amended to ensure alignment with the shared direction of Council and iwi partners, as well as our broader strategic goals, values and partnership commitments.



Enabling balanced growth with fit for purpose infrastructure

Continuing with our integrated growth planning and strategic delivery approach to enable smart and sustainable development that delivers balanced growth and fit for purpose infrastructure.

Progress an initial omnibus District Plan change to effect quick wins and address immediate issues.

Scope has been set by the District Planning and Growth Steering Group. This includes a review of the notable tree list, introduction of national planning standards definitions, and a review of specific development standards. Meetings have commenced with stakeholders that have a technical input (e.g. FENZ, for firefighting standards). However, the RMA blueprint announcement contains content that may impact the direction of the plan change. In particular, the RMA Blueprint indicates that 'Notable Trees' may be removed from the RMA and transferred to the Pouhere Taonga Act (meaning Council will no longer control this matter – there are pros and cons to proceeding with reviewing the notable tree list, which we are working to understand) and indicates a new set of 'National Standards' which may or may not change the existing national planning standards definitions. We are working through the costs and benefits (and associated risk) with acting or not acting and will in due course provide advice to the Steering Group.

Continue integrated growth planning to inform future capital investments.

Work is underway to launch to the organisation, starting with the Senior Leadership Cohort in May. Alongside this, work is underway to prepare a cohesive and consistent set of 'growth

information'. Plan Change 6A has also been notified, which (if approved) will enable 500+ additional homes. The submission period for this plan change closes 14 May.

The deliverable focused on utilisation of surplus Council land is also underway, with inputs from across the organisation.

Retaining focus and energy on bringing to life the outstanding environment and thriving economy community outcomes through fit for purpose infrastructure.

This is covered in the ongoing delivery of the capital programme.

Development of Vested Assets Policy.

The proposed Vested Assets Policy seeks to mitigate the financial impact on ratepayers by requiring third-party contributions for the long-term maintenance of newly vested infrastructure assets. Currently, infrastructure maintenance and renewal data are being gathered to test the policy's feasibility. The policy was first introduced to the Council in November in a draft format for initial feedback.

Given that this is a new concept with no clear precedents in New Zealand, it was essential to engage with Council early to explore its potential implications. Direction and support were provided by Council for further refinement and the development of clear guidelines.

Work is ongoing to gather data that enable the policy to be informed to a level that parameters for delivery can be clearly stated and understood. Both Finance and Infrastructure Teams have been actively engaged to support the provision of data requested, this process is ongoing and may lead to additional workstreams.

A summary update of current position is proposed to be presented to Council in May to provide an update on the current status and associated challenges.

This proposed policy once formed and deemed viable, will require community consultation.

Deliver the Capital Programme.

MacArthur Street, Levin and Margaret Street, Shannon renewals are progressing as planned. The Team is investigating an additional Wastewater renewal down Mangahao Road, Shannon while construction is currently taking place on Bryce Street.

The Mako Mako downstream defender has been installed, and Council Officers are investigating the best and most cost-efficient location for a second device.

That will see the completion of the 24/25 significant 3W capital projects.

Council will receive an update regarding the landfill leachate groundwater at the briefing scheduled for 21 May. Officers will present options regarding the areas of land that are viable to become a wetland, and will seek Council direction prior to the drafting of the council report.

The Levin Wastewater Treatment Plant downstream inlet pipe and bulk main project is being finalised. A procurement plan was presented to the Procurement Review Group on 9 April. From here officers are drafting a report to take to Council, planned on 14 May. Lutra will be assisting and providing guidance throughout the procurement and tender process. Headworks design is progressing well with technology selection underway. This will inform preliminary design

planned to be completed in June to inform principal requirements for design build tender estimated at \$7M - \$10M to be procured pending Council approval in 25/26.

Conduct appropriate investigations in key strategic focus areas—including aquatics, parks, property, and sports—preparing for informed decision making ahead of the next Long Term Plan.

Visitor Solutions has briefed Council by way of workshops and presented a draft high-level concept of what the framework will look and feel like. Over the next couple of months, Council will have an opportunity to further input into the design of the framework. Visitor Solutions has met with key stakeholders and the steering group to identify usage and key areas of consideration.



Local Water Services Done Well (LWDW)

Navigating change towards inhouse provision of reliable three water services while strategically positioning ourselves to embrace and benefit from sector change.

Position Council for future changes to Local Waters Done Well waters arrangements.

The LWDW consultation period closed on 10 April, with 94 submissions received. Hearing of submissions took place on 30 April. The LWDW Project Team continue to work on required inputs for a Water Services Delivery Plan. A second Council Forum is scheduled for 8 May and will include six Councils from the Horizons region.



Strategically Positioning Horowhenua

Ensuring targeted advocacy and proactive pursuit of third-party funding opportunities and strengthening of national and regional connections, to ensure our community's needs are clearly understood and prioritised, keeping us relevant and well-positioned to pursue or react to opportunities.

Pursue new look funding arrangements with CIP or others to advance growth infrastructure.

Opportunities are being investigated on an ongoing basis.

Pursue funding opportunities to speed up plans or advance unfunded or under resourced priorities.

An external funding stocktake is underway and where opportunities present themselves, these will be investigated as they arise.

Respond to regional deal opportunities.

We are waiting on a response to the City and Regional Deal proposal that was submitted to DIA in February 2025 for the 'Greater Manawatū' Region (consisting of Horowhenua, Manawatū, Palmerston North, Tararua districts and Horizons Regional Council).

Ensuring Financial Discipline and Management



Ensuring targeted advocacy and proactive pursuit of third-party funding opportunities and strengthening of national and regional connections, to ensure our community's needs are clearly understood and prioritised, keeping us relevant and well-positioned to pursue or react to opportunities.

Ensure financial discipline and compliance with our financial strategy and benchmarks.

Improvements identified in the 2023/24 audit management report and PwC tax compliance reviews are progressing at pace. There has been great progress on implementing and closing off some older open recommendations which was last reported to the Risk and Assurance Committee in April 2025.

2024/25 Annual Report interim audit was completed in March/April 2025. Asset valuation for Council's infrastructural and operational assets for 30 June 2025 is underway and progressing well with forestry valuation and fair value assessment for roading assets close to finalisation. Council's draft audit plan was received in March 2025 from Audit NZ and timing of final audit is being confirmed subject to audit resourcing availability.

Implement organisation-wide stringent budget monitoring to ensure all departments adhere to allocated budgets, promoting a culture of financial accountability and transparency across all levels.

2025/26 Annual Planning was completed with a comprehensive budget impact assessment performed by all budget managers towards the end of 2024. In December 2024, Council, having considered the information received during the Council workshops held October-December 2024, endorsed the preferred proposed average rates increase (after accounting for growth) of 9.3% for the 2025/26 year. Further savings were identified subsequent to the 11 December meeting and the revised proposed average rates increase of 8.5% was presented to the Council in April.

Council has agreed to not consult on the Annual Plan 2025-26 as there are no significant or material changes from the Long Term Plan 2024-44.

The Capital Programme was presented to the Capital Projects Steering Group in March and then to a Council workshop in April. Consultation on new fees and Resource Management Act and Food Act fees closed on 28 March 2025 with three submissions received.

The report for the 2025/26 Annual Plan, and Fees and Charges will be put forward for Council adoption on 14 May 2025.

Procure wisely and strategically, to prioritise spending on essential services and projects that deliver the highest value to the community.

Council continues to seek best public value in its procurement activity. Projects in a variety of price brackets and risk levels have gone to market for proposals and quotes which provides assurance that the work we are doing is being done at a competitive price without substituting quality.

A paper on the use of Supplier Panels and Preferred Suppliers is currently in draft which will highlight common spending trends across the business and provide recommendations to the

Executive Leadership Team on how we procure common services such as Professional Services, catering and more.

Monitor Treasury opportunities to take advantage of favourable interest rates, reduce debt servicing costs, and maintain the Council's credit rating.

In mid-March, Standard and Poor's (Council's credit agent) lowered the ratings on 18 councils and three council-controlled organisations. This followed its decision to lower the New Zealand Institutional Framework assessment in February. HDC's credit rating is unaffected by the March decision.

Standard and Poor's credit rating exercise is commencing with visit date from the agent confirmed for late May 2025. Officers have started the preparation including strengthening Council's liquidity (through pre-funding exercise), and better budgetary management.

Presentation from Council's treasury advisor (Bancorp) took place at the April 2025 Risk and Assurance Committee meeting and covered topics including liquidity and interest rate risks analysis for Council.

Provide transparent financial reporting and regular updates to the community on the Council's financial performance and initiatives.

Monthly financial results are prepared and presented to the Executive Leadership Team and Senior Leadership Cohort within Council. At the March meeting, members engaged in robust conversation around achievability of year end forecast, asking valid questions of each other on the validity of spending expectations. This is well received and further promotes accountability and transparency of financial results across the Council.

Enriching Our Environment



Focusing on targeted initiatives to enrich, preserve and enhance Horowhenua's natural environment through promoting sustainability, waste management practices and resilience to climate change for the benefit of current and future generations.

Establish the emission monitoring portal.

With the emission monitoring portal in place, the Integrated Growth and Planning Team (IG&P) received the first draft report from Mott MacDonald involving a carbon assessment of selected water and wastewater projects (Action 3.1 of the Climate Action Plan). Feedback and direction on the report has been provided to Mott MacDonald and Officers are waiting to receive the final report in May.

A Moata Carbon Portal training was held with four Officers, navigating the portal with Mott MacDonald's guidance. Officers now have access to the portal, across 6-months beginning in April. IG&P Team will be organising information sessions and provide training for teams to improve access and usage.

Implement the Climate Action Plan within budget allocations.

The Climate Action Fund (\$500-\$2,500) is being prepared for the August grants period with Community Development. Officers have continued to deliver the Enriching our Environments

campaign, in line with the strategic communications plan (Action 1.1 of Climate Action Plan). Officers have met with Smart Power to discuss potential options and pathways for decarbonisation, this work is ongoing (Action 3.1, Action 8.3 of Climate Action Plan). Officers and local community members continue to meet to progress the Horowhenua kai resilience network mahi (Action 5.6 of Climate Action Plan).

IG&P have completed the first monitoring survey with the Senior Leadership Cohort to explore progress made towards the Climate Action Plan within the first four months. Progress and reporting were significant and demonstrated direct progress towards 84% of the actions. Notable areas of focus include waste minimisation and recycling, biodiversity enhancement, including native planting and wetland restoration, regenerative tourism (including major events), and community education (Action 4.2, Action 5.1, Action 5.2, Action 6.1, and Action 1.2 of Climate Action Plan).

Continue workstreams to enable decision making on Council's role and focus on waste management and minimisation, including potential future uses of the Levin Landfill site.

The team is looking to finalise the 2nd draft of the Closed Landfill Management Plan that includes changes discussed through workshops and written feedback with community groups.

A new Waste Minimisation Officer has started with key focus on reviewing our education programme, the roll out of the Kerbside Food Waste Collection and composting trial. This has now started as we engage with 500 households. A presentation provided to Council on the Solid Waste programme that includes the above and the current Solid Waste Agreement Review which continues to evolve as we work with existing contractors and the wider sector in establishing opportunities to move forward.

Support the protection and restoration of natural habitats, including wetlands, forests, and coastal areas.

Officers are working with Waikawa Beach Environmental group on a working bee with the community to be held in May. This is to provide further stability within the dune system and removing pest plants.

Officers have been heavily involved in the development of Papangaio Te Wharangi Manawatū Estuary Plan which outlines how and why community groups and agencies will be protecting and restoring the area.

Continue partnerships with schools, local organisations, and community groups to promote environmental stewardship.

Horowhenua College received a Period Products workshop with some 150 students attending. The new Waste Minimisation Officer is currently reviewing the Waste Minimisation Education Programme offered to schools and the community.

The Read for Trees Reading Programme concluded during this reporting period. A large number of children took part in the reading challenge which resulted in 40 native trees being planted at Kowhai Park in April. The planting was attended by participants of the programme who were given the chance to plant the trees and celebrate their reading efforts. This initiative has been a

true #MahiTahi effort, with the Libraries Team partnering with Green By Nature to deliver this exciting initiative.

The reporting period saw the unveiling of the Papangaio Te Wharangi Manawatū Estuary Plan. Officers have worked alongside the community and other agencies on the plan over the past few years. The plan works collaboratively to protect the Manawatū Estuary, with agencies providing education and support to community groups to undertake this mahi.

Community Preparedness



Focusing on strengthened Council and community preparedness and resilience to enable our ability to plan for, respond to, adapt and recover from emergencies and district changes.

Emergency management planning and preparation.

Twenty-four x 4000Ltr Water Tanks have been delivered as part of our LTP funded Emergency Water Supply Resilience project. These have been deemed the most suitable assets to support our communities should regular water supplies be affected both in emergencies or BAU disruptions.

In addition, Emergency Management advisors:

- progressed the Whakamana Marae Project (marae energy resilience) with a meeting with funders to understand their requirements and a follow up meeting with Electra and the Project Team has been scheduled to further progress
- worked with the IT Team to complete the purchase of Starlink devices and related resilience related equipment for our Emergency Operations Centre and community
- facilitated a Psychological First Aid Course for council staff and community volunteers including personnel from Tokomaru-Ōpiki and Shannon Civil Defence Response groups (20 attendees). The course was funded from the (NEMA) TEC Fund and delivered by a Red Cross Facilitator
- attended a Manakau Progressive Assn meeting to update the Committee on general CDEM activities in the district, and emergency response arrangements in the district and locally at Manakau; NEMA facilitated National Space Weather seminar online; Manawatū-Whanganui Regional Rural Coordination Group meeting
- hosted two Horowhenua Emergency Management Committee (EMC) meetings. The March meeting covered the drought status, National Space Weather planning and public education measures, and member agency updates and related matters; the April meeting largely covered the Levin Tornado event and a presentation from FENZ Horowhenua Fire Risk Manager, Glen Johns
- attended meeting of the Manawatū-Whanganui Regional Rural Coordination Group in Palmerston North (11 March). Main topic on the agenda was the current drought declaration and ongoing medium adverse event status

- attended a CDEM Group facilitated presentation in Palmerston North to hear from Ian MacDonald (former Hawkes Bay CDEM Group Controller and Group Controller during the Hawkes Bay Cyclone Gabrielle event). A lot of learnings, with particular talk about the pressure and impacts of such an event, not only on the affected community, but the responders and those working in the emergency coordination centres. Overall message is the community needs to be prepared
- attended a meeting of the Ōhau Community Hall Committee (29 April) to discuss emergency water supply and committee/community role in a Civil Defence emergency. We will attend a further meeting of this group in the near future to continue discussions.

In April, Levin was impacted by a tornado that caused damage to several properties in its path, particularly in the central part of the township. The Emergency Operations Centre (EOC) was activated to coordinate Council's immediate response, including welfare checks, debris clearance and support to affected residents. Council also activated the Mayoral Relief Fund to assist those experiencing hardship as a result of the event. Feedback from affected residents and community groups has been positive, with many expressing appreciation for the swift and coordinated response provided by Council and its partner agencies.

Progress priority business continuity and resilience initiatives.

The draft Business Continuity Plan (BCP) is progressing well. The strategies for each high-risk process has been reviewed and additional detail is currently being added where required. The current focus is on the IT sections of each strategy to ensure alignment to the IT BCP high risk process strategies.

Continue tackling stormwater hotspots across our district.

As part of our ongoing work to address stormwater hotspots across the district, the following progress has been made.

- We have responded to flood events and carried out targeted drain clearing and maintenance to help reduce immediate flood risks.
- A list of sites that are prone to flooding, or could be at risk of flooding has been developed. Both the Stormwater and Roading Teams are working collaboratively on this to ensure a coordinated approach.
- We have initiated a district-wide LiDAR survey. This will provide high-resolution topographic data to help identify natural overland flowpaths, update flood modelling information, and support the design of future stormwater infrastructure improvements.
- We have completed a stormwater improvement project in Waitārere Beach, which fixes a longstanding flooding issue on the Waitārere Beach Road / Waitārere Rise Avenue roundabout.

These actions are part of a strategic, evidence-based approach to better manage stormwater issues and strengthen the district's flood resilience.



Community Connections and Better Wellbeing

Focusing on priority wellbeing initiatives driven by the Horowhenua Blueprint, Wellbeing framework and the Housing Action Plan while strengthening place-based community relationships and engagement to foster authentic relationships and enhanced community connections.

Continue progressive implementation of Blueprint priorities.

A number of the Blueprint priorities are reported on separately in other priorities and Group Updates.

Implement the Housing Action Plan priorities.

The recently engaged Housing Development Lead has been tasked with placing greater emphasis on the Housing Action Plan and its targeted initiatives post its review and refresh at the end of 2024.

This role will pick up the stalled Kainga Ora projects and seek alternate channels through which to deliver on the original initiatives. This includes partnering with Community Housing Providers and investigating other channels through which Council may influence and enable affordable housing development.

Consent processing timeframes across the business have improved significantly in the past six months and this improvement will benefit the market through more timely and cost-effective delivery of building projects.

One project that was completed recently was a development that had initially been set up through the acquisition arm of Kainga Ora. This project was well enabled through consenting support from council, to fill in what was an old quarry and provide land for social housing, enabling 18 one and two-bedroom units to be built, complete with a community garden.

In the past three years Kainga Ora have almost doubled their housing stock in the district to 210 homes and have also upgraded to healthy home standards over 50% of their existing stock. With the change in direction with central government, future progress in this space will slow with a shift in focus towards Community Housing Providers being the targeted direction moving forward.



A Family Flat pilot was recently held in Shannon. The concept was around providing easy guidance towards adding a family flat to your property should you meet the criteria around district plan rules. The turnout to this event was excellent and far exceeded expectations, we

look forward to running more of these sessions across the district in coming months. Recent changes to the establishment of family flats from central government will also be summarised and the potential impacts illustrated to council in May.

Activate the key priorities within the Community Wellbeing Strategy.

We continue to make good progress on the Community Wellbeing Action Plan and remain on track to complete all year one actions by the end of the financial year.

Key actions during the reporting period include;

- ANZAC Day services across the district
- all things Dutch being celebrated with the Big Dutch Day Out on 26 April at the Te Awahou Riverside Cultural Park
- a successful Neighbours Day held on 22 March at the Levin Adventure Park
- the first round of urupā funding being allocated
- two community capacity-building courses, Different Brains, Bright Future and Mana Taioha delivered and attended by 68 members of the community
- a fun-filled Youth Space Holiday Programme being delivered, including activities from nerf wars, laser tag and basketball
- hosting a community session on vulnerable housing.

The Community Wellbeing Committee received a presentation and update at its 12 March meeting from Te Whatu Ora, focusing on vaping and tobacco.

Maintain a sustained focus on improving our communication and engagement across communities.

Key focuses for communications and engagement optimisation during the period were;

- progressing the Te Takeretanga o Kura-hau-pō website refresh with round three of the design feedback provided on 29 April for a go live on 25 June
- consultation on the Levin War Memorial Hall - the topic garnered significant community engagement both online and received over 300 submissions
- launching the Local Waters Done Well consultation in March with a multi-channel approach including, Let's Kōrero online, print, social media campaign, Citizens' Panel workshops, radio, digital billboards and Cuppa with a Councillor sessions.

Initiate community plans in Foxton and Shannon and continue with place-based relationships.

Foxton and Foxton Beach Community Plan: The expressions of interest seeking applications from community members or groups that had the passion and skills to voluntarily represent any themes applicable to them identified in the Foxton and Foxton Beach Community Plan on a Page closed on 5 March. After closing, a total of 22 applications had been received that indicated representation across all themes, i.e. Community, Recreation, Culture and Heritage,

Commercial and Tourism, Nature and Environment, and Infrastructure and Transport. Some submitters had selected to represent across multiple themes.

Next steps are to host a workshop in May for those who expressed interest to meet each other, outline expectations, appoint a chairperson and determine leaders for four of the six themes as it had been agreed in previous meetings that Infrastructure and Transport, and Nature and Environment would be led by Horowhenua District Council and Horizons Regional Council respectively. Once the newly formed Foxton Futures Group is established, work will begin to create the more detailed Community Action Plan that will identify the projects and priorities to be implemented to bring the Foxton and Foxton Beach Community Plan to life.

Shannon Community Plan: Councillor Olsen and the Working Group have met three times to analyse then prioritise the suggestions made during community consultation. They have been supported by the wider internal Council Team representing the different Council functions and from Sport Manawātū, with the first draft Community Plan on a Page shared with the Working Group, who are meeting on 15 May to finalise. Once finalised the Plan will be presented to Council for adoption. The community is excited about the plan being presented for adoption at an extraordinary Council meeting to be held in Shannon in June.



Activating the Levin Town Centre

Activating key strategic initiatives to act as a catalyst for change, stimulating collaborative and transformational revitalisation of Levin's hub.

Implement agreed Strategy initiatives.

Community consultation on the design proposal to Reimagine the Levin War Memorial Hall and Village Green redevelopment closed on 17 March which attracted a lot of interest from the community with 339 submissions received. Copies of all submissions were included in the Council Report for 26 March Council meeting for Council to make an informed decision as to whether to sell the Levin War Memorial Hall and Village Green properties to The Wellington Company Ltd. Council requested an additional step in the resolution to proceed with the sale which was to provide further opportunity for Muaūpoko and Ngāti Raukawa ki te tonga to engage on the proposal. This engagement is in the process of being set up with The Wellington Company Ltd.

Officers have been working closely with Horizons Regional Council and Greater Wellington Regional Council to understand the proposed transport option upgrades. This has included submissions to the Regional Transport Committee, Greater Wellington Regional Council and Horizons Regional Council to advocate for improved services. Work continues assessing the option and impacts of relocating the Levin Railway Station platform to the northern site of between Queen and Tyne Streets which is closer to the town centre.

Work continues to develop a Carparking Strategy and plan for accessibility in the Levin Town Centre, and how the changing transport options, i.e. bus, rail services and the opening of Ō2NL, might affect the way people can access the town centre. Carparking data continues to be collected to support decision making by enabling an understanding as to the utilisation and

carparking behaviours. This information will be key to ensuring that the heart of the town is accessible to all users as future changes and growth are navigated.

Pursue connections and relationships to build momentum outside of Council led initiatives.

As part of the consultation process for the Levin War Memorial Hall and Village Green, Officers engaged in valuable conversations with the youth community, Iwi partners, Reference Group, the Paul Ireland family and made themselves available at drop-in sessions at Te Takeretanga o Kura-hau-pō.

An additional opportunity to engage with youth was at Futures Day where two groups participated in an activity to identify features they thought important in the development of a new transport hub for the Levin Town Centre Transformation.



Ōtaki to North Levin Readiness

Leveraging the Ōtaki to North of Levin Expressway Project to seize opportunities and ensure alignment with strategic council priorities for long-term community benefit

Continued advocacy on Ō2NL revocation.

Officers have been actively advocating for clarity regarding Ō2NL revocation. NZTA has committed to providing a briefing to Council on 7 May.

Officers are continuing with preparations for the next steps in the planning process and have a first meeting with NZTA regarding

Championing legacy outcomes.

Officers have been regularly attending Legacy Outcomes rōpū hui, advocating for community outcomes and planning for implementation of initiatives.

Officers are currently focused on understanding the long-term transport impacts of the Ō2NL project on the local network, with particular attention to Tararua Road and its connection to State Highway 1 and the North Island Main Trunk (NIMT) rail line. This includes ongoing advocacy and input into design discussions to ensure integration and resilience at this critical interface. These efforts support the broader objective of delivering positive, long-term infrastructure outcomes for Horowhenua, while ensuring no negative legacy issues arise, through continued collaboration with NZTA and the project Alliances.

With the Ō2NL project in a transition phase, the focus has been on keeping abreast of the project's progress and understanding Council's role and opportunities to contribute to the project.

During this period Council has received several briefings from NZTA on the Ō2NL project and its progress. In addition, Officers have;

- continued to meet with NZTA and Alliances to input into design elements to ensure tie in with existing HDC infrastructure e.g. Stormwater

- established regular meetings between HDC and the Ō2NL Owner Interface Managers and HDC and the North Alliance Working Group to ensure HDC are integrated into the project and Alliances further
- continued to attend Internal Owner Team meetings throughout March and April
- continued to attend Project Steering Group Meetings and HDC's Representative on PSC was interviewed as part of the Gateway Review process in April
- been working to understand the impact on the land transport network as a result of Ō2NL and the decision to toll Ō2NL.

Work is also underway with NZTA and the Alliances to finalise the design and consent application for the East West Arterial, with the aim of lodging the Notice of Requirement in early May.

In terms of Council's Regulatory Function Officers have been preparing for the receipt of the draft (and final) Outline Plan of Works as part of the Ō2NL consent process. This has involved attending workshops and briefings, as well as procuring technical experts in areas such as traffic management, environmental impact, and urban design to support the review and response process.



Our Values – What We Stand For

Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

The Read for Trees Summer Reading Challenge has been a powerful example of mahi tahi – working together across the organisation to inspire literacy, enrich our environment and intergenerational connection.

This year, our Team took a fresh approach by combining the children's and adult reading programmes into one inclusive challenge. The goal was simple, foster a love of reading, together. By encouraging parents and caregivers to participate alongside tamariki, we reinforced the powerful role adults play as reading role models – setting the foundations for lifelong learning by sharing in the joy of books.

The real magic in this kaupapa though, was brought to life through partnership. Green by Nature generously offered to plant native trees in our local parks as a reward for community reading efforts. With their generous support, Read for Trees was born – linking literacy to environmental action.

From December 2024 to February 2025, the community truly stepped up. Together, our readers logged an incredible 208,143 pages – or 1,131 books. Adults alone read 355 books, with standout reader Susan logging 11,622 pages on her own! In January, we reached our tree-planting milestone – and thanks to further support and partnership from the Friends of the Horowhenua Library, who stepped in to fund more trees, we were able to extend the challenge and keep the momentum going.

This shared effort – between library staff, Friends of the Horowhenua Libraries, parents and young readers – highlights the power of collaboration. The Read for Trees challenge has been a living example of mahi tahi – multiple hands, shared purpose and a thriving community.



Community, Green By Nature and Council.



Pūrongo Ahumoni Whakarāpopoto

Financial Summary Report



Statement of Comprehensive Revenue and Expense to 31 March 2025

	Actual YTD March 2025 \$000	Budget YTD March 2025 \$000	Variance YTD March 2025 \$000	Forecast Full Year 2024/25 \$000	Budget Full Year 2024/25 \$000	Variance Full Year 2024/25 \$000	Notes
Revenue							
Rates Revenue	46,894	46,640	254	62,696	62,122	574	1
Operational Grants & Subsidies	2,703	3,780	(1,077)	4,142	4,752	(610)	2
Fees & Charges	4,165	3,009	1,156	4,595	3,997	598	3
Other Revenue	3,878	3,642	236	4,773	4,777	(4)	
Total Revenue	57,641	57,071	570	76,206	75,648	559	
Expenditure							
Employee Benefit Expenses	17,183	17,826	644	23,284	21,879	(1,405)	4
Other Expenses	21,737	25,993	4,256	33,783	36,202	2,419	5
Total Expenses	38,920	43,819	4,899	57,067	58,081	1,014	
Finance Income	865	-	865	1,326	-	1,326	
Finance Costs	7,324	5,718	(1,606)	9,420	7,624	(1,796)	
Net Interest	6,459	5,718	(741)	8,095	7,624	(471)	6
Operating surplus(deficit) before capital revenue and taxation	12,262	7,534	4,728	11,045	9,943	1,102	
Capital Items							
Revenue							
Capital Grants and Subsidies	3,141	7,684	(4,542)	7,786	10,169	(2,383)	7
Development Contributions	1,477	1,613	(136)	2,005	2,150	(146)	
Total Capital related Revenue	4,618	9,296	(4,678)	9,791	12,320	(2,529)	
Expenditure							
Depreciation and Amortisation	17,314	17,539	225	23,231	23,385	154	
Loss on Derivatives	1,761	-	(1,761)	-	-	-	8
Total Capital related Expenditure	19,075	17,539	(1,536)	23,231	23,385	154	
Total Surplus(deficit)	(2,194)	(708)	(1,486)	(2,396)	(1,122)	(1,273)	

Explanations of significant variances

Note 1 Rates Revenue favourable - due to rating units growth coming in higher than expected/budgeted.

Note 2 Operational Grants and Subsidies unfavourable - largely due to three waters reform funding budget error and lower than forecast funding for Ōtaki to north of Levin new highway (Ō2NL).

Note 3 Fees and Charges favourable - mainly due to Solid Waste Recycling rebates being higher than budgeted which includes \$0.38M that was carried forward from the 23/24 year and slightly higher revenue in Planning and Regulatory activity following changes to the fee schedule and the distributions through the last Long-Term Plan. Demand has also remained solid through the same period.

Note 4 Employee Benefit Expenses unfavourable – March year-to-date (YTD) position is favourable due to minor vacancy savings across the Council. Full year forecast is unfavourable due to the Local Water Team brought in-house in November 2024, this is offset by favourable in Maintenance under Other Expenses. Full year budget reflects the outsourced model for local water, whereas the full year forecast reflects the current in-house delivery model of local water services.

Note 5 Other Expenses favourable – further detail in the table below.

Note 6 Net Interest unfavourable - we are monitoring market interest rates closely and utilising the use of hedging strategies.

Note 7 Capital Grants and Subsidies unfavourable – mainly due to reduced funding from NZTA Waka Kotahi.

Note 8 Loss on Derivatives unfavourable - due to loss on interest rate swaps with interest rates movement. Swaps are derivative contracts with gains or losses on the swap contract matching gains or losses on the balance sheet. They are non-cash items.

Note 5 Other Expenses	Actual	Budget	Variance	Forecast	Budget	Variance	Notes
	YTD March 2025 \$000	YTD March 2025 \$000	YTD March 2025 \$000	Full Year 2024/25 \$000	Full Year 2024/25 \$000	Full Year 2024/25 \$000	
Professional Services	4,258	5,711	1,453	7,192	7,296	104	5a
Materials	455	391	(63)	631	118	(513)	5b
Maintenance	11,015	11,999	983	15,591	18,254	2,663	5c
Bank Fees	64	53	(11)	86	71	(15)	
Insurance Brokerage	-	18	18	-	24	24	
Grants Paid	449	571	122	684	603	(81)	
Utilities	1,348	1,260	(87)	1,874	1,762	(111)	
Communications	142	137	(5)	197	176	(21)	
Other Expenses	5,202	6,431	1,229	8,085	8,540	455	5d
Vehicle Expenses	203	337	134	424	188	(235)	5e
Other Treasury Expenses	115	103	(12)	156	138	(18)	
Labour Recoveries for Capex projects	(1,513)	(1,019)	494	(1,137)	(968)	168	
Total Other Expenses	21,737	25,993	4,256	33,783	36,202	2,419	

Explanations of significant variances

Note 5a Professional Services favourable - this is largely due to timing and full year forecast is aligned with full year budget.

Note 5b Materials unfavourable - this is largely due to chemicals costs for Water and Wastewater treatment plants, offset against favourable variance in Maintenance. This is a result of the establishment of Local Water Team in-house in November 2024 where the adopted budget followed the outsourced model and forecast reflects the costing for in-house Local Water Team.

Note 5c Maintenance costs favourable - due to the establishment of Local Water Team in-house in November 2024. This is offset against the costs now shown in Materials, and Vehicle Expenses.

Note 5d. Other Expenses favourable - partially due to the timing of expense for Māori Partnerships, this will be on budget by year end. There is also reduced spending planned for the Mayor's Taskforce for Jobs, the spending has decreased due to a decrease in funding received.

Note 5e. Vehicle Expenses unfavourable - this is largely due to vehicle costs resulting from the establishment of Local Water Team in-house in November 2024, offset against favourable variance in Maintenance.

Cash Flow Statement to 31 March 2025

	Council Actual \$ 31 March 2025 \$000	Council Budget \$ 2024/2025 \$000	Council Actual \$ 2023/24 \$000
Cashflow from Operating Activities			
Cash was provided from:			
Revenue from Rates	46,642	62,122	52,049
Other Revenue	10,598	25,845	27,228
Interest Received	865	–	1,602
Net GST movement	1,193	–	–
Total cash provided	59,298	87,967	80,879
Cash was disbursed to:			
Suppliers, services and employees	38,432	58,605	55,275
Interest Paid	7,324	7,624	8,595
Net GST movement	–	–	278
Total cash disbursed	45,756	66,229	64,148
Net Cashflow from Operating Activity	13,542	21,738	16,731
Cashflows from Investing Activities			
Cash was provided from:			
Proceeds from asset sales	–	2,533	217
Proceeds from investments	–	–	–
Total Cash Provided	–	2,533	217
Cash was disbursed to:			
Purchases of investments	–	408	7,829
Purchase of Assets	19,999	42,493	35,902
Total cash disbursed	19,999	42,901	43,731
Net Cashflow from Investing Activity	(19,999)	(40,368)	(43,514)
Cashflows from Financing Activities			
Cash was provided from:			
Loans Raised	14,000	38,804	67,000
Total cash provided	14,000	38,804	67,000
Cash was disbursed to:			
Repayment of Public Debt	4,000	22,493	33,000
Total cash disbursed	4,000	22,493	33,000
Net Cashflow from Financing Activity	10,000	16,311	34,000
Net increase (decrease) in cash held	3,543	(2,319)	7,217
Add opening cash brought forward	11,482	6,621	4,265
Closing cash balance	15,025	4,302	11,482
Closing balance made up of cash and cash equivalents	15,025	4,302	11,482

Explanations of significant variances

Other revenue in Operating Activity – lower cash received in grants and subsidies mainly due to reduced funding from NZTA Waka Kotahi, three waters reform funding budget error and lower funding for Ōtaki to north of Levin new highway (Ō2NL).

Proceeds from Asset sales in Investing Activity – no actual to date; this is not expected to occur by the end of the financial year.

Purchase of Assets in Investing Activity – the budget for this has been revised to \$36M and is on track to be delivered by the end of the financial year.

Net Cashflow from Financing Activity – further loans will be raised in the last quarter of the financial year, on par with budgeted \$16.311M

Closing cash balance – this is more favourable than expected mainly due to less spending in Purchase of assets in investing activity.

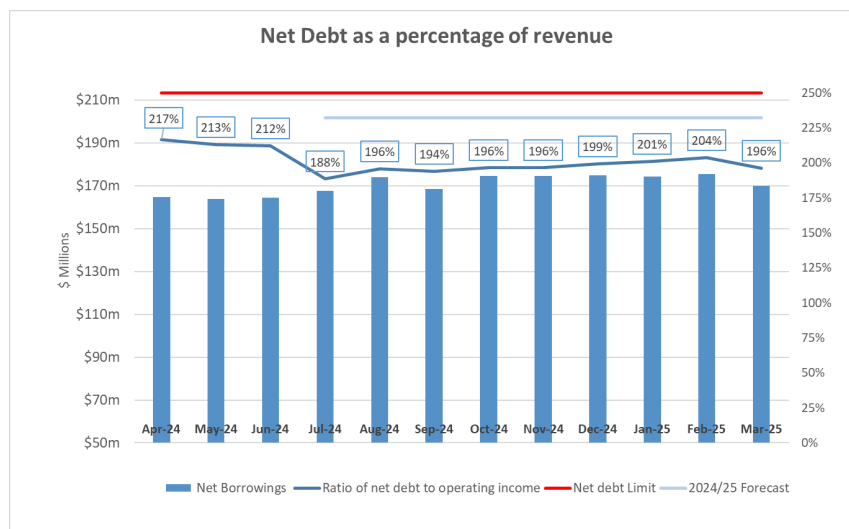
Statement of Financial Position as at 31 March 2025

	Council Actual \$ 31 March 2025 \$000	Council Budget \$ 30 June 2025 \$000	Council Actual \$ 2023/24 \$000
ASSETS			
Current assets			
Cash and cash equivalents	15,025	4,302	11,482
Debtors and other receivables	25,605	5,127	9,286
Prepayments	1,319	–	1,399
Inventories	32	–	32
Derivative financial instruments	–	–	707
Other financial assets	22,350	3,501	22,764
Non-current assets held for sale	–	–	–
Total current assets	64,331	12,931	45,670
Non-current assets			
Plant, property and equipment			
Operational assets	82,453	88,530	82,075
Infrastructural assets	799,904	795,241	797,608
Restricted assets	96,622	96,765	97,962
Intangible assets	1,226	2,306	1,196
Forestry assets	1,411	1,194	1,411
Commercial Property	–	1,300	2,500
Derivative financial instruments	464	–	618
Other financial assets:			
Investments CCO's & similar entities	204	–	204
Investments in associates	51	–	51
Other	4,662	4,848	3,748
Total non-current assets	986,997	990,184	987,373
Total assets	1,051,328	1,003,115	1,033,043
LIABILITIES			
Current liabilities			
Payables and deferred revenue	12,488	15,765	16,900
Provisions	935	1,516	1,498
Employee benefit liabilities	1,564	1,852	1,946
Derivative financial instruments	–	6	–
Borrowings and other financial liabilities	43,000	28,992	43,000
Total current liabilities	57,987	48,131	63,344
Non-current liabilities			
Provisions	9,099	8,638	9,099
Employee benefit liabilities	537	472	537
Borrowings	169,000	161,052	159,000
Derivative financial instruments	1,048	–	148
Total non-current liabilities	179,684	170,162	168,784
Total liabilities	237,671	218,293	232,128
NET ASSETS	813,657	784,822	800,915
EQUITY			
Retained earnings	254,480	256,177	241,740
Revaluation reserves	549,773	518,636	549,773
Other reserves	9,405	10,009	9,402
Total equity	813,657	784,822	800,915
Total equity attributable to:			
Horowhenua District Council	813,657	784,822	800,915
Total equity	813,657	784,822	800,915

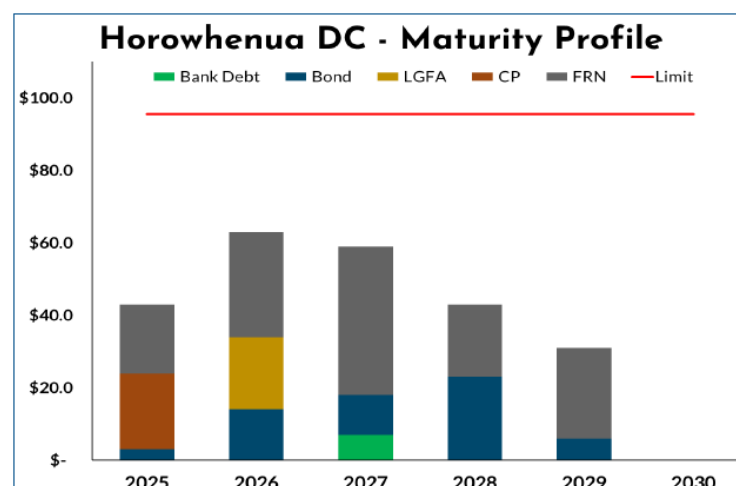
Treasury Update to 31 March 2025

As at 31 March 2025, Council had \$212 million of current external debt, up from \$202 million at the end of June 2024, unchanged from last quarter. In addition, Council has a \$7M BNZ facility, and a \$20M facility with the LGFA.

Our net debt (total borrowings less term deposits, borrower notes and cash) at 31 March 2025 was \$170 million, equating to 196% of operating income - below the limit of 250% set out in the 2024-44 Long Term Plan for 2024/25. Our full year forecast position is currently expected to be 232% in line with prior guidance and our LTP has been set on this basis.



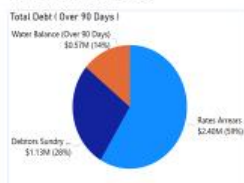
Our debt maturity profile (which includes the forward starting debt) is depicted in the graph below and indicates a good spread of maturities between 2025 and 2029. Council is compliant with Section 4.6 of the Liability Management Policy ("LMP"), which governs its funding risk management activities.



Debtors Analysis to 31 March 2025

Dashboard Data as at 31 March 2025

DEBTORS REPORT



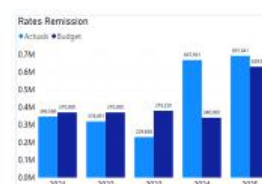
Top 10 Debtors Over 90 Days

Debtor	Category	Business Group	Transaction Date	Amount
210803	General	Organisation Performance		\$54,332
210903	Building Contracts	Housing and Business Development		\$40,373
160901	General	Organisation Performance		\$37,619
210701	General	Organisation Performance		\$37,200
210629	Resource Consent Fees	Housing and Business Development		\$31,268
200805	Resource Consent Fees	Housing and Business Development		\$30,316
210304	Resource Consent Fees	Housing and Business Development		\$9,405
210377	Resource Consent Fees	Housing and Business Development		\$8,438
210376	Resource Consent Fees	Housing and Business Development		\$8,194



Arrears By Rate Zone

Rate Zone	Total Arrears	Assessments with Arrears	Assessment Over \$100
Foxton	\$293,211	88	1333
Foxton Beach	\$143,130	52	1666
Hickon Beach	\$126,180	17	170
Unwin	\$755,182	333	8096
Manakau	\$2,333	1	80
New Rutelille	\$5,087	8	127
Ohau	\$6,141	5	150
Rural Farming	\$38,810	96	1661
Rural Other	\$3773,399	101	3140
Sharnon	\$325,487	34	762
Takamarua	\$162,660	11	187
Whitaker			13
Whitaker Beach	\$5,036	6	232
Whitaker Beach	\$17,125	32	1136



Total outstanding debtors as at 31 March 2025 amounted to \$6,911,815: -

- Rates \$ 3,196,998
- Water-by-meter \$ 1,024,239
- Sundry (non-rates) \$ 2,690,578

Debt over 90 days totals as at 31 March 2025 totals \$4,098,882: -

- Rates \$2,395,800
- Water \$ 569,440
- Sundry (non-rates) \$1,133,642

We have recently contacted water debtors with balances over 90 days, actions and next steps summarised as follows:

Leak investigation	\$125,832
To be referred to DMC	\$116,649
Final demand letters to be sent < 2K	\$112,249
Under dispute	\$ 97,194
Settlement in progress	\$ 43,303
Govt Organisations (internal follow up)	\$ 41,960
Re-payment plans in place	\$ 24,182
Since paid	\$ 8,070

Summary of Top Sundry Debtors

MBIE – Contract for services – Freedom Camping Infrastructure, Parks & Property resolving	\$84,332
Higgins – invoiced incorrectly - since credited	\$27,619
Bizezi Training Limited (in liquidation)	\$17,250

Debt Management Central (DMC) Overview

Of the 464 files (brought forward arrears from 23/24 or earlier) across Rates and Sundry debt, 282 files have been paid in full this financial year leaving 182 active files categorised as follows:

Description	No. of properties	Value
Actively managed	139	\$411,900
Legal action	8	\$245,100
Mortgagee process	30	\$ 58,600
Update or info required	3	\$ 34,200
Māori Land	1	\$ 26,000
File in default	1	\$ 6,200



Performance Measures



2024/25 Statement of Service Performance (SSPs)

Statement of Service Performance (SSPs)

These SSPs were set after consultation with our community during the 2024 – 2044 Long Term Plan consultation process. They are important measures of our ‘business as usual’ work. We note whether these SSPs are on track or not to achieve their target for the financial year.

Summary

Status		
On track	28	
Not on track	11	
Unable to Report	8	
Total	47	

Water Supply

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report		
SSP- WS1	Safe water supply* ^[1] .	Council’s drinking water supply complies with: (a) ^[2] part 4 of the Drinking Water Standards (bacteria compliance criteria) in:		On track		
				As of 31 March 2025		
				<u>Key (Compliance):</u>		
				<ul style="list-style-type: none"> Compliant = Y (yes) Non-compliant = N 		
				Water supply	March 2025	YTD
				Levin - Chlorination	Y	Y
				Levin – UV	Y	Y
				Shannon - Chlorination	Y	Y
				Foxtion - Chlorination	Y	Y

				<table><tr><td>F Beach - Chlorination</td><td>Y</td><td>Y</td></tr><tr><td>Tokomaru - Chlorination</td><td>Y</td><td>Y</td></tr><tr><td>Tokomaru - UV</td><td>Y</td><td>Y</td></tr></table>	F Beach - Chlorination	Y	Y	Tokomaru - Chlorination	Y	Y	Tokomaru - UV	Y	Y																									
F Beach - Chlorination	Y	Y																																				
Tokomaru - Chlorination	Y	Y																																				
Tokomaru - UV	Y	Y																																				
SSP-WS2		<p>Council's drinking water supply complies with: (b)(3) part 4 of the Drinking Water Standards (protozoa compliance criteria) in:</p> <table><tr><td>Levin</td><td>Achieve</td></tr><tr><td>Shannon</td><td>Achieve</td></tr><tr><td>Foxton</td><td>Achieve</td></tr><tr><td>Foxton Beach</td><td>Achieve</td></tr><tr><td>Tokomaru</td><td>Achieve</td></tr></table>	Levin	Achieve	Shannon	Achieve	Foxton	Achieve	Foxton Beach	Achieve	Tokomaru	Achieve		<p>On track</p> <p>As of 31 March 2025</p> <p><u>Key (Compliance):</u></p> <ul style="list-style-type: none">Compliant = Y (yes)Non-compliant = N <table><tr><th>Water supply</th><th>March 2025</th><th>YTD</th></tr><tr><td>Levin – Filtration</td><td>Y</td><td>Y</td></tr><tr><td>Levin – UV</td><td>Y</td><td>Y</td></tr><tr><td>Shannon – Filtration</td><td>Y</td><td>Y</td></tr><tr><td>Foxton – Filtration</td><td>Y</td><td>Y</td></tr><tr><td>F Beach – Filtration</td><td>Y</td><td>Y</td></tr><tr><td>Tokomaru - Filtration</td><td>Y</td><td>Y</td></tr><tr><td>Tokomaru - UV</td><td>Y</td><td>Y</td></tr></table>	Water supply	March 2025	YTD	Levin – Filtration	Y	Y	Levin – UV	Y	Y	Shannon – Filtration	Y	Y	Foxton – Filtration	Y	Y	F Beach – Filtration	Y	Y	Tokomaru - Filtration	Y	Y	Tokomaru - UV	Y	Y
Levin	Achieve																																					
Shannon	Achieve																																					
Foxton	Achieve																																					
Foxton Beach	Achieve																																					
Tokomaru	Achieve																																					
Water supply	March 2025	YTD																																				
Levin – Filtration	Y	Y																																				
Levin – UV	Y	Y																																				
Shannon – Filtration	Y	Y																																				
Foxton – Filtration	Y	Y																																				
F Beach – Filtration	Y	Y																																				
Tokomaru - Filtration	Y	Y																																				
Tokomaru - UV	Y	Y																																				
SSP-WS3	<p>Drinking water that tastes and looks satisfactory*.</p> <table><tr><td>Drinking water clarity;</td><td>1</td></tr><tr><td>Drinking water taste;</td><td>1</td></tr><tr><td>Drinking water odour;</td><td>1</td></tr><tr><td>Drinking water pressure or flow;</td><td>1</td></tr></table>	Drinking water clarity;	1	Drinking water taste;	1	Drinking water odour;	1	Drinking water pressure or flow;	1	<p>The total number of complaints received about any of the following (expressed per 1000 connections):</p>	<p>Not on track</p> <p>As of 31 March 2025</p> <table><tr><th>Description</th><th>Target per 1000 connections</th><th>YTD Result per 1000 connections</th><th>No. of complaints YTD</th></tr><tr><td>Clarity</td><td>1</td><td>1.29</td><td>17</td></tr><tr><td>Taste</td><td>1</td><td>0.15</td><td>2</td></tr></table>	Description	Target per 1000 connections	YTD Result per 1000 connections	No. of complaints YTD	Clarity	1	1.29	17	Taste	1	0.15	2															
Drinking water clarity;	1																																					
Drinking water taste;	1																																					
Drinking water odour;	1																																					
Drinking water pressure or flow;	1																																					
Description	Target per 1000 connections	YTD Result per 1000 connections	No. of complaints YTD																																			
Clarity	1	1.29	17																																			
Taste	1	0.15	2																																			

		Continuity of supply; and Council's response to any of these issues.	1 1		Odour	1	0.08	1
					Pressure of flow	1	2.50	33
					Continuity of supply	1	4.77	63
					Council's response	1	0.08	1
		Total:	≤ 6		Total	≤ 6	8.85	117
					Number of rated connections as at 1 July 2024: 13,213.			
SSP-WS4	Response to faults*.	The median time from the time that Council received notification, to the time that service personnel:			On track			
					As of 31 March 2025			
		Reach the site for urgent call-outs;	< 1 hour					
		Confirm resolution of the fault or interruption of urgent call-outs;	< 8 hours					
		Reach the site for non-urgent call-outs; and	< 3 days (72hrs)					
		Confirm resolution of the fault or interruption of non-urgent call-outs.	< 3 days (72hrs)					

			<table><tr><th>Quarter 3 result 1 Jan – 31 March</th><th>Quarter 4 result 1 April – 30 June</th></tr><tr><td>260L/person/day</td><td>Unable to report yet</td></tr></table>		Quarter 3 result 1 Jan – 31 March	Quarter 4 result 1 April – 30 June	260L/person/day	Unable to report yet	277L/person/day																	
Quarter 3 result 1 Jan – 31 March	Quarter 4 result 1 April – 30 June																									
260L/person/day	Unable to report yet																									
Note: This result is calculated on a quarterly basis as it is based on water meter readings which is done quarterly.																										
SSP-WS6	Minimal water losses*	Real water loss performance of the network as measured by the standard World Bank Institute Band for Leakage.	Band "B"	Not on track																						
As of 31 March 2025																										
			<table><tr><th>Supply</th><th>YTD Snapshot – Infrastructure Leakage Index</th><th>Outcome</th></tr><tr><td>Levin</td><td>C</td><td>Not on track</td></tr><tr><td>Shannon & Mangaore</td><td>A</td><td>On track</td></tr><tr><td></td><td>A</td><td>On track</td></tr><tr><td>Foxton</td><td>A</td><td>On track</td></tr><tr><td>Foxton Beach</td><td>A</td><td>On track</td></tr><tr><td>Tokomaru</td><td>A</td><td>On track</td></tr></table>	Supply	YTD Snapshot – Infrastructure Leakage Index	Outcome	Levin	C	Not on track	Shannon & Mangaore	A	On track		A	On track	Foxton	A	On track	Foxton Beach	A	On track	Tokomaru	A	On track		
Supply	YTD Snapshot – Infrastructure Leakage Index	Outcome																								
Levin	C	Not on track																								
Shannon & Mangaore	A	On track																								
	A	On track																								
Foxton	A	On track																								
Foxton Beach	A	On track																								
Tokomaru	A	On track																								
Band 'B' – The Infrastructure Leakage Index (ILI) is a performance indicator of real (physical) water loss from the supply network of the water distribution systems. The ILI was developed by the International Water Association (IWA) Water Loss Task Force (WLTf) and first published in 1999.																										
SSP-WS7	Sustainable water supply management.	The number of:		On track																						
As of 31 March 2025																										
			<table><tr><th></th><th>YTD</th></tr><tr><td>Abatement Notices</td><td>0</td></tr><tr><td>Infringement Notices</td><td>0</td></tr></table>		YTD	Abatement Notices	0	Infringement Notices	0																	
	YTD																									
Abatement Notices	0																									
Infringement Notices	0																									
		Abatement Notices;	0																							
		Infringement Notices;	0																							
		Enforcement Orders; and	0																							
		Convictions	0																							

received by Council in relation to Horizons Regional Council resource consents* for discharge from its water supply system.	Enforcement Orders	0
	Convictions	0

*These performance measurements are provided by the Department of Internal Affairs, and they are mandatory.

Wastewater Treatment

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report						
SSP- WW 1	Reliable wastewater collection and disposal*.	The number of dry weather wastewater overflows from the wastewater system per 1000 connections.	≤ 2	On track						
				As of 31 March 2025						
				<table><tr><th></th><th>Target per 1000 connections</th><th>YTD Result per 1000 connections</th><th>No. of overflows YTD</th></tr><tr><td>Number of overflows</td><td>≤ 2</td><td>1.09</td><td>14</td></tr></table> <p>Number of connections as at 1 July 2024: 12,817.</p>		Target per 1000 connections	YTD Result per 1000 connections	No. of overflows YTD	Number of overflows	≤ 2
	Target per 1000 connections	YTD Result per 1000 connections	No. of overflows YTD							
Number of overflows	≤ 2	1.09	14							
SSP- WW 2	Council provides a good response to wastewater system faults reported*.	The median time (hrs) from the time that Council receives a notification, to the time that services personnel reach the site in responding to an overflow resulting from a wastewater blockage or other fault*.	< 1 hour	On track						
				As of 31 March 2025						
		The median time (hrs) from the time that Council receives a notification, to the time that services personnel confirm a resolution of a blockage or	< 12 hours	<table><tr><th>Target Response Time</th><th>Result Response Time YTD</th></tr><tr><td>< 1 hour</td><td>3 minutes</td></tr><tr><th>Target Resolution Time</th><th>Result Resolution Time YTD</th></tr><tr><td>< 12 hours</td><td>3 hrs 25 minutes</td></tr></table> <p>Note: with the Local Waters Team moving in-house in November 2024 and having to learn new processes, year to date results may not be 100% accurate. Training was provided to the Team in November and December to reduce this risk.</p>	Target Response Time	Result Response Time YTD	< 1 hour	3 minutes	Target Resolution Time	Result Resolution Time YTD
Target Response Time	Result Response Time YTD									
< 1 hour	3 minutes									
Target Resolution Time	Result Resolution Time YTD									
< 12 hours	3 hrs 25 minutes									

		other fault within the wastewater system causing the overflow*.																				
SSP- WW 3	The service is satisfactory*.	The total number of complaints received (expressed per 1,000 connections to the wastewater system) regarding:		On track																		
		Wastewater odour;	< 4	As of 31 March 2025																		
		Wastewater systems faults;	< 6																			
		Wastewater system blockages;	< 8																			
		and Council's response to issues with its wastewater system.	< 4																			
		Total number of complaints received about any of the above.	< 22																			
				<table><tr><th></th><th>Per 1000 connections YTD</th><th>Total No. of complaints YTD</th></tr><tr><td>Odour</td><td>1.95</td><td>25</td></tr><tr><td>Faults</td><td>1.25</td><td>16</td></tr><tr><td>Blockages</td><td>7.65</td><td>98</td></tr><tr><td>Council's response</td><td>0</td><td>0</td></tr><tr><td>Total</td><td>10.84</td><td>139</td></tr></table>		Per 1000 connections YTD	Total No. of complaints YTD	Odour	1.95	25	Faults	1.25	16	Blockages	7.65	98	Council's response	0	0	Total	10.84	139
	Per 1000 connections YTD	Total No. of complaints YTD																				
Odour	1.95	25																				
Faults	1.25	16																				
Blockages	7.65	98																				
Council's response	0	0																				
Total	10.84	139																				
				Number of connections as at 1 July 2024: 12,817.																		
SSP- WW 4	Safe disposal of wastewater*.	The number of:		Not on track																		
		Abatement Notices;	0	As of 31 March 2025																		
		Infringement Notices;	0																			
		Enforcement Orders; and	0																			
		Convictions	0																			
		received by Council in relation to Horizons Regional Council resource consents* for discharge from its wastewater system.																				
				<table><tr><th></th><th>YTD</th></tr><tr><td>Abatement Notices</td><td>1</td></tr><tr><td>Infringement Notices</td><td>0</td></tr><tr><td>Enforcement Orders</td><td>0</td></tr><tr><td>Convictions</td><td>0</td></tr></table>		YTD	Abatement Notices	1	Infringement Notices	0	Enforcement Orders	0	Convictions	0								
	YTD																					
Abatement Notices	1																					
Infringement Notices	0																					
Enforcement Orders	0																					
Convictions	0																					
				Abatement notice received in July 2024 for Tokomaru WWTP.																		

*These performance measurements are provided by the Department of Internal Affairs, and they are mandatory.

Stormwater

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
SSP- SW1		Number of flooding events that occur in the District.	< 5 per year	On track

				As of 31 March 2025 There were no flooding events that occurred in the district.								
SSP-SW2	An adequate stormwater system*.	For each flooding event the number of habitable floors affected per 1,000 connections to Council's stormwater networks.	2 or less	On track As of 31 March 2025 <table><tr><th>Target</th><th>Result</th><th>Per 1000 connections YTD</th><th>Habitable floors affected YTD</th></tr><tr><td>2 or less</td><td>0</td><td>0</td><td>0</td></tr></table> Number of connections as at 1 July 2024: 13,623.	Target	Result	Per 1000 connections YTD	Habitable floors affected YTD	2 or less	0	0	0
Target	Result	Per 1000 connections YTD	Habitable floors affected YTD									
2 or less	0	0	0									
SSP-SW3	Response to faults*.	The median response time to attend a flooding event, measured from the time that Council receives notification to the time that service personnel reach the site.	< 1 hour	On track As of 31 March 2025 <table><tr><th>Target</th><th>YTD Result</th><th>Comment</th></tr><tr><td>< 1 hour</td><td>0</td><td>No flooding events</td></tr></table>	Target	YTD Result	Comment	< 1 hour	0	No flooding events		
Target	YTD Result	Comment										
< 1 hour	0	No flooding events										
SSP-SW4	Customer satisfaction*.	The number of complaints received by Council about the performance of its stormwater system expressed per 1,000 properties connected to the system.	< 10 per year	On track As of 31 March 2025 <table><tr><th>Target per 1000 connections</th><th>Per 1000 connections YTD</th><th>No. of complaints YTD</th></tr><tr><td>< 10 per year</td><td>1.47</td><td>20</td></tr></table> Number of connections as at 1 July 2024: 13,623.	Target per 1000 connections	Per 1000 connections YTD	No. of complaints YTD	< 10 per year	1.47	20		
Target per 1000 connections	Per 1000 connections YTD	No. of complaints YTD										
< 10 per year	1.47	20										
SSP-SW5	A sustainable stormwater service*.	The number of: Abatement Notices; Infringement Notices; Enforcement Orders; and Convictions	0 0 0 0	On track As of 31 March 2025 <table><tr><th></th><th>YTD</th></tr><tr><td>Abatement Notices</td><td>0</td></tr></table>		YTD	Abatement Notices	0				
	YTD											
Abatement Notices	0											

received by Council in relation to Horizons Regional Council resource consents* for discharge from its stormwater system.**	Infringement Notices	0
	Enforcement Orders	0
	Convictions	0

*These performance measurements are provided by the Department of Internal Affairs, and they are mandatory.

**Currently there is no discharge consent for Levin's stormwater to Lake Horowhenua.

Land Transport

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
SSP-LT1	A safe road network*.	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network.	No (or Zero) change or a reduction from previous year.	Unable to Report To be reported at financial year end.
SSP-LT2	Roads in good condition*.	The average quality of ride on a sealed local road network measured by smooth travel exposure.	Minimum 85%.	Unable to Report Smooth Travel Exposure is 92% as at 30 June 2024 Inspection is done once a year. Inspection for this FY is booked for May 2025.
SSP-LT3	Roads that are maintained well*.	The percentage of the sealed local road network that is resurfaced annually.	Minimum of 3.5% of total area.	Not on track As of 31 March 2025 2.8% of the network was sealed in 2024/25. Roads have been moved to 2025/26 due to delays in sealing by the contractor.
SSP-LT4	Footpaths are in an acceptable condition*.	Target footpath condition rating (% compliant with Council's standards found in the Land Transport Activity Plan).	97% of footpaths in average to excellent condition.	Unable to Report To be reported at financial year end after condition inspections and report are completed.

SSP-LT5	Good response to service requests*.	The percentage of customer service requests relating to roads and footpaths to which Council responds within 15 working days.	> 95%	Not on track As of 31 March 2025 93.7% (903/964) of requests relating to roads and footpaths were responded to within 15 working days.
SSP-LT6	Provision of safe and effective walking and cycling infrastructure.	Percentage of the transport network which includes safe and effective walking and cycling infrastructure.	Determine the baseline and Increase year on year.	Unable to Report To be reported at financial year end.

*These performance measurements are provided by the Department of Internal Affairs, and they are mandatory.

Solid Waste

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report												
SSP-SD1	Ensuring the health, safety and wellbeing of our community by collecting refuse and recycling in a timely and sanitary manner.	Number of legitimate complaints ^[5] Recycling bins Kerbside collection.	Recycling: 5 legitimate complaints per 1,000 bins issued annually Kerbside collection: 1 legitimate complaint per 800 bags sold annually.	<div>On track</div> <div>As of 31 March 2025</div> <table><tr><th>Target permitted</th><th>No. of legitimate complaints YTD</th></tr><tr><td colspan="2">Recycling</td></tr><tr><td>67 permitted p/a</td><td>45</td></tr></table> <div>Number of bins: 13,473. Note: Number of bins previously reported as 15,525, but figure was reduced after a stock take removed double ups.</div> <table><tr><th>Target permitted</th><th>No. of legitimate complaints YTD</th></tr><tr><td colspan="2">Kerbside collection</td></tr><tr><td>54 permitted to date</td><td>28</td></tr></table> <div>Number of bags sold as of 31 March 2025: 43,300</div>	Target permitted	No. of legitimate complaints YTD	Recycling		67 permitted p/a	45	Target permitted	No. of legitimate complaints YTD	Kerbside collection		54 permitted to date	28
Target permitted	No. of legitimate complaints YTD															
Recycling																
67 permitted p/a	45															
Target permitted	No. of legitimate complaints YTD															
Kerbside collection																
54 permitted to date	28															

SSP-SD2	Embedding circular thinking into our waste management systems.	Meet the targets set in the Waste Management Minimisation Plan (WMMP).	100% of targets.	<p>Not on track</p> <p>As of 31 March 2025 82% of targets met as set in the Waste Management Minimisation Plan 2024 (WMMP).</p> <p>Note: There is a risk that if kerbside kitchen waste recycling is not enacted, the WMMP diversion targets (30%-2026, 40%-2028 and 50% by 2030) will not be reached.</p>
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Community Facilities

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report								
SSP-CF1	Our aquatic centres support and enhance community well-being and safety.	Number of opportunities ^{[6]} provided for the community and by the community ^{[7]} that enhances well-being and safety in or through the use of our aquatic facilities.	500 opportunities per calendar month.	On track								
				As of 31 March 2025								
				<table><tr><th rowspan="2">Target</th><th colspan="2">Opportunities</th></tr><tr><th>March 2025</th><th>YTD</th></tr><tr><td>500 p/m</td><td>1,129</td><td>8,695</td></tr></table>	Target	Opportunities		March 2025	YTD	500 p/m	1,129	8,695
				Target		Opportunities						
March 2025	YTD											
500 p/m	1,129	8,695										
SSP-CF2	Community has access to a range of current information that inspires, entices and informs in both print and digital format.	Contribute to community literacy by providing curated collections of physical and digital resources.	≥3 resources per capita.	<p>On track</p> <p>As of 31 March 2025</p> <p>The community had access to a minimum of 3.3 resources per capita</p> <ul style="list-style-type: none">• 78,840 physical resources• 47,896 digital resources (owned) <p>Measured by 38,000 capita.</p>								

SSP- CF3	Libraries and community facilities meet the community's needs.	Percent of residents and non-residents satisfied with library and community services based on the Annual Customer Satisfaction Survey.	≥ 92%	Unable to Report The next Annual Customer Satisfaction Survey will be carried out in May 2025.
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Community Infrastructure

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
SSP- CI1	A range of parks and reserves that are affordable, well maintained, safe and provide for the recreational (play and sport), cultural and environmental wellbeing of the community.	Playground facilities receive a monthly inspection by a suitably qualified person to ensure they comply with relevant National Playground standards and findings of inspection are actioned (or plan put in place) before the next inspection.	≥ 90% of playgrounds resources per capita.	On track As of 31 March 2025 96% (22/23) playgrounds were inspected by a suitably qualified person. No failures identified during the previous inspection were actioned before the next inspection. No failures identified during the latest inspection.
SSP- CI2		Parks and reserves maintenance contracts are administered and monitored on a regular basis, as per contract specifications.	Achieve	On track As of 31 March 2025 96.5% (target of 95% as per the contract) of parks and reserves maintenance contracts were administered and monitored as per contract specifications.
SSP- CI3	A range of parks and reserves that are affordable, well maintained, safe and provide for the recreational (play and	Sports grounds are made available for use with appropriate ground condition.	0 complaints made about sports grounds availability and conditions.	Not on track As of 31 March 2025 One complaint was made about sports grounds availability, and no complaints were made about sport ground conditions.

SSP-CI4	sport), cultural and environmental wellbeing of the community.	Public toilet maintenance contracts are administered and monitored on a regular basis, as per contract specifications.	Achieve	On track As of 31 March 2025 97% (target is 85% as per contract) of public toilet maintenance contracts were administered and monitored as per contract specifications.
SSP-CI5	Cemeteries are fit for purpose and meet the changing needs of our community now and into the future.	Across the district's cemeteries, there is a continuous availability of 10% of developed burial plots (of any type) at any given time.	Achieve	Not on track As of 31 March 2025 There was a continuous availability of 5.8% of developed plots (of any type) across the district's cemeteries at any given time.

Representation and Community Leadership

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
SSP-RCL1	Council supports residents and ratepayers to have their views heard and considered in Council decision-making.	Regular opportunities ^[9] are provided for the community to influence decision-making.	100 opportunities.	On track As of 31 March 2025 72 opportunities were provided for the community to influence decision-making.
SSP-RCL2	We are transparent and accountable to the community.	Council agendas are available on the website 2 working days prior to the relevant meeting Council meeting minutes are available on the website 2 working days after the relevant meeting ^[9] .	≥ 95% of agenda and minutes.	Not on track As of 31 March 2025 <ul style="list-style-type: none"> 100% of Council agendas were available on the website two working days prior to the relevant meeting Council and 86% of Council meeting minutes were available on the website two working days after the relevant meeting. In September 2024 - 1 Council Meeting, and 1 Community Funding and Recognition, October 2024 - 1 Risk and Assurance, and November 2024 – 1 Chief Executive

				Employment Committee minutes were not available within two working days of the meeting.
SSP- RCL3	Develop and deliver strategic projects, plans and corporate documents that achieve or contribute to our Community Outcomes.	Community Outcomes are achieved or contributed to by milestones of strategic projects, plans and corporate documents being met.	100% of milestones.	<p>On track</p> <p>As of 31 March 2025 100% of milestones in strategic projects, plans and corporate documents were met:</p> <ul style="list-style-type: none"> Plan Change 6A was notified for submissions on 4th April. This marks the beginning of the formal RMA process to rezone the land to enable construction of approximately 500 new homes. This aligns with community outcomes Vibrant Economy, Fit for Purpose Infrastructure, and Strong Communities. It also supports Council's Top 12 priorities – namely Enabling Balanced Growth. Council voted to sell the Levin War Memorial Hall and Village Green properties to The Wellington Company Ltd for redevelopment but requested an additional step to provide iwi partners' further opportunity to assess the proposal before an agreement is completed.

Community Support

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
SSP- CS1	The community is supported to be prepared for an emergency.	Staff are trained and ready to respond and support the community in an emergency.	80% of full-time staff completed Integrated Training Framework	<p>On track</p> <p>As of 31 March 2025 63 new Full Time (FT) staff have joined the organisation since 01 July 2024.</p>

			Foundation within 6 months of commencing.	Of those <ul style="list-style-type: none"> 38 have completed CDEM induction 30 have completed the Foundation course 11 have attended/completed Intermediate courses 29 staff have attended Function courses.
			50% of full-time staff completed Integrated Training Framework Intermediate within 1 year of commencing.	<p>All new staff have been notified of 2025 Induction sessions and are registering for these.</p> <p>2025 Foundation, Intermediate and Function Courses are all scheduled and upcoming, many staff are registering for these courses now.</p>
SSP-CS2	We are able to continue to operate during high impact emergency events.	Complete a comprehensive Emergency Operations Centre (EOC) capability audit ¹⁰ every two years to ensure compliance with the Civil Defence Emergency Management (CDEM) Act 2002.	An audit is conducted every two years.	<p>On track</p> <p>As of 31 March 2025 A comprehensive Emergency Operations Centre (EOC) capability audit scheduled for 15 May 2025.</p>
SSP-CS3	Community organisations to ensure transparency regarding the allocation of council-provided financial support.	Community organisations receiving funds for essential services to fulfil monitoring and reporting obligations.	100%	<p>Unable to Report</p> <p>The community organisations receiving funds for essential services' next reports are due in June 2025.</p>
SSP-CS4	Collaboration with and advocacy (including business development and new business investment in the Horowhenua District) for	Percent of District's Businesses that are satisfied or more than satisfied with Council's support to local businesses and overall performance in the Economic Development activity.	≥ 75%	<p>Unable to Report</p> <p>The next Annual Customer Satisfaction Survey will be reported in June 2025.</p>

	all sectors of local business.			
SSP-CS5	Providing opportunities for local businesses and the local community to understand business support and economic development initiatives available.	Number of opportunities ^[11] provided by Council.	≥ 30	On track As of 31 March 2025 114 opportunities for local businesses and the local community to understand business support and economic development initiatives available, were provided by Council. This is made up of 20 events and 94 communication posts (website, news, social media posts, or other).

Regulatory Services

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
SSP-RS1	Processing of applications under the Resource Management Act (RMA) 1991.	Percentage of resource consent applications that are processed within statutory timeframes.	≥ 95%	Not on track As of 31 March 2025 75% (131/174) resource consent applications were processed within statutory timeframes. This calculation takes into consideration recently released guidance released from Ministry for the Environment on calculating the statutory clock. The level of compliance with statutory timeframes is anticipated to increase throughout the year as additional measures are put in place to drill down into and review the reasons for consents going over timeframes and address these.
SSP-RS2	Carry out Building Consent Authority functions including	Percentage of building consent applications that are processed within statutory timeframes.	≥ 95%	On track As of 31 March 2025

	enforcement of legislation relating to construction of buildings and structures.			97% (378/390 building consent applications were processed with in statutory timeframes. A combination of decreased volumes of work and closer monitoring of work in progress has resulted in an increase in the level of statutory compliance throughout the year.
SSP-RS3		Percentage of existing food businesses that receive a poor verification outcome are revisited within 20 working days.	100%	On track As of 31 March 2025 100% (1/1) of existing food businesses that receive a poor verification outcome were revisited within 20 working days.
SSP-RS4	Community confidence and wellbeing is ensured in the safety of food and alcohol premises' businesses.	Percentage of high-risk alcohol premises that are visited at least twice a year.	100%	On track As of 31 March 2025 100% (1/1) of high-risk alcohol premises (when it existed) was visited at least once in the year to date. There were two premises reported as high-risk at the start of the financial year. Since then, one premise has been re-evaluated as medium risk before any inspection was due. The remaining premises underwent its first inspection prior to December 2024, however in January 2025 the application for renewal of this premises requested an earlier closing time which resulted in a lesser risk profile. As a result, since end January 2025 there are no high-risk alcohol premises in the district and no further inspections are required.
SSP-RS5	We enhance community wellbeing by responding to public nuisance	Animal control staff are rostered and available on a 24 hr. 7 day a week basis.	100%	On track As of 31 March 2025

	complaints in a timely manner.			100% of the time. 6/6 Animal Control staff were rostered and available on a 24 hr. 7 day a week basis.	
SSP-RS6	Community can access Council in a way or by means that most suits them.	Percentage of community members surveyed that are satisfied with the ways they can contact council.	≥ 80%	Unable to Report The next Annual Customer Satisfaction Survey will be carried out in May 2025.	
SSP-RS7	We enhance community wellbeing by responding to public nuisance complaints in a timely manner.	Percentage of noise complaints are responded to within 60 minutes.	100%	Not on track As of 31 March 2025 96.29% (1194/1240) of noise complaints were responded to within 60 minutes.	

^[1] The Non-Financial Performance Measures Rules 2013 required local authorities to report their compliance with the bacterial and protozoal contamination criteria of the New Zealand Drinking Water Standards 2005. These standards were superseded by the Water Services (Drinking Water Services for New Zealand) Regulations 2022 (the regulations). The Non-Financial Performance Measures Rules were updated in 2024 effective 21 August 2024.

^[2] New DIA Non- Financial Performance measures 2024 (effective 21 August 2024) changed wording to: Council's drinking water supply complies with the following parts of the drinking water quality assurance rules: (h) 4.10.1 T3 Bacterial Rules.

^[3] New DIA Non- Financial Performance measures 2024 (effective 21 August 2024) changed wording to: Council's drinking water supply complies with the following parts of the drinking water quality assurance rules: (i) 4.10.2 T3 Protozoal Rules.

^[4] Urgent call-out is defined as a complete loss of service to the water supply.

^[5] Legitimate complaints do not include when bin was put out on the wrong week; bin was not out at time of collection and the bin was not collected due to contamination.

^[6] Such as swimming lessons, training, competitions, events and fitness classes.

^[7] Swim schools, clubs, organisations

^[8] Such as live streaming, public forums, open meetings, workshops etc, cuppa with a councillor.

^[9] Council meetings, committee meetings, and Board Meetings.

^[10] This audit must be conducted by an independent suitably qualified person.

^[11] Networking events, social media posts, case studies, other comms, other events etc.

2024/25 Organisation Performance Measures (OPMs)

Introduction

Council undertook a review of the service performance measures with input from the auditors during the 2024-44 Long Term Plan process. As a result, there have been some changes to the service performance measures for the 2024-25 financial year.

Changes include new service performance measures, amendment to some of the existing service performance measures and the creation of 'organisation performance measures'. These are measures that Council deemed important to be reported on, however these are not part of the Long Term Plan.

Summary

Status		
On track	15	
Not on track	6	
Unable to Report	4	
Total	25	

Water Supply

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report												
OPM-WS1	We reduce our impact on the environment.	Reduce energy consumption across the water supply network.	Decrease energy consumption by 3% year on year.	<div>Not on track</div> <div>As of 31 March 2025</div> <div>Overall energy consumption was increased by +1% YTD across the water supply network.</div> <table><thead><tr><th>Increase/ Decrease</th><th>March 2025</th><th>YTD</th></tr></thead><tbody><tr><td>Levin WTP</td><td>+14.2</td><td>+13</td></tr><tr><td>Foxtton WTP</td><td>-13.6</td><td>-12.3</td></tr><tr><td>Foxtton B WTP</td><td>+99.8</td><td>-7.6</td></tr></tbody></table>	Increase/ Decrease	March 2025	YTD	Levin WTP	+14.2	+13	Foxtton WTP	-13.6	-12.3	Foxtton B WTP	+99.8	-7.6
Increase/ Decrease	March 2025	YTD														
Levin WTP	+14.2	+13														
Foxtton WTP	-13.6	-12.3														
Foxtton B WTP	+99.8	-7.6														

				<table><tr><td>Tokomaru intake pumps</td><td>-2.3</td><td>+16.4</td></tr><tr><td>Levin intake</td><td>+8.9</td><td>+5.9</td></tr><tr><td>Ladys mile Fxtn</td><td>-45.9</td><td>-13.7</td></tr><tr><td>Clyde bore</td><td>-3.0</td><td>-6.5</td></tr></table>	Tokomaru intake pumps	-2.3	+16.4	Levin intake	+8.9	+5.9	Ladys mile Fxtn	-45.9	-13.7	Clyde bore	-3.0	-6.5
Tokomaru intake pumps	-2.3	+16.4														
Levin intake	+8.9	+5.9														
Ladys mile Fxtn	-45.9	-13.7														
Clyde bore	-3.0	-6.5														
OPM-WS2	Provision of a sustainable and resilient water supply for Levin.	Develop and implement the Levin Water Treatment Plant Master Plan.	Adopt master plan and meet 100% of milestones.	On track As of 31 March 2025 The Levin Water Treatment Plant Master plan is being finalised, a report is underway to clarify the updated works programme. Priority work streams are currently new treated water reservoir, assessment of filter life, UV additional installation, bypass upgrade, long term conceptual layout works. Work is progressing on treated water reservoir options.												

Wastewater Treatment

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report												
OPM- WW1	We reduce our impact on the environment.	Reduce energy consumption across the wastewater network.	Decrease energy consumption by 3% year on year.	Not on track												
				As of 31 March 2025												
				Overall energy consumption was increased by +11% YTD across the wastewater network.												
				<table><tr><th>Increase/ Decrease</th><th>March 2025</th><th>YTD</th></tr><tr><td>Mako road sewage pump</td><td>+14%</td><td>+23%</td></tr><tr><td>Effluent disposal pump Hōkio Sands</td><td>-14%</td><td>+31%</td></tr><tr><td>Levin WWTP</td><td>+17%</td><td>+13%</td></tr></table>	Increase/ Decrease	March 2025	YTD	Mako road sewage pump	+14%	+23%	Effluent disposal pump Hōkio Sands	-14%	+31%	Levin WWTP	+17%	+13%
Increase/ Decrease	March 2025	YTD														
Mako road sewage pump	+14%	+23%														
Effluent disposal pump Hōkio Sands	-14%	+31%														
Levin WWTP	+17%	+13%														

			Levin WWTP transfer pump	-32%	-21%
			Waitārere WWTP	-6%	+9%
			"The Pot" pumping station	+2%	+2%
OPM- WW2	Implement the Levin Wastewater Treatment Plant Master Plan.	100% of masterplan milestones met.	<p>On track</p> <p>As of 31 March 2025</p> <p>Works to date</p> <p>Lutra Master Plan Relocation Study x 2 Digester Assessment and optimisation MCA – Secondary Treatment Basis of design Options Study Inlet pipe and Sewer Bulkmain concept design Inlet pipe and Sewer Bulkmain upgrade Procurement Approved by PRG</p> <p>Next steps</p> <p>Digester 3 Preliminary Design</p> <p>Headwork Preliminary Design</p> <p>Lutra met with HDC officers and went over the technical memo for the Headworks that they drafted. Levin WWTP Concept Design</p> <p>Irrigation</p> <p>The need for irrigation expansion is known and detailed in the basis of design report.</p> <p>Inlet Pipe</p> <p>Council Paper being drafted for 14 May Council Meeting.</p>		

Stormwater

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
OPM-SW1	We identify priority areas to focus our stormwater investment on such as resilience and freshwater quality.	Develop and implement a Catchment Management Plan Work Plan including milestones.	100% of milestones met.	Not on track As of 31 March 2025 The Catchment Management Plan Work Plan is in Phase 1 of development. While Catchment Management Plans have been completed, a consolidated Work Plan outlining specific milestones based on these plans has not yet been developed or implemented. The Catchment Management Plan Work Plan is scheduled for adoption by 1 July 2026.

Solid Waste

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
OPM-SD1	Reduce our impact on the environment Promote Waste Minimisation in the community.	Number of opportunities ¹¹ in which the community is educated on waste minimisation practices.	≥ 6	On track As of 31 March 2025 7 opportunities to educate the community on waste minimisation practices were provided to date. In addition, funding was provided to five schools to receive Zero Waste Education programs, and support of the EnviroSchools kaupapa/program provided to fourteen schools.

Community Facilities and Services

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
OPM-CF1	Customers have access to programmes and initiatives that	Number of participants in programmes delivered from our Community Facilities that provide	≥ 30,000	On track As of 31 March 2025

	enhance the wellbeing of the District.	equitable access to community services.		29,187 participants participated in 895 programmes and initiatives enhancing the wellbeing of the district.
OPM-CF2	Providing affordable and accessible community spaces for groups.	Percentage of bookings that paid a community or free rate.	≥ 60%	On track As of 31 March 2025 79% (1,324/1,677) of bookings were charged in accordance with a community or free rate.
OPM-CF3	We are prepared and equipped to prevent high risk situations ^[2] by having an appropriate number of appropriately trained staff and relevant equipment.	Number of high-risk incidents.	0	On track As of 31 March 2025 There were no high-risk incidents.

Community Infrastructure

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
OPM-CI1	A range of parks and reserves that are affordable, well maintained, safe and provide for the recreational (play and sport), cultural and environmental wellbeing of the community.	Residential dwellings in urban areas are within 400 metres of a local reserve (either Council or privately provided) and within 800 metres of playgrounds or reserves destinations.	≥ 80% of residential dwellings.	On track As of 31 March 2025 81.3% (10,733/13,206) residential dwellings in urban areas were within 400 metres of a local reserve (either Council or privately provided) and within 800 metres of playgrounds or reserves destinations.

Property

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
OPM-P1	We have processes to ensure Council properties are used and maintained appropriately and safely.	Percent of buildings with compliance schedules that will have current building WOF.	100% of buildings.	Not on track As of 31 March 2025 64% (16/25) of buildings with compliance schedules have a current building WOF. Defects are being remedied.

OPM-P2	We have processes to ensure Council properties are used and maintained appropriately and safely.	Planned maintenance of Council owned properties as detailed in the asset register is carried out or appropriately deferred.	Achieve	On track As of 31 March 2025 128/424 planned maintenance of Council owned properties were carried out or appropriately deferred as detailed in the asset register.
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Representation and Community Leadership

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
OPM-RCL1	Māori engagement is improved.	A Māori Engagement Framework is developed, implemented and monitored.	Achieve	On track As of 31 March 2025 The Māori Engagement Framework is in final phase of development and planned to be adopted by June 2025.

Community Support

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report						
OPM-CS1	Māori aspirations are supported.	Number of local programmes, grants and activities that respond to Māori aspirations.	Increase	<div>Unable to Report</div> <div>As of 31 December 2024 A baseline is being created this year to provide a target for next year.</div>						
OPM-CS2	The wellbeing of our diversity community is enhanced through opportunities to connect.	Number of opportunities to connect supported by Council.	≥ 30	<div>On track</div> <div>As of 31 March 2025</div> <table><tr><th colspan="2">Number of opportunities</th></tr><tr><th>March 2025</th><th>YTD</th></tr><tr><td>4</td><td>24</td></tr></table>	Number of opportunities		March 2025	YTD	4	24
Number of opportunities										
March 2025	YTD									
4	24									

OPM-CS3	Provide opportunities for community organisations to train staff in essential skills and increase overall capability of our workforce.	Number of individuals participating in Capacity and Capability Building Programme workshops or training over the year.	≥ 200	On track As of 31 March 2025 149 individuals participated in Capacity and Capability Building Programme workshops or training over the year.	
OPM-CS4	Youth who are not in education or work are supported onto a positive pathway to training or employment.	Number of youths supported into employment or training.	≥ 40	Not on track As of 31 March 2025 28 youths were supported into employment or training. Note: the MSD target for placements this year is 30. 40 is an aspirational target and we are on track with attaining this objective, but due to the tight labour market and economy there is a risk that it might not be attainable.	
OPM-CS5	Connecting our community and council through authentic engagement.	Increase our Net Promotor Score ^[3] .	Increase by 8.0 points year on year.	Unable to Report As of 31 March 2025 Annual Survey will be completed later in the financial year.	
OPM-CS6		Increase brand perception via overall customer satisfaction ^[4] .	Increase by 6% year on year.	Unable to Report As of 31 March 2025 Annual Survey will be completed later in the financial year.	
OPM-CS7	Drive sustainable visitor growth to the district, build local tourism capability and work alongside iwi, business	Increase total number of engaged sessions ^[5] to https://horowhenuanz.co.nz .	Increase by 10% year on year.	On track As of 31 March 2025 The total number of engaged sessions increased to 44,147 or 70% against the previous period.	
OPM-CS8	and community to achieve favourable economic, social, environmental and cultural outcomes.	Increase total number of website referrals ^[6] from https://horowhenuanz.co.nz .	Increase by 10% year on year.	Not on track As of 31 March 2025 The total number of website referrals increased to 13,856 or 7% against the previous period.	
OPM-CS9	Using data and insights to drive positive change in the organisation.	Demonstrate use of Voice of Customer insights to improve	Narrative describing improvement	On track As of 31 March 2025	

		customer experience and service delivery.	s made using voice of the customer data.	<p>Voice of Customer insights indicate that we could have the most impact with customer satisfaction if we 'made it easier to do business with Council'.</p> <p>This insight was addressed by the Senior Leadership Cohort (SLC) champion teams. Initiatives were presented to SLC at the 24 November 2024 meeting, with work focusing on 11 key areas of improvement.</p> <p>An action plan with areas of improvement is has been collated and progress reported back to SLC at monthly hui.</p>	
OPM-CS10	Staff have knowledge and understanding to effectively engage with Māori.	A cultural competence framework ^[7] is developed and milestones are met.	100% of milestones.	<p>Unable to Report</p> <p>As of 31 March 2025 The cultural proficiency framework is currently in development.</p>	
OPM-CS11	Provide funding for projects and initiatives that build partnerships and are community-led.	Successful grant applications demonstrate benefits that align to Council's outcomes and priorities.	≥ 95%	<p>On track</p> <p>As of 31 March 2025 In Round 1 of the community grants and funding programme (1 August 2024), 100% of successful grant applications demonstrated benefits that align to Council's outcomes and priorities.</p> <p>The accountability reports for the grant applications is due on 31 July 2025. This is to be reported at financial year end.</p> <p>Round 2 of the grants was closed 3 March 2025. 95% of successful grant applications demonstrated benefits that align to Council's outcomes and priorities.</p>	

Regulatory Services

Ref	Service	How performance is measured	Target	On track/Not on track/Unable to Report
OPM- RS1	Community wellbeing is protected by being kept safe from dogs identified as posing the most risk.	The percentage of cases of non-compliance for dogs that are classified as dangerous or menacing, reach compliance within 3 months.	≥ 95%	On track As of 31 March 2025 100% (6/6) cases of non-compliance for dogs that are classified as dangerous or menacing, reached compliance within 3 months.

^[1] School programmes, communications, events etc.

^[2] Resuscitation required.

^[3] NPS measures the loyalty of customers to a company. NPS scores are measured with a single-question survey and reported with a number from the range -100 to +100, a higher score is desirable.

^[4] A Customer Satisfaction score gauges how happy consumers are with a purchase or interaction.

^[5] Engaged Sessions - how many of our visitors are "engaged" with our website? Google Analytics will count a session as engaged if (1) it lasts longer than 10 seconds, (2) it includes at least one conversion and (3) it includes two or more page views.

^[6] Website Referrals means outbound link clicks to local businesses or experiences.

^[7] May include core competency areas such as Te Reo Māori, Te Ao Māori, Kawa & Tikanga, Te Tiriti o Waitangi and Engagement with Māori.



File No.: 25/199

8.2 Council Resolution and Actions Monitoring Report May 2025

Author(s)	Alice Petersen Support Officer - Democracy Āpiha Tautoko - Manapori
Approved by	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. The purpose of this report is to present to Council the updated monitoring report covering resolutions and requested actions from previous meetings of Council.

This matter relates to Pursuing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

RECOMMENDATIONS | NGĀ TAUNAKITANGA

- A. That Report 25/199 Council Resolution and Actions Monitoring Report May 2025 be received and noted.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A	Council Actions Monitoring Report - May 2025	424

Council Actions Monitoring Report 2025 As at 6 May 2025

	Completed
	In progress
	Transfer
	Off track

Reference	Resolution/Action	Officer	Due date	Status	Officer Update
CO/2022/168 <i>In reference to the closed Levin Landfill</i>	That Council agrees to: b. Approve a programme of work to firstly assess targeted restoration areas of the Tatana Drain and Hokio Stream by working alongside Iwi and willing landowners, develop a restoration programme, secure additional funding and then proceed with appropriate restoration projects. The initial cost of this action is \$300,000.	D Haigh	16/10/2024		Council officers are working alongside consultants to undertake each phase of the Landfill Groundwater Leachate project. Good Earth Matters is providing support with the consenting process, Earth Tech is evaluating potential onsite treatment options, and Ecological Solutions is assessing land areas to determine their suitability for wetland development. The project team conducted an onsite meeting with Ecological Solutions at the Levin Landfill. Ecological Solutions are preparing a report that will outline potential areas for the development of a wetland. This report will help officers in the briefing on May 21 st and will assist Elected Members in their decision-making process.
CO/2023/146	That Council direct the Chief Executive to meet with executive leaders of Horizons and other parties including the Manawatu Marine Boating Club, Department of Conservation and Iwi/Hapū within the next three months to progress commitment to undertaking a structural assessment of the Foxton Wharf.	M Davidson	21/09/2023		Council officers met with iwi representatives, the Department of Conservation (DOC), and the Manawatu Marine Boating Club late last year, establishing a clear understanding of the current operational arrangements. DOC is looking to advance discussions on either vesting the reserve in HDC or appointing

					<p>HDC as the controlling or managing authority. Additionally, hapū have expressed a strong interest in being actively involved in decision-making and governance for the land and taonga, while ensuring the wider community can continue to enjoy and maintain their connection to this historically significant area.</p> <p>This is a work in progress.</p>
CO/2023/219	<p>That the Council ask the Chief Executive to review the Property Disposal Strategy to include a Right of First Refusal for Mana Whenua clause for any further property disposals. As part of that review a process be developed for this clause, in collaboration with Māori ward councillors and Iwi partners, to be appended to the strategy after subsequent approval from council. The Right of First Refusal Clause should give Mana Whenua the first opportunity to purchase any surplus property council resolves to dispose of at market value prior to the property being offered for sale on the open market.</p>	B Harvey	19/10/2023		<p>Officers provided an update to Council on the proposed amendment to the Property Disposal Strategy. This matter is scheduled to return to Council for a decision at the meeting on 14 May</p>
CO/2023/251	<p>That the Council review the Road Naming Policy, and in the interim Council delegates to the Chief Executive authority to make all decisions on road naming in accordance with the current policy.</p>	D McCorkindale	30/12/2024		<p>Officers have had confirmation that the Historical Society are meeting early May to finalise their first cut of suggested road names. This list of road names is pivotal to informing the Road Naming Policy and will allow officers to advance and work towards finalising the Policy. Prior to finalising, consultation on the list of road names will be undertaken with other groups.</p> <p>Website team have confirmed that we will be able to have a format similar to Manawatu DC</p>

					for our online version of the road name register, once it is approved.
9	That Council continue working collaboratively with Horizons to deliver the improvements to the Foxton East Drainage Scheme to ensure that best outcome is achieved for the community.	D Haigh	On-going		<p>Key project updates include:</p> <ul style="list-style-type: none"> • <u>Sheet Piling along Kings Canal Drain</u> - Installation of sheet piling will began in February 2025. This work will help reduce water seepage, prevent erosion, and improve the strength of existing flood protection. Completion is expected by mid-2025, depending on weather and construction progress. • <u>Future Wetland/Retention Basin Site</u> - Horizons Regional Council has purchased a property near the eastern end of Cook Street. The site is being considered for the development of a wetland or retention basin in the future, which would help slow down and store stormwater during heavy rain, reducing flood risk and improving water quality. • <u>New Tractor Pumps for Stormwater Management</u> - Two tractor-driven pumps have been ordered to help manage surface flooding during heavy rain and high tides. These pumps are due to arrive in May 2025. HDC will own them and contract local operators to use them when needed. • <u>Stormwater pipe assessments and flow monitoring</u> – HDC has used some project funds for CCTV inspections of critical stormwater pipes. In addition, a new flow monitoring device will be installed near one of the outlets to the River Loop. This data will help inform future <u>flood mitigation</u>

					<u>projects</u> and contribute to <u>improved flood modelling</u> .
8	That Council continue with the feasibility study for the diversion of green waste and food waste from landfills.	D McMillan	On-going		<p>On 9 April a trial kerbside food scraps collection commenced. On the first week there was a resident participation rate of 26%. On our second week the participation rate increased to 35%.</p> <p>All the food scraps are taken to a local composting facility in Foxton to be made into compost. This compost will be offered to schools in the district enrolled in Enviroschools program to use in their gardens. The trial is only for the selected households on Queen Street East and West and Wereroa Road, in Levin.</p> <p>The trial duration is for a short period of 3 months. The funding for this trial is from the Government's Waste minimisation fund.</p>
5	That Officers develop a 'Walking and Cycling Strategy', with input from key stakeholder groups.	J Wallace	Jun 2021		This work is being progressed through the Horowhenua Local Road Improvements Programme Business Case
8	That officers continue to advocate on behalf of the district for the construction of Ō2NL.	D McCorkindale	On-going		Officers continue to advocate on behalf of the district for the construction of Ō2NL. This includes active participation in Legacy Outcomes Rōpū hui, project design meetings, and ongoing engagement with NZTA and Alliance teams to ensure local outcomes are reflected. Officers are focused on long-term transport impacts, particularly around Tararua

					Road, SH1, and the NIMT rail line, and are advocating for integration with existing HDC infrastructure. Officers have supported elected members through briefings and iwi engagement, and continue to represent Council in key forums, including the Project Steering Group and Gateway Review. Construction on the Tararua Road Roundabout is progressing, and work is advancing on the East West Arterial consent.
20	Council to continue to lobby Central Government in relation to the River Loop as it was not a Council decision initially that gave rise to this issue.	M Davidson	On-going		An initial proposal for the Foxton River Loop project was submitted to assess eligibility under the Regional Infrastructure Fund. While initial feedback from Kānoa was encouraging, further engagement suggested a more suitable funding pathway may be through the Māori Economic Development fund. The Horowhenua Company Limited, in partnership with SORT and other stakeholders, continues to lead efforts to secure Central Government funding. An application has been submitted to the Ministers for consideration (Minister Jones & Minister Potaka).
	THAT the Horowhenua District Council supports officers to discuss with local iwi, a potential Te Reo name for the River Loop Reserve, with a view to undertaking wider consultation with the community concerning the proposed name.	S Hester	Jan 2023		This work has not been started. At the request of hapu, Council is finalising a Short Form Agreement (SFA) with Ngāti Raukawa which includes a number of initiatives HDC is working on with this Iwi, including the Māori name of Foxton River Loop. Once the agreement is signed, the Parks & Property team will work with hapū to progress this work over coming months and report back on progress.
CO/2023/111 LTPA	That Council requests that Officers investigate options for providing a safe	J Wallace	30/06/2024		This work is planned to be investigated as part of the State Highway 1 revocation process.

	cycling connection between Ōhau and Levin and present a report to Council for consideration.				
CO/2023/114 LTPA	That Council request that Officers continue the ongoing consultation process between the involved parties, including Manakau United Football Club, the Manakau District Community Association, Ngāti Wehi Wehi and Council, regarding the capital funding obtained from the 'Better Off' fund. This funding should be utilised as the initial phase of works to improve the site.	B Harvey	30/06/2024		Officers have been liaising with the Manakau United Football Club, the Manakau District Community Association, Ngāti Wehi Wehi on this project. A new toilet facility, with soak pit and additional rain water tanks has been installed and is expected to be operational mid-May. The remaining funds from the Better Off Funding grant are being used for planting and improvements at Manakau Domain. All remaining funds will be fully expended by 30 June.
CO/2024/344	That Council request the Chief Executive bring a report back on matters raised within the next 6 months. (Response to the petition received by Council 27 November 2024 requesting "an assurance from the Horowhenua District Council that a Waikawa footbridge will be retained into the future for the benefit of the Horowhenua community.")	B Harvey	30/06/2025		Council is awaiting an engineer's report on the Bridge but have costs for replacement and undertaken a survey with the community to understand the use. Next steps will be a briefing to Council in May.
CO/2024/387	That Council notes the outcomes of the earlier consultation, which was reported to Council on 20 March 2024, and the Technical Report prepared by Boffa Miskell, which outlines the feasibility, costs, and potential impacts of constructing a vehicle accessway at the three identified locations on Council-owned land. That Council acknowledges the strong community interest in the matter of vehicle access at Waikawa Beach and the diversity of opinions regarding whether vehicle access should	B Harvey	30/06/2025		Officers have continued to meet with representatives of the Waikawa Beach community, including those both supportive of and opposed to vehicle access at the beach. There appears to be general alignment across all parties regarding the key considerations for any potential accessway. Officers are working with the group to help shape these into a viable option for Council's consideration.

	<p>be provided, as well as other aspects, including environmental, technical, and community considerations.</p> <p>That Council: Support continued investigations into the matter of vehicle access at Waikawa Beach; direct officers to complete further work to identify and evaluate the options available to provide access to Waikawa Beach; and instruct officers to prepare a further report and recommendations as to the way forward for this process, noting that further consultation with the community may be required based on the options identified by officers.</p>				<p>Officers are aware that Council is expecting a report on this matter, which was initially scheduled for May. This will now be presented in June to allow time for the planned community engagement to take place.</p> <p>We recognise this is a complex issue with strong views on both sides, and we appreciate the constructive way the community group has engaged in the process to date.</p>
CO/2024/390	That Council request the Chief Executive keep a watching brief on the Whangarei District Council situation and reports back to Council at an appropriate time so that Council can consider any future implications or decisions.	M Davidson	30/06/2025		<p>A letter has been sent to the Director General of Health and a response received. This update was shared with Elected Members and endorses the advice previously provided to Horowhenua District Council.</p> <p>A watching brief continues, and information shared with Council where relevant.</p>
CO/2024/393	That Council notes that further information about the capital programme will be presented in a Council Workshop early in 2025 with any decisions required to be presented to a subsequent Council Meeting.	C Dick	31/03/2025		This information was presented to the Capital Projects Steering Group on 19 March. The presentation was circulated to all of Council to share the information, an opportunity for questions was available at the Council Workshop on 9 April. This action is complete.
CO/2024/399 & CO/2024/400 Draft Local Waters Combined Bylaw 2025	That the hearing of any submissions on this matter be heard by the Hearings Committee of Council acting under delegated authority, along with other interested Councillors and a subsequent recommendation be made by the Committee to Council on this matter.	J Moore	30/06/2025		The Hearings and Regulatory Committee met on 15 April 2025 to hear verbal submissions and recommended minor amendments to the Bylaw before being adopted by Council. It is scheduled for this to go to the Council Meeting on 14 May.

	That officers prepare advice for the Hearings Committee and Council on how Te Mana o te Wai, the Climate Action Plan, and Te Tiriti/The Treaty are reflected in the bylaw.	C Dick	30/06/2025		This material was presented to the Hearings Committee in the Report received on 15 April.
CO/2024/409	Adoption of Policy for Responding to External Consultations; That the matter lay on the table until a later meeting in 2025.	C Dick	30/05/2025		Council will be asked to adopt the amended Policy for Responding to External Consultations at the Council Meeting 14 May 2025,
CO/2025/35	That Council agrees to consult using the special consultative procedure as set out in section 83 of the Local Government Act 2002 be used for consultation purposes, and Council adopts the Statement of Proposal attached as Attachment B be used to carry out the special consultative procedure. That the hearing of any submissions on this matter be heard by the Hearings Committee of Council acting under delegated authority, and a subsequent recommendation be made by the Committee to Council on this matter.	V Miller	10/10/2025		Public consultation process underway with submissions closing 30 April 2025. Public hearing of submissions received is required. Hearings and Regulatory meeting date yet to be set.

File No.: 25/243

8.3 Long Term Plan 2024-44 Monitoring Report May 2025

Author(s)	Alice Petersen Support Officer - Democracy Āpiha Tautoko - Manapori
Approved by	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. The purpose of this report is to present to Council the ongoing monitoring report, which reflects the progress of those actions and recommendations from the Long Term Plan 2024 - 44.

This matter relates to Delivering the Long-Term Plan 2024-44

Delivering the Long-Term Plan 2024-44

This matter relates to Pursuing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

RECOMMENDATIONS | NGĀ TAUNAKITANGA

- A. That Report 25/243 Long Term Plan 2024-44 Monitoring Report May 2025 be received and noted.

BACKGROUND | HE KŌRERO TŪĀPAPA

2. During deliberations for the Long Term Plan 2022-2044, Council gave direction on a number of actions and recommendations, which are recorded in the attached monitoring report.
3. It is intended for this report to be presented to Council on a quarterly basis.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A ↓	LTP Actions Monitoring 2024-2044 - May 2025	434

MONITORING REPORT – Long Term Plan 2024/2044 – May 2025					
					Completed
					In Progress
					Transfer
					Off Track
Topic/ Reference	Resolved/Actions	Officer	Action by Date	Status	Officer Update
CO/2024/140	That Council support a pilot programme for properties to participate in a composting initiative that utilises proposed MfE waste levies fund of up to \$25,000. That the findings and outcomes to be reported to council before 28 February 2025 in order to be considered for further funding.	D McMillan	28/02/2025		<p>On 9 April a trial kerbside food scraps collection commenced. On the first week there was a resident participation rate of 26%. On our second week the participation rate increased to 35%.</p> <p>All the food scraps are taken to a local composting facility in Foxton to be made into compost. This compost will be offered to schools in the district enrolled in Enviroschools program to use in their gardens. The trial is only for the selected households on Queen Street East and West and Wereroa Road, in Levin.</p> <p>The trial duration is for a short period of 3 months. The funding for this trial is from the Government's Waste minimisation fund.</p>
	Conduct a shade audit of parks and playgrounds.	L Winiata	30/06/2025		<p>Officers liaised with the Cancer Society and Public Health on how to undertake the audits and have started this mahi. More than half of our outdoor spaces have now been audited and Officers are continuing to do more when time and weather allows.</p>
CO/2024/151	That Council direct officers to undertake pre engagement with the community on potential	B Harvey	30/06/2025		Officers have been engaging with the community through the Waikawa Beach

As at 1 May 2025

MONITORING REPORT – Long Term Plan 2024/2044 – May 2025					
					Completed
					In Progress
					Transfer
					Off Track
Topic/ Reference	Resolved/Actions	Officer	Action by Date	Status	Officer Update
	beach management strategies that Council may consider.				Community hui, the Manawatu Estuary Management hui, Foxton Beach Community Plans on beach management strategies. Next steps will include talking with our iwi partners.
CO/2024/152	That Council direct officers to update the Horowhenua Road Safety Group's Terms of Reference.	D Haigh	30/06/2025		Officers are currently preparing a new draft Terms of Reference.
CO/2024/154	That Council note the following items will be added to the Long Term Plan 2024-44 Action Monitoring Report, and progress will be reported back to Council: a) Officers undertake a review of the current water rating charges in the 2024/25 financial year.	J Straker	30/06/2025		This review will now take place during the 2025/26 financial year.
	b) Officers prepare a report for Council by December 2024 to consider options for including a requirement for onsite stormwater retention tanks to be installed by landowners as part of in the future residential District Plan.	L Baddock	31/12/2024		This was agreed to form part of the omnibus plan change by the District Planning and Growth Steering Group (for Residential Zones, with reticulated water)/
	c) Officers present the Heritage Strategy (2012) for consideration and further direction from Council by October 2024.	L Baddock	31/10/2024		Officers have completed a review of the Strategy. Officers have completed a review of the Strategy and presented this to Council on 11 December 2024. The Council decision was to retain the Strategy but not undertaken any specific action to implement remaining actions (beyond finding efficiencies with existing workstreams such as Community Plans and the Sites of Significance Plan

MONITORING REPORT – Long Term Plan 2024/2044 – May 2025					
					Completed
					In Progress
					Transfer
					Off Track
Topic/ Reference	Resolved/Actions	Officer	Action by Date	Status	Officer Update
					Change). As such, there will be nothing further to update on in respect of this action.
	d) Officers engage with Council's Iwi/hapū partners and report back to Council by December 2024 on the options for progressing a District Plan Change to protect Wahi Tapu.	L Baddock	31/12/2024		While meetings with Iwi/Hapu were held (some before Christmas, some after Christmas – in March), this piece of work has been unable to progress very far. There is no defined scope for this plan change at present, but officers will continue working with Iwi partners to progress this important mahi.
	f) Officers develop a Community Plan for Shannon and Mangaore Village in 2024/25 and that officers explore the inclusion of Opiki and Tokomaru in that Plan or an associated Plan.	D McCorkindale	30/06/2025		Officers have been working closely with Cr Olsen and other members of the Shannon Community Plan Working Group and community to develop the Community Plan. This is coming together well and is on track to be presented to Council for adoption in June. Consideration was given to the inclusion of Opiki and Tokomaru, and was discussed at the regular community meeting Council hosts with the Tokomaru Opiki community. It was agreed that the communities were sufficiently different that it was better to focus this plan on Shannon and work

MONITORING REPORT – Long Term Plan 2024/2044 – May 2025					
					Completed
					In Progress
					Transfer
					Off Track
Topic/ Reference	Resolved/Actions	Officer	Action by Date	Status	Officer Update
					with the currently engaged Shannon community and to then look at drawing reference to that Plan if there was an appetite to prepare a Community Plan for Tokomaru and Opik in the future.
	g) Officers progress opportunities to give resolution to the water wheel project in Shannon.	B Harvey	30/06/2025		Officers are continuing to discuss options with the community on how to progress this project in a way that is both cost effective and meets the community's aspirations.
	i) Officers capture Fale Pasifika when planning for public infrastructure in the long term.	D McCorkindale D Haigh	30/06/2025		Ongoing. No specific actions have been undertaken but as long term future public infrastructure is planned consideration will be given to how Fale Pasifika is included and reflected in the planning.
	j) Officers undertake a stock take on lease agreements and report back to Council with this information including an assessment on the current leasing policy.	B Harvey	30/06/2025		Officers have undertaken an initial stock take on the lease portfolio and presented this in a workshop to Councillors in 2024. Following this an initial report with amendments to the Commercial and Community Leasing Policies was adopted by Council in March 2025 and a more in-depth review and amendments will be brought back to Council in June 2025.

MONITORING REPORT – Long Term Plan 2024/2044 – May 2025					Completed
					In Progress
					Transfer
					Off Track
Topic/ Reference	Resolved/Actions	Officer	Action by Date	Status	Officer Update
CO/2024/163	That Council directs officers investigate the actual demand created by aged care rooms and retirement units in the district as part of a future LTP/LTPA process.	B Spencer	30/06/2025		Task could be removed as it refers to a query from the 2023 LTPA. Statistics on this specific demographic have not been readily available for the district. It has however been reported in the past that around 80% of the demand in the area is for one and two bedroom units which by extrapolation could be assumed to strongly align to this demographic demand.

File No.: 25/256

9.1 Proceedings of Te Awahou Foxton Community Board 10 March 2025

Author(s)	Grayson Rowse Principal Advisor - Democracy Kaitohutohu Mātāmua - Manapori
Approved by	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. To present to the Council the minutes of the Te Awahou Foxton Community Board meeting held on 10 March 2025.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/256 Proceedings of Te Awahou Foxton Community Board 10 March 2025 and the minutes be received and noted.

DISCUSSION | HE MATAPAKINGA

2. There are no items that require further consideration.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

Te Awahou Foxton Community Board

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of the Te Awahou Foxton Community Board held in the Te Awahou Nieuwe Stroom, 92 Main Street, Foxton on Monday 10 March 2025 at 6:00 pm.

PRESENT

Chairperson	Mr John Girling
Deputy Chairperson	Mr Trevor Chambers
Members	Mrs Nola Fox
	Mr Brett Russell
	Mr David Roache
	Deputy Mayor David Allan

IN ATTENDANCE

Reporting Officer	Monique Davidson James Wallace Nirmal Rama	Chief Executive Land Transport Manager Land Transport Projects Engineer
Meeting Secretary	Grayson Rowse Alice Petersen	Principal Advisor – Democracy Democracy Support Officer

1 Apologies

There were no apologies.

2 Public Participation

There was no public participation.

3 Late Items

There were no late items.

4 Declaration of Interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

5 Confirmation of Minutes

Resolution Number TAFCB/2025/1

MOVED by Cr Allan, seconded Mr Roache:

That the minutes of the meeting of the Te Awahou Foxton Community Board held on Monday, 11 November 2024, be confirmed as a true and correct record.

CARRIED

6 Presentations

6.1 Seabury Ave / Nash Parade Safety Improvement Options

Purpose | Te PŪTAKE

The purpose of this presentation was to present for discussion the options for safety improvements on the corner of Seabury Avenue and Nash Parade Foxton Beach in relation to the pump track.

Officers outlined options to improve the safety of the intersection of Seabury Ave and Nash Parade in Foxton Beach. This intersection has raised concerns due poor visibility and it's higher use by children, cyclists, and walkers. Improvements for this intersection are included in the Land Transport work programme but due to a change in Land Transport funding from NZTA, there is limited funds for safety improvements.

Officers are working on low cost but effective mitigation options, and presented to the Board several options that are currently being explored. The most immediate is a speed bump on the eastern side of Seabury drive near the intersection as this can be delivered within budget this financial year and has a tentative install date before the end of March.

Pricing for more extensive work is underway to determine what can be delivered in the 2025/26 financial year. The Board requested officers report back to a future Te Awahou Foxton Community Board Meeting the detailed pricing of more extensive safety measures at Seabury Ave / Nash Parade.

Officers also spoke to speed management options for Lady's Mile. Officers advised that work is commencing on speed humps along lady's mile. Officers are currently speaking with emergency services to ensure design won't hinder their ability to respond to emergencies.

Resolution Number TAFCB/2025/2

MOVED by Mr Roache, seconded Mr Russell:

That the Presentation - Seabury Ave / Nash Parade Safety Improvement Options be received and noted.

CARRIED

7 Elected Members Reports

7.1 Chairperson's Report - February 2024

Purpose | TE PŪTAKE

To receive the Chairperson's report highlighting matters of interest to Te Awahou Foxton Community Board.

Resolution Number TAFCB/2025/4

MOVED by Mrs Fox, seconded Mr Russell:

- A. That Report 25/87 Chairperson's Report - February 2025 be received and noted.

CARRIED

Officers noted and apologised for the error in the date of the Chairperson's report advised it was written in February 2025 not November 2024.

The Chair updated the Board on the Flood Resilience Group's work. The group is positive and keen to continue meeting with a redefined scope.

7.2 Community Board Member Report - Brett Russell

Purpose | TE PŪTAKE

This report was present to update the Community Board on the activities of Community Board Member Brett Russell.

Resolution Number TAFCB/2025/5

MOVED by Mr Roache, seconded Mr Russell:

- A. That Report 25/85 Community Board Member Report - Brett Russell be received and noted.

CARRIED

Board Member Brett Russell spoke to his report and highlighted the work of the Estuary Trust included a farewell function on Saturday 15 March to say goodbye to the migratory birds but it's also noted sadly that loose dogs have been seen in the Estuary. Officers already began work on renewed signage that will be erected with the next two weeks.

Mr Russell spoke to concerns around the delivery of economic development with Horowhenua. Officers clarified that The Horowhenua Company Ltd are contracted to delivery Economic Development within the Horowhenua District and that last year as a lead into the upcoming legally required s17a review, Horowhenua District Council and The Horowhenua Company Ltd jointly commissioned the Sage Bush report that explored the current economic development strategy, the benefits and values of economic development. This report identified Foxton as having many opportunities for economic development with the construction of Ō2NL Highway and officers expressed how Foxton Futures would have a key part to play in this.

The Manawatu Estuary Trusts progress on finalising development of the Manawatu Estuary Management Plan for 2025-2035. The plan is due to be launched 1PM – 3PM Friday, 21 March 2025 at the Manawatu Marine Boating Club.

7.3 Community Board Member Report - Nola Fox

Purpose | TE PŪTAKE

To present to Te Awahou Foxton Community Board matters relating to Te Awahou Foxton Community Board area.

Resolution Number TAFCB/2025/6

MOVED by Mr Roache, seconded Mr Chambers:

- A. That Report 25/88 Community Board Member Report - Nola Fox be received and noted.

CARRIED

8 Reports

8.1 Update on Te Awahou Foxton Community Board Priorities

Purpose | TE PŪTAKE

1. This report updates progress of the Board's priorities.

This matter does not relate to a current Council priority.

Resolution Number TAFCB/2025/7

MOVED by Mr Roache, seconded Mrs Fox:

- A. That Report 25/101 Update on Te Awahou Foxton Community Board Priorities be received and noted.

CARRIED

Officers spoke to the report noting the progress of the Foxton Beach Endowment Fund Policy review highlighting the previous workshop and next steps.

Officer also acknowledged the Foxton and Foxton Beach Community Plan was unanimously endorsed by Council and noted it has been shared with Foxton Futures. The expressions of interest (EOI) for Foxton Futures Group has now closed with 18 EOI's received.

The Board held an open workshop last month where officers presented a stormwater update. The Board expressed the desire for a more detailed update on flooding protection not just the environmental impact progress. Officers advised that one of Council's Top 12 Priorities is "Community Preparedness; to continue tackling stormwater hotspots across district", that this work has been prioritised in and around Foxton and an update on this to the Board will be captured in an upcoming report.

8.2 Foxton Beach Endowment Fund Update

Purpose | TE PŪTAKE

This report presented an update to the board on financial movements in the Foxton Beach Endowment Fund.

This matter relates to Ensuring Financial Discipline and Management

Provide transparent financial reporting and regular updates to the community on the Council's financial performance and initiatives.

Resolution Number TAFCB/2025/8

MOVED by Cr Allan, seconded Mr Russell:

- A. That Report 25/86 Foxton Beach Endowment Fund Update be received and noted.

CARRIED

Officers presented the report, noting minor formatting changes and account name has been updated. Officers highlighted the financial performance. Officers are continuously working to improve the report.

The Board requested an update on Pinewood Motor Camp lease at its next meeting.

8.3 Horowhenua District Council Organisation Performance Report February 2025

Purpose | TE PŪTAKE

This report presented to the Board the Organisation Performance Report for October 2024 highlighting areas of interest to the Foxton Community.

This matter relates to Pursuing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

Resolution Number TAFCB/2025/9

MOVED by Mr Roache, seconded Cr Allan:

- A. That Report 25/64 Horowhenua District Council Organisation Performance Report February 2025 be received and noted.

CARRIED

The Board raised concerns over the Foxton Pool closure for lane marker repairs over the school holiday period. Officers acknowledged that closure over the April school holidays isn't ideal but it's necessary to have the least impact on the swim school and local schools usage during term which are major revenue earners for the Foxton Pools. Officers are looking into community events that can be stood up over the school holidays.

Officers answered questions from the Board on the Financial Summary Report.

8.4 Te Awahou Foxton Community Board - Actions Monitoring Report - March 2025

Purpose | TE PŪTAKE

This report presented to Te Awahou Foxton Community Board the updated monitoring report covering requested actions from previous meetings of the Board.

This matter relates to Pursuing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

Resolution Number TAFCB/2025/10

MOVED by Mr Roache, seconded Mrs Fox:

- A. That Report 25/79 Te Awahou Foxton Community Board - Actions Monitoring Report - March 2025 be received and noted.

CARRIED

7.15pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF TE AWAHOU FOXTON
COMMUNITY BOARD HELD ON

DATE:

CHAIRPERSON:

File No.: 25/200

9.2 Proceedings of the Chief Executive Employment and Performance Committee 19 March 2025

Author(s)	Alice Petersen Support Officer - Democracy Āpiha Tautoko - Manapori
Approved by	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. To present to the Council the minutes of the Chief Executive Employment and Performance Committee meeting held on 19 March 2025.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/200 Proceedings of the Chief Executive Employment and Performance Committee 19 March 2025 and the minutes be received and noted.

DISCUSSION | HE MATAPAKINGA

2. There are no items that require further consideration.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

Chief Executive Employment and Performance Committee

OPEN MINUTES UNCONFIRMED

Minutes of a meeting of Chief Executive Employment and Performance Committee held in the Tararua Room, 126-148 Oxford St, Levin on Wednesday 19 March 2025 at 10:00 am.

PRESENT

Mayor	His Worship The Mayor Bernie Wanden
Deputy Mayor	Councillor David Allan
Councillors	Councillor Nina Hori Te Pa
	Councillor Sam Jennings
	Councillor Paul Olsen

IN ATTENDANCE

Meeting Secretary	Monique Davidson Sue Fifita-Tovo	Chief Executive Executive Officer
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1 Apologies

Resolution Number CEEAP/2025/1

MOVED by Mayor Wanden, seconded Cr Allan:

That the apology from Councillor Jennings be accepted.

CARRIEDCARRIED

2 Late Items

There were no late items.

3 Declaration of Interest

There were no declarations of interest.

4 Confirmation of Minutes

Resolution Number CEEAP/2025/2

MOVED by Cr Allan, seconded Cr Olsen:

That the minutes of the meeting of the Chief Executive Employment and Performance Committee held on Wednesday, 13 November 2024, be confirmed as a true and correct record.

That the minutes of the meeting of the Public Excluded Meeting of the Chief Executive Employment and Performance Committee held on Wednesday, 13 November 2024, be confirmed as a true and correct record.

CARRIED

5 Procedural motion to exclude the public

Resolution Number CEEAP/2025/3

MOVED by Cr Hori Te Pa, seconded Cr Allan:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

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 public, as follows:

C1 Chief Executive - Mid Year Update - March 2025

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Interests:	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Plain English Reason:	This report contains personal employment information in relation to the Chief Executive. While there may be public interest in this matter, the protection of the privacy of the individual outweighs the public interest.

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

CARRIED

10.05 pm The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

12.00 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF CHIEF EXECUTIVE
EMPLOYMENT AND PERFORMANCE COMMITTEE
HELD ON

DATE:

CHAIRPERSON:

File No.: 25/252

9.3 Proceedings of the Community Funding and Recognition Committee 2 April 2025

Author(s)	Alice Petersen Support Officer - Democracy Āpiha Tautoko - Manapori
Approved by	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. To present to the Council the minutes of the Community Funding and Recognition Committee meeting held on 02 April 2025.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/252 Proceedings of the Community Funding and Recognition Committee 2 April 2025 and the minutes be received and noted.

DISCUSSION | HE MATAPAKINGA

2. There are no items that require further consideration.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

Community Funding and Recognition Committee

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Community Funding and Recognition Committee held in the Council Chambers, 126-148 Oxford St, Levin on Wednesday 2 April 2025 at 10:00 am.

PRESENT

Chairperson	Councillor Nina Hori Te Pa	
Councillors	Councillor Rogan Boyle	<i>Not Present</i>
	Councillor David Allan	
	Councillor Alan Young	<i>Apology</i>
	His Worship the Mayor Bernie Wanden	

IN ATTENDANCE

	Arlo Campbell	Youth Advisor
	Cacia Wall	Youth Advisor
Reporting Officer	Mark Hammond	Community Facilities and Services Manager
	Emma Gowan	Community Development Adviser
	Laura Fisher	Community Development Coordinator
Meeting Secretary	Alice Petersen	Democracy Support Officer

1 Apologies

Apology

Resolution number CFARC/2025/8

MOVED by Cr Allan, seconded Cr Wanden:

That the apology from Councillor Alan Young be accepted.

CARRIED

2 Late Items

There were no late items.

3 Declaration of Interest

Youth Advisor Cacia Wall declared a conflict of interest in one of the Youth Empowerment Fund applications and did not take part in the discussion of this individuals application.

4 Confirmation of Minutes

Resolution Number CFARC/2025/9

MOVED by Cr Allan, seconded Mayor Wanden:

That the minutes of the meeting of the Community Funding and Recognition Committee held on Wednesday, 19 February 2025, be confirmed as a true and correct record.

That the minutes of the meeting of the Public Excluded Meeting of the Community Funding and Recognition Committee held on Wednesday, 19 February 2025, be confirmed as a true and correct record.

CARRIED

5 Reports for Decision

6.1 Proposed Criteria for Youth Excellence Awards

Purpose | TE PŪTAKE

This report presented a proposal to amend the criteria for the Youth Excellence Awards – Academia category.

This matter relates to Community Connections and Better Wellbeing.

Activate the key priorities within the Community Wellbeing Strategy.

Resolution Number CFARC/2025/10

MOVED by Cr Allan, seconded Mayor Wanden:

- A. That Report 25/150 Proposed Criteria for Youth Excellence Awards be received.
- B. That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

Resolution Number CFARC/2025/11

MOVED by Cr Allan, seconded Mayor Wanden:

- C. That following discussion at the Funding and Recognition Committee meeting, the proposed Youth Excellence Awards – Academia criteria be circulated to the three colleges for their feedback before the Committee making its final decision.
- D. That the Funding and Recognition Committee approve, in principle, the proposed changes to the Youth Excellence Awards – Academia criteria, subject to feedback from the three colleges.

CARRIED

8 Procedural motion to exclude the public

Resolution Number CFARC/2025/12

MOVED by Cr Allan, seconded Mayor Wanden:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

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 public, as follows:

C1 Youth Empowerment Fund 2024-2025 - Q1 Applications

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Interests:	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Plain English Reason:	This report contains applications for funding which include personal details..

C2 Urupā Whānau Maintenance Fund

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Interests:	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Plain English Reason:	This report includes funding applicant details, including bank account details, names and addresses which is not in the public interest to disclose. The names of successful applicants and thier projects will be released after this meeting.

C3 Community Events and Programmes Fund 2024-2025, R2

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Interests:	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Plain English Reason:	This report includes funding applicant details, including bank account details, names and addresses which is not in the public interest to disclose. The names of successful applicants and thier projects will be released after this meeting...

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

In accordance to standing order 18.2 the meeting noted that two Youth Advisors are remaining in the meeting for item C1 Youth Empowerment Fund 2024-2025 - Q1 Applications due to their expertise and as per the criteria of the Youth Empowerment Fund.

CARRIED

10.10 am The public were excluded.

Resolutions in relation to the confidential items were released from public excluded business by resolution at the close of the meeting and are recorded below.

Reports for Noting

C1 Youth Empowerment Fund 2024-2025 - Q1 Applications

Purpose | TE PŪTAKE

This report was presented to discuss applications received for quarter one of the Youth Empowerment Fund 2024-2025 and decide on funding allocations.

Resolution Number CFARC/2025/8

MOVED by Cr Allan, seconded Cr Hori Te Pa:

- A. That Report 25/144 Youth Empowerment Fund 2024-2025 - Q1 Applications be received and noted.

CARRIED

Resolution Number CFARC/2025/9

MOVED by Cr Allan, seconded Mayor Wanden:

That the Committee approve the following grants for the Youth Empowerment Fund 2024-2025:

Applicant:	Amount awarded:
Ellah Haerewa	\$500
Issac Bell	\$500
Imogen Williamson	\$500
Amelie Williamson	\$500

CARRIED

Resolution Number CFARC/2025/10

MOVED by Mayor Wanden, seconded Cr Allan:

That these minutes are to be released from in-committee business at the close of the meeting.

CARRIED

C2 **Urupā Whānau Maintenance Fund**

Purpose | TE PŪTAKE

This report was presented to discuss applications received for round 1 of the Urupā Whānau Maintenance Fund 2024-2025 and decide on funding allocations.

Resolution Number CFARC/2025/11

MOVED by Mayor Wanden, seconded Cr Allan:

- A. That Report 25/139 Urupā Whānau Maintenance Fund be received and noted.

CARRIED

Officers to bring back questions

Resolution Number CFARC/2025/12

MOVED by Mayor Wanden, seconded Cr Allan:

That the Committee approve the following grants for the Urupā Whānau Maintenance Fund 2024-2025:

Applicant:	Amount awarded:
Raumatangi	\$500
Te Kapa	\$500
Whanau urupa - Mete	\$500
Te Kiore	\$500
Whakawehi	\$500

CARRIED

Resolution Number CFARC/2025/13

MOVED by Cr Allan, seconded Mayor Wanden:

That these minutes are to be released from in-committee business at the close of the meeting.

CARRIED

C3 Community Events and Programmes Fund 2024-2025, R2

Purpose | TE PŪTAKE

1. To discuss applications received for round 2 of the Community Events and Programmes Fund 2024-2025 and decide on funding allocations.

Community Connections and Better Wellbeing.

This matter relates to Community Connections and Better Wellbeing.

Activate the key priorities within the Community Wellbeing Strategy.

Resolution Number CFARC/2025/14

MOVED by Cr Hori Te Pa, seconded Cr Allan:

- A. That Report Community Events and Programmes Fund 2024-2025, R2 be received and noted.

CARRIED

Applications on block - David / Nina

Resolution Number CFARC/2025/15

MOVED by Cr Allan, seconded Cr Hori Te Pa:

That the Committee approve the following grants for the Community Events and Programmes Fund 2024-2025 R2:

Applicant:	Amount awarded:
Adult Day Care Centre	\$3,500.00
MASH Trust	\$2,985.00
Aspie Answers	\$1,500.00
Horowhenua SuperGrans trading as Skills4Living	\$2,875.00
English Language Partners NZ Trust (Horowhenua-Kapiti Centre)	\$3,000.00
Beyond Courageous Limited	\$3,840.00
Legacy Centre Levin	\$2,800.00
Levin MenzShed	\$2,500.00
Levin Uniting Church and Community Centre	\$5,000.00
Altrusa Int Levin	\$500.00
Shannon Christmas Parade and Celebrations	\$1,850.00
Levin Garden Club	\$1,000.00
New Zealand National Refugee Youth Council Incorporated	\$2,500.00
Levin Swimming Club Incorporated	\$500.00

CARRIED

Resolution Number CFARC/2025/16

MOVED by Mayor Wanden, seconded Cr Allan:

That these minutes are to be released from in-committee business at the close of the meeting.

CARRIED

11.43 pm

There being no further business, the Chairperson
declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF COMMUNITY FUNDING AND
RECOGNITION COMMITTEE HELD ON

DATE:

CHAIRPERSON:

File No.: 25/227

9.4 Proceedings of the Hearings and Regulatory Committee 15 April 2025

Author(s)	Alice Petersen Support Officer - Democracy Āpiha Tautoko - Manapori
Approved by	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. To present to the Council the minutes of the Hearings and Regulatory Committee meeting held on 15 April 2025.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/227 Proceedings of the Hearings and Regulatory Committee 15 April 2025 and the minutes be received and noted.

DISCUSSION | HE MATAPAKINGA

2. The following item considered by the Hearings and Regulatory Committee meeting held on the 15 April 2025 will require further consideration by the Horowhenua District Council and is included in the Council agenda.
3. In relation to the submissions received and considered for the draft Local Waters Bylaw 2025, the recommendations in section 4.1 to 4.6 of this report were made by resolution of the Hearings and Regulatory Committee to be incorporated into the final draft Local Water Bylaw 2025.
4. In a separate report on today's agenda, Council will consider the adoption of the final draft bylaw incorporating these changes, giving effect to the following recommendations made by the Committee;
 - 4.1. The Committee recommends Council amend A6.1(a) to: "Protect and Prevent Damage to Local Waters and the Associated Environment. To manage, protect and prevent damage or misuse to Local Waters Services and the associated land, structures, infrastructure and associated environment.", **Resolution: HARCC/2025/3;**
 - 4.2. The Committee recommends Council adds of the following Explanatory Note after E4.4: "Explanatory Note: For clarity any business that produces trade waste but whose waste does not enter the Council Controlled Wastewater or Stormwater Networks, either via pipes, tankered waste operator, or other method, will not be required to hold a Trade Waste Consent but will still be required to register.", **Resolution: HARCC/2025/4;**
 - 4.3. The Committee recommends Council amend E3.4 to: With the exception of Tankered Waste, no person may discharge any Trade Waste in a way that causes that Trade Waste to be discharged off the Premises to land or water outside the premises unless the activity is consented by the Regional Council, **Resolution HARCC/2025/5;**
 - 4.4. The Committee recommends Council amend E4.15 to "The period for which a trade waste Consent is granted to be two to five years from the date of grant." That the Committee recommends Council remove E4.16 from the proposed bylaw, **Resolution HARCC/2025/6;**

- 4.5. The Committee recommends Council amend the purpose of the Local Waters Combined Bylaw to include reference to Te Mana o te Wai; by substituting the purpose with: “The overall purpose of the Bylaw is to facilitate an integrated approach to Local Waters management in the Horowhenua District that recognises the interdependencies between each component and promotes their sustainable use and management and recognition of Te Mana o Te Wai. The following purposes are relevant to the four water services (water supply, wastewater, trade waste and stormwater) managed under this Bylaw.”, **Resolution HARCC/2025/7**;
- 4.6. The Committee recommends Council adopt the Proposed Local Waters Combined Bylaw 2025 incorporating the changes recommended by this Committee, **Resolution HARCC/2025/8**.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

Hearings and Regulatory Committee

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Hearings and Regulatory Committee held in the Council Chambers, 126-148 Oxford St, Levin on Tuesday 15 April 2025 at 10:00 am.

PRESENT

Chairperson	Deputy Mayor David Allan	
Deputy Chairperson	Councillor Justin Tamihana	<i>via A/V Link</i>
Councillors	Councillor Sam Jennings	
	His Worship the Mayor Bernie Wanden	

IN ATTENDANCE

Reporting Officer	Daniel Haigh Justine Moore Carolyn Dick Grayson Rowse	Group Manager Community Infrastructure Principal Advisor - Infrastructure Strategic Planning Manager Principal Democracy Advisor
Meeting Secretary	Alice Petersen	Democracy Support Officer

1 Apologies

There were no apologies.

2 Late Items

There were no late items.

3 Declaration of Interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

4 Confirmation of Minutes

Resolution Number HARCC/2025/1

MOVED by Cr Jennings, seconded Mayor Wanden:

That the minutes of the meeting of the Hearings and Regulatory Committee held on Tuesday, 9 October 2024, be confirmed as a true and correct record.

CARRIED

5 Reports for Decision

6.1 Proposed Local Waters Combined Bylaw - Hearing of Submissions

The purpose of this report was to summarise the submissions received during consultation on the Proposed Local Waters Combined Bylaw 2025 (the Bylaw), and to provide the platform for the Hearings and Regulatory Committee (the Committee) in its deliberation on those submissions; and subsequent recommendation to Council on the final form of the Bylaw.

The Chair spoke briefly about the process for the day and acknowledged the Manawatū Estuary Management Team had not been able to attend to speak today.

Resolution Number HARCC/2025/2

MOVED by Cr Jennings, seconded Mayor Wanden:

That Report 25/92 Proposed Local Waters Combined Bylaw - Hearing of Submissions be received.

That this matter or decision is recognised as significant in terms of S76 of the Local Government Act.

That the Committee considers the feedback from submitters and officers on the Proposed Local Waters Combined Bylaw.

CARRIED

The committee heard from submitters as follows:

Charles Rudd submission (#12) spoke to submission raising concerns on stormwater systems, enforcement and Lake Horowhenua pollution.

Vivienne Bold submission (#13) spoke to her submission raising concerns on waste and storm water infrastructure and environmental pollution.

Martin O'Malley submission (#17) spoke to his submission raising concerns on cost to café/pubs/restaurants with trade waste charges and asset management.

Officers responded to questions throughout the speakers and then took questions from the committee. Clarifying management of food/hospitality businesses trade waste, purpose to formalise process by registering and consenting. Officers outlined at a high level the process of consenting for businesses highlighting the difference between smaller lower risk food/hospitality businesses and larger commercial business like manufacturers or larger food businesses.

Discussion around the timeframe of consents with officers recommending that the change to 'two to five years' allow for greater operational flexibility for low-risk compliant businesses as their consent timeframe can be extended to five years.

Resolution Number HARCC/2025/3

MOVED by Cr Jennings, seconded Mayor Wanden:

That the Committee recommends Council amend A6.1(a) to:

“Protect and Prevent Damage to Local Waters and the Associated Environment.

To manage, protect and prevent damage or misuse to Local Waters Services and the associated land, structures, infrastructure and associated environment. “

CARRIED

Resolution Number HARCC/2025/4

MOVED by Mayor Wanden, seconded Cr Jennings:

That the Committee recommends Council adds of the following Explanatory Note after E4.4:

“Explanatory Note: For clarity any business that produces trade waste but whose waste does not enter the Council Controlled Wastewater or Stormwater Networks, either via pipes, tankered waste operator, or other method, will not be required to hold a Trade Waste Consent but will still be required to register.”

CARRIED

Resolution Number HARCC/2025/5

MOVED by Cr Tamihana, seconded Cr Jennings:

That the Committee recommends Council amend E3.4 to:

With the exception of Tankered Waste, no person may discharge any Trade Waste in a way that causes that Trade Waste to be discharged off the Premises to land or water outside the premises unless the activity is consented by the Regional Council.

CARRIED

Resolution Number HARCC/2025/6

MOVED by Cr Jennings, seconded Mayor Wanden:

That the Committee recommends Council amend E4.15 to “The period for which a trade waste Consent is granted to be two to five years from the date of grant.”

That the Committee recommends Council remove E4.16 from the proposed bylaw.

CARRIED

Resolution Number HARCC/2025/7

MOVED by Cr Tamihana, seconded Cr Allan:

That the Committee recommends Council amend the purpose of the Local Waters Combined Bylaw to include reference to Te Mana o te Wai; by substituting the purpose with:

“The overall purpose of the Bylaw is to facilitate an integrated approach to Local Waters management in the Horowhenua District that recognises the

interdependencies between each component and promotes their sustainable use and management and recognition of Te Mana o Te Wai. The following purposes are relevant to the four water services (water supply, wastewater, trade waste and stormwater) managed under this Bylaw.”

CARRIED

Resolution Number HARCC/2025/8

MOVED by Cr Jennings, seconded Cr Tamihana:

- E. That the Committee recommends Council adopt the Proposed Local Waters Combined Bylaw 2025 incorporating the changes recommended by this Committee.

CARRIED

11.22 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF HEARINGS AND REGULATORY
COMMITTEE HELD ON

DATE:

CHAIRPERSON:

File No.: 25/249

9.5 Proceedings of the Risk and Assurance Committee 30 April 2025

Author(s)	Alice Petersen Support Officer - Democracy Āpiha Tautoko - Manapori
Approved by	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. To present to the Council the minutes of the Risk and Assurance Committee meeting held on 30 April 2025.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/249 Proceedings of the Risk and Assurance Committee 30 April 2025 and the minutes be received and noted.

DISCUSSION | HE MATAPAKINGA

2. There are no items that require further consideration.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

Risk and Assurance Committee

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Risk and Assurance Committee held in the Council Chambers, 126-148 Oxford St, Levin on Wednesday 30 April 2025 at 1:00pm.

PRESENT

Chairperson	Cr Sam Jennings	
Deputy Chairperson	Cr Paul Olsen	(Apology)
Members	Cr Alan Young	
	Cr Clint Grimstone	(Apology)
	Cr Jonathan Procter	
	Mayor Bernie Wanden	
	Jenny Livschitz	Independent Member (via A/V Link)
	Sarah Everton	Independent Member

IN ATTENDANCE

Reporting Officer	Jacinta Straker	Group Manager - Organisation Performance
	Monique Davidson	Chief Executive
	Daniel Haigh	Group Manager - Community Infrastructure
	Brent Harvey	Group Manager - Community Experience and Services
	David McCorkindale	Group Manager – Community Vision and Delivery
	Blair Spencer	Group Manager – Housing & Business Development
	Ashley Huria	Business Performance Manager
	Pei Shan Gan	Financial Controller
	Tanya Glavas	Safety & Wellbeing Lead
	Catherine Godfrey	Risk Advisor
Meeting Secretary	Alice Petersen	Democracy Support Officer

1 Apologies

Apology

Resolution number RAACC/2025/15

MOVED by Cr Jennings, seconded Mayor Wanden:

That the apology from Councillors Grimstone and Olsen be accepted.

CARRIED

2 Late Items

There were no late items.

3 Declaration of Interest

There were not declarations of interest.

4 Confirmation of Minutes

Resolution Number RAACC/2025/16

MOVED by Cr Jennings, seconded Cr Young:

That the minutes of the meeting of the Risk and Assurance Committee held on Wednesday, 26 February 2025, be confirmed as a true and correct record.

That the minutes of the meeting of the Public Excluded Meeting of the Risk and Assurance Committee held on Wednesday, 26 February 2025, be confirmed as a true and correct record.

CARRIED

5 Reports for Noting

5.1 PwC Tax Governance Presentation

Purpose | TE PŪTAKE

This report presented the Risk and Assurance Committee with the PricewaterhouseCoopers (PwC) annual tax update for the Horowhenua District Council, as part of the tax governance framework programme.

Resolution number RAACC/2025/17

MOVED by Cr Jennings, seconded Cr Young:

- A. That Report 25/203 PwC Tax Governance Presentation be received and noted.
- B. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Resolution Number RAACC/2025/18

MOVED by Cr Jennings, seconded Cr Procter:

- C. That the Committee notes the Annual Tax Update presentation by PwC.

CARRIED

Officers briefly introduced the report before introducing Phil Fisher from PricewaterhouseCoopers (PwC) to present the Annual Tax Update to the committee.

Mr Fisher presentation gave an update on the council's tax governance, pointing out key risk areas like GST, FBT, and withholding tax. Mr Fisher highlighted that a

Council is good position and noted upcoming changes to FBT rules, the government stepping back from not-for-profit tax reforms, and future tax issues related to water services entities.

Mr Fisher answered questions from the committee around review prioritisation, operational changes with ACC levies and governance's role in tax oversight, overseeing tax risk.

5.2 Continuous Improvement and Audit Actions Monitoring Report

Purpose | TE PŪTAKE

This report updates the Risk and Assurance Committee on progress on the action items from previous resolutions.

This matter relates to Pursuing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

Resolution number RAACC/2025/19

MOVED by Cr Jennings, seconded Cr Young:

- A. That Report 25/195 Continuous Improvement and Audit Actions Monitoring Report be received and noted.

CARRIED

Officers introduced the report and noted strong progress on audit action items, with several completed and set to be removed from the next report. Audit NZ has verbally approved the closure of some of the older recommendations. The PAYE compliance review is almost complete and outcomes will be updated for the next meeting.

Committee members praised the team for effectively addressing long-standing issues and improving oversight.

5.3 Health, Safety and Wellbeing Dashboard - Quarterly Report

Purpose | TE PŪTAKE

This report providing the Committee with Health, Safety and Wellbeing information and insights for the quarter from January 2025 – March 2025.

Resolution number RAACC/2025/20

MOVED by Cr Jennings, seconded Cr Young:

- A. That Report 25/207 Health, Safety and Wellbeing Dashboard - Quarterly Report be received and noted.

CARRIED

Officers introduced the report noting that Erode reporting is still being refined for detailed data to the minute as the committee has requested. Officers also

highlighted that contractor reporting is now included, and all WorkSafe notifications have been closed with positive outcomes.

An increase in peoplesafe reports from civic sites since November 2024 is due to Local Waters coming inhouse so waters related incidents are now included. Threatening behaviour toward staff has risen across all sites, with police informed and staff encouraged to report incidents. Officers noted that risk management will be a key focus in coming years.

Officers highlighted the Health and Safety Deep Dive into Local Waters noting that it is a higher risk activity for Council but it has a strong safety mindset with high reporting culture.

5.4 Legislative Compliance

Purpose | TE PŪTAKE

This report detailed the Council's legislative compliance for the 12 months to 28 February 2025.

This matter relates to Pursuing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

Resolution number RAACC/2025/21

MOVED by Cr Jennings, seconded Cr Young:

- A. That Report 25/208 Legislative Compliance be received and noted.

CARRIED

Officers introduced the report highlighting a 100% response rate from officers and noting an actions monitoring report will be brought to future meetings reporting progress. Officers also noted that a number of incompliance or partial compliance have been corrected already and this will be shown on the upcoming actions monitoring.

The committee commented positively on how comprehensive the report is and noted that there were no high risk areas with non-compliance or only partial compliance.

5.5 Risk and Assurance Committee Work Programme

Purpose | TE PŪTAKE

The purpose of this report was to provide the Risk and Assurance Committee with an outline of a draft Work Programme for 2024/25.

This matter relates to Pursuing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

Resolution number RAACC/2025/22

MOVED by Cr Jennings, seconded Cr Young:

- A. That Report 25/220 Risk and Assurance Committee Work Programme be received and noted.

CARRIED

Officers introduced the report advised this is the proposed agenda for last meeting of this committee this triennium which is scheduled for August. Officer noted that the Annual Report 24/25 is scheduled to be adopted before the October Election.

Resolution Number RAACC/2025/23

MOVED by Cr Jennings, seconded Cr Young:

- B. That the Risk and Assurance Committee supports the proposed Risk and Assurance Committee Work Programme for 2024/25

CARRIED

5.6 Financial Dashboard as at 31 March 2025

Purpose | TE PŪTAKE

This report presented a high-level overview of the financial position and results to the committee, with a focus on the March 2025 results.

This matter relates to Pursuing Organisation Excellence

Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

Resolution number RAACC/2025/24

MOVED by Cr Jennings, seconded Cr Young:

- A. That Report 25/224 Financial Dashboard as at 31 March 2025 be received and noted.

CARRIED

Officers introduced the report highlighting an increase in overdue debts, with both residential ratepayers and businesses facing financial stress. Officers advised they have a focus on reducing debt and working with the community to through payment arrangements.

Officers noted the changes in the capital projects program due to shifting priorities, funding availability and market conditions, advising that this is leading to a slight decrease in planned spending.

5.7 Treasury Update - March 2025

Purpose | TE PŪTAKE

This report was presented to update the committee on the treasury activity for the last quarter, which is outlined in the Bancorp Treasury Reporting Dashboard for the March 2025 quarter.

This matter relates to Ensuring Financial Discipline and Management

Monitor Treasury opportunities to take advantage of favourable interest rates, reduce debt servicing costs, and maintain the Council's credit rating.

Provide transparent financial reporting and regular updates to the community on the Council's financial performance and initiatives.

Ensure financial discipline and compliance with our financial strategy and benchmarks.

Resolution number RAACC/2025/25

MOVED by Cr Jennings, seconded Cr Young:

- A. That Report 25/202 Treasury Update - March 2025 be received and noted.
- B. That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

Officers introduced the report and noted that there was no borrowing activity in the last quarter.

The Committee queried if forecasted percentage of debt to operating income ratio is on target. Officers confirmed it is projected to be under 250% financial strategy limit.

Resolution Number RAACC/2025/26

MOVED by Cr Jennings, seconded Cr Young:

- C. That the Committee notes the Bancorp Treasury Reporting Dashboard for the March 2025 quarter.
- D. That the Committee notes the presentation from Bancorp Treasury that is tabled at the committee.

CARRIED

8 Procedural motion to exclude the public

Resolution Number RAACC/2025/27

MOVED by Cr Jennings, seconded Cr Young:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

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 public, as follows:

C1 Discussion on the Options for Credit Rating Services

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Interests:	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Plain English Reason:	This report is to facilitate a discussion of potential suppliers. Discussion of this item in public would disadvantage Council in potential future negotiations.

C2 Risk Management Quarterly Report

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 6.
Interests:	s6(a) - The making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences and the right to a fair trial.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 6.
Plain English Reason:	This report identifies potential vulnerabilities and strategies to manage these vulnerabilities. Disclosing these would negate the effectiveness of risk mitigations..

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

CARRIED

2.09 pm The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

3.08 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF RISK AND ASSURANCE
COMMITTEE HELD ON

DATE:

CHAIRPERSON:

File No.: 25/257

9.6 Proceedings of Te Awahou Foxton Community Board 5 May 2025

Author(s)	Grayson Rowse Principal Advisor - Democracy Kaitohutohu Mātāmua - Manapori
Approved by	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. To present to the Council the minutes of the Te Awahou Foxton Community Board meeting held on 05 May 2025.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/257 Proceedings of Te Awahou Foxton Community Board 5 May 2025 and the minutes be received and noted.

DISCUSSION | HE MATAPAKINGA

2. There are no items that require further consideration.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

Te Awahou Foxton Community Board

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of the Te Awahou Foxton Community Board held in the Te Awahou Nieuwe Stroom, 92 Main Street, Foxton on Monday 5 May 2025 at 6:00 pm.

PRESENT

Chairperson	Mr John Girling	
Deputy Chairperson	Mr Trevor Chambers	(Apology)
Members	Mrs Nola Fox	(Apology)
	Mr David Roache	
	Mr Brent Russell	(Apology)
	Deputy Mayor David Allan	

IN ATTENDANCE

Reporting Officer	Monique Davidson	Chief Executive
	Ashley Huria	Business Performance Manager
Meeting Secretary	Alice Petersen	Democracy Support Officer

1 Apologies

Apology

Resolution number TAFCB/2025/10

MOVED by David Roache, seconded Cr Allan:

That the apology from Trevor Chambers, Nola Fox and Brett Russell be accepted.

CARRIED

2 Public Participation

The following members of the public attended the meeting and spoke on the items listed:

Name	Agenda Item
Christina Paton	7.2 Update on Te Awahou Foxton Community Board Priorities

3 Late Items

There were no late items.

4 Declaration of Interest

There were no declarations of interest.

5 Confirmation of Minutes

Resolution Number TAFCB/2025/11

MOVED by Cr Allan, seconded Mr Roache:

That the minutes of the meeting of the Te Awahou Foxton Community Board held on Monday, 10 March 2025, be confirmed as a true and correct record

CARRIED

6 Elected Members Reports

6.1 Chairperson Report - April 2025

This report presented the Chairperson's report highlighting matters of interest to Te Awahou Foxton Community Board.

Resolution Number TAFCB/2025/12

MOVED by Mr Girling, seconded Mr Roache:

That Report 25/229 Chairperson Report - April 2025 be received and noted.

CARRIED

7 Reports

7.1 Update on the Bird Viewing Platform Project at Foxton Beach

This report provided an update on the Bird Viewing Platform Project at Foxton Beach

Resolution Number TAFCB/2025/13

MOVED by Cr Allan, seconded Mr Roache:

That Report 25/230 Update on the Bird Viewing Platform Project at Foxton Beach be received and noted.

CARRIED

7.2 Update on Te Awahou Foxton Community Board Priorities

This report updated progress of the Board's priorities.

Resolution Number TAFCB/2025/14

MOVED by Cr Allan, seconded Mr Roache:

That Report 25/190 Update on Te Awahou Foxton Community Board Priorities be received and noted.

CARRIED

7.3 Foxton Beach Endowment Fund Update

This report updated the board on financial movements in the Foxton Beach Endowment Fund.

Resolution Number TAFCB/2025/15

MOVED by Mr Roache, seconded Cr Allan:

That Report 25/172 Foxton Beach Endowment Fund Update be received and noted.

CARRIED

7.4 Te Awahou Foxton Community Board - Actions Monitoring Report - April 2025

This report presented Te Awahou Foxton Community Board the updated monitoring report covering requested actions from previous meetings of the Board.

Resolution Number TAFCB/2025/16

MOVED by Cr Allan, seconded Mr Roache:

That Report 25/174 Te Awahou Foxton Community Board - Actions Monitoring Report - April 2025 be received and noted.

CARRIED

6.22 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF TE AWAHOU FOXTON
COMMUNITY BOARD HELD ON

DATE:

CHAIRPERSON:

Exclusion of the Public : Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

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 public, as follows:

C1 Levin Wastewater Treatment Plant - Inlet Pipe and Bulk Main upgrade

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Interests:	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Plain English Reason:	This report is deemed confidential due to discussions involving third-party contractual matters.

C2 Council Resolution and Actions Monitoring Report May 2025

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Interests:	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Plain English Reason:	These actions relate to potential or actual sales of property, and contract negotiations. The public release of these actions at this time may affect sales prices or disclose negotiation points.

C3 Proceedings of Public Excluded Risk and Assurance Committee Meeting 30 April 2025

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 6 and 7.
Interests:	s6(a) - The making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences and the right to a fair trial. s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 6 and 7.
Plain English Reason:	This report is public excluded as the attachments contain personal details that a withheld to protect their privacy and identifies potential vulnerabilities and strategies to manage these vulnerabilities. Disclosing these would negate the effectiveness of risk mitigations.

C4 Proceedings of the Public Excluded Chief Executive Employment Performance Committee 19 March 2025

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 6.
Interests:	s6(b) - The making available of the information would be likely to endanger the safety of a person.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 6.
Plain English Reason:	This report contains personal employment information in relation to the Chief Executive. While there may be public interest in this matter, the protection of the privacy of the individual outweighs the public interest..